



New Jersey Financial Aid Management System

Conducted by:

Office of the Secretary of Higher Education (OSHE)

Educational Opportunity Fund (EOF)

OSHE/EOF Central Office Staff

NJ OSHE EOF CENTRAL OFFICE

Dr. Hasani Carter

Hasani.Carter@oshe.nj.gov

Peter Collazo

Peter.Collazo@oshe.nj.gov

Hema Patel

Hema.Patel@oshe.nj.gov

Dr. Stephanie Shanklin

Stephanie.Shanklin@oshe.nj.gov

NJ OSHE FINANCE

Tiffany Hazzard

Tiffany.Hazzard@oshe.nj.gov

Kelechi Unegbu

Kelechi.Unegbu@oshe.nj.gov

Agenda

General Overview of EOF and NJFAMS

NJFAMS: Introduction and Verification Screens

The EOF Portal: Selecting and Awarding

The Financial Aid Portal: Certifying and Requesting Payment

Discretionary and Non-funded Appeals

Pending Verification Form

Disbursement of Academic Year Funds

Overview

OSHE & HESAA RESOURCES

Important Reminders



Awarding and roster management is the **institution's responsibility**



The EOF campus program and financial aid office **work together** to complete the selection, awarding, certification, and payment request process



Use the EOF portal to select and award the EOF Article III undergraduate grant to a student's account

- The EOF portal is a separate part of NJFAMS.
- Access to the EOF portal is facilitated by OSHE/EOF.



The Financial Aid Office uses the **Financial Aid portal** of NJFAMS to certify and request payment



EOF & HESAA: Clarification

- EOF does not operate under the authority of the Higher Education Student Assistance Authority (HESAA).
- EOF is a part of the Office of the Secretary of Higher Education (OSHE) which is a separate agency.
- EOF refunds must be sent to OSHE. Do not send them to HESAA.

Relationship Between OSHE/EOF & HESAA

OSHE EOF

[illegible]

EOF Processing Calendar

HESAA



EOF Portal in NJFAMS



HESAA Processing Calendar

[illegible]

EOF Campus Program Resources Webpage

https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml

— EOF Forms and Other Reports

- EOF Contract Attachment B1 - Program Goals & Objectives 
- EOF Contract Attachment B2 - Summer Program 
- EOF Contract Attachment B3 - AY Art. IV Program Support 
- EOF Special Project B4 - Budget Application 
- EOF Special Project Application - Narrative Form 
- EOF Contract Attachment B5 – Winter Session 
- NJFAMS EOF ACCESS FORM 
- NJFAMS EOF Approved and Eligible Roster Processing Request Form 
- NJFAMS GEOF Approved and Eligible Roster Processing Request Form 
- EOF Student Appeal Form 
- GEOF Student Appeal Form 
- EOF Pending Verification Form 

Forms and Other Reports

- NJFAMS Access
- Roster Processing
- Appeal Form
- Pending Verification

— EOF Undergraduate Grants

Undergraduate

- EOF AY UG Article 3 Supplemental Funding Appeal Form 
- Institutions participating in EOF Part-time 
- EOF Undergraduate Academic Year Grant Processing Calendar 
- NJFAMS EOF Roster Selection, Awarding, Certification and Payment Request Instructions 
- EOF Undergraduate Grant Award Table 

Undergraduate Grants

- Instructions for Roster Selection, Awarding, Certification and Payment in NJFAMS
- Undergraduate Roster Processing Calendar
- Award Tables

— EOF Trainings and Instructions

- EOF FY27 Training Schedule 
- Amendments to the EOF Regulations and EOF Admission 
- EOF B2 Summer Budget Training 
- EOF Annual Program Support Budget Training 
- EOF Undergraduate Eligibility Training 
- NJFAMS/EOF Household Size and Financial Eligibility Review Chart 
- EOF NJFAMS Selection Awarding Certifying and Payment Request Training 
- EOF Graduate Grant Application Training 
- OSHE/EOF Supplemental FY 2024 Special Project Training 
- EOF Winter Session Budget Application Instructions 
- EOF Annual Report 
- EOF Summer Program Narrative Report 
- Roster Management Workshop 

Trainings and Instructions

- NJFAMS
- Undergraduate Eligibility
- Graduate Grant Application
- Roster Management
- All other trainings

