



SFA PARTNER

Quarterly Update

July 2018

From the Director

Hello **SFA Partners**,

We hope this season finds you well and enjoying the great Pacific Northwest at its finest! It was nice to see so many of you at the recent SFA workshops held around the state, and we especially appreciated the opportunity to interact and gather your thoughts as part of the roundtable discussions.

This edition of the **SFA Partner** brings you key updates for State Need Grant, College Bound Scholarship, and State Work Study administration; data tidbits from the 2016-17 Final Interim and Unit Record Reports; and reminders about on-going policies. The 2018-19 SNG/CBS Program Manuals are now available on the [FAA Administrator Resource page](#), as are the maximum award and MFI charts for next year.

We welcome your feedback and suggestions, and we invite you to share the **Partner** with colleagues at your institution. Encourage them to subscribe to the [listserv](#) if they have not yet done so.

Becky Thompson
Director of Student Financial Assistance

Click on these links or scroll down to learn more about the following topics:

- [SFA Workshop Recap](#)
- [Important Dates to Remember](#)
- [2017-18 Unit Record Report \(URR\) Training Webinars and Deadlines](#)
- [2016-17 Data Summary](#)
- [State Need Grant Students Unserved in 2016-17](#)
- [SNG Funding for 2018-19](#)
- [Differences between the SNG Archive and CSAW](#)
- [12th Year Campaign and Supporting the Plus 5 Push!](#)
- [Statewide Spring Counselor Workshops and WFAA Partnership Update](#)
- [Summer Awarding of SNG/CBS - Reminder](#)
- [Update to 2018-19 College Bound Scholarship Awarding Practices](#)
- [Washington State Aid Conditions of Award - Reminder](#)

- [Repayments Update](#)
- [New Collection Agency!](#)
- [State Work Study Information](#)
- [WSAC staffing updates](#)
- [Providing Feedback to SFA](#)
- [To Subscribe or Unsubscribe](#)

[Return to top](#)

SFA Workshops Recap

WSAC conducted the annual SFA Workshop series around the state from May 15 – 18. This year’s workshops took place at Spokane Community College, Yakima College, Cascadia in Bothell, and the Capital Event Center at ESD 113 in Tumwater. Attendance was strong in all regions with 170 total participants, representing 35 individuals in Spokane, 30 in Yakima, 65 in Bothell, and 40 in Tumwater.

In addition to covering our standard topics this year (agency updates and attainment goals, recent legislation and implementation, and program administration and funding), WSAC employed roundtable discussions to solicit your feedback regarding four specific topics:

1. Handling of applications marked “Yes” for special populations such as foster youth, emancipated minor, legal guardianship, unaccompanied homeless youth, self-supporting, or at risk of being homeless.
2. Barriers for Foster and Homeless youth.
3. Management of differences between federal and state academic progress requirements, and the impact to students.
4. Affordability barriers that students on your campus encounter.

WSAC continues to review the results of those discussions, however, some common, overarching themes include:

- A high level of follow up takes place to verify dependency statuses for the special youth populations, as not all circumstances are clear-cut or marked correctly.
- Foster and Homeless youth often have not had adequate support, resources, or documentation as they prepare for college. Once on campus, many do not know how or where to reach out for help, or are afraid to self-advocate.
- Schools tend to maintain and carefully monitor separate policies for the state and federal academic progress requirements, although some have moved to using the single, stricter state standard. The dual standard is confusing for students, and not streamlined for schools.
- Food instability, housing costs, and transportation problems are growing concerns for many students, as is the additional cost of tools/equipment required for vocational programs. Financial aid may not fully cover these expenses. More budgeting and financial literacy counseling needed.

WSAC staff always enjoy the opportunity to interact with our partners at these workshops. We especially appreciate the sharing of your experiences and thank you for providing a current campus perspective that will help to guide our planning and decision making for policy and program implementation as we move forward into the next academic year.

