



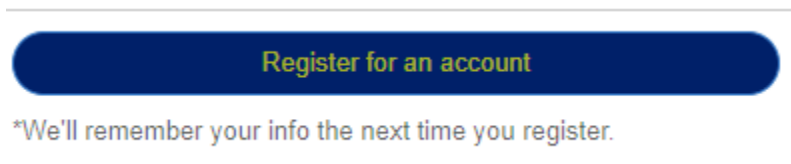
Family Guide to the KEEP Application

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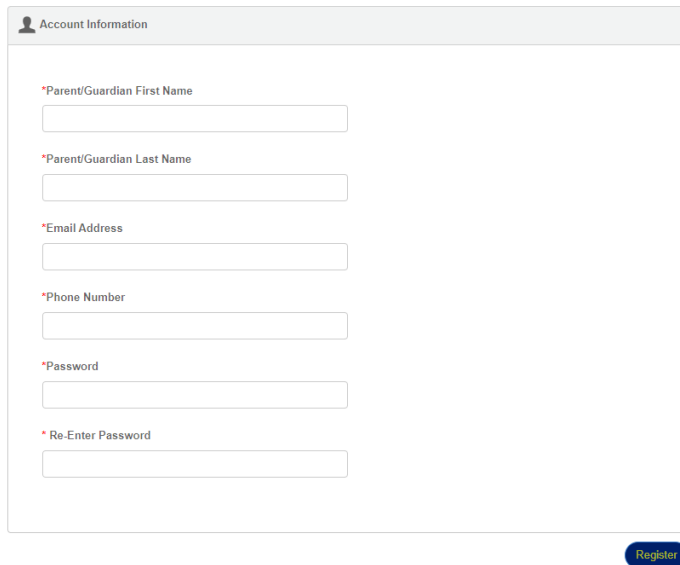
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Creating An Account

1. Click [here](#) to access the KEEP Application.
2. If you are completing an application for the first time, click “Register for an Account”

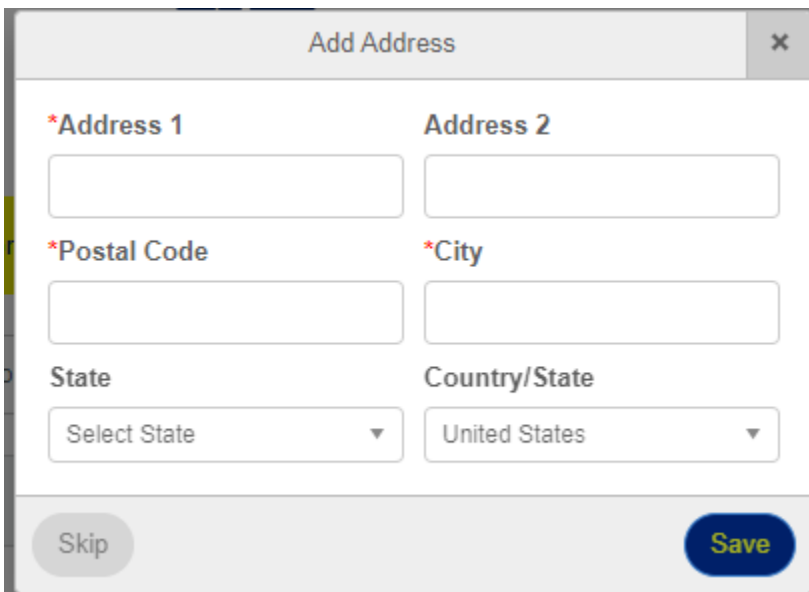


3. On the next page, enter your name, email address, phone number and select a password to create an account. Click Register.



The image shows a registration form titled "Account Information" with a person icon. It contains six input fields, each with a red asterisk indicating a required field: "Parent/Guardian First Name", "Parent/Guardian Last Name", "Email Address", "Phone Number", "Password", and "Re-Enter Password". A blue "Register" button is located at the bottom right of the form.

4. Once you click Register, a pop-up window will appear requesting that you enter address information. You should list your home address in this section and click Save.

