

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

Student Financial Aid Bulletin

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TOPICS:	2012-2013 Chafee Educational and Training Voucher (ETV) Program and Chafee Program Automation

2012-2013 Chafee Educational and Training Voucher (ETV) Program and Chafee Program Automation

The Chafee Educational and Training Voucher (ETV) Program payment request process has been automated. Beginning with the Fall 2012 semester/term, payment requests for eligible students will be submitted online via the Louisiana Award System. A step-by-step tutorial of the Chafee ETV payment request process is included with this correspondence.

Louisiana Award System College Administrators will have access to the Chafee ETV Program. College Administrators will also have the capability to add the Chafee ETV role, create user accounts and issue passwords for other school personnel. If you are currently responsible for administration of the Chafee ETV Program and do not have a Louisiana Award System logon, contact your institution's College Administrator to request the Chafee ETV logon. Contact LOSFA if your school does not have a Louisiana Award System College Administrator.

Student eligibility edits have been incorporated into the automated payment request process (e.g., FAFSA verification, age limitations, etc.). Also included are measures to prevent common billing errors (e.g., omission of required data, billing amount that exceeds available funds, etc.).

SUBMISSION OF A PAYMENT REQUEST BY THE SCHOOL CERTIFIES THAT THE STUDENT IS ENROLLED AT THE INSTITUTION AND HAS MAINTAINED SATISFACTORY ACADEMIC PROGRESS.

PAYMENT REQUESTS SHOULD NOT BE SUBMITTED UNTIL THE STUDENT ACTUALLY BEGINS ATTENDING CLASSES.

THE \$5,000 ANNUAL CHAFEE AWARD SHOULD BE DIVIDED BY THE NUMBER OF SEMESTERS/TERMS IN THE ACADEMIC YEAR.

Note: If the school determines that an eligible student will be aging out of the program or graduating at the end of the fall semester/term, the full \$5,000 award may be requested if the student's budget will allow a payment in that amount.

PRIORITY FOR SPRING PAYMENT WILL BE GIVEN TO FALL SEMESTER CHAFEE RECIPIENTS. Until January 31, ONLY payment requests for renewal awards (Fall recipients) will be processed. Payment requests for new awardees for the Spring semester will be processed beginning February 1st.

The Department of Children & Family Services will continue to verify that the student is part of the Foster Care System and issue final approval on payment requests. Following approval, LOSFA will request funds and forward them to the institution on behalf of the recipient.

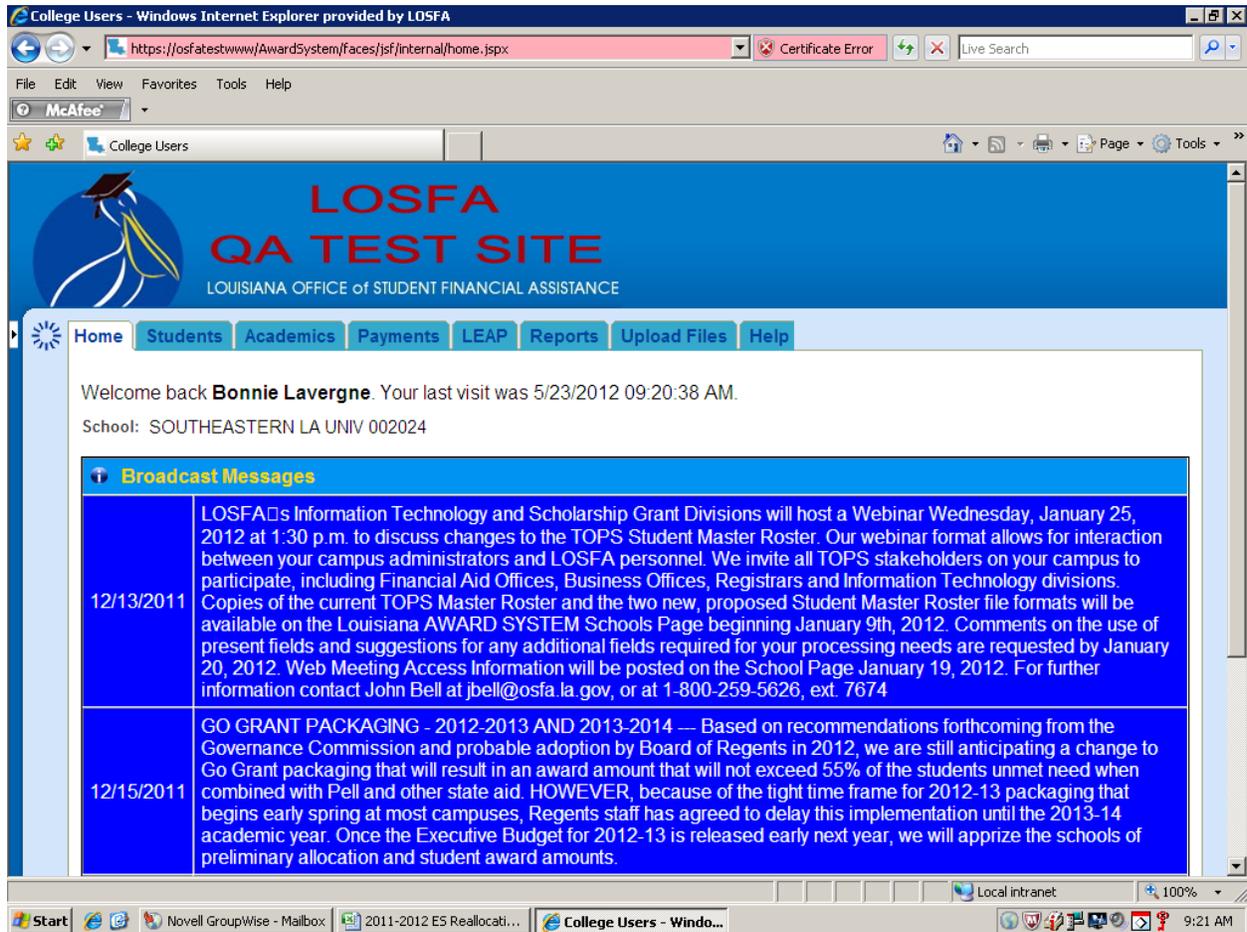
Questions regarding the Chafee ETV Program should be directed to Bonnie Lavergne, 225-219-7714, blavergne@osfa.la.gov or Caeshia Clark, 225-219-7708, cclark@osfa.la.gov.