[Return to top](#)

Important Dates to Remember

- ✓ **Final Year-End Interim Reports (Reconciliation) due: July 6**
- ✓ **2017-18 Unit Record Report Manual release: mid-July**
- ✓ **WFAA Summer Training: July 31, Diver's Institute of Technology, Seattle**
- ✓ **SNG Archive updated with 2017-18 awards on Portal: August**
- ✓ **2017-18 Unit Record Report training webinars: August (see article in this issue)**
- ✓ **WFAA 2018 Fall Conference: October 10-12, Yakima Convention Center**
- ✓ **2017-18 Unit Record Report Portal open: August 13-October 19, 2018**

[Return to top](#)

2017-18 Unit Record Report (URR) Training Webinars and Deadlines

WSAC soon will be publishing the 2017-18 URR Manual, and releasing details for the upcoming URR training webinars. When available, you may download the Manual and the CSV sample record layout file from the WSAC website at <https://www.wsac.wa.gov/unit-record>.

WSAC has planned four URR training webinars during the month of August 2018, each of which will cover similar basic information. Two of the four presentations also will provide additional CTC-specific material on the dates indicated. The tentative dates for these training opportunities are below. Look for the webinar links in an email distributed to URR contacts in late July.

Tuesday, August 7, 9:30 a.m.	Any institution
Thursday, August 9, 1:30 p.m.	Any institution
Wednesday, August 29, 1:30 p.m.	Any institution, with targeted SBCTC Legacy system info
Thursday, August 30, 9:00 a.m.	Any institution, with targeted ctcLink system material

The URR Portal (<https://fortress.wa.gov/wsac/portal/>) will go live to accept file uploads beginning **Monday, August 13**. Before submitting files through the live Portal, however, we encourage you to upload and test your files in the Portal training environment at <https://fortress.wa.gov/wsac/portalthraining/>. This will provide an opportunity to identify and make edit corrections prior to any live Portal upload.

Final submission of URRs, with edits, are due to WSAC no later than 5 p.m., **Friday, October 19**.

[Return to top](#)

2016-17 Data Summary

We thank all of the institutional aid administrators for their work last Fall in submitting the 2016-17 Final Interim reconciliation and Unit Record Reports. We are including here some points of interest from the 2016-17 data. For your reference, a summary by institution and additional details are available on the [Financial Aid Overview](#) page of the WSAC website.

- **193,949** student records were reported by 66 institutions.
 - These included need-based aid recipients as well as those receiving non-need based federal loan assistance.
 - These students received 2.7 billion dollars in aid from all sources.
 - The average aid received by students was \$13,901.
- **68,522** students received State Need Grant.
 - Total funds received were \$287,364,421.
 - Average awards were \$4,194 per recipient.
- **15,979** students received College Bound Scholarships
 - Total funds received were \$20,089,283.
 - Average awards were \$1,257 per recipient.
- **4,133** students received State Work Study.
 - Total funds received were \$11,911,399.
 - Average earnings were \$2,882 per recipient.
- **334** students received Passport to College Scholarships.
 - Total funds received were \$1,157,147.
 - Average PTC scholarship awards were \$3,465 per recipient.
 - An additional \$372,381 disbursed to institutions in Passport Incentive Grant funds for student services.

[Return to top](#)

SNG Students Unserved in 2016-17

Data collected for the 2016-17 year reveals that the number of unserved SNG students continues to decline. A comparison of the number of unserved since 2013-14 show:

- 2016-17 20,770 unserved
- 2015-16 24,384 unserved
- 2014-15 29,240 unserved
- 2013-14 33,370 unserved

This trend persists in 2017-18, according to the winter 2018 Interim Report.

[Return to top](#)

SNG Funding for 2018-19

WSAC allocated approximately \$290,000,000 in initial SNG funds to 67 institutions for the 2018-19 program year. Calculation of initial allocations used 90% of the total SNG appropriation for the year. Schools should have received email notifications on May 30, 2018.

Award amounts are determined based on the WSAC fair share SNG funding model using student data reported for both served and unserved SNG students on the 2017-18 spring interim report (excluding summer terms).

