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# US Department of Education

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## **FAFSA on the Web Redesign Use Case Specification: Student's Household Worksheet**

Version 4.2

FAFSA on the Web Redesign	Version: 4.2
Use Case Specification: Student's Household Worksheet	Date: 2/19/01

## Revision History

Date	Version	Description	Author
11/6/00	1.0	Student's Household Worksheet	Modernization Partner
11/15/00	2.0	Added Error Trapping	Modernization Partner (Larry Bach)
11/17/00	3.0	Added Diagrams Added Assumption Updated Related Use Cases Added Business Rules Added file names to Wireframes Renumbered Flow Elaborated Description	Modernization Partner (Jenny Connelly)
11/29/00	3.3	Updated to reflect imbedded worksheet Added Business Rules Updated Diagram Added Previous instance Updated field validation and business rules	Modernization Partner (Jenny Connelly, Mimi Jacobs, and Nan Li)
12/27/00	4.0	Move Navigation links from Business Rules section to Navigation Links section (Nina 12/20/00)  Add default rule for skipping data input field in Business Rule Section (NCS 12/20/00)  Update Navigation Link section (NCS 12/20/00)  Update Navigation Link section for Renewal and Correction (NCS 12/22/00)	Modernization Partner (Nan Li & Jennifer Connelly)
1/23/01	4.1	Added Alternate Flow Diagram  Removed General from help in Navigation Links  Question should only appear in application one time – remove one instance.  Imbedded Basic Flow Wireframes	Modernization Partner (Nan Li & Jennifer Connelly)
	4.2		Modernization Partner (Nan Li & Jennifer Connelly)

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# Use Case Specification: Student's Household Worksheet

## 1. Use Case Name: Student's Household Worksheet

### 1.1 Brief Description

This use case describes how an Applicant completes the Student's Household Worksheet. Complete this worksheet if you are not sure who is considered a family member in you (and your spouse's) household in 2001 - 2002.

### 1.2 Note

- Navigation to get page-specific help messages is not documented in this use case. Please refer to "FAFSA\_WEB\_Help.doc" for more information.
- Description of concept, data, variables and database interactions is defined in "FAFSA\_WEB\_Glossary.doc."
- Edit error process (validation and error display) is defined in "FAFSA\_WEB\_Edit\_Error.doc."

## 2. Actors

#	Actor Name	Actor Type
1	Applicant	Primary

## 3. Assumptions

#	Assumptions
1	Applicant enters valid field data.
2	Applicant chooses to Fill Out a FAFSA.

## 4. Pre-Conditions

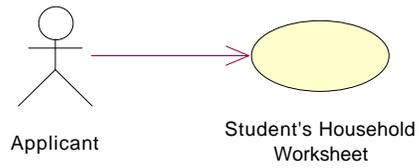
#	Pre-Conditions	Wireframe
1	Applicant begins at the Home Page	<a href="#">home.htm</a>
2	Applicant selects: <b>COMPLETING A FAFSA</b>	Complete001.htm
3	Applicant selects: <b>FIRST TIME FAFSA ON THE WEB</b>	Complete013.htm
4	Applicant completes the <b>STUDENT'S HOUSEHOLD WORKSHEET</b> (Within FAFSA Application)	app\FillOutApp\filloutapp_step5a.htm

