

**LOUISIANA STUDENT FINANCIAL ASSISTANCE
COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Student Financial Aid Bulletin

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TOPICS:	Chafee Educational and Training Voucher (ETV) Program Pre-Approval Process

Beginning with the Spring 2014 semester/term, schools desiring to do so may submit Chafee Educational and Training Voucher (ETV) Program payment requests for pre-approval prior to the first day of class. Submission of a payment request by the school certifies that the student is enrolled at the institution and has maintained satisfactory academic progress.

The Chafee (ETV) payment request process has been modified to allow submission of payment requests for pre-approval. The changes to the billing process are minimal and are briefly described in this correspondence. The Chafee ETV Award System Tutorial has also been updated and the revision is part of this bulletin.

The procedure for entering payment requests, whether submitted early for pre-approval or after the start of classes, has not changed. Payment requests will continue to be reviewed and approved by DCFS.

LOSFA will monitor payment request submission dates. Payment requests submitted by the school **ON** or **AFTER** the first class day and approved by DCFS will be processed following the usual procedure. No additional action will be required of the school. LOSFA will request funds and forward them to the institution on behalf of the recipient.

Payment requests submitted **BEFORE** the first day of class and approved by DCFS will be put into a new status created for the pre-approval process, **APPROVED – PENDING ATTENDANCE**. Schools will have to verify student attendance on or after the first class day and, at that time, revisit the payment request on the Award System to confirm attendance. After attendance is confirmed, LOSFA will request funds and forward them to the institution.

Implementation of the pre-approval process eliminates priority billing.

Questions regarding the Chafee ETV Program should be directed to Bonnie Lavergne, 225-219-7714, blavergne@osfa.la.gov or Caleshia Clark, 225-219-7708, cclark@osfa.la.gov.

Chafee Educational and Training Voucher (ETV) Program Award System Tutorial with Pre-Approval Procedure (12/2013)

Access LOSFA's Award System by logging on with your assigned User ID and personalized password.

The screenshot shows a Windows Internet Explorer browser window displaying the LOSFA (Louisiana Office of Student Financial Assistance) Award System login page. The address bar shows the URL <https://www.osfa.la.gov/AwardSystem/#>. The page features a blue header with the LOSFA logo and name. A left sidebar contains navigation links: "About the Louisiana Award System", "FAFSA on the Web", "TOPS On-Line Application", "TOPS-Tech Early Start Award Application", "Return to LOSFA's main site", "Contact LOSFA", and "Register for a new student account". The main content area is titled "Login to the Louisiana Award System" and includes the instruction "Please choose your logon type and then enter your user ID and password to continue". There are three login options: "Student Login" (with a student icon), "College Login" (with a college icon and a "College Login" button), and "Internal Login" (with an internal icon). A note states: "Note: Please contact your password coordinator with any sign-on or access issues." Below the login options, a warning box states: "This LOSFA system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing." The browser's taskbar at the bottom shows the Start button, several open applications (Novell GroupWise - Mailbox, LOSFA: The Louisiana ...), and the system clock showing 3:52 PM.

LOSFA: The Louisiana Office of Student Financial Assistance - Windows Internet Explorer provided by LOSFA

https://www.osfa.la.gov/AwardSystem/#

File Edit View Favorites Tools Help

McAfee

LOSFA: The Louisiana Office of Student Financial Assistance

LOSFA
LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE

About the Louisiana Award System

FAFSA on the Web

TOPS On-Line Application

TOPS-Tech Early Start Award Application

Return to LOSFA's main site

Contact LOSFA

Register for a new student account

LOSFA's ACT code is 1595
LOSFA's SAT code is 9019

- FAFSA4caster
- Fed. Financial Aid
- Going 2 College
- Scholarship Search

Login to the Louisiana Award System

Please choose your logon type and then enter your user ID and password to continue

Student Login

User ID

Password

College Login

College Login

Note: Please contact your password coordinator with any sign-on or access issues.

Internal Login

This LOSFA system is for authorized users only.

Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

Trusted sites

100%

Start Novell GroupWise - Mailbox LOSFA: The Louisiana ... 3:52 PM

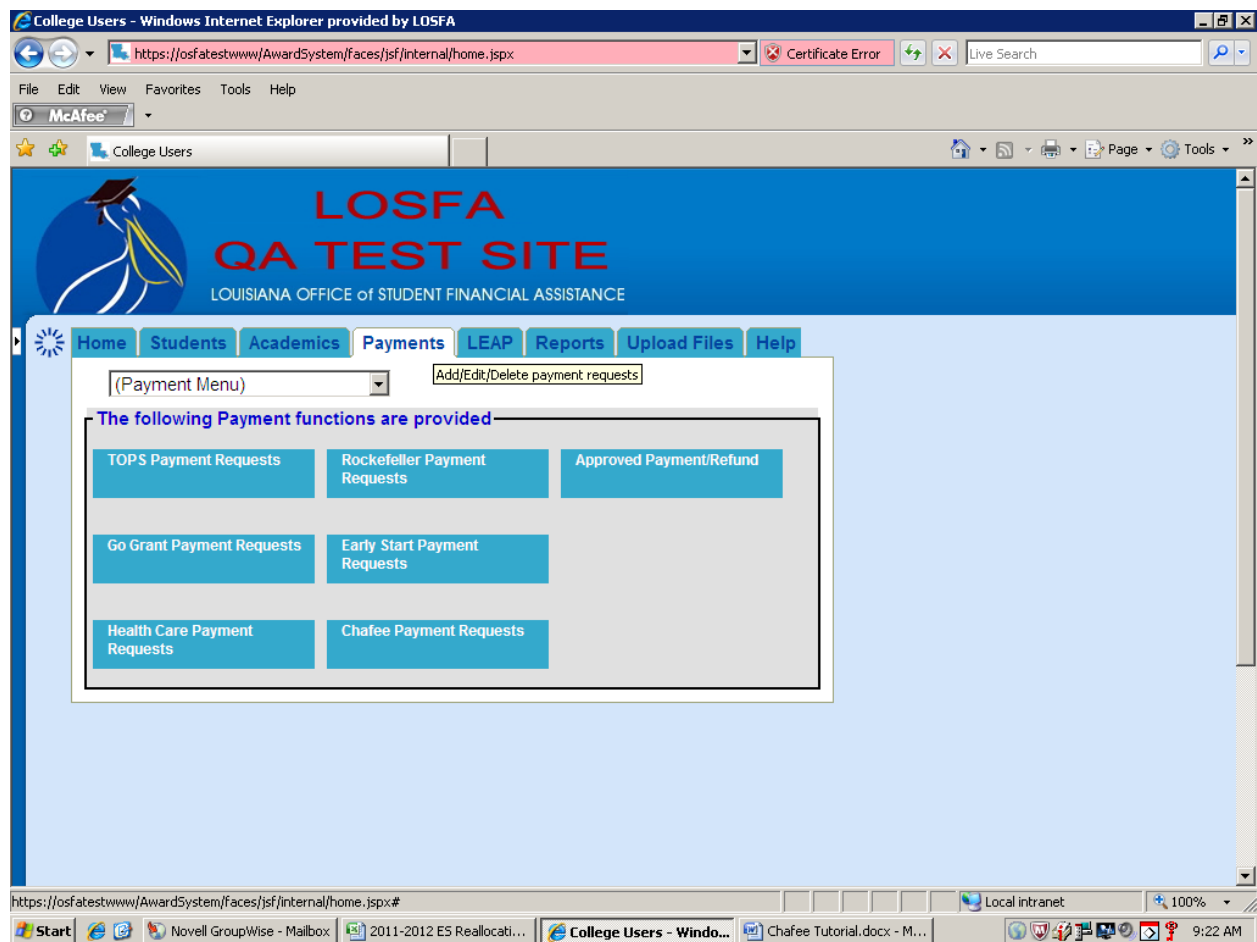
A successful logon will bring up a screen similar to this one (Southeastern La Univ was used for demonstration purposes):



Select the **Payments** tab to bring up the Payment Request function. You will only see buttons for the program “roles” you have been assigned.