EOF AY UG Grant Award Range

EOF Undergraduate Awards for Full-time and Part-time students (2026-2027 Academic Year)

Minimum semester award = \$100

	Full-time Maximum Annual/Semester	Part-time (9-11 credits) Maximum Annual/Semester	Part-time (6-8 credits) Maximum Annual/Semester
Community Colleges	\$1,600 annual max./ \$800 semester max.	\$1,312 annual max./ \$656 semester max.	\$1026 annual max./ \$513 semester max.
Independent College and Universities	\$3,050 annual max./ \$1,525 semester max.	\$2,400 annual max./ \$1,200 semester max.	\$1,750 annual max./ \$875 semester max.
State & Research Colleges and Universities	\$1,950 annual max./ \$975 semester max.	\$1,650 annual max./ \$825 semester max.	\$1,350 annual max./ \$675 semester max.
	\$1,950 annual max./ \$975 semester max.	\$1,650 annual max./ \$825 semester max.	\$1,350 annual max./ \$675 semester max.



Selection, awarding, certifying and requesting payment for EOF students is a process that requires the involvement of both the EOF campus program and their respective institution's financial aid office.

EOF Campus Programs <u>Selection and Awarding Students</u>		
<u>(The following information is for Central Review programs. It is not applicable for Spring programs as the EOF program is a single-term program and not a semester program.)</u>		
EOF Central Review Processing Schedules The following dates are when programs must submit the EOF forms processing. Submit to the EOF Central Office to have that completed and sent back. *Submit to "Central Review" means programs must complete supplemental and spring items. Submissions must be received by request.	Fall 2026 September 1 st , 2026 October 1 st , 2026 November 1 st , 2026 December 1 st	Spring 2027 January 1 st , 2027 February 1 st , 2027 March 1 st , 2027
Fall 2026 Term	SPRING	
First Submission (not First Filled Application)	November 15, 2026	
Last day to accept all EOF students	November 15, 2026	
Spring 2027 Term	FALL 2026	
First Submission (not First Filled Application)	February 15, 2027	
Last day to accept all EOF students	March 15, 2027	

College/University Financial Aid Office Certification and Payment Request	
Institutions are required to submit the EOF forms processing and the EOF forms processing to the EOF Central Office to have that completed and sent back. *Submit to "Central Review" means programs must complete supplemental and spring items. Submissions must be received by request.	
Fall 2026 Term	Final Time Period to Certify and Request Payment
all EOF students	December 1 st - December 15 th
Spring 2027 Term	Final Time Period to Certify and Request Payment
all EOF students	March 1 st - March 15 th
**Programs must refer to the EOF Selection and Processing Schedules for further terms and dates. *Institutions (qualifications) must submit the EOF forms processing to the EOF Central Office to have that completed and sent back.	
Deadlines for EOF forms processing and payment request Fall 2026/Spring 2027 - September 15, 2026 Spring 2027 (interim) only - February 15, 2027	

Deadlines:

Institutional Accountability

- All participating institutions must adhere to the EOF processing deadlines.
- Institution's that do not adhere to the EOF processing calendar must provide (in writing):
 - An explanation for why this error/oversight occurred.
 - Remediation plans to address and ensure that this does not happen again.
 - Demonstration of how the institution will hold the students harmless (i.e., use institutional funds to cover the EOF grant amount that the institution failed to properly process and request in accordance with the EOF processing guidelines.)

The EOF Undergraduate Article III Grant Award Process

EOF CAMPUS PROGRAM(S)

- Exclusively has the ability to select and award an EOF Undergraduate Article III Grant to an eligible student.
- Funding is limited
- Programs are responsible for ensuring all candidates are reviewed and awarded properly and the appropriate documentation to determine eligibility is kept on file (See EOF regulations).

