

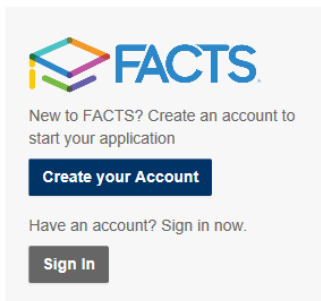
How to Apply for the TEA SSES



You can access the application for the TEA Supplemental Special Education Services by clicking on the link provided on the website: tea.texas.gov/sses

For assistance filling out your application, contact FACTS at 844-649-2921.

*Please make sure you carefully review information provided on the website before you click the link to go to the application. Important information about what will be needed to complete the application will be provided.



Step 1: Logging In/ Creating an Account

If you already have a FACTS account simply click login to sign into your account. All FACTS activity will be done through your existing account. If you are new to FACTS you will click on "Create your Account".

Create Account

Please enter your e-mail address.

E-mail Address*

[Next](#) [Cancel](#)

[Do not have an e-mail address?](#)

To create your account you will provide an email address to verify you do not already have a FACTS account.

Once it is verified you do not already have an account you will just want to click "Create a new FACTS account".

Create Account

Welcome! Thank you for using FACTS.

Please take a few moments to create a user account.

[Create a new FACTS account](#)

[Already have an account with FACTS?](#)

From there you will move into account creation where you will provide your demographic information including name, address, phone number(s), and email address.

How to Apply for the TEA SSES



On the next screen you will be asked to create your username and password, as well as set up your security PIN and telephone questions. Please be mindful of the password requirements.

Username and Password

Username*	<input type="text"/>	✓ Do not include spaces in your password
Password*	<input type="password"/>	✗ Password must contain at least 8 characters
Confirm Password*	<input type="password"/>	✗ Password must contain at least one letter
		✗ Password must contain at least one number
		✗ Password must include at least one special character: !@#%&'()*_+.
		✓ Password must not have any invalid characters
		✓ Passwords are case sensitive
		✓ Password cannot contain the username

Step 2: Starting the application

After logging in you will be asked to select the term you are applying for. There is only one option available and it should already be selected. Go ahead and click continue.

Home My Profile Financial Accounts Signed in as Test

Welcome,

What term are you applying for aid?

2021-2022

Continue Cancel

You will land in the application form. You will be able to track your progress through the application by the sections listed down the left hand side. You will have to finish a section before being able to move to the next one but can navigate backwards by just clicking on the section name as needed. Your progress will be saved if you need to leave and return to the application at a later time.

Sections

Schools: This section will just show the program you are applying to. The Supplemental Special Educations Services will already be automatically selected when you come through the link from the Supplemental Special Educations Services Website. Simply click "Save & Continue" to move to the next section. No additional information is needed on this screen for this program.

1 Schools

2 Applicant

3 Students

4 Taxable Income

5 Nontaxable Income

6 Review

7 Submit

Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2021-2022 school year.

Texas Education Agency- Public Schools
Austin, TX 78701

Organizations

Supplemental Special Education Services
Organization associated with Texas Education Agency

+ Add School / Organization

Save & Continue Save & Exit

Applying for the Texas Supplemental Special Education Services?

Click **Save & Continue**, your school option does not need to be added on this screen.

Got it!

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Applicant and Co-Applicant (If Applicable): Demographic information from your account will prefill in parts of the applicant section. You will want to make sure to go through and fill in any blanks. Required section in each part of the application will be marked with an asterisk*.

Students: In the student section you will add all students that are eligible for this program. Here you will provide demographic information related to the student including the grade. Once you are done with one student you can “Close Student Details” then “Add New Student” if needed. Then you will “Save & Continue” to move on.

Additional Questions: These questions will show up individually for each student on the application. To move to the next section select “Save & Continue”.

**Tip: In the school dropdown if you start to type the name of the school it will pull schools matching those characters to the top making it easier to search!*

Taxable Income: This section is going to collect data around how many people are in the household and the filing status for the applicant and co-applicant (if applicable). You will want to have your AGI from your most recent tax return on hand for this section. If you do not file taxes additional information will be requested and your nontaxable income will be collected on the next screen. To move to the next section select “Save & Continue”.



Taxable Income
Required fields are marked with *

Household

* Number of adults living in this household? ⓘ

* Number of children living in this household?

Taxable Income

* Does the applicant file a U.S. Federal Income Tax Return?
 Yes
 No

* Does the co-applicant file a U.S. Federal Income Tax Return? ⓘ
 Yes - files jointly
 Yes - files separately
 No

Nontaxable Income: This section lists very specific pieces of nontaxable income. If you receive any of these items you will want to specify the amount and frequency of payments here.

This section also houses the acknowledgement of truthfulness, while also agreeing to receive future special education information from TEA. Once you acknowledge both questions, click “Save & Continue” to move to the next section.

Nontaxable Income
Required fields are marked with *

If you collect any nontaxable income, please select it below.

Alimony Received ⓘ
 Child Support
 Temporary assistance for needy families (TANF)
 Welfare
 Supplemental Nutrition Assistance Program (SNAP)
 per

Tuition support from friends/relatives/employers ⓘ
 Workers' Compensation
 Housing Allowance (Military, Religious, Parsonage, etc.)
 Tax-Exempt Interest
 Other Nontaxable Income (e.g. Foster Care Allowance, VA Benefits, etc.) ⓘ

Social Security ⓘ
If household members collect nontaxable social security income, please select it below.

Applicant Name
 Co-Applicant Name
 Preview Student
 Student Name
 Other Household Members

Supplemental Special Education Services Additional Questions

* I/We understand that should any of the information included in this application or any supporting documents be untrue, the full amount of the award may be rescinded.

* I/We agree to receive future special education program information from TEA.

Review: This section will house answers to every section you have filled out on the application. Please carefully look over everything to confirm it is correct. Then to move to the next section select “Save & Continue”.

Submit: This section will have access to the Terms and Conditions for the application. Once you have read them you can just click “Submit Application” to finish the form piece. *(Again at any time you can exit the application and come back and pick up where you left off.)* After submitting your application you will be taken to your document section so you may start submitting the required documentation.



Application Summary



Application Status: **INCOMPLETE** 2021-2022

The following step(s) are needed to complete your application:

[Upload your required documents](#)

Required Documents [Help](#)

Tax Documents

2019 Federal Tax Return		
	Form 1040 (Page 1)	Form 1040 (Page 2)

Not Submitted In Progress Complete [Upload](#)

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