



Instructions for the Travel Support Form



- Participants on SCA National Crews are responsible for the cost of travel between their home and the crew location at the start and end of the crew. SCA is able to provide travel vouchers to eligible participants travelling between Southwest Airlines airports.
- Travel support is need-based, and is calculated using financial information provided by the parent/guardian of the candidate.
- This form is to request a travel voucher to cover the cost of travel to and from the crew location.
- For eligible candidates travelling between Southwest Airlines airports, travel support will cover the full cost of a flight from the participant's home airport to the crew location and back.
- Travel support recipients will receive information on how to book travel. Recipients should NOT book travel prior to receiving booking instructions from SCA.

Travel Support Checklist

To apply for travel support, complete the following steps:

- Complete this form (both sides)
- Provide proof of income with one of the following documents:
 - 2018 Federal Tax Return orIf your 2018 tax return has not been completed yet, please provide:
 - 2017 federal tax return, and
 - Your 2018 year end pay stub, or
 - Your 2018 W-2 forms

Return this form and income documents to:

Email:

Crews@thesca.org

Fax:

1-800-858-6652

Within two weeks of submitting your application, you will receive an email from SCA confirming or denying your request for travel support.

For questions about the travel support process, contact Crews@thesca.org.

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Travel Support Application Form

Candidate's Name _____
(First) (MI) (Last)

Primary Contact Parent Guardian

Name of Primary Contact _____

Address _____
(Street) (City) (State, Zip)

Phone _____ **Email** _____

I am providing the following documentation of household income:

- 2018 Federal Tax Return OR My 2018 tax return is not yet complete, so I am providing my 2017 federal tax return AND my 2018 year end pay stub or my 2018 W-2 forms. OR I have already submitted proof of income to SCA for 2019.

Married parents living in the same household, separated parents, and step-parents filing separate tax returns must submit tax forms for both parents. Divorced parents may submit tax forms for the custodial parent only.

Use this space to provide additional information to support your request for travel support.

Signature

I declare that I have provided accurate and complete information in this form and accompanying documents.

Signature of Parent/Guardian
or Adult Member (18 or older): _____ Date: _____

Frequently Asked Questions – Travel Support

When will I find out if I'm receiving travel support?

You should expect to hear back about travel support within two weeks of sending in your completed travel support application.

How will I get my travel support if it is awarded to me?

When you receive confirmation that you are receiving travel support, it will include instructions on how to arrange your travel details.

Should I book my own travel while I'm waiting to hear about travel support?

No. Do not book your own travel if you are applying for travel support. If you receive travel support, you will receive specific instructions on how to book your travel.

Is travel support only available for flights?

Yes. Travel support will only be available for participants who are flying between Southwest Airlines airports to their crew location.

How do you determine who is eligible for travel support?

SCA uses household financial information to determine eligibility for travel support. See the chart on this page, based on the 2018 Federal Poverty Guidelines, for details.

What if our household income is above the amount listed on the chart, but we still need travel support in order to participate?

If your household income makes you ineligible for travel support, but you would still like to be considered, use the area above to provide additional information to support your request.

Number of People in Your Household is	And Net Income for Your Household is	Than your travel support will likely include
2	Less than or equal to \$41,150	Full flight coverage
	Greater than \$41,150	No travel support
3	Less than or equal to \$51,950	Full flight coverage
	Greater than \$51,950	No travel support
4	Less than or equal to \$62,750	Full flight coverage
	Greater than \$62,750	No travel support
5	Less than or equal to \$73,550	Full flight coverage
	Greater than \$73,550	No travel support
6 or more	Less than or equal to \$84,350	Full flight coverage
	Greater than \$84,350	No travel support