CAMPUS FINANCIAL AID OFFICE

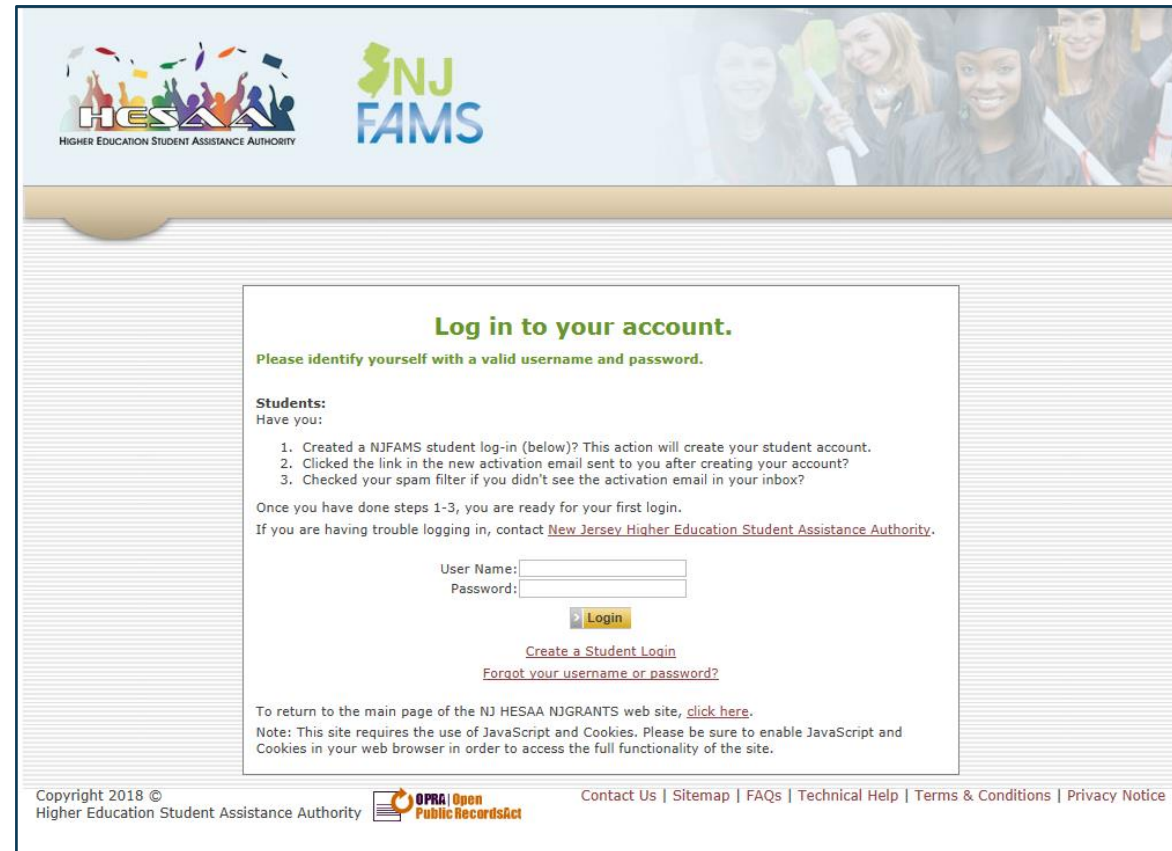
- Must ensure EOF Enrollment matches institutional FA Enrollment Status
- Must certify EOF students
- Must request payment by the EOF Deadline
- If a refund is due, funds must be sent to OSHE.
- **DO NOT SEND EOF FUNDS TO HESAA**

NJFAMS: Introduction

LOGGING IN,
ALLOCATION INFORMATION

EOF Portal Access

EOF Campus
Director must
manage who is
given EOF
portal access



The screenshot shows the login page for the NJFAMS (New Jersey Higher Education Student Assistance Authority) portal. The header features the HESAA logo and the NJFAMS logo, along with a photo of graduates. The main content area is titled "Log in to your account." and includes instructions for students to create an account or log in. It contains input fields for "User Name:" and "Password:", a "Login" button, and links for "Create a Student Login" and "Forgot your username or password?". A note at the bottom states that the site requires JavaScript and Cookies. The footer includes copyright information for 2018, the HESAA logo, the OPRA (Open Public Records Act) logo, and a list of links: "Contact Us | Sitemap | FAQs | Technical Help | Terms & Conditions | Privacy Notice".

Log in to your account.
Please identify yourself with a valid username and password.

Students:
Have you:

1. Created a NJFAMS student log-in (below)? This action will create your student account.
2. Clicked the link in the new activation email sent to you after creating your account?
3. Checked your spam filter if you didn't see the activation email in your inbox?

