

EDUCATIONAL OPPORTUNITY FUND
Commission on Higher Education
EOF On-Line Roster Procedures Manual

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OVERVIEW AND CONTACT INFORMATION

The EOF On-Line Supplemental Roster is the electronic student payment request system for the academic year undergraduate EOF program. Located on HESAA's website within the E-Administrator product, the roster is used to request first time EOF awards and to verify the accuracy of renewal awards.

Processed on a two-week cycle, according to an established processing calendar, the roster is updated and then certified by authorized campus staff. After certification, the requests are applied to the students' grant master file records and students are notified by Student Eligibility Notice (SEN) of their estimated award. The EOF roster is then "refreshed" with the updated data in preparation for the next scheduled certification date.

Information accessed through the on-line roster is confidential. In order to protect the data, security procedures have been established. Only authorized staff with logon identification codes are permitted to utilize these rosters.

To obtain access to this system or for help with password violations or other technical problems, contact the **HESAA Help Desk at (609) 588-3315**.

For assistance with entering data on the roster or other EOF issues, please contact [Mary Alice Everett](#) at:

voice #: (609) 984-2800
fax #: (609) 633-8420
e-mail: meverett@che.state.nj.us

To arrange for comprehensive training on HESAA's E-Administrator products and services, contact their [Client Services Office at \(609\) 588-3136](#).

STUDENT ENROLLMENT

Priority funding

Based on an institution's annual academic year EOF Article III appropriation, student grant funds shall be awarded to eligible students in the following priority order:

1. Renewal students who were funded during the previous academic year;
2. First-time, full-time freshmen;
3. EOF transfer students who received an EOF student grant at their previous institution, in the preceding academic year;
4. Renewal students readmitted or returning who did not receive funding the prior academic year; and
5. Eligible students who do not fall into any of the other four categories listed above.

Part-time Enrollment

Institutions approved to award Article III part-time undergraduate grants shall not award such grants to more than 10 percent of their total EOF-funded population in any given semester. To determine the number of part-time students you may enroll in a semester, you should first determine the approximate number of students your Article III allocation can support and then take 10% of that number.

WHO APPEARS ON THE ON-LINE ROSTER

The students pre-printed on this roster include:

- initial students from your institution's applicant roster who have met the basic income and residence eligibility requirements for EOF;
- renewal students with an automatically renewed EOF grant; and
- renewal students who have not been automatically renewed for an EOF grant.

Students appearing on the on-line roster meet ALL of the conditions listed below:

- current year FAFSA is filed; and
- your institution is listed as college of first choice; and
- Tuition Aid Grant (TAG) record is complete and active; and
- student's EOF eligibility code is 1, 3, 5, 6, 8, 9, 11, 12, or 14; and
- TAG award is not canceled for the fall and spring terms for TAG cancellation codes 1, 2, or 3.

Initial students not appearing on the roster

Students who have not previously received EOF and whose family incomes exceed the EOF eligibility ceiling (Eligibility codes 2 and 4) do not appear on the roster. However, you may wish to review their records to determine if they would qualify for a grant under EOF Regulation 9A:11-2.3(g). Eligible students should be added to the roster.

Renewal students not appearing on the roster

There may be several reasons why students who have previously received EOF do not appear on your roster, such as:

- student did not file a FAFSA
- student filed a FAFSA after the date of the roster
- student filed a different college as first choice
- student's file is incomplete due to student correctables

Check the NJ Grants System to verify the student's status. A change form may need to be filed with HESAA to correct inaccurate data.

Automatic Renewal Program

Renewal students who appear on the roster will have their EOF academic year grant automatically renewed at the previous year's level if they meet ALL of the following conditions:

- **full-time** payment was received during the previous spring term; and
- student is attending the **same** college at which the previous spring payment was received; and
- student name and social security number remain the same.

Students who have not been renewed automatically include:

- renewal students who did not receive an EOF award the previous spring semester;
- incoming transfer students who received an EOF award at another institution the previous spring semester;
- renewal students who had a reject code the previous spring semester;
- renewal students who received a part-time EOF award the previous spring semester;
- renewal students who were coded as non-funded the previous spring semester; and
- renewal students who have an incomplete file for the current year.

Renewal students with an automatically renewed EOF award should be evaluated to determine if they still have unmet need and meet the institution's standards of academic progress for EOF students (EOF Regulation 9A:11-2.13). Students who are determined to be no longer eligible must be deleted from the on-line roster.

Renewal and transfer students who previously received EOF but who have not been renewed automatically should be evaluated to determine if they still meet the test of unmet need and are making satisfactory academic progress. Eligible students should be added to the roster.