Select **Chafee Payment Requests** to begin entering payment requests.

Note: Contact your school’s Award System College Administrator if you do not have access to the **Chafee Payment Requests** Option.



Selecting the **Chafee Payment Requests** from the drop down brings up the screen below.

Select **Add** to begin entering payment requests.

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar displays the URL "https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The browser shows a "Certificate Error" warning. The page features a blue header with the LOSFA logo and the text "LOSFA QA TEST SITE" and "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". Below the header is a navigation menu with tabs: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Payments" tab is selected, and a dropdown menu shows "Chafee Payment Requests". Below this is a search section titled "Search for Chafee Payment Requests" with a "Find" button, a "Filter 1" dropdown set to "(Field to search)", and a "Display" dropdown set to "10 Results". There is also a "Find Alias" button. Below the search section is a table titled "Chafee Payment Requests for SOUTHEASTERN LA UNIV 002024". The table has columns: Select, SSN, Name (First, Last), College Code, Term, Status, and Received Date. Below the table are buttons for "Add", "Edit", and "Close". The bottom of the browser window shows the Windows taskbar with the Start button and several open applications: Novell GroupWise - Mailbox, 2011-2012 ES Reallocation..., College Users - Windows Internet Explorer, and Chafee Tutorial.docx - Microsoft Word. The system clock shows 9:23 AM on a local intranet.

Select	SSN	Name		College Code	Term	Status	Received Date
		First	Last				
Chafee Payment Requests for SOUTHEASTERN LA UNIV 002024							

Payment request entry begins on this screen:

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar displays the URL "https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The McAfee security bar is visible below the menu. The main content area features a blue header with the LOSFA logo and the text "LOSFA QA TEST SITE" and "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". A navigation menu below the header includes "Home", "Students", "Academics", "Payments", "LEAP", "Reports", "Upload Files", and "Help". The "Payments" tab is selected. A "Chafee Payment Requests" form is displayed, containing the following fields and elements:

- A dropdown menu labeled "Chafee Payment Requests".
- A "College" field with a dropdown menu showing "SOUTHEASTERN LA UNIV 002024".
- An "SSN" field with a text input box and a note: "(no dashes, include leading zeros - e.g. 007654321)".
- A "Term" field with a dropdown menu showing "(Select a Term)".
- A "Find Student" button.
- A "Status" field showing "Pending".
- A note: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress."
- "Submit" and "Close" buttons.

The Windows taskbar at the bottom shows the Start button and several open applications: "Novell GroupWise - Mailbox", "2011-2012 ES Reallocati...", "College Users - Windo...", and "Chafee Tutorial.docx - M...". The system clock indicates the time is 9:24 AM.

Enter the student's **SSN**, select the appropriate **Term**, then click **Find Student**.

At this point, the Award System verifies that the student has a FAFSA on file that corresponds with the term year of the billing.

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar displays "https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The page features a blue header with the LOSFA logo and the text "LOSFA QA TEST SITE" and "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". Below the header is a navigation bar with links: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The main content area is titled "Chafee Payment Requests" and contains a form with the following fields:

- College: SOUTHEASTERN LA UNIV 002024
- SSN: [REDACTED] (no dashes, include leading zeros - e.g. 007654321)
- Term: 1S2013 - FALL SEMESTER 2012

A "Find Student" button is located below the Term field. Below the form, the status is displayed as "Pending" with a note: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress." At the bottom of the form are "Submit" and "Close" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise - Mailbox, 2011-2012 E5 Reallocation..., College Users - Windows Internet Explorer, Chafee Tutorial.docx - Microsoft Word), and the system clock showing 9:26 AM on 10/26/2011.

A student must have filed a current year FAFSA in order to be eligible for the Chafee ETV. If the FAFSA is not on the Award System, you will be unable to proceed further and the following message will be received:

“A current year FAFSA cannot be found for this student. Contact our office for assistance.”

