



State of New Jersey

NEW JERSEY HIGHER EDUCATION

P.O. Box 542

TRENTON, NJ 08625-0542

TELEPHONE: (609) 292-4310

FAX: (609) 292-7225

E-mail: njhe@njhe.state.nj.us

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

ROCHELLE R. HENDRICKS
SECRETARY OF HIGHER EDUCATION

Dear Colleagues:

On behalf of both the EOF Central Office and HESAA staff, we thank you for your patience and understanding as we have worked throughout the summer to address a number of the programming issues discovered within the EOF portal of the New Jersey Financial Aid Management System (NJFAMS). We recognize the importance of allowing EOF campus programs to begin identifying and awarding both initial and renewal students for the 2017-2018 academic year, especially since many institutions have already sent notifications to students regarding outstanding balances that may be owed for the Fall term. Fortunately, we are prepared to move forward with that process.

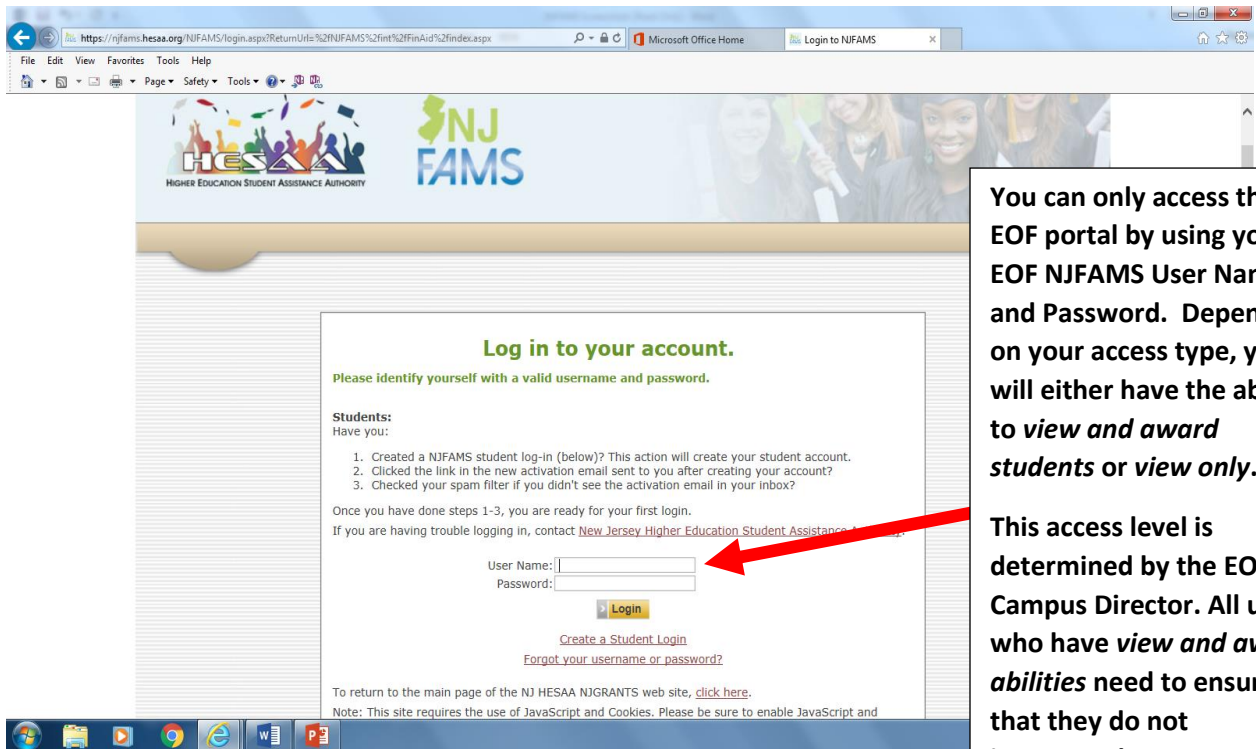
Please read all of the information contained in this notification carefully prior to awarding your students an EOF grant.