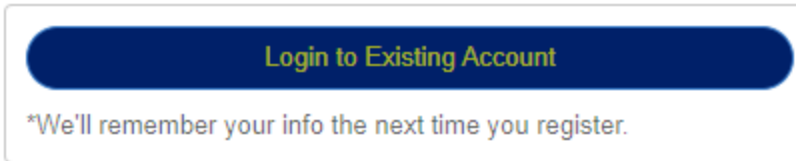


The image shows a pop-up window titled "Add Address" with a close button (X) in the top right corner. It contains six input fields arranged in two columns: "Address 1" and "Address 2" (top row), "*Postal Code" and "*City" (middle row), and "State" and "Country/State" (bottom row). The "State" and "Country/State" fields are dropdown menus, with "State" showing "Select State" and "Country/State" showing "United States". At the bottom left is a "Skip" button and at the bottom right is a blue "Save" button.

5. Once you click save, you will be directed to the beginning of the application.

Logging in to Existing Account

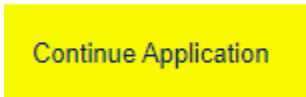
1. If you have already created an account, you can click on Log in to Existing Account.



2. Enter your email address and password that you used to create an account and click "Log In"

A login form titled "Returning Customers" in a grey header. It contains two input fields: "Username or Email Address" and "Password". Below the first field is a link "Forgot Username or Email Address?". Below the second field is a link "Forgot Password?". A dark blue "Login" button with a yellow arrow icon is positioned at the bottom right of the form.

- a. If you cannot remember your password, please click "Forgot Password?" and a temporary password will be sent to your email to allow you to log in and create a new password.
3. Once Logged in, you can view any students you have started applications for or view any students that you have completed applications for.
 - a. To continue an incomplete application, please click "Continue Application" at the top of the page to pick up where you left off on the application.



Completing the Application

Important! Before you Get Started!

Please have the following documents available and ready to submit with your application:

Pages 1 and 2 of your 2021 or 2022 1040 Tax Return

- Sample: <https://www.irs.gov/pub/irs-prior/f1040--2021.pdf>

Proof of Kansas Residency

- Current Kansas Driver's License or ID renewal postcard
- Current Kansas vehicle registration or title
- Utility bill or equivalent no more than two months old
- Financial institution document such as a bank statement, deed or mortgage with a current Kansas address
- Rent or lease agreement dated within the last 12 months
- Kansas Voter Registration Card

You will have three pages of information to complete in order for your application to be considered:

1. **A student form:** contains questions for each student applying for KEEP
2. **A household form:** contains questions related to your household
3. **A disclaimer form:** contains a series of acknowledgements required before submitting the application

Section 1: Student Form

After creating an account and clicking “Save”, you will be taken to the first section of the application to enter student information. After completing this section, you will have the option to complete this section again if you would like to apply for additional students.

You will be asked to enter the following information for each student:

1. Student First Name
 - a. Provide the student’s first name in the text box.
2. Student Last Name
 - a. Provide the student’s last name in the text box.
3. Birthdate
 - a. Click on the text box provided and select the student’s birthdate from the calendar pop-up.
4. The last 4 digits of the student’s social security number
 - a. Provide the last four digits of the social security number in the text box provided
5. Student’s Primary Address
 - a. You have the option to select the address you used in the previous section.
6. Is the student 18 years of age or younger as of 5/31/23?
 - a. This is a yes or no question.
 - b. If you answer “No” to this question, you will be required to upload evidence of the student's enrollment in a public or private educational institution. This document must be on the institution's letterhead and include the name of the student, the institution name, address, and contact info.
7. Is this child a foster child?
 - a. This is a yes or no question
 - b. If you answer yes, you will be required to upload one of the following documents:
 - i. A copy of the Placement Agreement from the foster agency verifying the name of the student and date of the placement.
 - ii. Custody paperwork signed by a government or court official

8. What grade is this student in for the 2022-23 school year?
 - a. You will have the option to select a grade (K-12) from a drop down menu
9. Is this student enrolled in grades K-12 in a Kansas school? (Private/Public)
 - a. This is a yes or no question.
10. Please select the type of school or institution the student is enrolled in for the 2022-23 school year.
 - a. Select either “Traditional Private or Public K12, Charter or Virtual School” or “Home School”
 - b. If you answer “Traditional Private or Public K12, Charter or Virtual School”, you must select a school the student is attending for the chosen school year
 - i. To select a school, please begin typing to search for the school name. If the school is not listed, please select "Other/School Not Listed" and enter the required fields.