## 5. Post-Conditions

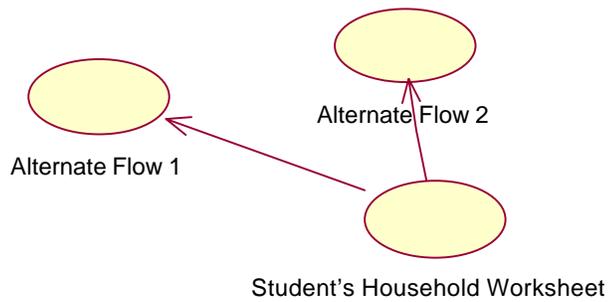
#	Post-Conditions	Wireframe
1	None	

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## 6. Diagram



## 7. Alternate Flow Diagram



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## 8. Flow of Events

### 7.18.1 Basic Flow

Basic Flow				
#		Events	Data Elements	Wireframe
1	→	This use case begins when the Applicant <del>chooses to complete</del> starts the <b>Student's Household Worksheet</b>		
2.1	←	System displays: Student's Household Worksheet		app\FillOutApp\filloutapp_step5a.htm
3	←	System pre-populates: You (and Your Spouse's) Household Yourself:	[szSTUHOUSESELF]	
4	←	System pre-populates: Your spouse based on your marital Status	[szSTUHOUSESPOUSE]	
5	←	System calculates and updates: Total number of people in you (and your spouse's) household	[szSTUHOUSETOTAL]	
6	→	Applicant enters data to: Your children, if you provide more than half of their support from July 1, 2001 through June 30, 2002:	[SzSTUHOUSECHILD]	
	←	<del>System re-calculates and updates: 84. Total number of people in you (and your spouse's) household (in Worksheet — grayed area)</del>	<del>[SzSTUHOUSETOTAL]</del>	
7	←	System re-calculates and updates: 84. Total number of people in you (and your spouse's) household <del>(in application)</del>	[szSTUHOUSETOTAL]	
8	→	Applicant enters data to: Other people if they now live with you, if you will continue to provide more than half of their support, and you will continue to provide more than half of their support from July 1, 2001 through June 30, 2002	[szSTUHOUSEOTHER]	
	←	<del>System re-calculates and updates: 84. Total number of people in you (and your spouse's) household (in Worksheet — grayed area)</del>	<del>[szSTUHOUSETOTAL]</del>	
9	←	System re-calculates and updates: 84. Total number of people in you (and your spouse's) household <del>(in application)</del>	[szSTUHOUSETOTAL]	
10	←	System updates: 84. Total number of people in you (and your spouse's) household <del>(in application)</del>	[szSTUHOUSETOTAL] (just take in the value, do not recalculate)	
		<b>PREVIOUS</b>		Completed No parent information - Continue at: app\FillOutApp\filloutapp_step3b.htm  Completed Parent information - Continue at: app\FillOutApp\filloutapp_step4i.htm
		<b>BEGIN STEP 6: SCHOOLS TO RECEIVE RESULTS</b>		App\FillOutApp\filloutapp_step6a.htm
		<b>Use case ends.</b>		

app\FillOutApp\filloutapp\_step5a.htm

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## 2001 - 2002 FAFSA on the Web

[FAFSA on the Web Intro](#)

### FAFSA Steps:

**1** [Info About You](#)

**2** [Your Finances](#)

**3** [Your Student Status](#)

**4** [Your Parents' Info](#)

**5** [Your Household Info](#)

**6** Schools to Receive Results

**7** Provide Preparer Info

**8** Review Completed FAFSA

**9** Signatures

**10** Submit Your FAFSA

### Step 5: Provide Your Household Info

Page 1

Step 5 questions relate to your household information, i.e., how many people live with you, how many people you financially support, and how many of those people will be college students. **This information is required for all independent students.**

For Step 5, please answer the following questions:

[Need help with this page?](#)

#### Student's Household Worksheet

Complete this worksheet if you are not sure who is considered a family member in you (and your spouse's) household in 2001 - 2002. The calculated total will be entered on your FAFSA for Question 84.

Yourself:	1
Your spouse, based on your marital status:	0
Your children, if you provide more than half of their support from July 1, 2001 through June 30, 2002:	<input type="text"/>

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**84. Number of family members in 2001 - 2002?**

If you are not sure who is considered a family member, use the Student Household Worksheet (above) to answer this question.