INCOME ELIGIBILITY SCALE

The income eligibility scale is the criteria used to determine if an applicant (based on the number of people in their household) meets the gross income criteria for participation in the EOF program. The following sources of untaxed income shall be excluded from consideration in the gross household income for applicants: earned income credit, additional child tax credit, untaxed social security benefits, and Temporary Assistance for Needy Families (TANF). The income eligibility scale is based on 200% of the annual Federal poverty guidelines.

1. EOF income eligibility scale (EOF Regulation 9A:11-2.3) for both dependent and independent students for AY 2009-2010 is as follows:

<u>Household Size</u>	<u>Maximum Income</u>
1	\$20,800
2	28,000
3	35,200
4	42,400
5	49,600
6	56,800
7	64,000
8	71,200

Add \$7,200 for each additional member of the household.

2. EOF **over-income** eligibility scale for both dependent and independent discretionary students for AY 2009-2010 is as follows:

<u>Household Size</u>	<u>Maximum Income</u>
1	\$29,224
2	39,340
3	49,456
4	59,572
5	69,688
6	79,804
7	89,920
8	100,036

Add \$10,116 for each additional member of the household.

Important note: Initial EOF eligibility is determined on the basis of historical poverty, economic and educational criteria. Because a student or a student's family currently falls within the income criteria does not make him/her automatically eligible for EOF. Refer to EOF Regulations 9A:11-2.2 through 2.4 for complete eligibility rules.

ACCESSING THE ON-LINE ROSTER

The instructions presented in this chapter describe the logon procedures and steps required to access each of the functions allowed in the EOF on-line roster. Those functions include:

- Option A - Update roster (and view expanded page of information)
- Option B - Browse summary page
- Option C - Add students to the roster
- Option D - Comments
- Option E – Browse roster
- Option F - Certify EOF supplemental roster

The web-based roster is accessed from the Higher Education Student Assistance Authority's (HESAA) website.

LOG ON PROCEDURES

1. Go to <http://www.hesaa.org>
2. From HESAA'S home page, click "Financial Aid Professionals."
3. Click "E-Administrator."
4. On the logon page, enter the user ID and the password that has been assigned to you, click "login."
5. Select "Manage Student Records" from your welcome screen.
6. Re-enter your user ID/ password along with the security control number assigned to you, click "ok".
7. Once logged on, you will see "HESAA Main Menu" displayed.
8. Click "EOF Roster."
9. Enter your name, college code, and EOF school code (only for multi-campus institutions).
10. Select desired function: Option A through F

OPTION A - UPDATE ROSTER

Option A allows institutions to access an on-line version of the EOF supplemental roster. This screen also allows institutions to adjust term requests and provide or change additional information pertaining to the student's EOF eligibility. An "expanded" view of each student's record can also be selected to view roster data in more detail. This expanded view provides more of the information that is on the paper supplemental roster.

1. To select the roster:

- Click "A" as the main menu option.

2. To view subsequent roster pages:

- Click "Next Page" to move forward one page.
- Click "Previous Page" to move backward one page.

3. To find a specific student on the roster:

- Enter the last name and first name (optional) to be accessed.
- Click "Search".
- When using the name search feature, if the name entered is not on file, the screen display will begin with the next (or prior) name on file.

4. To view the expanded display for a student:

- Click the number box that precedes the social security number of the record you wish to view.
- The expanded display will appear on the screen.
- To return to the roster display, click "Return to Roster."

NOTE: The information displayed on the expanded record will not change to reflect changes made on option A. The information contained on this page is set as of the date the roster was produced.

5. To enter or change information:

- Enter the appropriate information in the proper column. If information already exists in the column and that information is incorrect, overwrite the existing information with accurate data.
- If the information is correct, there is no need to overwrite the existing data.
- To delete an existing term request, overwrite the term request with four (4) zeros for the correct semester(s). No other update is necessary. The student will continue to appear on your on-line roster until he/she transfers to another institution. As long as the term request is \$0000, the student will not be included in any enrollment figures.
- Click "Process" to save the update. Updates will also be saved when you click "Process/Ret Menu", "Previous Page", or "Next Page". However, these options will change the current display and therefore are not recommended.
- Once the information has been entered, the fall and spring status codes will become blank on the row for the updated student.

NOTE: If there is an error in an update, an error message will appear on the bottom line of the screen. The error must be corrected before you can proceed.

6. To restore awards to their original status:

It may be necessary to restore a term request to its original status for several reasons:

- the wrong record was updated
- the update did not achieve the desired result
- a previously updated record must be changed

Since changes made on-line are not finalized until the institution has certified the roster, changes or corrections to updated records may be made by the institution at any time prior to roster certification.

To correct a previously updated record (prior to roster certification), the following steps must be followed:

- Use the space bar to enter BLANKS in both the fall and spring term request fields.
- Click “Process”.
- The record will be returned to its’ original state.