The remainder of the SNG appropriation will be committed at the end of the SNG reconciliation process in August. This final 2018-19 allocation will be determined using year-end final interim report data for 2017-18, including both Summer 1 and Summer 2 terms for schools who have reported it.

[Return to top](#)

Differences between the SNG Archive and CSAW

WSAC recently fielded questions regarding the differences between CSAW and the Archive Report, which provide similar information. We offer this guide to help aid administrators identify which tool may best serve under various circumstances. A comparison of these tools is shown below:

CSAW:

- QER usage - Displays real time QER usage on the student detail award page, including usage projected through the remainder of the academic year.
- Repayment or institution to bill status – Immediately flags uploaded student records.

Archive Report:

- QER usage
 - Updated at year-end only, for those with six or fewer QER remaining.

- Displays the remaining QER for students who have exhausted, or are within six quarters of the 15 quarter/10 semester maximum limitation for SNG eligibility.

NOTE: WSAC reminds schools to award CBS students with CBS funds only, if they have exhausted SNG eligibility but still have CBS eligibility remaining.

- Repayment and institution to bill accounts – Requires an overnight Portal update before entries are visible to users the following day.
- Associate degrees earned – Updated on a quarterly basis.

NOTE: To prevent the awarding of state aid to ineligible students, WSAC cautions schools to work with other departments on their campuses to identify their own associate degree recipients during the interim between the date an associate degree is conferred and the point at which WSAC receives the data to update the Archive.

In many instances, due to its real-time nature, schools will want to use the student detail award page in CSAW to check accurate QER usage during the course of the year, as well as for current repayment and institution to bill information. Visit the Archive Report at least quarterly to learn about student associate degrees conferred.

We hope this information is useful to distinguish between the two Portal tools. We are considering possible enhancements to CSAW to simplify and consolidate these processes for aid administrators. For questions, please email SNG@wsac.wa.gov.

[Return to top](#)

12th Year Campaign and Supporting the Plus 5 Push!

The *Plus 5 Push* is a statewide effort to increase financial aid application completion of high school seniors by 5 percent. This includes the FAFSA and supporting students who should complete the [Washington Application for State Financial Aid \(WASFA\)](#).

How does the *Plus 5 Push* work?

Any 12th Year Campaign site that increases its 2017-2018 FAFSA completion rate by 5 percent, from its previous year's completion rate, will receive recognition for their efforts with an award at the School Counselor Summer Institutes organized by the Office of Superintendent of Public Instruction (OSPI).

What is the *12th Year Campaign*?

Washington's 12th Year Campaign combines two national programs: The College Application Campaign and College Goal Sunday (known here as College Goal Washington). The Washington Student Achievement Council administers the campaign with the aim of providing school staff, community-based organizations and, ultimately, high school seniors with support during the college and financial aid application processes. The campaign provides free resources, materials, and professional development trainings, and partners with the WFAA Early Awareness Committee.

How Can My College Support K-12 Partners and Financial Aid Completion?

- Host a 12th Year Campaign event.
- If your institution offers financial aid application assistance, the 12th Year Campaign would love to promote your hours of availability to high school seniors. We provide a [google map of events](#) and activities where a student can receive free assistance completing their financial aid application. You can register your institution by going to bit.do/cgwevents.

Understanding Your Region's High School FAFSA Completion

Did you know that anyone can access aggregate FAFSA completion data? This data includes the FAFSA completion rates by high school and district, updated every week. You can utilize this data to target schools with low FAFSA completion rates or high error rates. You can view the data at bit.do/FAFSACompletionData. For more information on this data, please review our [fact sheet](#).

Join the 12th Year Campaign!

You can register as a 12th Year Campaign Site by going to bit.do/12th-Year and choose which of the three models fits your needs.

For more information, contact:

Christina Winstead
Program Associate for Outreach
Washington Student Achievement Council
christinaw@wsac.wa.gov
360-753-7856



[Return to top](#)

Statewide Spring Counselor Workshops and Washington Financial Aid Association (WFAA) Partnership Recap

Last spring, WSAC's College Access and Support Division offered 10 regional counselor workshops in partnership with the Office of Superintendent of Public Instruction (OSPI) and the Washington College Access Network (WCAN). Approximately 500 people attended the workshops statewide.