Select **Close** to exit this screen, then **Add** to continue entering additional payment requests.

The screenshot shows a Windows Internet Explorer browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar displays the URL "https://osfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows the McAfee logo and a "College Users" button. The main content area features a blue header with the LOSFA logo and the text "LOSFA QA TEST SITE" and "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". Below the header is a navigation bar with links: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Payments" link is selected, and a dropdown menu shows "Chafee Payment Requests". The form contains the following fields and elements:

- College:** A dropdown menu showing "SOUTHEASTERN LA UNIV 002024".
- SSN:** A redacted field with a red "X" icon. Below it, a message reads: "(no dashes, include leading zeros - e.g. 007654321) A current year FAFSA cannot be found for this student. Contact our office for assistance."
- Term:** A dropdown menu showing "1S2013 - FALL SEMESTER 2012".
- Find Student:** A button.
- Status:** Labeled "Pending". Below it, a message reads: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress."
- Submit and Close:** Two buttons at the bottom of the form.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise - Mailbox, 2011-2012 ES Reallocation..., College Users - Windows Internet Explorer, Chafee Tutorial.docx - Microsoft Word), and the system clock showing 9:27 AM on 10/27/2011.

Proceed with entering your next request by entering the SSN, selecting the appropriate term, then click **Find Student**.

College Users - Microsoft Internet Explorer provided by LOSFA

https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx

File Edit View Favorites Tools Help

McAfee

College Users

JAVA / TOMCAT UPGRADE TESTING

LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE

Home Students Academics **Payments** LEAP Reports Upload Files Help

Chafee Payment Requests

* College SOUTHEASTERN LA UNIV 002024

* SSN (no dashes, include leading zeros - e.g. 007654321)

* Term 1S2013 - FALL SEMESTER 2012

Find Student

Status Pending

Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress.

Submit Close

Start Novell GroupWise - Mailbox College Users - Micro... Chafee Tutorial Draft 5-... Local intranet 100% 7:30 AM

Below is an example of a payment request screen view for a student with a current year FAFSA and Student Record on the Award System. Note that the student's name, address and telephone number are populated and the **Status** is "Pending".

Proceed with entering the **Payment Request Amount** and **Foster Care State***.

After entering the amount and Foster Care State, you must select **Submit**** in order to save/submit the request to LOSFA.

NOTES:

* Use caution when entering the **Foster Care State**. Department of Children and Family Services (DCFS) uses this information to assist in their verification that the student is/has been in the Foster Care System. Do not select Louisiana as a default. Select Louisiana only if the student is/has been in the foster care system in Louisiana. If the student's FAFSA (or student) indicates that they have been in the Foster Care System in another state, report that information accordingly.

**** SUBMISSION OF A PAYMENT REQUEST BY THE SCHOOL CERTIFIES THAT THE STUDENT IS ENROLLED AT THE INSTITUTION AND HAS MAINTAINED SATISFACTORY ACADEMIC PROGRESS. (See certification notation on screen.)**

The screenshot shows the 'Chafee Payment Requests' screen within the 'College Users' application. The interface is displayed in a Microsoft Internet Explorer browser window. The page contains the following fields and information:

- College:** SOUTHEASTERN LA UNIV 002024
- SSN:** [Redacted]
- Term:** 1S2013 - FALL SEMESTER 2012
- Find Student:** Button
- Student Name:** [Redacted] (First Last)
- Birthdate:** 8/16/1994
- Address:** FRANKLINTON LA 70438 (City State ZIP)
- Telephone:** [Redacted]
- Student Funds Remaining for Academic Year:** \$5,000.00
- Payment Request Amount:** 900
- Received Date:** 7/25/2012
- Foster Care State:** GEORGIA
- Internal DCFS Status:** Pending
- Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress.** (Blue text)
- Buttons:** Submit, Close

The browser window title is 'College Users - Microsoft Internet Explorer provided by LOSFA'. The address bar shows 'https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx'. The taskbar at the bottom shows the Start button, Novell GroupWise - Mailbox, College Users - Micro..., and Chafee Tutorial Draft 5-.... The system clock shows 7:33 AM.