Once you have done steps 1-3, you are ready for your first login.
If you are having trouble logging in, contact [New Jersey Higher Education Student Assistance Authority](#).

User Name:
Password:

[Create a Student Login](#)
[Forgot your username or password?](#)

To return to the main page of the NJ HESAA NJGRANTS web site, [click here](#).
Note: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site.

Copyright 2018 ©
Higher Education Student Assistance Authority

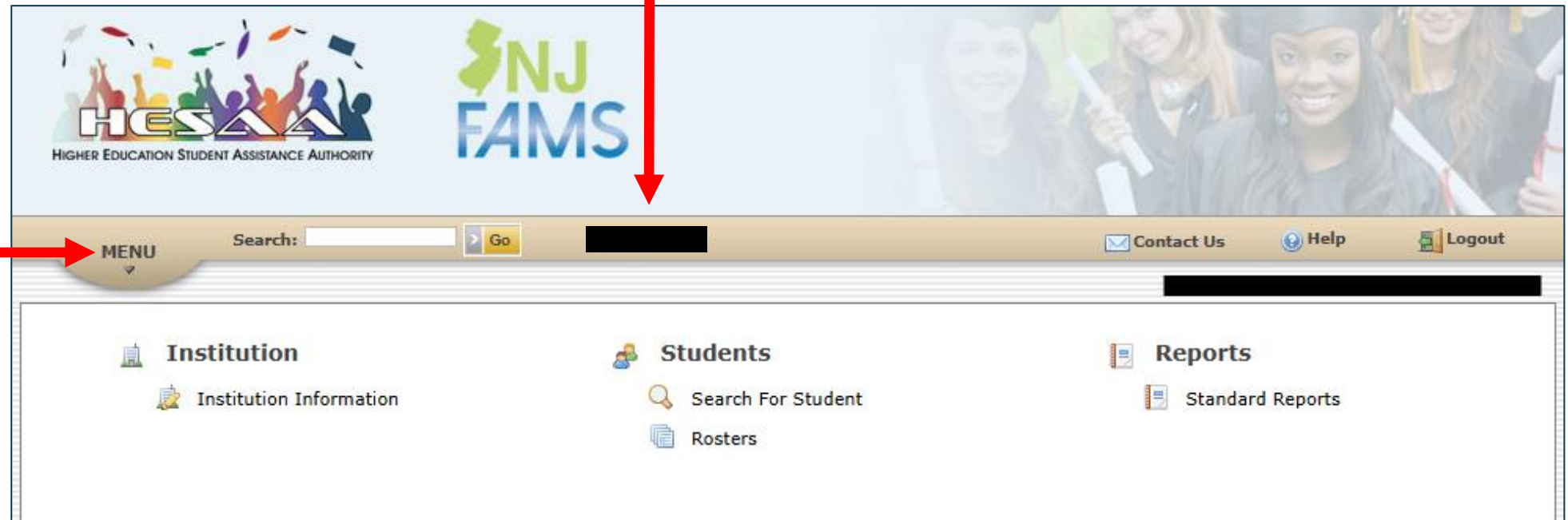
 **OPRA | Open
Public Records Act**

[Contact Us](#) | [Sitemap](#) | [FAQs](#) | [Technical Help](#) | [Terms & Conditions](#) | [Privacy Notice](#)