Please select the type of school or institution this student is enrolled in for the 2022-23 school year.

Traditional Private or Public K12, Charter or Virtual School

Home School

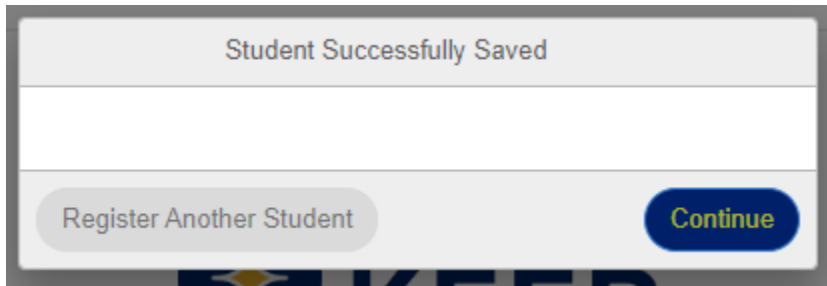
Please select a school the student is attending for the chosen school year. (Begin typing to search for the school name. If the school is not listed, please select "Other/School Not Listed" and enter the required fields.)

Arrowhead Middle - Kansas City

- c. If you answer “Home School”, you must upload a copy of the Non-Accredited Private School Registration form submitted to the Kansas State Board of Education.
11. Is this student of Hispanic, Latino or Spanish Origin?
 - a. You can select from Yes, No, or I Choose Not to Answer
12. What is this student’s race?
 - a. You can select from a list of options or select I Choose Not to Answer

Once you complete the student information, click Register.

1. Once you click Register, you will see a pop up asking if you want to Register Another Student or Continue

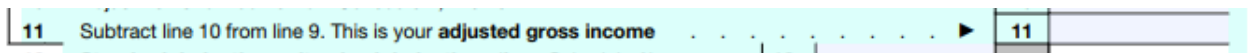


2. To apply for additional student(s), please click register another student and complete the student specific information again. If you are only applying for one student, please click Continue.
 - a. If you click Register another student, you will be directed to the student information page again to register another student.
 - b. If you click continue, you will be directed to household questions.

Section 2: Household Forms

After completing the student information for each student applying for the KEEP Program, you will be directed to complete household questions. The following questions are asked in this section:

1. What is your household size?
 - a. Select your total household size from a drop down menu
 - b. You should include all adults and children living in your home more than 50% of the time in the total household size.
2. Please enter your adjusted gross income (AGI) as shown on line 11 of your 2021 or 2022 1040 tax return.



- a. Please enter the number listed on line 11 of your 2021 or 2022 tax return.
- b. If you filed "Married, Filing Separately", please combine the values listed on line 11 of each tax return for each parent/guardian.

3. We require a copy of your 2021 or 2022 1040 Tax Return. Please select the file type you will be uploading below.
 - a. Select one option:
 - i. Photo or Screenshot
 1. If you select photo or screenshot, you will have the ability to upload each page of the 2021 or 2022 1040 separately
 - ii. PDF
4. What was the filing status on your 2021 or 2022 Tax Return?
 - a. Options are “Single”, “Married Filing Jointly”, “Married Filing Separately”, “Head of Household”, “Qualified Widower”. You can find your filing status by reviewing the top of your 2021 or 2022 1040 Tax Return

The image shows the top portion of a 2021 U.S. Individual Income Tax Return form. The header includes "Form 1040", "Department of the Treasury—Internal Revenue Service (99)", "2021", "OMB No. 1545-0074", and "IRS Use Only—Do not write or staple in this space." Below the header is the "Filing Status" section, which includes the following options: Single, Married filing jointly, Married filing separately (MFS), Head of household (HOH), and Qualifying widow(er) (QW). A note below the options states: "Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent." A right-pointing arrow is located at the end of this note.

5. Please upload a copy of the Form 1040 from your 2021 or 2022 tax return.
 - a. Please click “Click or drop a file here to upload” to upload a copy of your 2021 or 2022 1040 tax return. You must include pages 1 and 2 of your 2021 or 2022 1040 tax return.

Please upload a copy of the Form 1040 from your 2021 tax return.