7. To enter a part-time award value:

- Enter the term request, housing, admission type 8, ethnicity, sex, HPC codes.
- Click “Process”.
- The part-time credits field will be unlocked and you will be prompted to enter credits.
- Click “Process”.

8. To save data entered:

- After entering a term request and demographics for a student, click “Process”. If the request is “clean” (no errors), the status code will disappear and the information is saved; or
- After entering a term request and demographics for a student, use the “Previous Page” or “Next Page” functions. If the request is “clean” (no errors), the on-line roster will scroll forward or backward and your data is saved; or
- After entering a term request and demographics for a student, click “Process/Ret Menu”. If the request is “clean” (no errors), the on-line roster will exit to the main menu and your data is saved.

9. Entering data in a locked field:

- If the student is not attending your institution for one of the semesters, the fields pertaining to the semester of non-attendance will be locked and you will be unable to enter values for that semester.
- If an initial EOF recipient indicated on the FAFSA that their year in college was greater than 3, the entire record will be locked. If that is incorrect, a change form must be filed with HESAA. Once corrected on your roster, you may then enter an EOF request.

10. An updated record appears with an H:

- If the term request entered exceeds the institution's available allocation on the NJ Grants System college file, the record may be placed in hold status. As an indicator that an updated record **MAY** go into hold status after the roster has been processed, an "H" will appear to the left of the term requests on the screen. The college allocation and available balance is recalculated every time option A is entered from the main menu. For this reason, if the amount available on the college file has changed since the time the student was initially updated, the hold indicator for the student may change. The indicator only appears **BEFORE** the roster is processed.

11. How to access help screens:

- Click on the red headings for help. A help screen will appear.
- Click on the X to close.

12. Additional processing buttons:

- "Process/Ret Menu" – will process your update and return you to the main menu.
- "Cancel/Ret Menu" – will cancel any update entered since the last time you clicked "Process". Once a record has been saved, it cannot be canceled through this button.
- "HESAA Main Menu" – will return you to the main menu page.
- "Logoff" – will terminate your session.

OPTION B - BROWSE SUMMARY PAGES

This option provides a summary of student totals appearing on the on-line roster. These totals are set in time and correspond to the amounts contained on the NJ Grants System college file at the time the roster was created. The date on which these totals were created is found on the totals page. **The values in these fields will not change to reflect changes to awards entered through options A and C as they are made. They will reflect the changes only when the roster is processed and a new roster is made available.**

1. To select the summary page:

- Click "B" as the main menu option.

2. To exit the summary page:

- Click "EOF Main Menu" to select another EOF option.
- Click "HESAA Main Menu" to select another option.
- Click "Logoff" to terminate your session.

OPTION C – ADD STUDENTS TO THE ROSTER

The "write-in" page option allows institutions to request EOF awards for students **who are not listed on Option A**. In order to request a student on this page, the student must already have filed a FAFSA and be on the NJ Grants System master file as attending your institution for at least one semester. Information is entered for each student for the semester(s) required.

1. To select the write-in page:

- Click “C”.
- This page will appear with blank lines for all rows until student information is entered.
- When the option is exited and then re-entered, students will appear in alphabetical order.
- Students requested via Option C will appear on Option A after processing.

2. To enter a request:

- To enter an initial term request, type the social security number, last and first names, and amount(s) requested in the column or columns for the correct semester(s). Once a term request has been entered, all information pertaining to that semester, and the sex and ethnicity codes, must be entered.
- Edits are performed to validate that the name and social security number entered on the screen match the ones on the grant master record. No student may be entered on this screen unless the student is already on the grant master file and is attending your institution for at least one semester. If you have entered information for a semester and it disappears from the screen and the fields become protected, it is because the student is not attending your institution for the semester.
- If a student’s college code has changed on the grant master since the student was entered on option C, and the student is no longer attending your institution, a message will appear that the student is not attending your institution. The student must be removed from the page by spacing out the name fields and the term requests before you may leave the page.
- For additional processing information, please refer to **Option A - Update roster**.

OPTION D - COMMENTS

The comments page option allows you to explain the reason(s) for certain entries on options A or C if the entries are unusual in nature, or if you are unable to enter values in a special case because of edits within the system. The Commission/EOF Office will respond to comments **after** the roster is certified.

1. To select the comments section:

- Click “D”.

2. To enter comments:

- The comments page is a “free-form” section and comments may be entered anywhere within the blank area of the screen.
- Please include student names, social security numbers, and other demographics as needed
- Click “Process” to save.
- Click “Process/Ret Menu” to select other EOF options.

3. To access additional comments pages:

- Click “Next Page” to access an additional page for comments. (Before additional pages can be accessed for comments, text must appear on at least one line of the page being displayed.)

