

Required Quality Assurance/Verification forms will **ONLY** be available electronically in your my.fiu.edu account. To view the forms, the java plug-in must be installed on your computer. Click [here](#) to download the plug-in.

*******Follow the instructions below to complete the Proof of Food Stamp Benefits*******

1. Login to my.fiu.edu
2. Click on the link in the “**To Do List**” titled "Proof of Food Stamp Benefits."

The screenshot shows the 'my.fiu.edu' account dashboard. On the left, there is a 'Finances' menu with options like 'My Account', 'Account Inquiry', 'Direct Deposit', 'Payment Plan', and 'Financial Aid'. In the center, an 'Account Summary' box displays 'You owe 3,830.00' with a breakdown of 'Due Now' (0.00) and 'Future Due' (3,830.00). On the right, a 'To Do List' menu is highlighted with a red box, containing links for '2010 Parent Tax Return', '2010 Student's Tax Return', 'Additional Verification info', 'Application Fee', 'Direct Loan Ent. Counseling', 'Direct Loan eMaster Prom. Note', 'Family in College/HH 2011-2012', 'Income Certification Worksheet', 'Non-Tax Filer Parent Statement', 'Statement of Separation', 'W2 Form for 2010 - Parent's', and 'W2 Form for 2010 - Student's'. A 'make a payment' button is visible at the bottom right of the account summary area.

3. A new page will load and display a general description of the required information. Click on **OK** button to continue.

The screenshot shows a dialog box titled 'About this Checklist'. The main heading is 'P13 = Proof of Food Stamp Benefits'. The text explains that 'Proof of Food Stamp (SNAP) is required to assess the accuracy of information you provided on the FAFSA application. To complete the required form:'. It lists three steps: 1. Click on OK, 2. Attach documentation from providing agency and click on the submit form button to submit online, and 3. Print the form and fax in with your required documentation attached to 305-348-0333. A note at the bottom states 'Financial Aid Funds WILL NOT be disbursed until the requested information has been received and evaluated.' At the bottom of the dialog, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

The form will load as displayed below.

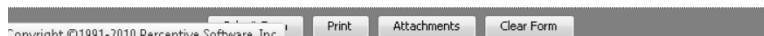


Proof of Food Stamp Benefits

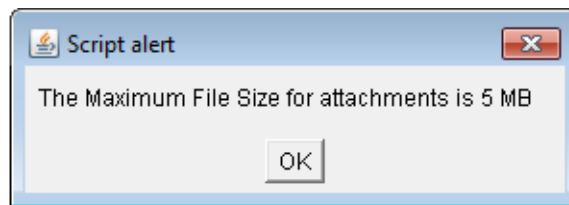
Cover Sheet

Panther ID:
Student Name:

If you have any questions, please contact the Financial Aid Office by Phone: (305) 349-7272, Fax: (305) 349-0333, LiveChat: <http://Email/Feedback/>
Financial Aid Office, Florida International University, 11200 SW 8th St., FC-125, Miami, Florida 33199



4. A pop message will appear displaying the maximum upload file size. Click on **OK** to continue.



To submit this form online continue to step 5. If you choose NOT to submit online, skip to Step 9.

5. To add an attachment, click on the **attachments** button.



Proof of Food Stamp Benefits

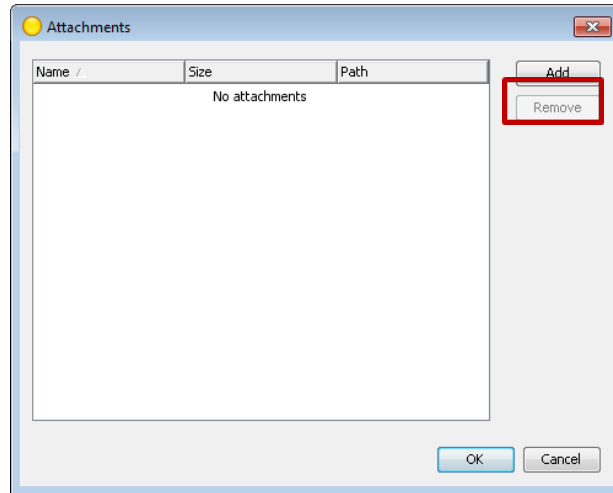
Cover Sheet

Panther ID:
Student Name:

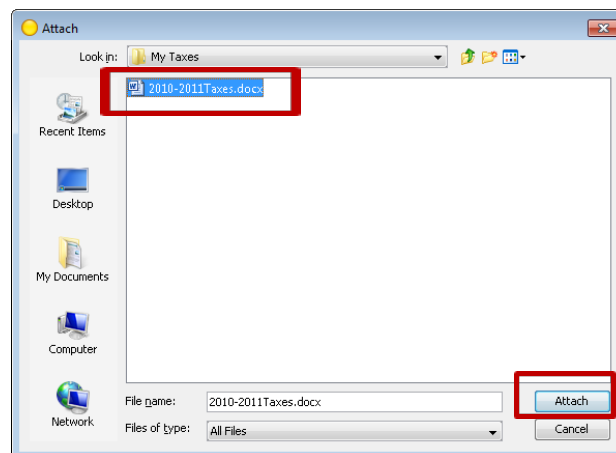
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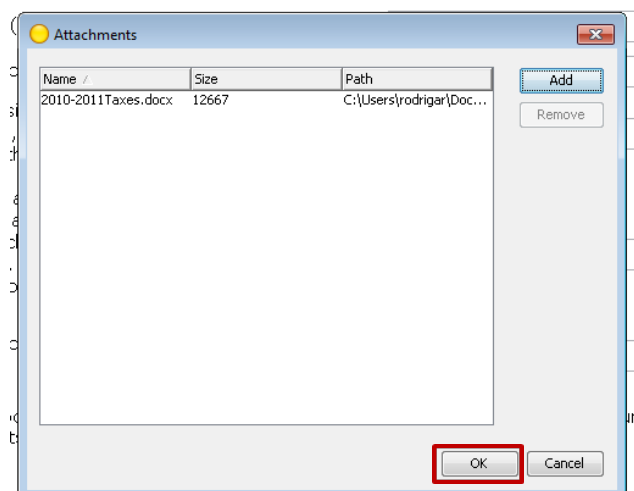
6: A new dialog box will pop up. Click on the **Add** button to add an attachment. **Note:** Attach a copy of your documents in PDF format.



7: Select the file to attach and Click on the **attach** button.



The box will change to display the document you have attached. If you have more than one document to attach, repeat Step 5 to add another attachment. When you are done attaching all documents click on the OK button.



The quantity of documents you have attached will be displayed at the bottom of the form.



8: Once you're done attaching your documents, click on the Submit Form to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received.

9: Click the **Print** button on the form and fax with ALL required and SIGNED documents to **305-348-0333**. **Do not create your own coversheet. The barcode information on the form will be used to identify students.** If you are required to submit additional documentation, you will be notified via your FIU email and your "To Do List".