**85. How many in question 84 will be college students between July 1, 2001, and June 30, 2002?**

[Need help with this page?](#)

Previous

[Previous, if student did not answer parent questions](#)

[Previous, if student selected to answer parent questions](#)

Begin Step 6: Schools to Receive Results

[Step 6: Schools to Receive Results](#)

[Begin](#)

Save for Later

[Save for Later](#)

View FAFSA Summary

[View FAFSA Summary](#)

Exit

[Exit](#)

**Notes about this screen:**

- See page 92 of Common Specifications from NCS #12-603 for details.
- "Yourself" field = 1. This field is uneditable.
- "Your Spouse" field is uneditable and depends on your marital status entered for question 15 of FAFSA.
  - If selected "I am single, divorced, or widowed" or "I am separated" then insert "0", field is uneditable
  - If selected "I am married or remarried" then insert "1", field is uneditable
- The total number in household will = the sum of all 4 fields in student household worksheet, this value will be automatic entered as the answer to question 84 (worksheet value for Question 84 above will overwrite any value entered into the initial Question 84 field).

**URL Listing:**

FAFSA on the Web logo: [app/FillOutApp/exit\\_app.htm](#)  
 Contact Us: [app/FillOutApp/exit\\_app.htm](#)  
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FAFSA on the Web Intro: [app/FillOutApp/filloutapp\\_intro.htm](app/FillOutApp/filloutapp_intro.htm)  
Info About You: [app/FillOutApp/filloutapp\\_step1a.htm](app/FillOutApp/filloutapp_step1a.htm)  
Your Finances: [app/FillOutApp/filloutapp\\_step2a.htm](app/FillOutApp/filloutapp_step2a.htm)  
Your Student Status: [app/FillOutApp/filloutapp\\_step3a.htm](app/FillOutApp/filloutapp_step3a.htm)  
Your Parents' Info: [app/FillOutApp/filloutapp\\_step4a.htm](app/FillOutApp/filloutapp_step4a.htm)  
Need help with this page?: [app/FillOutApp/filloutapp\\_step5a.htm#](app/FillOutApp/filloutapp_step5a.htm#)  
Previous, if student did not answer parent questions: [app/FillOutApp/filloutapp\\_step3b.htm](app/FillOutApp/filloutapp_step3b.htm)  
Previous, if student selected to answer parent questions: [app/FillOutApp/filloutapp\\_step4h.htm](app/FillOutApp/filloutapp_step4h.htm)  
Begin Step 6: Schools to Receive Results: [app/FillOutApp/filloutapp\\_step6a.htm](app/FillOutApp/filloutapp_step6a.htm)  
Save for Later: [app/FillOutApp/save\\_app.htm](app/FillOutApp/save_app.htm)  
View FAFSA Summary: [app/Shared\\_Pages/FAFSA\\_summary.htm](app/Shared_Pages/FAFSA_summary.htm)  
Exit: [app/FillOutApp/exit\\_app.htm](app/FillOutApp/exit_app.htm)

**Images Files:**

TBD

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### 7.28.2 Alternative Flows

#### Alternate Course 1

**Title:** Applicant chooses to Renew a FAFSA

#### Assumptions:

#	Assumptions
1	Applicant enters valid field data.
2	Applicant chooses to Renew a FAFSA

#### Pre-Conditions:

#	Pre-Conditions	Wireframe
1	Applicant begins at the home page	<a href="#">home.htm</a>
2	Applicant selects: <b>COMPLETING A FAFSA</b>	Complete001.htm
3	Applicant selects: <b>RENEWAL FAFSA ON THE WEB</b>	Complete004.htm
4	Applicant <del>selects</del> <u>starts the</u> <b>STUDENT'S HOUSEHOLD WORKSHEET</b> (Within Renew FAFSA Application)	app\RenewApp\renewapp_step5a.htm

Alternative Flow				
#		Events	Data Elements	Wireframe
2.2	←	System displays: Student's Household Worksheet		app\RenewApp\renewapp_step5a.htm
		Continue at #3 – <del>1013</del>		
		<b>BEGIN STEP 6: SCHOOLS TO RECEIVE RESULTS</b>		App\RenewApp\renewtapp_step6a.htm
		<b>PREVIOUS</b>		Completed No parent information - Continue at: app\RenewApp\renewapp_step3b.htm  Completed Parent information – Continue at: app\RenewApp\renewapp_step4i.htm
		Use case ends.		