OPTION E - BROWSE ROSTER

Option E allows you to view Option A in a "browse only" capacity. This option is VIEW ONLY and does not allow updates. It is available for staff that require browse only capabilities.

1. To select the browse page:
 - Click "E" as the main menu option.
2. To browse subsequent roster pages:
 - Click "Previous Page" or "Next Page" to scroll through roster.
3. To find a specific student on the roster:
 - Enter the last name and first name (optional) to be accessed.
 - Click "Search".
4. To view the expanded display for a student:
 - Click the number box that precedes the social security number of the record you wish to view
 - The expanded display will appear on the screen.
 - To return to the roster display, click "Return to Roster."

OPTION F - CERTIFY EOF SUPPLEMENTAL ROSTER

Once the updating of a roster has been completed, the roster must be **certified** before it can be processed. The EOF director or his /her designee does this certification. When certified, the roster will be locked to prevent further updates. The Commission/EOF Office authorizes processing and updates are then applied to the grant master files in preparation for the next payment cycle.

Certification of a roster is a **two-step** process that includes:

- the "electronic" sign-off by the institution
- AND
- faxing to the Commission/EOF Office a signed certification/signature page.

Both steps must be completed before the roster is considered certified. Processing will not occur until the signed certification/signature page has been sent. This certification should be **faxed to (609) 633-8420**. The ORIGINAL (hard copy) signature page must be mailed to the Commission/EOF Office within one week of processing. If a roster has been certified mistakenly, contact the Commission/EOF Office.

It is the institution's responsibility to initiate certification. If the signed certification page is NOT RECEIVED PRIOR TO 3:00 PM, PROCESSING WILL NOT TAKE PLACE.

Access to the roster certification function is restricted to individuals designated by the institution. For further information regarding access to this function, contact [Mary Alice Everett](#) at the Commission/EOF Office at [\(609\) 984-2800](#).

1. To certify the roster:

- Click “F” as the menu option.
- Read the statement; enter name, CSS code, and EOF school code (if required).
- Click “Process”. (The roster is now locked to prevent further updates, but processing by the Commission/EOF Office will not occur until the signed certification page has been faxed.)
- Fax the signature page with both EOF and financial aid directors’ signatures.
- Mail the hard copy of the signature page to the Commission/EOF Office.

You can verify that your roster is locked by entering Option A. If the certification is done correctly, a message will appear on the bottom line of the roster stating "Roster is locked. No updates are permitted."

ON-LINE ROSTER LAYOUT - DATA ELEMENTS

1. **Applicant’s Name** as reported on the FAFSA, or from corrections sent to HESAA.
2. **Social Security Number** as reported on the FAFSA, or from corrections sent to HESAA.
3. **EOF Award** is a 4-digit field. Award amounts less than \$1000 must have a preceding zero. The minimum semester award is \$100.

When entering data on-line, the EOF award column is viewed as the “**term request**”. This request has not cleared the NJ Grants System and should not be considered valid until after processing. After the Commission/EOF Office has processed the on-line roster, the EOF award column will reflect the **award amount or reject code(s)** that has been entered on the NJ Grants System.

Renewal students who are automatically renewed for EOF must be evaluated for continued eligibility. It is the responsibility of the institution to verify the attendance of the student and the accuracy of the data. If the information reported is correct, no action is required on your part. The Commission/EOF Office will consider the student’s award valid. If the award/reject data is incorrect, overwrite the wrong information with the correct data. If the student is not in attendance, not making satisfactory academic progress, or is no longer eligible for the award, delete the award value by entering four (4) zeroes. Please note: a student with a deleted award will remain on the on-line roster as long as your institution is the college of first choice. The student will not be included in any enrollment totals.

A. Undergraduate awards for full-time and part-time students

	Full-time Maximum Annual/Semester <hr/>	Part-time Maximum Annual/Semester (6-8 credits) <hr/>	Part-time Maximum Annual/Semester (9-11 credits) <hr/>
Community Colleges:	\$1050/525	\$526/263	\$788/394
State, Rutgers, NJIT, UMDNJ:			
Commuter:	\$1150/575	\$576/288	\$862/431
Residential:	\$1400/700	\$854/427	\$1120/560
Independent:	\$2500/1250	\$1250/625	\$1876/938

B. EOF Reject Codes

Reject Code

Explanation

A Applicant's NJEI exceeds the maximum qualifying index for a TAG award.

A written reject A override request may be submitted to the Commission/EOF Office with the following documentation certifying unmet financial need: institutional award letter, college budget for the academic year, Institutional Student Information Record, and any anecdotal information establishing historical poverty. The EOF program liaison assigned to your institution will review this information and formally notify the institution as to whether the EOF grant award has been approved or denied. **The approved override is for EOF ONLY.**

D Student did not receive TAG in the previous academic year and is ineligible because their FAFSA was received after the October 1 filing deadline. Renewal students filing FAFSAs after June 1 are ineligible for TAG.

