

# Online Back-To-School Grant Instructions

The new Back- to-School grant opportunity supports low-income Franklin County TANF eligible families to purchase school clothing, supplies and equipment for youth in grades Kindergarten through 12. Grants totaling \$750.00 will be awarded to TANF eligible households with minor children enrolled in school for the upcoming 2022-2023 academic year. This limited one-time grant award shall be available UNTIL FUNDING IS EXHAUSTED.

To apply you must register online with a valid email address.

#### How to Register

- 1. Go to <a href="https://communityportal.fcdjfs.franklincountyohio.gov/">https://communityportal.fcdjfs.franklincountyohio.gov/</a>
- 2. Click on Back-To-School Grant Awards.



Back-To-School Grant Awards

- 3. Click on Register User.
- 4. Complete the registration and click "Register".
- 5. Acknowledge registration via the registration email.



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#### How To Login

- 1. Go to <a href="https://communityportal.fcdjfs.franklincountyohio.gov/">https://communityportal.fcdjfs.franklincountyohio.gov/</a>
- 2. Click on the Back-To-School Grant Awards.
- 3. Click on Log On.
- 4. Enter username and password.

### How To Apply

- 1. You must be a registered user and be logged in to apply.
- 2. Go to the website. <u>https://communityportal.fcdjfs.franklincountyohio.gov/</u>
- 3. Click on Back-To-School Grant Awards and log in.
- 4. Carefully review the home page to understand program requirements. Once reviewed click on APPLY NOW.
- 5. Complete the application. Enter all household members and income.
- 6. You will receive an approval or denial notice via the USPS mail.