Chafee Educational and Training Voucher (ETV) Program
Award System Tutorial
(08/2012)

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



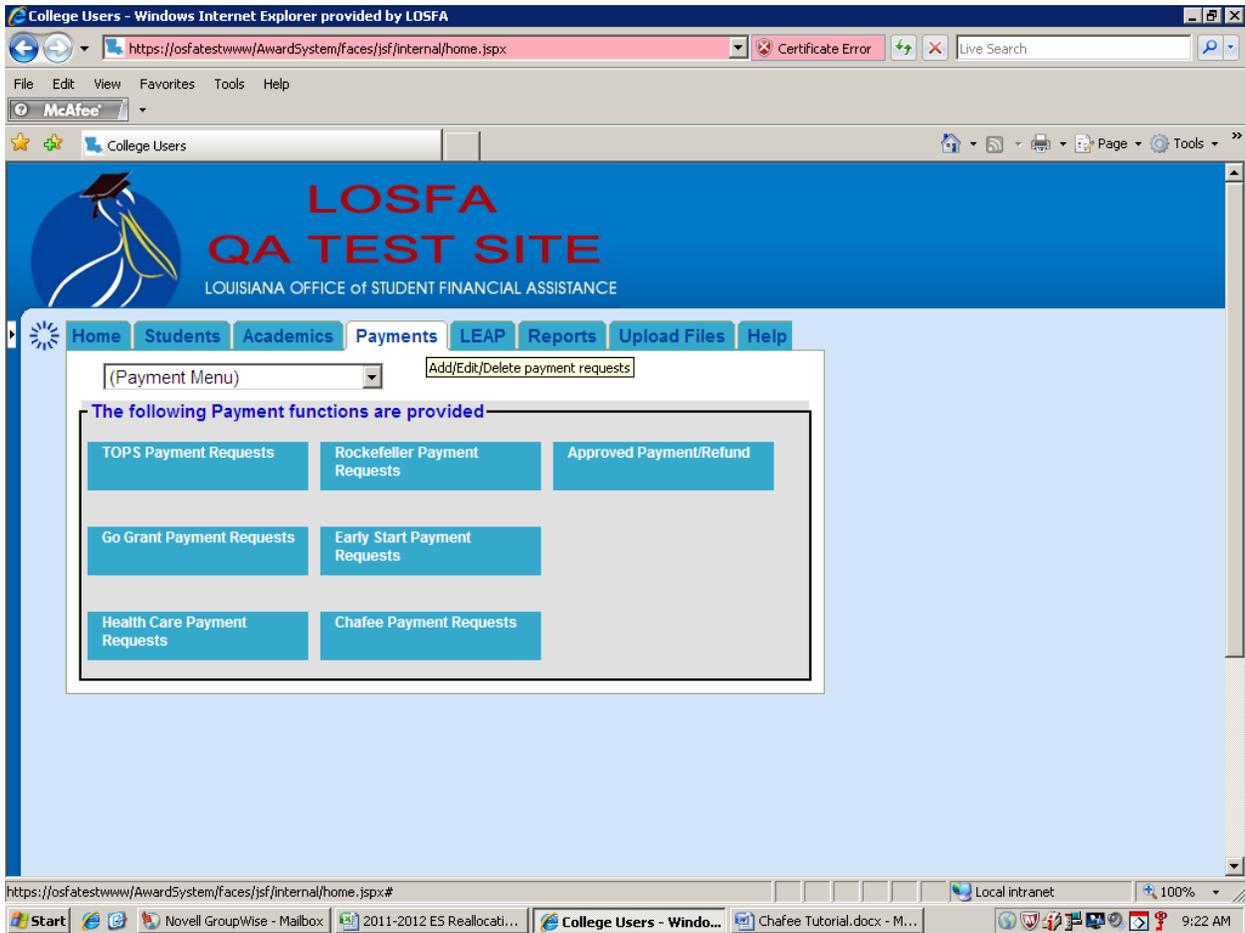
A successful logon will bring up a screen similar to this one (Southeastern La Univ was used for demonstration purposes):



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.