Submitting the payment request will bring you back to the following screen. A list of all payment requests submitted is created.

Payment request remain in “**Pending**” status until reviewed by DCFS and set to **Process** by LOSFA.

Schools have the capability to check **Select** and “**Edit**” or “**Delete**” the payment request as long as it is still in “**Pending**” status.

College Users - Microsoft Internet Explorer provided by LOSFA

https://losfatestwww/AwardSystem/faces/jsf/college/home.jspx

Certificate Error

Live Search

File Edit View Favorites Tools Help

McAfee

College Users

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Home Students Academics Payments LEAP Reports Upload Files Help

Chafee Payment Requests

Search for Chafee Payment Requests

Find Filter 1 (Field to search) Find Alias Display 10 Results

Rows 10

Select All | Select None

Chafee Payment Requests for SOUTHEASTERN LA UNIV 002024 - (1) record saved.

Select	SSN	Name	College Code	Term	Status	Received Date
		First Last				
<input type="checkbox"/>		JANE	002024000	1S2013	Pending	7/25/2012 7:31 AM

Add Edit Close

Current Role College: SOUTHEASTERN LA UNIV 002024

Account Options Log Out

LOSFA Louisiana Office of Student Financial Assistance 602 North Fifth Street

Ph: 225-219-1012 1-800-259-5626

Start Novell GroupWise - Mailbox College Users - Micro... Chafee Tutorial Draft 5-... Local Intranet 100% 7:33 AM

Below is a payment request screen view for a student with a current year FAFSA on the Award System that has not yet “loaded”.

The payment request Status is set to **“Pending FAFSA Load”**. The Award System will allow entry of the payment request; however, the student information is incomplete at this time (no address or telephone number).

Note: Loading of the FAFSA is an internal LOSFA process. No additional action is needed from the user other than completing and submitting the payment request.

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar displays "https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The browser has a McAfee security bar and a navigation menu with tabs: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Payments" tab is active, and the page title is "Chafee Payment Requests".

The main content area contains a form for entering student information and payment details:

- College:** Dropdown menu showing "SOUTHEASTERN LA UNIV 002024".
- SSN:** Text field with a blacked-out value. A note below reads: "(no dashes, include leading zeros - e.g. 007654321)".
- Term:** Dropdown menu showing "1S2013 - FALL SEMESTER 2012".
- Find Student:** Button.
- Student Name:** Fields for "First" and "Last" names, both blacked out.
- Birthdate:** Text field showing "3/18/1993".
- Address:** Fields for "City", "State", and "ZIP", all blacked out.
- Telephone:** Text field showing "Telephone Not Found".
- Student Funds Remaining for Academic Year:** Text field showing "\$5,000.00".
- Payment Request Amount:** Text field.
- Received Date:** Text field showing "5/23/2012".
- Foster Care State:** Dropdown menu showing "(Select a State)".
- Internal DCFS:** Text field.
- Status:** Text field showing "Pending FAFSA Load".

Below the status field, a blue link reads: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress." At the bottom of the form are "Submit" and "Close" buttons.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise - Mailbox, 2011-2012 E5 Reallocation..., College Users - Windows Internet Explorer, Chafee Tutorial.docx - Microsoft Word), and the system clock showing 9:31 AM on 5/23/2012.

Proceed with entering the **Payment Request Amount** and **Foster Care State**, then click “Submit”.