E-N,P,U Student is a TAG reject for one or more of these codes and is, therefore, ineligible for EOF for the same reason(s).

R Student has received the maximum number of part-time EOF payments allowable. **Part-time EOF grants may be awarded three times to students attending a two-year institution and four times to students attending a four-year institution.**

T Student has received the maximum number of EOF payments allowable.

V Student is receiving a Pilot Part-time TAG award for county college students.

Coordination between the EOF and financial aid offices is imperative when awarding part-time grants. In order to avoid confusion, you should continue to provide your financial aid officer with a list of the part-time EOF students and the number of credits they are enrolled for in each semester. If the financial aid office reports the students as TAG part-time pilot program recipients, their EOF awards will be rejected. Students with an EOF reject V code cannot be corrected by overtyping the reject code with an award amount. If these students are EOF

students and are eligible to receive an EOF part-time award, you **MUST** contact your financial aid office and have them resolve the reject V issue with TAG.

- X The amount of the EOF grant requested exceeds the maximum allowable.
- Y Student has received the maximum number of EOF payments allowable without special approval from the Commission/EOF Office. Formal approval is required from the Executive Director for those students in established five-year programs who require a 13th or 14th EOF term award.
- Z Student has received a Garden State Scholars award for that term.

4. **Status Code** is a computer-generated code used to indicate the status of the EOF award. It may not be edited. The status codes are:

I = Incomplete; no EOF request on file.

C = Complete; award has been requested and cleared the system; no further action required.

H = Hold; award requested but institution has exceeded their allocation; award will be blocked until additional money becomes available.

P = Pending; award requested but blocked due to student correctables; institution/student must resolve discrepancy by submitting requested information to HESAA.

5. **Housing Status** is a 1-digit field that must be entered for both fall and spring semesters. The codes are:

1 = commuter 2 = resident

6. **Admission Type** is a 1-digit field required for fall and spring semesters (unless an award is being requested for the spring semester only). The codes are:

1 = first time EOF (initials); student has never received EOF

2 = continuing (renewals); student received EOF the previous semester

3 = non-funded; renewal student who lost eligibility for award but continues to receive services such as counseling and tutoring

4 = readmit; renewal student who did not receive EOF the previous semester and is returning to your program

5 = transfer; renewal student who last **received EOF** at another institution

6 = graduating senior enrolled less than full-time; student is graduating at the end of the semester, is enrolled part-time (min. # of credits = 3), and is eligible to receive a full-time award (**PLEASE NOTE**: student will be ineligible for TAG)

7 = 10% discretionary; student has never received EOF*

8 = part-time; student attending an institution that participates in the EOF part-time program (min. # of credits = 6)

*Where there is evidence that strict adherence to the maximum income eligibility cut-offs will not serve the purpose of the EOF Program, the campus EOF director has the discretion to admit, up to a maximum of 10% of the annual freshman class, students with family incomes as high as, but no more than, 281% of the Federal poverty guidelines as published annually by the federal government. These discretionary admits, however, must also meet all other eligibility provisions of EOF Regulations 9A:11-2.2.

The EOF admission type will change from semester to semester. Example: A student who is an initial in the fall semester, becomes a continuing student in the spring (code 1 to 2). A student who dropped out

in the fall and is returning in the spring is a readmit (code 4). **Spring semester admits should be coded using the same criteria used for determining a fall admission type.** When deleting an award for a student who is not returning in the spring semester, **DO NOT CHANGE THE SPRING ADMISSION TYPE.** Zero (0) is not a valid admission code.

7. **Ethnicity** is a 1-digit field that is required for all students. The codes are:

0 = Not Reported by Student or Other

1 = African-American, Non-Hispanic

(A person having origins in any of the black racial groups of Africa.)

2 = Native American or Alaskan Native

(A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.)

3 = Asian or Pacific Islander

(A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, The Philippine Islands, Samoa, India, and Vietnam.)

4 = Hispanic, Not Elsewhere Classified

(A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Use specific categories 6 through 9 if possible.)

5 = White, Non-Hispanic

(A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.)