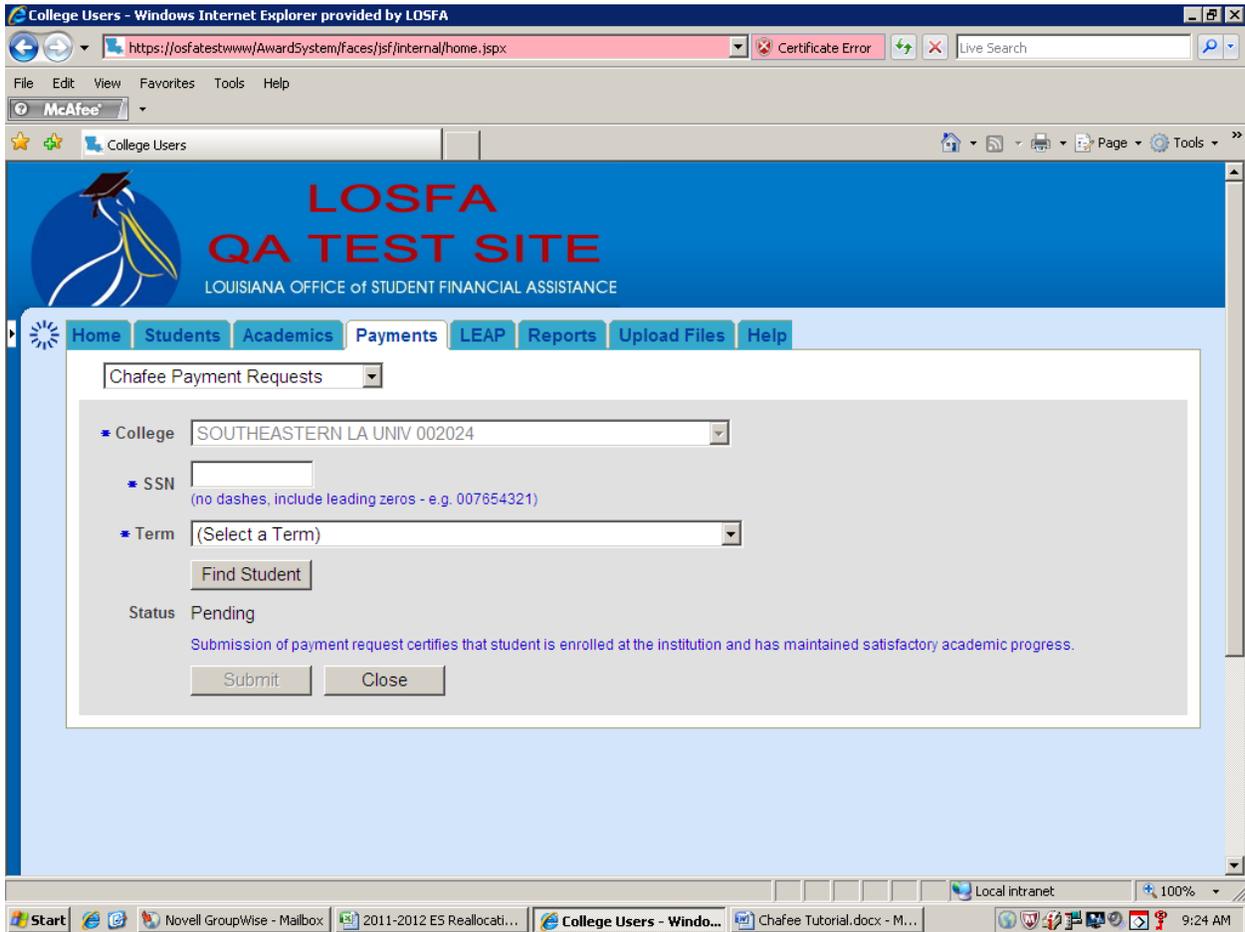


Selecting the **Chafee Payment Requests** from the drop down brings up the screen below.