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar shows the URL "https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The browser has a McAfee security bar and a search bar. The application has a navigation menu with tabs: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Payments" tab is selected, and the "Chafee Payment Requests" dropdown is open. The form contains the following fields and values:

- College: SOUTHEASTERN LA UNIV 002024
- SSN: [Redacted]
- Term: 1S2013 - FALL SEMESTER 2012
- Find Student: [Button]
- Student Name: [Redacted] (First Last)
- Birthdate: 3/18/1993
- Address: City State ZIP
- Telephone: Telephone Not Found
- Student Funds Remaining for Academic Year: \$5,000.00
- Payment Request Amount: 2500
- Received Date: 5/23/2012
- Foster Care State: LOUISIANA
- Internal DCFS: [Redacted]
- Status: Pending FAFSA Load

Below the form, there is a link: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress." and two buttons: "Submit" and "Close". The taskbar at the bottom shows the Start button and several open applications: Novell GroupWise - Mailbox, 2011-2012 ES Reallocation..., College Users - Windows Internet Explorer, and Chafee Tutorial.docx - Microsoft Word. The system clock shows 9:31 AM.

Once again, submitting a request will return you to the following screen. Note that the screen displays all payment requests entered that remain in **"Pending"** status. Also included is one that LOSFA has set for approval by DCFS.

College Users - Windows Internet Explorer provided by LOSFA

Address: <https://losfatestwww/AwardSystem/faces/jsf/college/home.jspx>

Search: Live Search

File Edit View Favorites Tools Help

Mcafee

College Users

LOSFA QA TEST SITE
LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE

Home Students Academics **Payments** LEAP Reports Upload Files Help

Chafee Payment Requests

Search for Chafee Payment Requests

Find Filter 1 (Field to search) Find Alias Display 10 Results

Rows 10

Select All | Select None

Chafee Payment Requests for SOUTHEASTERN LA UNIV 002024 - (4) record(s) found.

Select	SSN	Name		College Code	Term	Status	Received Date
		First	Last				
<input type="checkbox"/>		BLANCA		002024000	1S2013	Pending	5/21/2012 3:01 PM
<input type="checkbox"/>		KIARA		002024000	1S2013	Pending FAFSA Load	5/23/2012 9:30 AM
<input type="checkbox"/>		DESTINY		002024000	1S2013	Pending Approval by DCFS	5/17/2012 3:16 PM
<input type="checkbox"/>		CHAD		002024000	1S2013	Pending	5/23/2012 9:34 AM

Add Edit Close

Done

Local intranet 100%

Start Novell GroupWise - Mailbox 2011-2012 E5 Reallocati... College Users - Windo... Chafee Tutorial.docx - M... 9:56 AM

The next screen views display some of the Award System error messages that you may encounter.

Below is an error resulting from the “age” edit. A student must be less than 23 years of age in order to receive a Chafee ETV. This student exceeds the age requirement, therefore, is not eligible for the award.

Simply “Close” to proceed with your next entry.

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar displays "https://losfatestwww/AwardSystem/faces/jsf/college/home.jspx". The browser has a McAfee security bar and a navigation menu with tabs: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Chafee Payment Requests" dropdown is selected. The form contains the following fields and values:

- College: SOUTHEASTERN LA UNIV 002024
- SSN: [REDACTED] (no dashes, include leading zeros - e.g. 007654321)
- Term: 1S2013 - FALL SEMESTER 2012
- Find Student button
- Student Name: [REDACTED] (First, Last)
- Birthdate: 2/27/1986 (Error: Student is not eligible based on age.)
- Address: City, State, ZIP
- Telephone: Telephone Not Found
- Student Funds Remaining for Academic Year: \$5,000.00
- Payment Request Amount: \$1,200.00
- Received Date: 5/23/2012
- Foster Care State: LOUISIANA
- Internal DCFS
- Status: Pending FAFSA Load

Below the status, a message states: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress." At the bottom of the form are "Submit" and "Close" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise - Mailbox, 2011-2012 ES Reallocati..., College Users - Windo..., Chafee Tutorial.docx - M...), and the system clock showing 9:40 AM.

Another type of “age” edit error is depicted below.

A student who is 21 or 22 years of age MUST have been receiving the Chafee ETV before reaching the age of 21 and continuously receive the award to remain eligible until reaching age 23. This student has not received the Chafee ETV continuously, therefore, is ineligible.