Effective Friday, August 4th at 10 am, EOF programs can begin to do the following within the EOF portal of NJFAMS:

- 1) Access the EOF portal within NJFAMS by using the login credentials provided to your program by the EOF Central Office. This information was sent to the EOF program director by Ms. Shakia Williams.

NJFAMS URL:

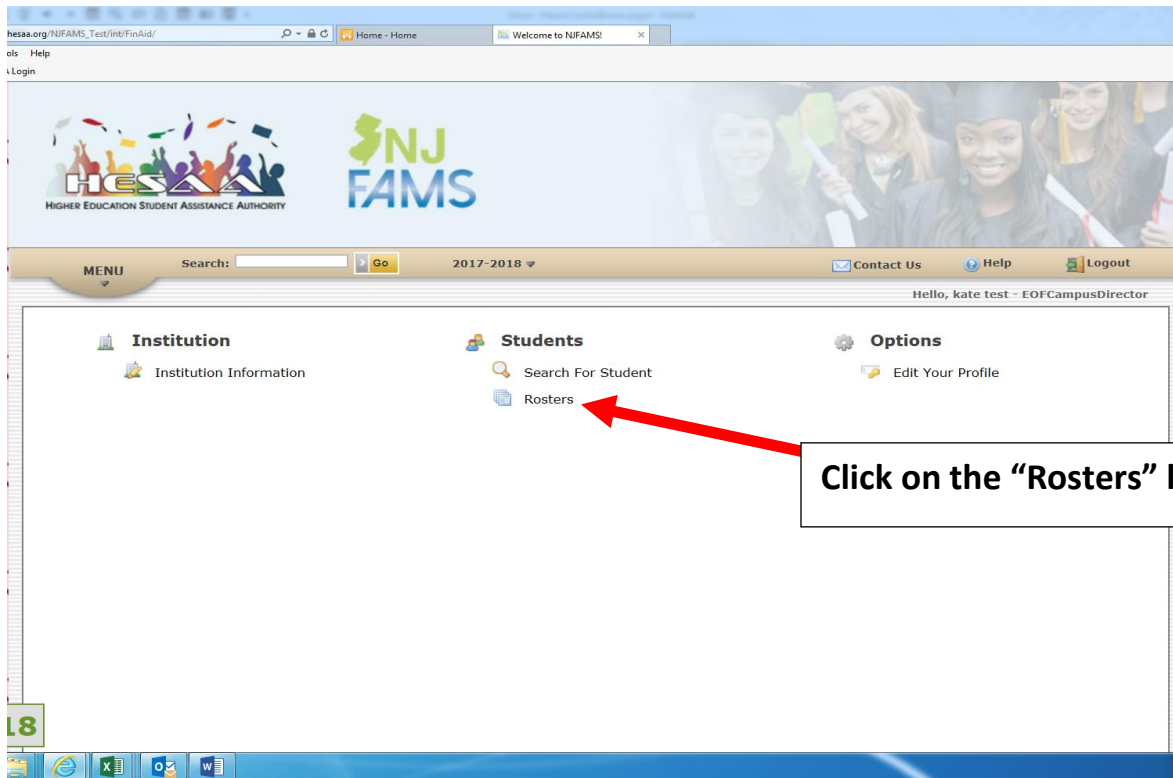
<https://njfams.hesaa.org/NJFAMS/login.aspx?ReturnUrl=%2fNJFAMS%2fint%2fFinAid%2findex.aspx>



You can only access the EOF portal by using your EOF NJFAMS User Name and Password. Depending on your access type, you will either have the ability to *view and award students* or *view only*.

This access level is determined by the EOF Campus Director. All users who have *view and award abilities* need to ensure that they do not inaccurately process students.

- 2) Once you log in to the EOF Portal within NJFAMS, you may be directed to a screen that looks similar to the one below. Within the “Students” region, click on the “Rosters” link.



- 3) Once you click on the "Rosters" link, you should be redirected to a page that looks like the one below.

You will note that this region below was previously labeled as "EOF Certification" but is now relabeled as "EOF Approval" Roster.

