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.

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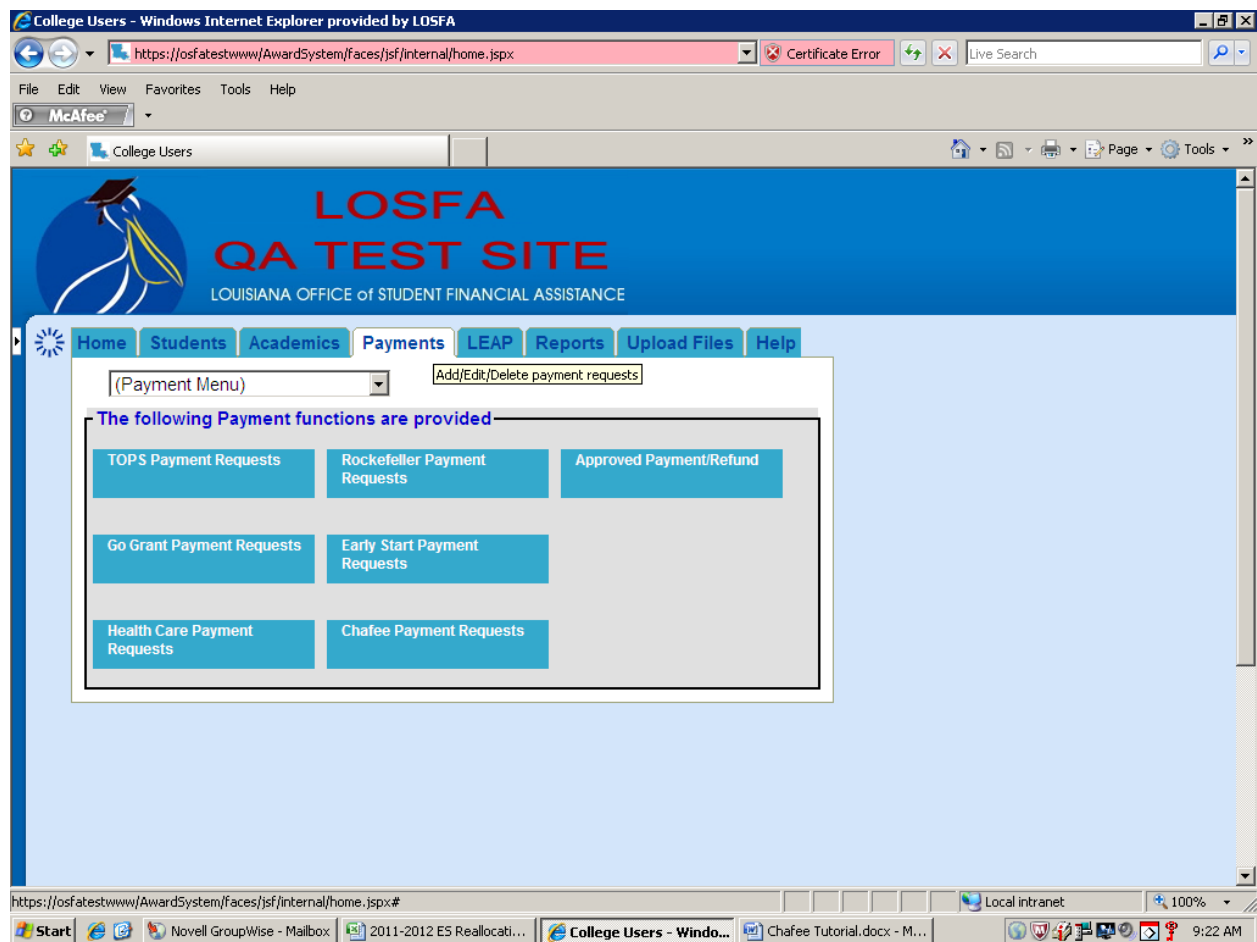
Selecting the **Chafee Payment Requests** from the drop down brings up the screen below.

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

Payment request entry begins on this screen:

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.

A student <u>must have filed</u> 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 **<u>Close</u>** to exit this screen, then **<u>Add</u>** to continue entering additional payment requests.

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

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

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

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

NOTES:

* Use caution when entering the **<u>Foster Care State</u>**. 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 <u>IS ENROLLED AT THE INSTITUTION</u> AND <u>HAS MAINTAINED SATISFACTORY ACADEMIC PROGRESS.</u> (See certification notation on screen.)

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.

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 <u>and</u> submitting the payment request.

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

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.

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.

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.

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.

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

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.

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.

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