College Users - Windows Internet Explorer provided by LOSFA

https://osfatestwww/AwardSystem/faces/jsf/college/home.jspx

File Edit View Favorites Tools Help

McAfee

College Users

Home Students Academics Payments LEAP Reports Upload Files Help

Chafee Payment Requests

College: SOUTHEASTERN LA UNIV 002024

SSN: [REDACTED]
(no dashes, include leading zeros - e.g. 007654321)

Term: 1S2013 - FALL SEMESTER 2012

Find Student

Student Name: [REDACTED]
First Last

Birthdate: 3/24/1991
Based on age, student must have been awarded during previous term to be eligible.

Address: [REDACTED]
NEW ORLEANS LA 70117
City State ZIP

Telephone: [REDACTED]

Student Funds Remaining for Academic Year: \$5,000.00

Payment Request Amount: \$2,500.00 Received Date: 5/23/2012

Foster Care State: LOUISIANA

Internal DCFS

Status: Pending

Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress

Done

Local intranet 100%

Start Novell GroupWise - Mailbox 2011-2012 E5 Reallocati... College Users - Windo... Chafee Tutorial.docx - M... 9:51 AM

Below is an example of a Payment Request Amount error. The Payment Request Amount cannot exceed the "Student Funds Remaining for Academic Year " amount (note amount available for this student is currently \$5,000.00). The payment request for \$5,500 is not allowed.

The screenshot shows a web browser window titled "College Users - Windows Internet Explorer provided by LOSFA". The address bar shows the URL "https://osfatestwww/AwardSystem/faces/jsf/college/home.jspx". The browser has a "Certificate Error" icon in the address bar. The page has a navigation menu with tabs: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Payments" tab is selected, and the sub-tab "Chafee Payment Requests" is active. The form contains the following fields and values:

- College: SOUTHEASTERN LA UNIV 002024
- SSN: [REDACTED] (no dashes, include leading zeros - e.g. 007654321)
- Term: 1S2013 - FALL SEMESTER 2012
- Find Student: [Button]
- Student Name: [REDACTED] (First, Last)
- Birthdate: 4/3/1992
- Address: City State ZIP
- Telephone: Telephone Not Found
- Student Funds Remaining for Academic Year: \$5,000.00
- Payment Request Amount: \$5,500.00 (with a red asterisk icon)
- Received Date: 5/23/2012
- Foster Care State: MISSISSIPPI
- Internal DCFS: [Field]
- Status: Pending FAFSA Load

A red error message is displayed below the "Payment Request Amount" field: "Payment request amount cannot exceed the Student Funds Remaining for Academic Year." Below the status field, there is a blue link: "Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress." At the bottom of the form are "Submit" and "Close" buttons. The browser's status bar shows "Done", "Local intranet", and "100%". The taskbar at the bottom shows the Start button and several open applications: Novell GroupWise - Mailbox, 2011-2012 E5 Reallocati..., College Users - Windo..., and Chafee Tutorial.docx - M... The system clock shows 9:54 AM.

Payment requests cannot be submitted without providing the information in *required fields (College, SSN, Term, Payment Request Amount, and Foster Care State).

College Users - Windows Internet Explorer provided by LOSFA

https://losfatestwww/AwardSystem/faces/jsf/college/home.jspx

File Edit View Favorites Tools Help

McAfee

College Users

Home Students Academics Payments LEAP Reports Upload Files Help

Chafee Payment Requests

* College SOUTHEASTERN LA UNIV 002024

* SSN [REDACTED]
(no dashes, include leading zeros - e.g. 007654321)

* Term 1S2013 - FALL SEMESTER 2012

Find Student

Student Name [REDACTED] [REDACTED]
First Last

Birthdate 4/3/1992

Address City State ZIP

Telephone Telephone Not Found

Student Funds Remaining for Academic Year \$5,000.00

* Payment Request Amount \$2,600.00 Received Date 5/23/2012

* Foster Care State (Select a State)
Enter a value.