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

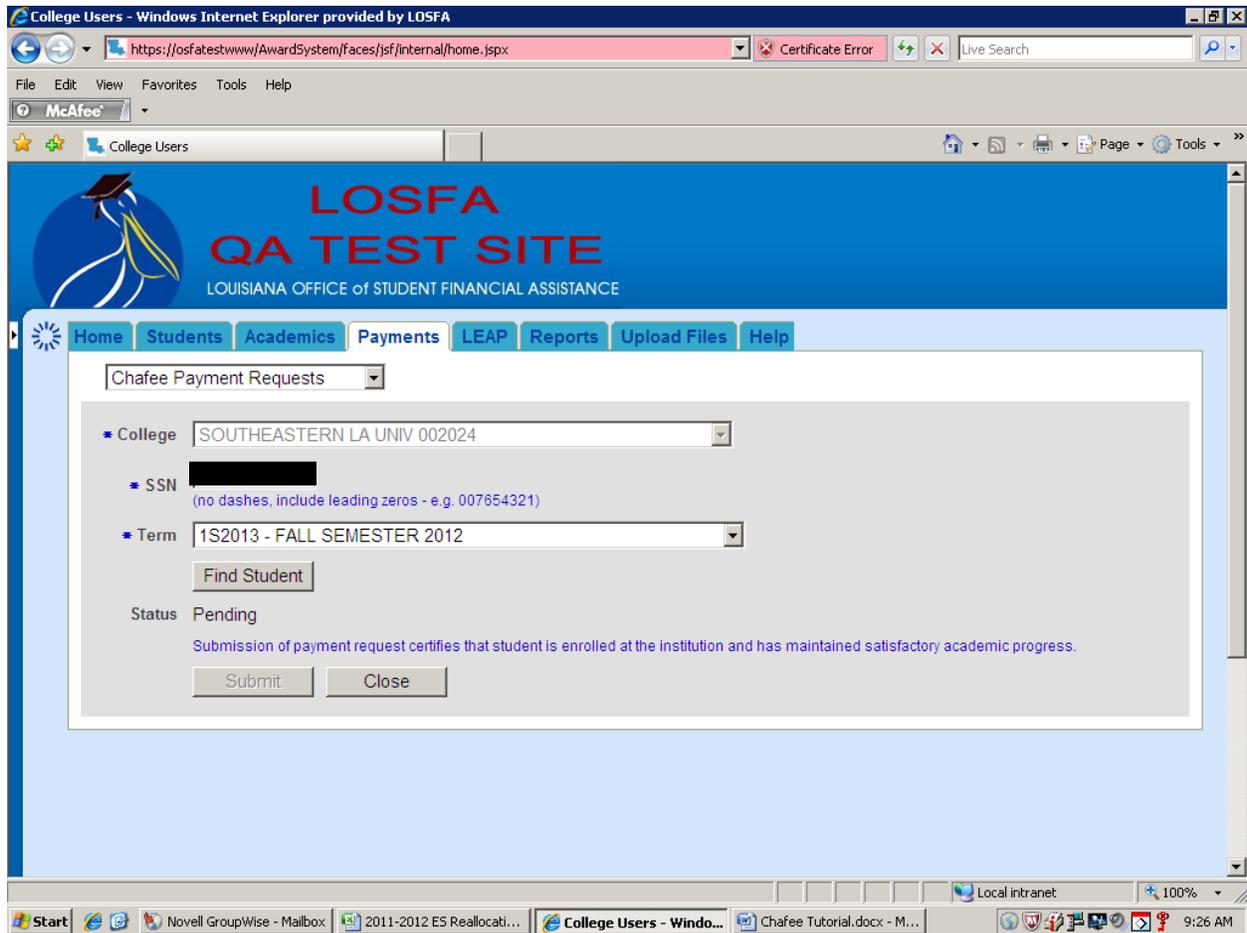
The screenshot shows a web browser window displaying the LOSFA QA Test Site. The site header includes the LOSFA logo and the text "LOSFA QA TEST SITE" and "LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". The navigation menu includes "Home", "Students", "Academics", "Payments", "LEAP", "Reports", "Upload Files", and "Help". The "Payments" menu is selected, and a dropdown menu shows "Chafee Payment Requests". Below this, there 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, there is a "Rows" dropdown set to "10". The main content area displays a table titled "Chafee Payment Requests for SOUTHEASTERN LA UNIV 002024". The table has columns for "Select", "SSN", "Name" (subdivided into "First" and "Last"), "College Code", "Term", "Status", and "Received Date". Below the table are three buttons: "Add", "Edit", and "Close". The browser's taskbar at the bottom shows several open applications, including "Novell GroupWise - Mailbox", "2011-2012 ES Reallocati...", "College Users - Windo...", and "Chafee Tutorial.docx - M...". The system clock shows "9:23 AM".