6 = Mexican

7 = Puerto Rican

8 = Cuban

9 = Central or South American

8. **Sex** is a 1-digit field that is required for all students. The codes are:

1 = Male

2 = Female

9. **Historical Poverty Criteria (HPC)** as outlined in EOF Regulation 9A:11-2.2 is a 1-digit field that is required for all incoming freshmen and first-time EOF recipients. The codes are:

1 = Attended or graduated from a DFG A or B school district or an Abbott school district;

2 = Resided in a municipality that is a high-distress/labor surplus area, or is considered an eligible urban aid municipality, and/or is eligible to receive Non-Abbott Early Childhood Program Aid (ECPA) from the New Jersey Department of Education;

3 = Resided in an area that historically has been populated by low-income families, such an area, commonly called a “pocket of poverty”, has characteristics of a high-distress/labor surplus area, even if the municipality is not formally so identified;

4 = Has a sibling who was or is enrolled in an EOF program;

5 = Is a first-generation college student who is, or whose family is, eligible for government assistance and/or educational programs targeted toward low-income and disadvantaged populations (TRIO programs, free and reduced breakfast/lunch programs, food stamps, etc.);

6 = Successfully completed a NJ Gear Up state project or NJ College Bound grant program.

11. **Part-time Credits** is a 2-digit field that is required for PART-TIME REQUESTS ONLY. Only students coded as admission type 8 are to have credits entered. Minimum number of part-time credits allowed is 06, maximum number of part-time credits is 11.

12. **School Code** is a 2-digit field used only by multi-campus institutions. Approved school codes are as follows:

Rowan -----	15
Rowan Urban-----	80
Montclair-----	20
Montclair HCP-----	90
Seton Hall-----	28
Seton Hall Pre-Med-----	95
Rutgers - Camden A&S-----	50
Rutgers - Engineering-----	14
Rutgers - Newark A&S-----	21
Rutgers - Nursing-----	25
Rutgers - Pharmacy-----	30
Rutgers - SEBS-----	11
Rutgers - School of Arts & Sciences-----	01

NOTE: Freshman/Initial students will default to the “main” campus roster. For Rutgers University, freshmen will default to school 99 (Access restricted to Central Administration).

12. **Dependency Status** of the applicant is provided on the expanded page.
13. **Previous College** code of the institution at which the student received his/her last EOF payment during the previous or prior academic years will be provided, if applicable, on the expanded page.
14. **Year in College** as reported on the FAFSA, or from corrections sent to HESAA. Students who have not previously received EOF and who reported their year in college as 4 (and up) are not eligible to receive an EOF award. Award requests for these students will be blocked. If the year in college is incorrect, a change form must be filed with HESAA.
15. **Term of First Entry** into the EOF program is provided if the student received an EOF grant during a previous academic year. If data are provided, the term and year of the first grant will appear as shown in the following examples:

5-08 = Summer Term 2008
1-08 = Fall Term 2008
3-08 = Spring Term 2009

(Please note: 3-08 refers to the spring term of the 2008-2009 academic year, not the spring 2008 term.)

16. **Last Funded** is the term and year of the student’s last EOF grant. This area will be blank if the student has not been funded previously or was funded only during the summer. If data are provided, the last term funded will appear as shown above in item #15.
17. **Award/Reject TAG and EOF** information, as provided on the expanded page, is as of the last roster certification. When the on-line roster is refreshed, the award/reject will be updated to reflect any changes made on-line or on the NJ Grants System.
18. **EOF Eligibility Code** for each term is based on the number of EOF grants received as of the end of the previous term. For example, a dependent student who meets the financial guidelines and did not

receive an EOF grant in 2008-2009 or prior academic years will appear on this roster with a code 1 for both the fall and spring terms. The eligibility codes were determined on the basis of the number of awards received through the spring 2009 term. However, as soon as the fall 2009 EOF term request is processed and the EOF grant appears in the student's fall award area, the spring eligibility code will be re-evaluated on the basis of the number of EOF grants received through the fall 2009 term. In the example above, the student's spring eligibility code would change to 14 (renewal-potentially eligible) as soon as the EOF fall term request was processed and the student was found eligible. The EOF eligibility codes are:

<u>Code</u>	<u>Explanation</u>
1	Dependent student who has not previously received an EOF grant whose family income falls within the EOF Income Eligibility Criteria. Parents' total taxable and untaxed income does not exceed the maximum in the EOF Income Eligibility Scale.
2	Dependent student who has not previously received an EOF grant. Parents' total taxable and untaxed income exceeds the maximum in the EOF Income Eligibility Scale.
3	Independent student who has not previously received an EOF grant whose income falls within the EOF income eligibility criteria. Total taxable and untaxed income does not exceed the maximum in the EOF Income Eligibility Scale.
4	Independent student who has not previously received an EOF grant. Total taxable income exceeds the maximum in the EOF Income Eligibility Scale.
5	Student is attending a county college and has previously received EOF for six (6) semesters.* Institutions may approve two (2) additional semesters of funding to the student, if eligible.
6	Student is attending a county college and has previously received EOF for seven (7) semesters.* Institutions may approve one (1) additional semester of funding to the student, if eligible.
7	Student is attending a county college and has previously received EOF for eight (8) semesters.* Student has no further eligibility at a county college.
8	Student is attending a senior college and has previously received EOF for ten (10) semesters.* Institutions may approve two (2) additional semesters of funding to the student, if eligible.
9	Student is attending a senior college and has previously received EOF for eleven (11) semesters.* Institutions may approve one (1) additional semester of funding to the student, if eligible.
10	Student is attending a senior college and has previously received EOF for twelve (12) or more semesters.* Commission/EOF Office has not authorized additional EOF grants to complete an established five-year program.
11	Student is attending a four-year college and has previously received EOF for twelve (12) semesters.* Commission/EOF Office <u>HAS GIVEN</u> special approval for student to receive EOF for a 13th semester to complete a program of study that normally requires five years to complete.
12	Student is attending a four-year college and has previously received EOF for thirteen (13) semesters.* Commission/EOF Office <u>HAS GIVEN</u> special approval for student to receive EOF for a 14th semester to complete a program of study that normally requires five years to complete.
13	Student is attending a four-year college and has received EOF for fourteen (14) semesters.* Student has no further eligibility.
14	Student has previously received EOF and does not need special approval to receive a grant.
15	Student is ineligible for EOF because he/she is a TAG reject for reason(s) A, D-N, P, or U.
16	Student is ineligible for EOF because the institution he/she is attending is not approved for the EOF Program.

*Summer Session(s) not included. Please counsel students with EOF eligibility codes 5 through 13 to ensure that they do not exhaust their EOF eligibility.

The only students who may be eligible for a 13th and/or 14th semester are those enrolled in a baccalaureate program that is certified by the institution to be five (5) years in length (not including basic skills courses) to meet graduation requirements.

19. **Award Counters** is the number of EOF and TAG payments each student has received through the previous spring term. Each semester of full-time payment is counted as .50. Each semester of part-time payment is counted as .25. For non-funded students, the award counter shown is as of the last semester during which the student received an EOF Article III grant. Semesters of part-time EOF are included in the EOF award counter but a separate part-time award counter is also provided.

The part-time EOF grant may be awarded to students only three (3) times in the pursuit of an associate degree and four (4) times in the pursuit of a baccalaureate degree.

20. **TAG Part-Time Indicator** will appear if the student has been counseled to attend college part-time at an institution participating in the EOF part-time program. The indicator will appear in the format E/E. The E signifies that the student is receiving a part-time TAG award as a result of his/her participation in the part-time program. The E preceding the slash applies to the fall term; the E following the slash applies to the spring term. If the student is enrolled part-time for one term only, an indicator will not be printed for the term of full-time enrollment.

The number of credits for which the part-time student is enrolled **MUST** be reported by the institution on the disbursement roster, as the TAG award value will be based upon this information. Additionally, you must indicate the number of credits for which a student is enrolled on the on-line roster.

21. **TAG Cancellation Code** will be provided by term for reference purposes. Whenever an EOF term request has been made for a student whose TAG award has been canceled for reason code 1 or 3, or for reason code 2 when the EOF admission type does not contain a "6", (graduating senior enrolled less than full time), an indicator will appear in the format code/code. The code preceding the slash applies to the fall term; the code following the slash applies to the spring term. An indicator will be printed only for the applicable term.

TAG cancellation codes 1 and 3, or code 2 when the EOF admission type does not contain a "6", will also cancel the EOF award. Ineligible reason corrections must be submitted to HESAA through the campus financial aid office in accordance with established deadlines.

The TAG cancellation code may be viewed on the student's expanded page or on the NJ Grants System.

PROCESSING THE ON-LINE ROSTER

The on-line roster is updated and processed on a two-week cycle. Institutions must lock the roster by 3:00 PM of the scheduled processing date (refer to the “NJ Grants & Scholarships Calendar of Processing Activities”). Rosters are processed and changes are applied to the NJ Grants System on Friday evening. On-line rosters remain locked the following Monday, are refreshed Monday night, and are unlocked Tuesday morning. You may begin making additional updates. Several changes have occurred on your roster that will indicate to you that processing has taken place:

1. EOF Status Code:

When the on-line roster has been refreshed (processed by the Commission/EOF Office) the EOF status code will reflect the status of the student’s EOF award on the NJ Grants System at the time of processing. A record that is complete will show “C”, a record that is in hold status will show “H”, and a record that is incomplete with a term request will show “P” for pending. The “P” signifies that an EOF award was requested but the student’s file is incomplete (student correctables, etc.).

2. Summary Page:

The summary page (option B) will show new student numbers and available balances as of the date and time of processing. The totals are as of the date indicated on the top of this page. Adjustments made after this date are not reflected on this summary page until the next time the roster is processed.

REFRESHING THE ON-LINE ROSTER

The on-line roster is a listing of eligible students that may be updated every two weeks to include new student filers, transfers, etc. There are several ways to update or refresh your roster.