Please upload a copy of the Form 1040 from your 2021 tax return.

A dashed rectangular box containing the text "Click or drop a file here to upload" in a light gray font.

- b. If you file Married, Filing Separately, you will have two separate upload boxes available to upload each tax return.

Please upload a copy of the Form 1040 from your 2021 tax return.

Please upload a copy of the Form 1040 from your 2021 tax return.

Click or drop a file here to upload

Please upload a copy of the spouse's Form 1040 from their 2021 tax return.

Please upload a copy of the spouse's Form 1040 from their 2021 tax return.

Click or drop a file here to upload

6. Do you claim more than 4 dependents on your individual tax return?
 - a. This is a yes or no question.
 - b. If you answer “Yes”, you will be required to submit the statement or attachment of dependents associated with your tax return. This statement includes information on any dependents whose information did not fit on page 1 of your 2021 or 2022 1040 tax return.
 - i. This page is only available if you claim more than 4 dependents on your tax return- if this does not apply to you, please answer “No” to this question
7. Does the applicant, as the Parent/Legal Guardian/Foster Parent, own a business that serves students in Kansas?
 - a. This is a yes or no question.
 - b. If you answer “Yes”, you will be required to list the name of the business.
8. Please select one of the below documents to show as proof of residency.

- a. Click “Click to choose a file” to upload a proof of residency document

***Upload a copy of your proof of residency**

Click to choose a file

- b. You will be required to upload one of the following documents:
 - i. Current Kansas Driver's License or ID renewal postcard
 - ii. Current Kansas vehicle registration
 - iii. Utility bill or equivalent no more than two months old
 - iv. Financial institution document such as a bank statement, deed or mortgage with a current Kansas address
 - v. Rent or lease agreement dated within the last 12 months
 - vi. Kansas Voter Registration Card
- c. Click Save and Continue

Section 3:

1. On the last section of the application, you will be given a series of statements to read and approve. Please read through all bulleted items.
2. Once you read through the bulleted items, please check the box to agree to the above statements and provide a written (digital) signature.

I agree to the above statements.


 Signature Required

First Name: Last Name:

 X

3. Click Save and Continue
4. On the next page, you will receive a confirmation message. This message confirms that your application has been received. You will also receive a confirmation message via email.

 Application Completed

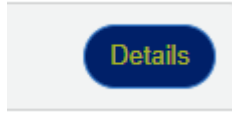


Your application has been received
You will receive a confirmation email within the next few minutes.

Resubmitting Documentation

1. Log into your account and click on “My Submitted Applications”

2. On this page, you will see information about the application(s) submitted for KEEP. If you need to re-submit documentation, click the Blue “Details” button next to your application submission date.



3. On the next page, click Household Information and Documents
 - Household Information and Documents
4. If you need to submit a new 2021 or 2022 1040 tax return or a new proof of residency, click “Change” next to the document previously submitted.

Please upload a copy of the Form 1040 from your 2021 tax return.

[Change](#) screencapture-keep-ks-gov-apply-2023-02-10-08_56_10 (1).png

- a. Reupload the correct documentation.
- b. Scroll down to the bottom of this page and click “Save”



Submitting Additional Dependent Statement(s)

1. Log into your account and click on “My Submitted Applications”

My Submitted Applications

2. On this page, you will see information about the application(s) submitted for KEEP. If you need to re-submit documentation, click the Blue “Details” button next to your application submission date.

A blue oval button with the word "Details" in white text, set against a light gray background.

3. On the next page, click Household Information and Documents

- **Household Information and Documents**

4. Scroll Down to the Question “Do you claim more than 4 dependents on your individual tax return?”

a. Answer “Yes” to this question

b. Upload the Statement or Attachment of Dependents provided in your 2021 or 2022 1040 tax return

Do you claim more than 4 dependents on your individual tax return?

Yes ▼

Please submit the statement or attachment of dependents associated with your tax return. This statement includes information on any dependents whose information did not fit on page 1 of your 1040 tax return.

This page is only available if you claim more than 4 dependents on your tax return- if this does not apply to you, please answer “No” to this question.

Click or drop a file here to upload

5. Scroll down to the bottom of this page and click “Save”

A blue oval button with the word "Save" in white text, set against a light gray background.