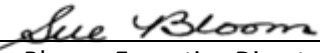




Policy SE008: PA State Grant Special Programs

Recommended for Approval by:


Sue Bloom, Executive Director Financial Aid

Approved by:


Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 2/24/2023

A. Intent

To establish the procedures to award the PA State Grants and Special Programs.

B. Definition(s)

BDGD- Blind or Deaf Higher Education Beneficiary Grant Program is a Commonwealth funded program that provides financial assistance to deaf or blind students attending a postsecondary institution.

FosterEd – Fostering Independence Tuition Waiver Program provides a waiver for tuition and mandatory fees charged by most postsecondary institutions located in the Commonwealth for youth who are or were in foster care.

PATH – Partnerships for Access to Higher Education Program may provide additional grant money to qualifying students who have already been awarded a scholarship or grant by one of PHEAA's PATH Partners.

Chafee ETG – The Chafee Education and Training Grant Program is a federally funded program administered by PHEAA in conjunction with the PA Department of Human Services to provide educational funding for eligible students aging out of foster care.

EAP – PA National Guard Educational Assistance Program is jointly administered by PHEAA and the PA Department of Military and Veteran Affairs to provide tuition assistance for members of the PA National Guard.

MEFEP – PA National Guard Military Family Education Program is jointly administered by PHEAA and the PA Department of Military and Veteran Affairs to provide tuition assistance for dependents (spouses and children) of PA Guard Members who enter into an additional 6-year service commitment with the PA National Guard.

PA State Grant – A need-based financial assistance program that provides funding to eligible

Pennsylvanians and helps them afford the costs of higher education.

PHEAA Federal Work-Study On-Campus (FWS-ON) and Community Service (FWS-CS) PHEAA administers the FWS-ON and FWS-CS to make matching funds available to eligible post-secondary institutions that apply for and receive federal dollars through the Federal Work Study Program.

PEGP – PA Postsecondary Educational Gratuity Program honors individuals who lost their lives protecting the citizens of Pennsylvania by helping their children fund their education.

RTSS – PA Ready to Succeed Scholarship Program provides awards to high achieving students whose annual family income does not exceed \$110,000.

SWSP – The PA State Work-Study Program provides eligible students with an opportunity to earn money for school and experience for the real world.

C. Policy

The Pennsylvania Higher Education Assistance Agency (PHEAA) determines the eligibility requirements for their programs and annually provides training and handbooks to institutions for guidance on how to certify, request, disburse, manage, and report the PA State Grants and Special Programs.

In addition, students must meet the following criteria to be considered eligible.

Step 1: Complete the FAFSA by May 1 of each year.

Step 2: Apply for the State Grant by completing the Free Application for Federal Student Aid (FAFSA) and State Grant Form.

Step 3: Complete the online PA State Grant Form at <https://www.aessuccess.org> verifying that you have read the [Rights and Responsibilities Certification Document](#). You may also use your FSA ID to sign this document.

Students will need to login to www.aessuccess.org to view their State Grant Eligibility and make corrections to the PHEAA account. If you do not have a username and password, you will be prompted to create one upon accessing the login screen.

In most situations first time recipients of the PA State Grant will need to submit additional information to PHEAA. If a student must submit additional information PHEAA will send an email to the email address the student listed on the FAFSA to direct them to www.PHEAA.org to login and submit the documentation required.

D. Procedure(s)

Disbursement to School:

The PA State Grant Agency sends notification of a student's potential award eligibility after the semester begins and, in most situations, the second or third week of the Fall Semester. The Financial Aid Office will certify the student's enrollment, academic progress, and based on other gift aid, eligibility for the full award amount. Once the award is certified, the Financial Aid Office will add the award to the student's award package. The award will not disburse to the student until the funds are sent by PHEAA and received by the PennWest California. Disbursement of these funds for the fall semester is at the beginning of October and for the spring semester the middle of February.

PA State Grant Review Process

1. Files are loaded in to PennWest Banner Environment from the PA State Grant Website via file transmission.
2. Reports will be generated to determine any award discrepancies, students with remedial credits, graduate students with a grant, residency issues etc.
3. Reports are reviewed weekly once files load into banner.
4. PA State Grant disbursement rosters received are as follows:
 - a. Summer (Pre-disbursement)
 - b. Summer Disbursement
 - c. Fall Disbursement
 - d. Spring Disbursement
5. Reconciliation Rosters
 - a. Summer Reconciliation
 - b. Fall Reconciliation
 - c. Spring Reconciliation

PA State Grant Special Programs

For most programs (BDGD, ETG, EAP, MEFEP, PEGP, RTSS), a roster is generated from PHEAA which provides a list of names of students who could qualify for a disbursement of the grant/scholarship. The list is exported from the PHEAA website and reviewed to determine which students meet the eligibility requirement for certification.

Awards are then certified on the PHEAA website and funds are then credited to the account when they arrive at the school via disbursement roster. Once funds are disbursed for Fall and Spring a reconciliation roster is created to ensure the correct funding was awarded.

Foster Youth Program

Rosters are received via page center to determine if a student is eligible for the foster waiver. Rosters are reviewed to determine if a student has any tuition and fees outstanding after grant money is applied to the account. If the student has outstanding charges the waiver will be applied to those charges and disburses through RPAAWRD. A reconciliation roster will be generated at the end of the year to determine that funding was awarded correctly.

PHEAA Federal Work-Study On-Campus (FWS-ON) and Community Service (FWS-CS) – PHEAA notifies schools of the availability of the On-Campus and Community Service Allocation Request forms and Requirements Report annually in May/June. The forms are completed and returned by PHEAA by the June 30th deadline. PHEAA will notify schools of their allocations in the fall. The annual Matching Fund Year-End Reports must be completed and submitted annually to PHEAA by the August 1st deadline.

SWSP – PHEAA notifies the university via email that the SWSP application is available on their website. Financial Aid sends the application to Human Resources to be included in the student employment package. Upon hire, the student completes the student SWSP application and returns to HR. HR then sends the completed application to financial aid. Financial Aid enters application in PHEAA system. After a student is hired, PHEAA generates a roster of eligibility to financial aid. Financial aid then reports the hours the student works in the PHEAA system which results in a monthly disbursement roster from PHEAA which is certified by Financial Aid and returned to PHEAA for payment. Once funds are disbursed for Fall and Spring a reconciliation roster is created to ensure the correct funding was awarded.

E. Forms

List and link any associated forms needed.

F. Related policies

n/a.

G. Contact Information

Office/Name	Location	Phone Number
Financial Aid – Sue Bloom	Clarion Campus	814-393-2667
Financial Aid – Kelly Vitelli	Edinboro Campus	814-732-1964
Financial Aid – Traci Necciai	California Campus	724-938-5535

H. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in Federal or Pennsylvania law, BOG, or PASSHE would create the need for an immediate change.