#### Alternate Flow Specific ~~Business Rules~~Navigation Links:

#	Navigation Links
<u>1</u>	Selecting <b>EXIT</b> button will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
<u>2</u>	Selecting <b>NEED HELP WITH THIS PAGE</b> will continue at template page specific help passing current URL as parameter
<u>3</u>	Selecting <b>FAFSA ON THE WEB LOGO</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
<u>4</u>	Selecting <b>HOME</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
<u>5</u>	Selecting <b>CONTACT US</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
<u>6</u>	Selecting <del>GENERAL</del> <b>HELP</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
<u>7</u>	Selecting <b>FAFSA FAQ</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
<u>8</u>	Selecting <b>SAVE FOR LATER</b> will continue at use case <b>Save for Later</b> passing current URL as parameter
<u>9</u>	Selecting <b>VIEW FAFSA SUMMARY</b> will continue at View FAFSA Summary use case. (app\Shared_Pages\FAFSA_summary.htm)

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<u>10</u>	Selecting <b>RENEWAL FAFSA ON THE WEB INTRO</b> will continue at app\RenewApp\renewapp_intro.htm
<del>11</del>	Selecting <b>INFO ABOUT YOU</b> will continue at app\RenewApp\renewapp_step1a.htm
<del>212</del>	Selecting <b>YOUR FINANCES</b> will continue at app\RenewApp\renewapp_step2a.htm
<del>313</del>	Selecting <b>YOUR STUDENT STATUS</b> will continue at app\RenewApp\renewapp_step3a.htm
<del>144</del>	Selecting <b>YOUR PARENTS' INFO</b> will continue at app\RenewApp\renewapp_step4a.htm

app\RenewApp\renewapp\_step5a.htm

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## 2001 - 2002 FAFSA on the Web Renewal

[Renewal FAFSA on the Web Intro](#)

### FAFSA Steps:

**1** [Info About You](#)

**2** [Your Finances](#)

**3** [Your Student Status](#)

**4** [Your Parents' Info](#)

**5** [Your Household Info](#)

**6** Schools to Receive Results

**7** Provide Preparer Info

**8** Review Completed FAFSA

**9** Signatures

**10** Submit Your FAFSA

### Step 5: Provide Your Household Info Page 1

Step 5 questions relate to your household information, i.e., how many people live with you, how many people you financially support, and how many of those people will be college students. **This information is required for all independent students.**

**For Step 5, please answer the following questions:**

[Need help with this page?](#)

#### Student's Household Worksheet

Complete this worksheet if you are not sure who is considered a family member in you (and your spouse's) household in 2001 - 2002. The calculated total will be entered on your FAFSA for Question 84.

Yourself:	1
Your spouse, based on your marital status:	0
Your children, if you provide more than half of their support from July 1, 2001 through June 30, 2002:	<input type="text"/>
Other people if they now live with you, if you will continue to provide more than half of their support, and you will continue to provide more than half of their support from July 1, 2001 through June 30, 2002:	<input type="text"/>

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**84. Number of family members in 2001 - 2002?**

If you are not sure who is considered a family member, use the Student Household Worksheet (above) to answer this question.

**85. How many in question 84 will be college students between July 1, 2001, and June 30, 2002?**

[Need help with this page?](#)

Previous

[Previous, if student did not answer parent questions](#)

[Previous, if student selected to answer parent questions](#)

Begin Step 6: Schools to Receive Results

[Begin Step 6: Schools to Receive Results](#)

Save for Later

[Save for Later](#)

View FAFSA Summary

[View FAFSA Summary](#)

Exit

[Exit](#)

**Notes about this screen:**

- Information in Steps 2, 4, 5 will not be prefilled, user needs to complete this information ever year.
- See page 92 of Common Specifications from NCS #12-603 for details.
- "Yourself" field = 1. This field is uneditable.
- "Your Spouse" field is uneditable and depends on your marital status entered for question 15 of FAFSA.
  - If selected "I am single, divorced, or widowed" or "I am separated" then insert "0", field is uneditable
  - If selected "I am married or remarried" then insert "1", field is uneditable
- The total number in household will = the sum of all 4 fields in student household worksheet, this value will be automatic entered as the answer to question 84 (worksheet value for Question 84 above will overwrite any value entered into the initial Question 84 field).