The afternoon sections of this workshop focused on financial aid early outreach with a general financial aid session, and an award letter presentation and activity. Financial aid staff from around the state assisted with these sessions in two critical ways – providing award letter samples for the activity, and by attending many of the workshops and helping attendees with the content. More information about these workshops can be found at www.wsac.wa.gov/spring.

If you are interested in assisting with future 12th Year Campaign events, hosting a workshop, or early awareness and related activities, please contact Sarah Weiss, Associate Director of College Access and Support, 360-753-7630, or sarahwe@wsac.wa.gov.

[Return to top](#)

Summer Awarding of CBS and SNG - Reminder

Aid administrators are aware that all eligible CBS students must be awarded CBS for all terms of enrollment, with 100% coordination between CBS and SNG. However, special instructions may apply when awarding summer term, especially if very late in the term, as a result of the year-end fiscal closing process that takes place at that same time. Aid administrators are reminded of the current guidance for summer term awarding of CBS and SNG, as follows:

Award All Eligible CBS Students Enrolling in Summer 2018

If Summer 1 (2018-19):

- All eligible College Bound students enrolling in summer 2018 (Summer 1) must receive their full eligibility in both CBS and SNG.
- Colleges may use either the 2017-18 or 2018-19 SNG award amount for the Summer 1 term.

If Summer 2 (2017-18):

- If you have CBS Scholars whose files are completed between June 1 and August 1, who enroll in your summer term, contact WSAC for payment instructions if you do not have remaining SNG 2017-18 funds to award.
- No Summer 2 (2017-18) CBS or SNG awards should be made to students whose files are complete after August 1. Contact WSAC if you later need to adjust your Final Interim Report.

Awarding SNG to non-CBS students during Summer 2018

If required by your institution's policy to do so, and funds are available, make the SNG award.

If Summer 1 (2018-19):

- Summer 1 awards are part of an institution's 2018-19 SNG allocation. Use either the 2017-18 or 2018-19 award chart.
- Report eligible SNG students as unserved in the 2018-19 year if funds are not available.

If Summer 2 (2017-18):

- Summer 2 (2017-18) awards are part of an institution's 2017-18 SNG allocation. Use the 2017-18 award chart if an award is made.
- Report eligible SNG students as unserved if funds are not available.

[Return to top](#)

Update to 2018-19 College Bound Scholarship Awarding Practices

Beginning in 2018-19, the Washington Opportunity Scholarship (WSOS) again is considered state aid when determining College Bound state-aid award commitments.

Schools must subtract the following state programs from the “Total Maximum SNG and CBS to Eligible College Bound Scholars” amount when determining the correct amount to fund from the CBS program:

- State Need Grant
- Passport to College Promise Scholarship
- SBCTC Opportunity Grant
- SBCTC Worker Retraining Funds
- American Indian Endowed Scholarship
- Washington Opportunity Scholarship (WSOS)

[Return to top](#)

Washington State Aid Conditions of Award - Reminder

Prior to the first annual disbursement of state financial aid, institutions must inform students of the conditions associated with their state financial aid award(s) by providing them with the Washington State Aid – Conditions of Award below.

Conditions of Award statements must be provided to students on paper or electronically. Emailed Conditions of Award statements must display the Conditions language, in its entirety, in the body of the email unless the institution requires students to certify their acceptance by filing a signed form or otherwise verifying receipt of the Conditions language. Institutions must maintain documentation that the state Conditions of Award were provided to awarded students.

WSAC values institutional flexibility in best meeting our shared student disclosure obligations. Institutions may propose alternative Conditions of Award language varying from the statement below during the annual participation renewal process. Alternative Conditions language must still convey the points included in the statement below and will be evaluated for approval accordingly. Institutions may incorporate state Conditions of Award language into more comprehensive conditions statements that cover other forms of financial aid, subject to WSAC approval during renewal.