A. The on-line roster is refreshed when certification and processing is complete.

Processing your roster means updates have been made within specified deadlines, the roster is locked and certified and the signed certification page has been faxed by the established time. The Commission/EOF Office then authorizes your updates to be applied to the NJ Grants System. After processing, the on-line roster is refreshed. This means that the roster is unlocked and will show your completed updates. It will also include new filers, transfers, etc.

B. The on-line roster will be refreshed if no updates have been made.

Refreshing a roster that has not been updated takes place automatically. If the on-line roster is not touched during the two-week cycle, it will be automatically locked and refreshed.

C. **If updates have been made, but certification is not complete, your roster will not be refreshed.**

If updates have been made, but the roster is not locked or the signed certification page is not faxed, then the updates will not be applied to the NJ Grants System and the roster will not be refreshed. The on-line roster will remain locked and unprocessed until certification is finalized by the institution. It is important to verify that processing has taken place. **Updates made to the on-line roster but not applied to the NJ Grants System are not valid updates.** Failure to certify may result in delays in awarding students’ EOF and/or TAG awards.

Monthly copies of the supplemental roster will be sent to you electronically as e-mail attachments. The rosters are in .pdf format and require Adobe Acrobat Reader software for on-site printing.

PROCESSING CALENDAR and DEADLINE DATES

A calendar entitled “NJ Grants & Scholarships Calendar of Processing Activities” is mailed out periodically by HESAA. The calendar includes EOF activities such as on-line roster certification dates, supplement and applicant roster print dates, and established deadline dates. This calendar should be kept available for your assistance while processing EOF payments.

The on-line roster has established deadlines coded into the program. After the deadline, the corresponding semesters will be “locked” and you will be prohibited from entering any data in the locked columns. You will be notified of deadlines each year. You should also refer to the processing calendar for these deadline dates.

In addition to HESAA’s processing calendar, the Commission/EOF Office sends out regular e-mail correspondence with processing reminders. If you wish to be added to this e-mail list, please contact Mary Alice Everett at meverett@che.state.nj.us.

Deadline Dates¹ for AY 2009-2010 Undergraduate Grant Processing

<i>Student Applications for EOF Awards Only:²</i>	
Fall and Spring Term	October 1, 2009
Spring Term Only (on a funds available basis)	March 1, 2010
Please note: TAG renewal students must file by June 1. Failure to make this deadline, however, does not prohibit students from receiving EOF awards.	

<i>Requests for Student Grant Allocation Adjustments:</i>	
Additional Allocations	October 2, 2009
Over-income Students Beyond the 10% Discretionary Allowance	October 27, 2009

<i>EOF On-Line Roster (Requests for Undergrad. Grants):</i>	
Final Fall	November 15, 2009
Final Spring	March 15, 2010

<i>Reject A Override Requests, Applicant Information Requests (AIR), College Code Changes:</i>	
Fall	November 15, 2009
Spring	March 15, 2010

<i>Student Grant Appeals, Reinstatements and Updates:</i>	
Undergraduate Fall Term	January 15, 2010
Undergraduate Spring Term	May 4, 2010

¹Deadline dates that fall on the weekend or holiday are extended to the next working day. Postmark dates will determine compliance with the appropriate deadline except for the student application, which is based on the date received by the contractor.

² The student application deadline requires that the financial aid form used for state programs be received by the Multiple Data Entry (MDE) Contractor by the required deadline.

PROCESSING TIPS

Process early.....process often....don't wait until the request deadline to certify for the first time.

To check a student's current status, pull the file up on Grants Main Menu.

Review your roster frequently because updates are made throughout the semester and a student's status can change.

Use the bi-weekly applicant rosters sent out by HESAA. Communicate with the financial aid office! Communication is important, especially concerning community college part-time students. Inaccurate reporting of a student's part-time status could result in a delay of several weeks before the award is processed.

Students on the on-line roster are awarded on a first-come, first-serve basis not by alpha order. If you have limited money available and you want a particular student to be awarded first, enter that student's information FIRST. When processing occurs, the program will update the students as they are entered online, regardless of where they fall in the alphabetic list.

Student's record incomplete (status code=PENDING)? Do not wait until a student's file is complete before adding the request to your roster. Use Option C (write-in section) to add the student. The student's file will remain as PENDING until all information is submitted. When the file is complete, the EOF grant will clear automatically without having to go back in and re-enter the request. However, the grant is not held in reserve for the PENDING student and students with a complete file will be awarded before the PENDING student regardless of when the grant is requested.

In addition to the EOF ROSTER, each user has access to GRANT STATISTICS. This file provides statistical information for each institution such as: total number of students and dollars awarded, number of non-funded students, number of students rejected, payment activity for TAG and EOF, allocation used to date, etc.