**URL Listing:**

FAFSA on the Web: app/RenewApp/exit\_renew.htm  
 Contact Us: app/RenewApp/exit\_renew.htm

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Help: [app/RenewApp/exit\\_renew.htm](app/RenewApp/exit_renew.htm)  
FAFSA FAQs: [app/RenewApp/exit\\_renew.htm](app/RenewApp/exit_renew.htm)  
Renewal FAFSA on the Web Intro: [app/RenewApp/renewapp\\_intro.htm](app/RenewApp/renewapp_intro.htm)  
Info About You: [app/RenewApp/renewapp\\_step1a.htm](app/RenewApp/renewapp_step1a.htm)  
Your Finances: [app/RenewApp/renewapp\\_step2a.htm](app/RenewApp/renewapp_step2a.htm)  
Your Student Status: [app/RenewApp/renewapp\\_step3a.htm](app/RenewApp/renewapp_step3a.htm)  
Your Parents' Info: [app/RenewApp/renewapp\\_step4a.htm](app/RenewApp/renewapp_step4a.htm)  
Need help with this page?: [app/RenewApp/renewapp\\_step5a.htm#](app/RenewApp/renewapp_step5a.htm#)  
Previous, if student did not answer parent questions: [app/RenewApp/renewapp\\_step3b.htm](app/RenewApp/renewapp_step3b.htm)  
Previous, if student selected to answer parent questions: [app/RenewApp/renewapp\\_step4e.htm](app/RenewApp/renewapp_step4e.htm)  
Begin Step 6: Schools to Receive Results: [app/RenewApp/renewapp\\_step6a.htm](app/RenewApp/renewapp_step6a.htm)  
Save for Later: [app/RenewApp/save\\_renew.htm](app/RenewApp/save_renew.htm)  
View FAFSA Summary: [app/Shared\\_Pages/FAFSA\\_summary.htm](app/Shared_Pages/FAFSA_summary.htm)  
Exit: [app/RenewApp/exit\\_renew.htm](app/RenewApp/exit_renew.htm)

**Image Files:**

TBD

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**Alternate Course 2**

**Title: Applicant chooses to Correct a FAFSA**

**Assumptions:**

#	Assumptions
1	Applicant enters valid field data.
2	Applicant chooses to Correct a FAFSA

**Pre-Conditions:**

#	Pre-Conditions	Wireframe
1	Applicant begins at the home page	<a href="#">home.htm</a>
2	Applicant selects: <b>COMPLETING A FAFSA</b>	Complete001.htm
3	Applicant selects: <b>MAKE CORRECTIONS TO A SUBMITTED FAFSA</b>	Complete014.htm
4	Applicant <del>selects</del> <b>starts the STUDENT'S HOUSEHOLD WORKSHEET</b> (Within Correct FAFSA Application)	Dynamically generate page. See FAFSA_WEB_CORRECTION.doc

Alternative Flow			
#		Events	Wireframe
2.3	←	System displays: Student's Household Worksheet	Dynamically generate page. See FAFSA_WEB_CORRECT ION.doc
		Continue at #3 – <a href="#">1403</a>	
		Use case ends.	