Payment request entry begins on this screen:



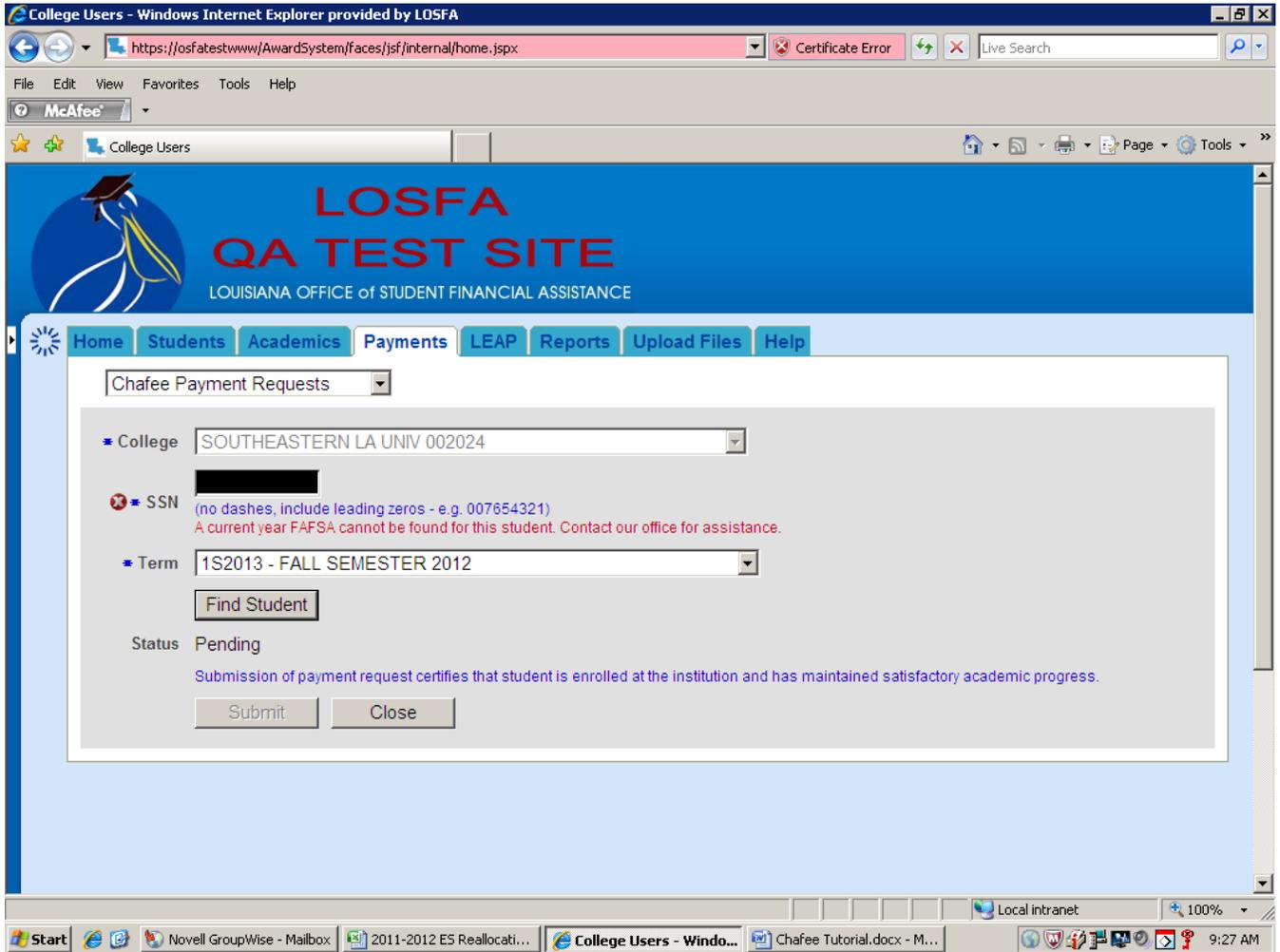
Enter the student's **SSN**, select the appropriate **Term**, then click **Find Student**.