On this page you will select "All Terms" within the Term field.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

2017-2018

Search: Go

Contact Us Help Logout

Hello, kate test - EOFCampusDirector

HOME > Roster Selection

You are currently working with the **2017-2018** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Term: **All Terms** ▼

EOF Approval Rosters - Action Required

	View and Print (PDF)	Approve Online	Download File (CSV)
EOF Approval	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
Approved and Eligible	PDF	Online	Download
Ineligible	PDF	Online	Download
All Students	PDF	Online	Download

Select "All Terms" to see both Fall and Spring term information.

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- 4) For institutions with more than one EOF program, in order to locate your identified EOF eligible renewal and initial students, you must select the "All School Programs" option from the School Program drop down menu . In addition, you will need to select the "All Terms" option from the Term drop down menu.
- 5) Once you have selected the appropriate information from the drop down menu, you can begin locating those students who are financially eligible for EOF by moving to the "Approve Online" column on the right and selecting the link labeled "ONLINE". This should take you to a page where you will see a list of all students who meet the EOF financial eligibility requirements for the 2017-2018 academic year. If an Initial or Renewal student does not appear on this roster, check to see if they are located on the "Ineligible" roster.

Please be advised that students found on the "EOF Approval" roster must still be reviewed for all other EOF eligibility requirements for your institution. If a student does not meet all of the eligibility requirements for the EOF program at your institution then you should not select the student.

You are currently working with the **2017-2018** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Campus:

School Program:

Term:

Select "All School Programs" and "All Terms"

EOF Approval Rosters - Action Required

	View and Print (PDF)	Approve Online	Download File (CSV)
EOF Approval	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
Approved and Eligible	PDF	Online	Download
Ineligible	PDF	Online	Download
All Students	PDF	Online	Download

After you select the appropriate drop down option from each of the items above, click here. This will provide you access to where your initial and renewal students should be listed.

- 6) Once you have accessed the ONLINE EOF APPROVAL roster, you should see a screen similar to the one below. Where the black box is located is where you should see the names of your students listed.

Program: All Programs
Academic Year: 2017-2018
Term: All Terms

Previous Next [\(expand all\)](#) [\(contract all\)](#)

		(view)
		(view)
		(view)
	(Fall)	(view)
	(Spring)	(view)
	(Fall)	(view)
	(Spring)	(view)

Click here to expand a student's award information.

7) You will then go through this list to locate both your initial and renewal students. As you identify each student who will receive funding, enter their demographic information. Renewal students *may already* have an EOF award listed within the EOF Term Amount box. You must ensure that the award matches the award level that the student is eligible to receive based on their enrollment (full-time vs. part-time) and housing status (residential vs. commuter). Once you have double checked to make sure that all of the demographic and award information is correct, select that the student is approved by clicking on the “EOF Approved” box and press the “SAVE” button in the bottom left corner. **You will need to repeat this step for both the Fall and the Spring term for each student.** Once you press “SAVE”, the award information will show up on the student’s NJFAMS screen immediately. Additionally, the student’s term information will be moved from the “EOF Approval” Roster to the “Approved and Eligible” Informational Roster.

The screenshot shows the NJFAMS EOF Approval Roster interface. At the top, it displays 'Program: All Programs', 'Academic Year: 2017-2018', and 'Term: All Terms'. Below this are navigation links: 'Previous Page 1', 'Next (expand all)', and '(contract all)'. The main form area includes fields for 'Grade Level: 2nd year/sophomore', 'Dependency Status: Dependent', 'Previous College:', 'Term of First Entry:', and 'Last Funded:'. There are also fields for 'EOF Full-time Awards: 0', 'EOF Part-time Awards: 0', 'TAG Full-time Awards: 0', and 'TAG Part-time Awards: 0'. A 'Tax Verification Indicator:' field is set to '0'. Demographic fields include 'Housing Status: <Choose One>', 'Admission Type: <Choose One>', 'Ethnicity: Black', and 'Gender: Male'. A 'Historical Poverty Code:' field is set to 'Resided in poverty area'. A table below shows award details:

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
<input checked="" type="checkbox"/>		EOF	0	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>		TAG		\$0.00	\$0.00	\$0.00

Additional fields include 'School Program: <Choose One>' and 'EOF Approved: <Choose One>'. A 'Save' button is located at the bottom left. Three callout boxes with red arrows provide instructions: one points to the 'Save' button, another to the 'EOF Term Amount' field, and a third to the 'EOF Approved' dropdown.