Internal DCFS

Status Pending FAFSA Load

Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress.

Submit Close

Done

Local intranet 100%

Start Novell GroupWise - Mailbox 2011-2012 E5 Reallocati... College Users - Windo... Chafee Tutorial.docx - M... 9:55 AM

ADDITIONAL BILLING PROCEDURE FOR CHAFEE PAYMENT REQUEST SUBMITTED FOR PRE-APPROVAL

Below is an example of a payment request submitted for pre-approval (prior to the first class day), approved by DCFS and in APPROVED-PENDING ATTENDANCE status.

The school must revisit the Award System and confirm student attendance on or after the first class day.

Select record and Edit.

The screenshot displays the LOSFA QA TEST SITE interface. The header includes the LOSFA logo and the text "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". The navigation menu has tabs for Home, Students, Academics, Payments, and Reports. The "Payments" tab is selected, leading to the "Chafee Payment Requests" section. A search bar is present with a "Find" button and a "Filter 1 (Field to search)" dropdown. Below the search bar, a table lists the payment requests. The table has columns for Select, SSN, Name (First and Last), College Code, Term, Status, and Received Date. A single record is shown for JORDAN, College Code 002024000, Term 2S2013, Status Approved - Pending Attendance, and Received Date 8/27/2013 11:26 AM. Below the table are buttons for Add, Edit, and Close. At the bottom, the current role is set to "College Chafee: SOUTHEASTERN LA UNIV 002024". The footer contains contact information for LOSFA, including the address, phone numbers, and email, as well as the build number and date.

Select	SSN	Name	College Code	Term	Status	Received Date	
		First	Last				
<input type="checkbox"/>		JORDAN		002024000	2S2013	Approved - Pending Attendance	8/27/2013 11:26 AM

Click **Confirm Attendance** if student is attending class.

Schools have the ability to delete those payment requests in **APPROVED-PENDING ATTENDANCE** status if the student does not attend.

QA TEST SITE
LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE

Home Students Academics Payments Reports

Chafee Payment Requests

* College: SOUTHEASTERN LA UNIV 002024

* SSN: [REDACTED]
(no dashes, include leading zeros - e.g. 007654321)

* Term: 2S2013 - SPRING SEMESTER 2013

Student Name: JORDAN [REDACTED]
First Last

Birthdate: 11/21/1994

Address: 645 GAYLE ST.
[REDACTED]
City State ZIP

Telephone: [REDACTED]

Student Funds Remaining for Academic Year: \$4,467.00

* Payment Request Amount: \$2,000.00 Received Date: 8/27/2013

* Foster Care State: FLORIDA

Internal DCFS: 234567

Status: Approved - Pending Attendance

Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory academic progress.

Confirm Attendance Delete Close

12:19 PM
12/5/2013

After confirming attendance, the request appears as follows until processed by LOSFA:

The screenshot shows a web browser window with the URL <https://osfatestwww/AwardSystem/faces/js>. The browser has a McAfee security bar and a "Certificate error" warning. The page title is "LOSFA QA TEST SITE" and the subtitle is "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE".

The navigation menu includes: Home, Students, Academics, Payments, LEAP, Reports, User Accounts, Upload Files, and Help. The "Payments" tab is selected.

The main content area displays "Chafee Payment Requests" with a search bar and filters. The search results show 10 results, with the first result selected. The table below shows the details of the selected request.

Select	SSN	Name	College Code	Term	Status	Received Date
		First	Last			
<input type="checkbox"/>			006756000	2S2013	Attendance Confirmed	8/27/2013 11:32 AM

Buttons: Add, Edit, Close

Current Role: College Admin: NORTHSHORE TCC - SULLIVAN

Account Options Log Out

LOSFA Louisiana Office of Student Financial Assistance
602 North Fifth Street
Baton Rouge, LA 70802
Ph: 225-219-1012
1-800-259-5626
custserv@osfa.la.gov

Build # 149 Build Date: December 4, 2013

Taskbar: 12:22 PM 12/5/2013