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

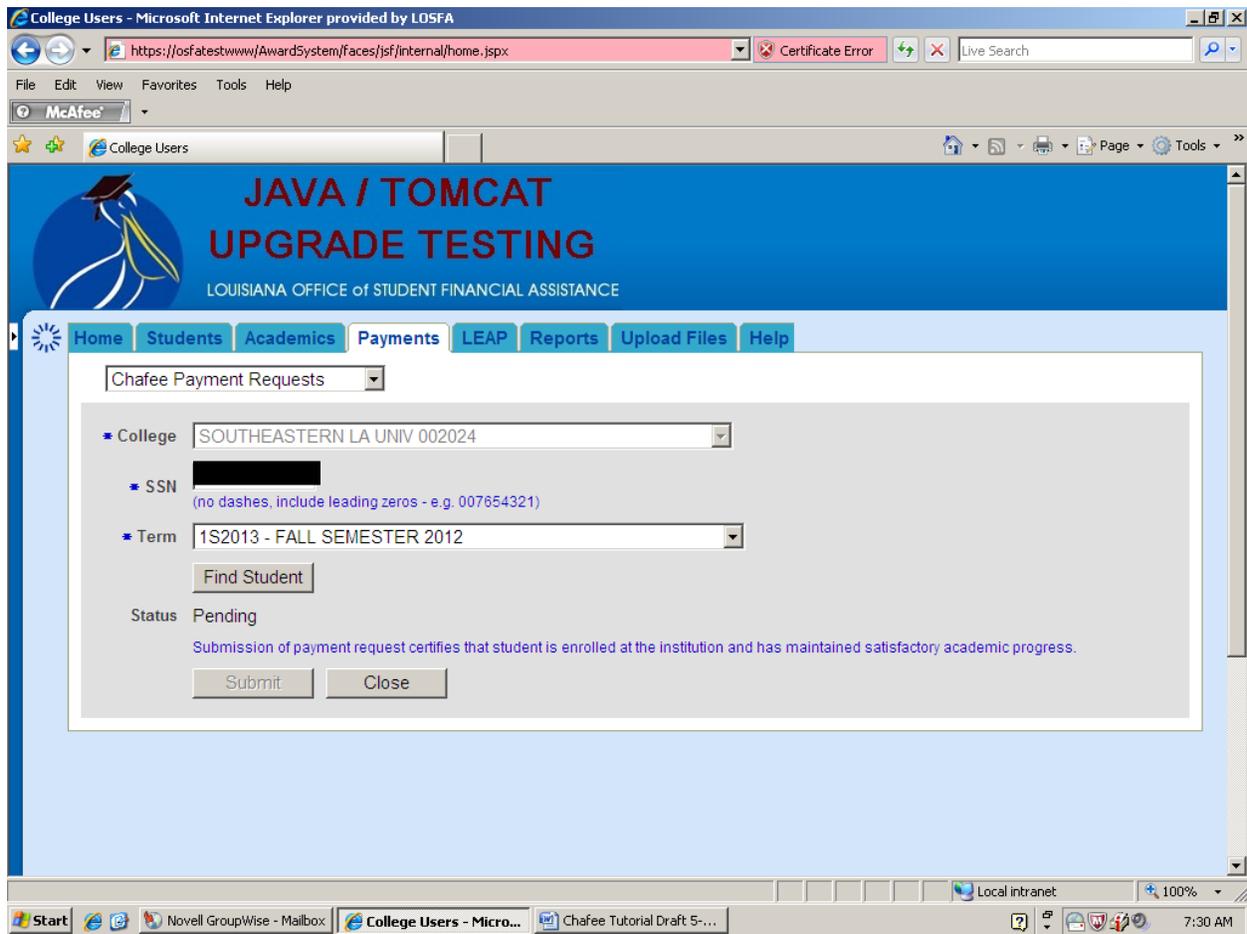


A student must have filed a current year FAFSA in order to be eligible for the Chafee ETV. If it is not on the Award System, you will be unable to proceed further and the following message will be received: **“A current year FAFSA cannot be found for this student. Contact our office for assistance.”**

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



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 with a current year FAFSA and Student Record on the Award System. Note that the student's name, address, 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.)**

College Users - Microsoft Internet Explorer provided by LOSFA
https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx
Certificate Error
Live Search

File Edit View Favorites Tools Help
McAfee
College Users

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: 8/16/1994

Address: [REDACTED]
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.

Submit Close

Local Intranet 100% 7:33 AM

Submitting the payment request will bring you back to the following screen. You should see a list forming of all payment requests submitted.

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.

The screenshot shows a web browser window displaying the LOSFA Java/Tomcat Upgrade Testing interface. The page title is "College Users - Microsoft Internet Explorer provided by LOSFA". The URL is "https://losfatestwww[AwardSystem]/faces/jsf/college/home.jspx". The page features a navigation menu with options: Home, Students, Academics, Payments, LEAP, Reports, Upload Files, and Help. The "Payments" tab is selected, and the page displays "Chafee Payment Requests" for "SOUTHEASTERN LA UNIV 002024". A search bar is present with a "Find" button and a "Filter 1" dropdown. Below the search bar, there is a table with the following data:

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

Below the table are buttons for "Add", "Edit", and "Close". The current role is "College: SOUTHEASTERN LA UNIV 002024". The page footer includes the LOSFA logo, address (602 North Fifth Street), phone numbers (225-219-1012, 1-800-259-5626), and a "Log Out" button. The taskbar shows the Start button, Novell GroupWise - Mailbox, College Users - Micro..., and Chafee Tutorial Draft 5-.... The system clock shows 7:33 AM on 7/25/2012.

Below is a payment request screen view for a student with a current year FAFSA on the Award System, but it 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 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 active, and a dropdown menu shows "Chafee Payment Requests".

The main content area contains a form with 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: 3/18/1993
- Address: [REDACTED] (City State ZIP)
- Telephone: Telephone Not Found
- Student Funds Remaining for Academic Year: \$5,000.00
- Payment Request Amount: [REDACTED]
- Received Date: 5/23/2012
- Foster Care State: (Select a State)
- Internal DCFS: [REDACTED]
- Status: Pending FAFSA Load

Below the form, there is a note: "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 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 tray with the date and time: 9:31 AM.