Currently, the EOF and HESAA staff are working with the vendor to address the following:

- Ability to award students whose NJEI exceeds the maximum amount but whose income falls within the discretionary range. (This was formerly known as Reject “A” in the E-Administrator system).
- The ability to select a student as non-funded and list a “Zero” in the EOF Term Award field.
- The ability to award **Fall or Spring only** students.

Who can you begin to award?

Campus programs can begin to award **ONLY** those students who are planning to attend **both** the Fall and Spring terms.

Who are you currently unable to award?

Do not award those students who will be enrolled for just the Fall or Spring term. Doing so will result in the appearance of an over-award for the student. That is because the system currently assumes that the amount listed for the awarded term will be the same for the non-awarded term. Additionally, this may result in an inaccurate decrease in your program's remaining undergraduate Article III grant allocation. We are working on this issue and hope to have this resolved soon.

Renewals who will only be enrolled and receiving funding for one semester this academic year.

Currently, the system will not allow a user to enter a "zero" dollar amount for a student in the "EOF Term Award" field for the semester a student will not receive EOF funding and list them as EOF eligible. You can enter a "zero" term request for a student in this category and list them as ineligible for EOF for the semester they are not receiving grant funding. However if you opt to do this, the student will appear as ineligible when they view their own information within NJFAMS. We are also working with the HESAA staff and vendor to address this issue.

Students whose NJEI exceeds the maximum EOF financial eligibility scale, but whose incomes fall within the discretionary range. (This was formerly known as Reject A in the E-administrator system).

The EOF and HESAA staff are working with the vendor to develop a secure method for programs to identify these students on the Ineligibility Roster and to request an override within NJFAMS.

"In the interim, for those students who will be receiving a Fall-only EOF award, please notify the Financial Aid Office, the Bursar's Office and the Registrar's Office as appropriate that these awards are pending final certification, and the students should not be penalized."

Any student that will cause the program to exceed their Undergraduate Article III grant allocation. In the past, programs were able to continue to process and award students until you saw the letter "H" show up for a student. This designation was known as "Hold" and indicated that the program exceeded its allocation. Currently, this designation is not available. Programs are only permitted to award up to their current undergraduate Article III grant allocation level. Programs where their enrollment exceeds their allocation must submit an email to their EOF Central Office liaison indicating the name, HESAA ID, enrollment status (full-time vs. part-time with the number of credits indicated), other associated demographic information and the amount of the EOF term request for each remaining student you would like to award, as well as the **total** amount of additional undergraduate EOF Article III grant funding that will be required. This should be sent as an excel document. Ms. Shakia Williams should also be copied on all requests for additional funding.

As mentioned earlier in this memo, both the EOF and HESAA staff are working as quickly as possible to help resolve all of the identified programming issues within the newly developed NJFAMS. In the event that you happen to notice an issue of any sort that was not detailed in this notification, we ask you to please inform your EOF program liaison accordingly.

It is also very important for programs to help all students review their personal information within NJFAMS so that they are aware of their current State financial aid grant status and clear up any potential issues that may delay the application of their EOF, TAG and all other grants and scholarships being applied to their accounts.

We thank you again for your patience and truly appreciate all of the institutions that are working with their EOF programs to hold EOF eligible students harmless for any EOF funds that currently do not

appear in their financial aid package to be applied toward their semester costs. We hope to have all of the remaining issues that may hold up student grant request processing resolved as soon as possible and will continue to keep you informed of our progress .

Sincerely,

Audrey Bennerson

Audrey Bennerson
EOF Executive Director

C: Rochelle Hendricks, Secretary of Higher Education
Gabrielle Charette, Executive Director of HESAA
Kathryn Safran, Director of Grants & Scholarships