Conditions of Award Statement - Applies to Students at All Institutions Each Year

Washington State Aid – Conditions of Award

The State of Washington is offering you financial assistance to help support your educational expenses. Please visit www.opportunitypathways.wa.gov to receive more information about financial aid, scholarships, work study, and student loans.

By accepting state financial aid, you agree to the conditions listed below. If you have questions or find that you cannot comply with these conditions, please contact your institution's financial aid office.

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any federal or state grant or scholarship nor are you in default on a state or federal student loan.
3. You must be enrolled in an eligible program and not be pursuing a degree in theology.
4. If you hold a bachelor's degree or the foreign equivalent, or in some circumstances if you are pursuing a second associate degree within five years of earning an associate degree, you are not eligible to receive state grant funds.
5. If you do not attend or if you withdraw from your classes, you may owe a repayment of all or part of any state funds you have received.
6. You must maintain the academic progress standards established by your institution in order to receive additional state aid.
7. There could be other circumstances which would require a repayment or reduction in your current award amounts.
8. You must meet all eligibility requirements for the state aid program(s) awarded.
9. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council (WSAC) and the institution through which the grant, scholarship, or work study is awarded, reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program(s).

You may choose voluntarily to make financial contributions to WSAC in recognition of the assistance that you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact finaid@wsac.wa.gov for more information.

[Return to top](#)

Repayments Update

Changes are coming to repayments for 2018-19. Institution to Bill repayment referrals now will have two subcategories from which to choose. Refer to Chapter 5 of the 2018-19 State Need Grant and College Bound Scholarship program manual for more details.

Colleges must report repayments to WSAC as described in the timeframe chart shown in Chapter 5 of the 2018-19 SNG/CBS Program manual, to better assist students, and avoid the awarding of state aid to ineligible students.

Please contact the Receivables Coordinator at 360-753-7632, or repayment@wsac.wa.gov, if repayment questions should arise.

[Return to top](#)

New Collection Agency!

WSAC has contracted with Financial Asset Management Systems (FAMS) to work with collection accounts that have transitioned beyond routine receivables activity handled through WSAC's current billing agent, University Accounting Service (UAS). Institutions should have received WSAC's email regarding the FAMS activation date and other related details in recent weeks.

Account holders referred to FAMS will have access to an online portal where they can set up payment arrangements, submit documents, and update general information. Virtually any payment method will be accepted.

Account holders may contact an agent by calling (800) 399-4639, Monday through Friday, 8 a.m. – 8 p.m. Pacific Time, or access FAMS 24/7 online at www.famspayonline.net. For more information, aid administrators may contact WSAC receivables coordinator, Neesha Griffiths, at repayment@wsac.wa.gov or (360) 753-7632.

[Return to top](#)

State Work Study Information

Reminder:

- **SWS and I-1433-Mandated Sick Leave**

In addition to its state minimum wage provisions, [Initiative 1433](#)'s passage also requires that Washington employers provide all employees with **paid sick leave**.

Beginning **January 1, 2018**, all Washington employers must provide paid sick leave to all their employees, including SWS student employees.

Employees must accrue at least one-hour of paid sick leave for every 40 hours worked. Employees are entitled to use accrued paid sick leave beginning on the 90th day after starting their employment. Unused paid sick leave carries over to the following year; however, an employer is not required to allow an employee to carry over more than 40 hours of sick leave.

An employee may use paid sick leave for the following reasons:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
- For absences that qualify for leave under the state's existing Domestic Violence Leave Act.

Because the minimum paid sick leave hours as defined by I-1433 are a required component of state-mandated employee compensation, the paid sick leave hours required by I-1433 are eligible for SWS reimbursement as hours worked.

SWS employers should document student employee sick leave hours on SWS timesheets as they would any other hours of SWS employment. Please note that average weekly SWS hour limitations still apply, including any sick leave hours associated with the calculation period.

State-mandated sick leave hours under I-1433 do not impact federal FICA tax exemptions. Student employees who would otherwise be exempt from FICA deductions would retain that exemption regardless of state-mandated sick leave requirements. Please see <https://www.irs.gov/pub/irs-drop/rp-05-11.pdf>, page 12, item 6.04 for more information.