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://osfatestwww/AwardSystem/faces/jsf/internal/home.jspx". The browser has a "Certificate Error" warning and a search bar. The application interface includes a navigation menu with "Home", "Students", "Academics", "Payments", "LEAP", "Reports", "Upload Files", and "Help". The "Payments" section is active, showing a form for "Chafee Payment Requests".

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: [Field]
- Status: Pending FAFSA Load

Below the form, there is a note: "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 Windows taskbar at the bottom shows the Start button, several open applications including "Novell GroupWise - Mailbox", "2011-2012 ES Reallocati...", "College Users - Windo...", and "Chafee Tutorial.docx - M...", and the system tray with the time "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.

The screenshot shows the LOSFA QA Test Site interface. 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, Upload Files, and Help. The current view is "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"/>	[REDACTED]	BLANCA	[REDACTED]	002024000	1S2013	Pending	5/21/2012 3:01 PM
<input type="checkbox"/>	[REDACTED]	KIARA	[REDACTED]	002024000	1S2013	Pending FAFSA Load	5/23/2012 9:30 AM
<input type="checkbox"/>	[REDACTED]	DESTINY	[REDACTED]	002024000	1S2013	Pending Approval by DCFS	5/17/2012 3:16 PM
<input type="checkbox"/>	[REDACTED]	CHAD	[REDACTED]	002024000	1S2013	Pending	5/23/2012 9:34 AM