**Alternate Flow Specific Navigation Links:**

#	Navigation Links
1	Selecting <b>EXIT</b> button will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
2	Selecting <b>NEED HELP WITH THIS PAGE</b> will continue at template page specific help passing current URL as parameter
3	Selecting <b>FAFSA ON THE WEB LOGO</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
4	Selecting <b>HOME</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
5	Selecting <b>CONTACT US</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
6	Selecting <b>GENERAL-HELP</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
7	Selecting <b>FAFSA FAQ</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter
8	Selecting <b>SAVE FOR LATER</b> will continue at use case <b>Save for Later</b> passing current URL as parameter
9	Selecting <b>VIEW FAFSA SUMMARY</b> will continue at View FAFSA Summary use case. (app\Shared_Pages\FAFSA_summary.htm)
10	Selecting <b>CORRECTIONS ON THE WEB INTRO</b> will continue at app\CorrApp\corrapp_intro.htm
11	Selecting <b>INFO ABOUT YOU</b> will continue at app\CorrApp\corrapp_1.htm
12	Selecting <b>YOUR FINANCES</b> will continue at app\CorrApp\corrapp_2.htm
13	Selecting <b>YOUR STUDENT STATUS</b> will continue at app\CorrApp\corrapp_3.htm
14	Selecting <b>YOUR PARENTS' INFO</b> will continue at app\CorrApp\corrapp_4.htm
15	Selecting <b>YOUR HOUSEHOLD INFO</b> will continue at app\CorrApp\corrapp_5.htm
16	Selecting <b>SCHOOLS TO RECEIVE RESULTS</b> will continue at app\CorrApp\corrapp_6.htm
17	Selecting <b>PROVIDE PREPARER INFO</b> will continue at app\CorrApp\corrapp_7.htm
18	Selecting <b>SIGNATURE</b> will continue at app\CorrApp\corrapp_sign1.htm
19	Selecting <b>SUBMIT</b> will continue at app\CorrApp\corrapp_submit1a.htm

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### 8.9. Business Rules

#	Business Rules
1	2001-2002 School Year (July 1st, 2001 - June 30th, 2002)
2	By default, applicant can skip any data entry field. Fields that cannot be skipped will either have specification in Data Element field or have validation function ISNOTBLANK() listed for the variables that hold the input data, in Glossary.
3	<p><del>The value of total household in both Question 84 (application total) and the total field at the bottom of the worksheet (worksheet total) should be the same.</del></p> <p>If applicant enters data into other fields in the worksheet, <del>both the application total and</del> worksheet total will be recalculated and updated <u>automatically</u>.</p> <p>Applicant <del>can may not</del> enter values into the total fields. <u>This field is for display only. However, the entered total can only be taken when other input fields in the worksheet are left blank. Otherwise, the entered total will be discarded and the calculated total will be used. If value is entered into the worksheet total field, the application total field will be updated with the same value.</u></p>

### 9.10. Navigation Links

#	Navigation Links
<u>1</u>	<u>Selecting <b>EXIT</b> button will continue at use case <b>Exit FAFSA</b> passing current URL as parameter for origination, and home.htm as parameter for destination</u>
<u>2</u>	<u>Selecting <b>FAFSA ON THE WEB LOGO</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter for origination, and home.htm as parameter for destination</u>
<u>3</u>	<u>Selecting <b>HOME</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter for origination, and home.htm as parameter for destination</u>
<u>4</u>	<u>Selecting <b>CONTACT US</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter for origination, and contact.htm as parameter for destination</u>
<u>5</u>	<u>Selecting <b>GENERAL HELP</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter for origination, and help.htm as parameter for destination</u>
<u>6</u>	<u>Selecting <b>FAFSA FAQ</b> will continue at use case <b>Exit FAFSA</b> passing current URL as parameter for origination, and FAQ001.htm as parameter for destination</u>
<u>7</u>	<u>Selecting <b>NEED HELP WITH THIS PAGE</b> will continue at template page specific help passing current URL as parameter</u>
<u>8</u>	<u>Selecting <b>SAVE FOR LATER</b> will continue at use case <b>Save for Later</b> passing current URL as parameter</u>
<u>9</u>	<u>Selecting <b>VIEW FAFSA SUMMARY</b> will continue at View FAFSA Summary use case. (app\Shared_Pages\FAFSA_summary.htm)</u>
<u>10</u>	<u>Selecting <b>FAFSA ON THE WEB INTRO</b> will continue at app\FillOutApp\filloutapp_intro.htm</u>
<u>11</u>	<u>Selecting <b>INFO ABOUT YOU</b> will continue at app\FillOutApp\filloutapp_step1a.htm</u>

### 10.11. Related Use Cases

#	Related Use Cases
1	Fill Out FAFSA
2	Renew FAFSA
3	Correct FAFSA