The Department of Labor & Industries has finalized the rules on I-1433-mandated sick leave benefit implementation. Please see <http://www.lni.wa.gov/WorkplaceRights/LeaveBenefits/VacaySick/PaidSickLeave.asp> for the most comprehensive information on employer I-1433 sick leave benefit requirements.

- **2017-18 SWS Fiscal Year End**

For private institutions:

SWS time sheets for the 2017-18 fiscal year ending June 30, 2018, must be received **by Wednesday, July 18, 2018**. Time sheets received after July 18 will be reimbursed on a funds available basis. If you receive time sheets that cross over the state fiscal year (June/July), you must submit separate time sheets for June and July hours. For example, if you receive a time sheet for June 15 through July 14, you will need to submit two time sheets (6/15/18 – 6/30/18 and 7/1/18 – 7/14/18). June hours are reimbursed from 2017-18 funds, while July hours will be reimbursed from 2018-19 funds.

For public institutions:

Public institutions are eligible to receive an administrative allowance for the direct administration of the State Work Study (SWS) program on their campus. The administrative allowance is equal to three percent of the institution's SWS expenditures (state share). To request your administrative allowance, please complete the 2017-18 Year End Report that was emailed to public institutions on June 13, 2018, **no later than Friday, July 13, 2018**. It is crucial to submit the report by the deadline to ensure payment. The Year End Report cannot be used as a cash request. Please use the portal's Cash Request feature to submit your final cash request by **Friday, July 6, 2018**.

- **2018-19 SWS Institutional Allocations**

Initial 2018-19 SWS allocations were emailed to institutions on May 30, 2018, and have been entered into the portal (Home, Programs, SWS, Summary of account status. Fiscal year: 2018-2019, View Summary of Account Status).

Please note: The amount listed as Initial Allocation in the portal represents only 75% of the estimated 2018-19 SWS allocation for your institution. In August, once all 2017-18 SWS activity is complete, final 2018-19 allocation amounts will be determined. Institutions will receive an allocation letter via email that includes approximately 25% more in SWS funding. At that time, institutions will have the opportunity to accept all, part, or none of the 100% initial allocation and will need to sign, date, and return a copy of the letter.

- **2018-19 SWS Employer Renewal Process**

All SWS employers who have an active contract in the Portal for 2017-18 received an email on May 15, 2018, with detailed instructions on how to renew their SWS contract (and private college job descriptions) online.

[Return to top](#)

WSAC SFA Staffing Updates

During the past few months, WSAC has welcomed two additional staff to the SFA family. We hope that you have had an opportunity meet or interact with our newest members:

- **Gabriele Matull Worst** joined WSAC in December as the Assistant Director for Student Financial Assistance. She replaces Carissa Glassburn and works with the State Need Grant and the College Bound Scholarships. Gabriele comes to WSAC from the University of Hawai'i Maui College, where she served as a Program Director for the Educational Opportunity Center (TRiO program).
- **Claudia Shanley** came on board as WSAC's newest staff member beginning February 12. Claudia took on the role of Program Associate for Health Programs, a position vacated by Ciara High. Claudia joins WSAC with a wealth of experience in administering federal and state grants, facilitating stakeholder workgroups, and developing programmatic policy.

You may access WSAC staff contact information by clicking [here](#).

[Return to top](#)

Providing Feedback to SFA

We designed the **SFA Partner** with you, our SFA friends and colleagues, in mind. We want to respond to your needs, and are committed to continuous improvement that is achievable through your input, for future issues of the **SFA Partner**.

Let us know what topic areas you would like covered, and where we may provide additional guidance to better assist you in your work. Send your feedback, comments, and suggestions to finaid@wsac.wa.gov and let us know what you think!

[Return to top](#)

To Subscribe or Unsubscribe

The SFA Partner listserv moved to a new service provider effective December 15, 2017. Follow this new link to Subscribe or Unsubscribe to the [WSAC SFA Partner](#).

[Return to top](#)