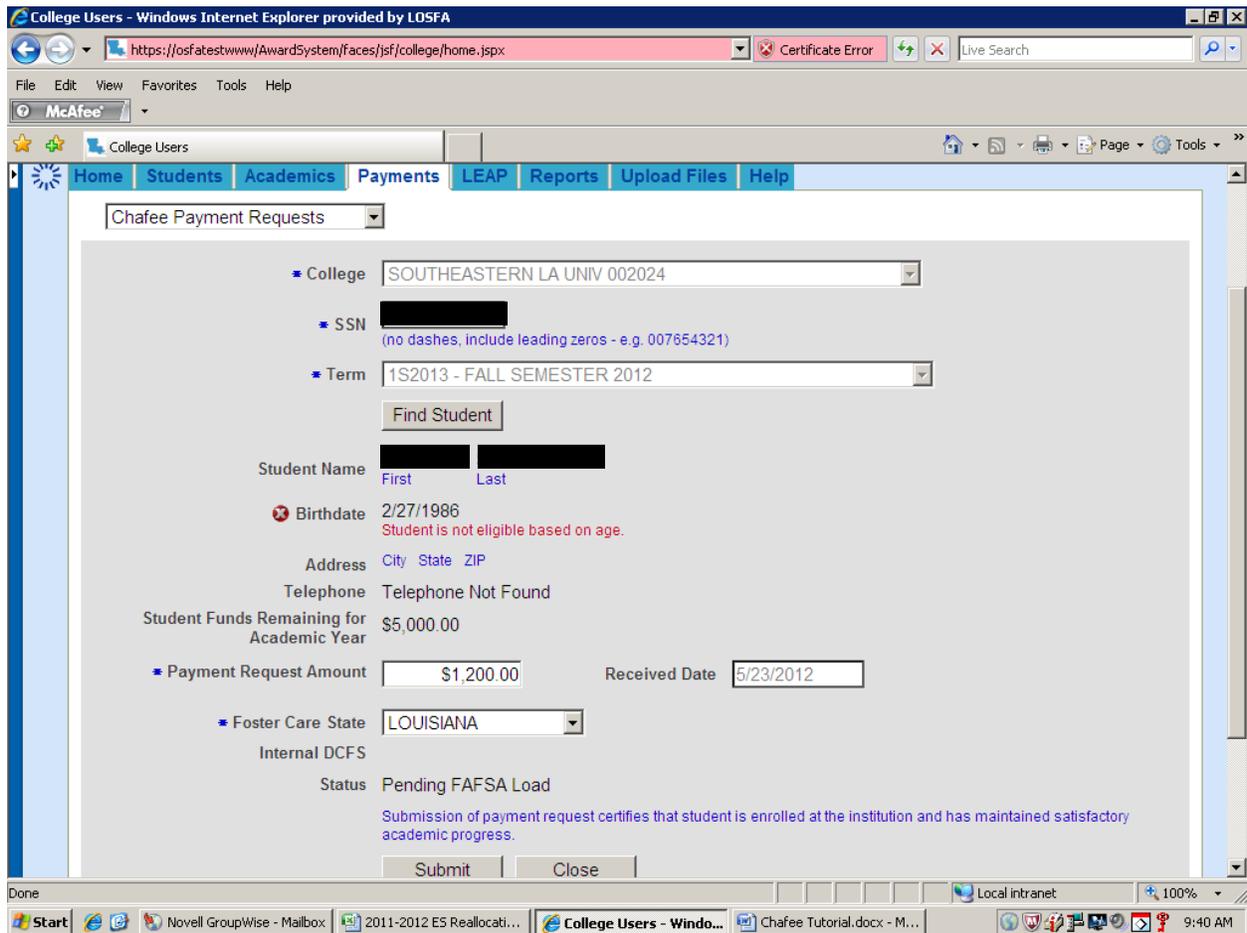
Add Edit Close

Taskbar: Start, Novell GroupWise - Mailbox, 2011-2012 E5 Reallocati..., College Users - Windo..., Chafee Tutorial.docx - M..., Local intranet, 100%, 9:56 AM

The next screen views display some of the Award System error message 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, not eligible.

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, 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

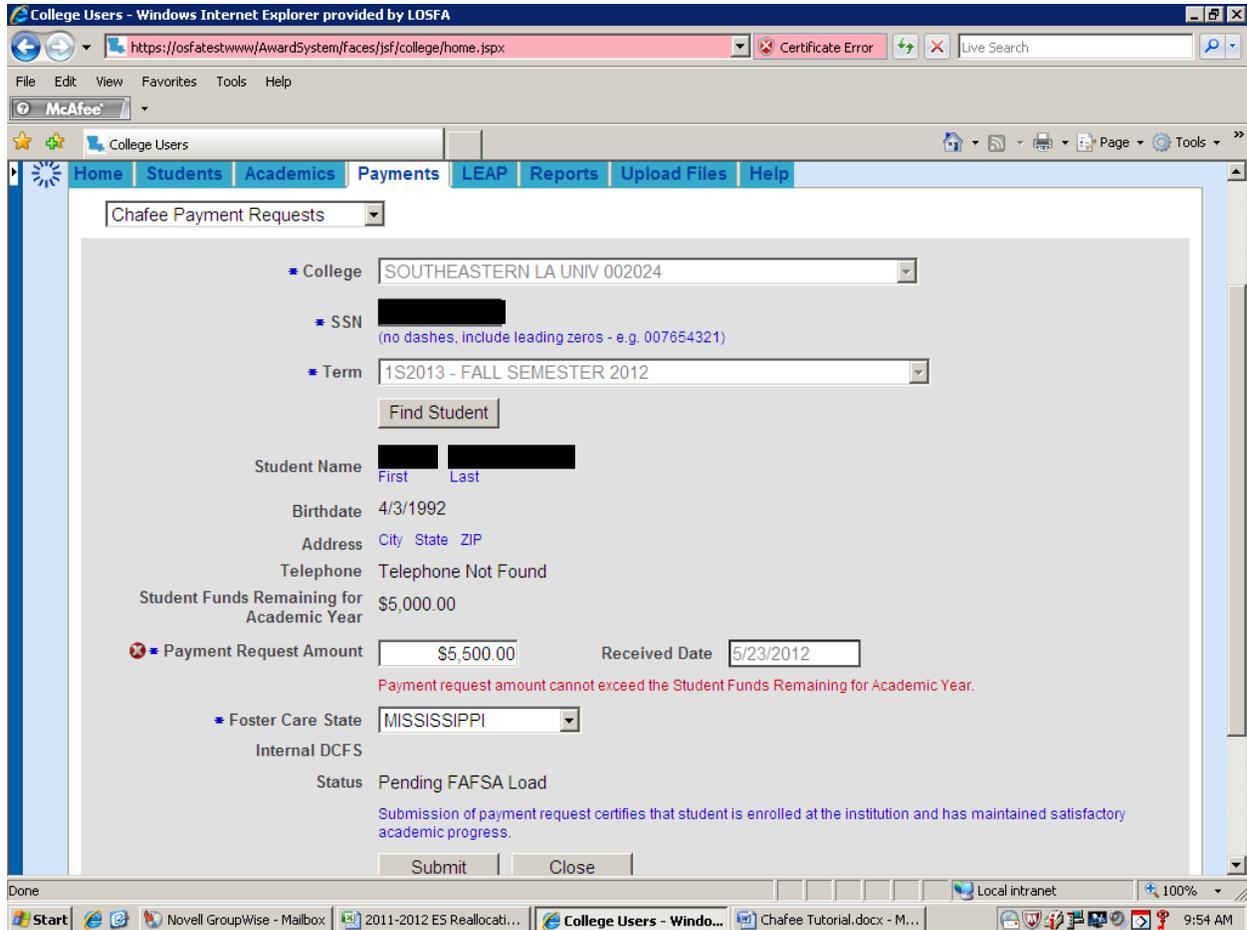
[Submission of payment request certifies that student is enrolled at the institution and has maintained satisfactory](#)

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 can not 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 can not 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://osfatestwww/AwardSystem/faces/jsf/college/home.jspx

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