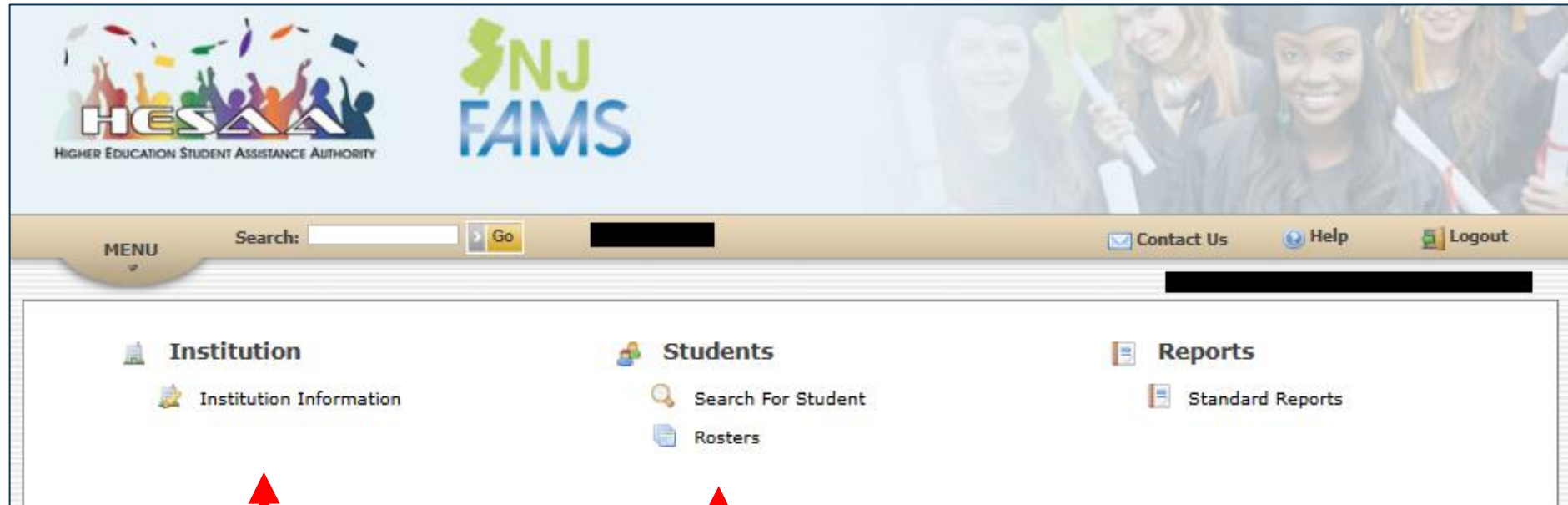
Main Menu – EOF Portal View

- The home screen provides access to all the options available to the user. Access is based on system permissions established for the user
- You can access all the regions via the *Menu* drop down option

Confirm the *Academic Year* you need to work within



Main Menu – EOF Portal View



Program grad
allocation and
available funds

Locate, award or un-award
students via the rosters. Also,
you can look up each student to
see what is going on with them

Institutional Information & EOF Allocation



The screenshot shows the NJ FAMS (New Jersey Financial Aid Management System) interface. At the top, there are logos for HESAA (Higher Education Student Assistance Authority) and NJ FAMS, along with a banner image of students. Below the logos is a navigation bar with a 'MENU' button, a search bar, and links for 'Contact Us', 'Help', and 'Logout'. The breadcrumb trail indicates the user is in the 'Edit Institution' section. The main content area displays a list of institutional information items, each with a checkbox and a label. The items are: Institutional Information, Contact Information, Payment Information, Budget Summary, Tuition Aid Grant (TAG) Award Table, Summer Tuition Aid Grant (Summer TAG) Award Table, Educational Opportunity Fund Grant (EOF) Allocations, and Educational Opportunity Fund Grant (GEOF) Allocations. Two red arrows point from external text boxes to the 'Institutional Information' and 'Educational Opportunity Fund Grant (EOF) Allocations' items.

HESAA
HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

NJ FAMS

MENU Search: [] Go [] Contact Us Help Logout

HOME > Search Institutions > Edit Institution

[] Institutional Information

[] Contact Information

[] Payment Information

[] Budget Summary

[] Tuition Aid Grant (TAG) Award Table

[] Summer Tuition Aid Grant (Summer TAG) Award Table

[] Educational Opportunity Fund Grant (EOF) Allocations

[] Educational Opportunity Fund Grant (GEOF) Allocations

Institutional
Information (updated by
institution)

View program
allocation and available
funds here

EOF Allocation

Amount available to award

Approved ART III allocation
for the Academic Year

Educational Opportunity Fund Grant (EOF) Allocations

EOF

Program Setup

School Program Name: EOF

School Program Code:

School Program Accounting Code:

Fund Management

EOF Approval Available: \$ 27,450

EOF Approved Amount: \$ 578,850

Original Appropriation: \$ 606,300

Supplemental Appropriation: \$

Rescinded Appropriation: \$

Total Appropriation: \$ 606,300

Overaward Percentage: 0 %

Overaward Amount: \$

Overaward Level: \$ 606,300

Total Awarded: \$ 578,850

Number of Students Awarded: 217 Full-time: 216 Part-time: 1

Adjusted Appropriation Available: \$ 27,450

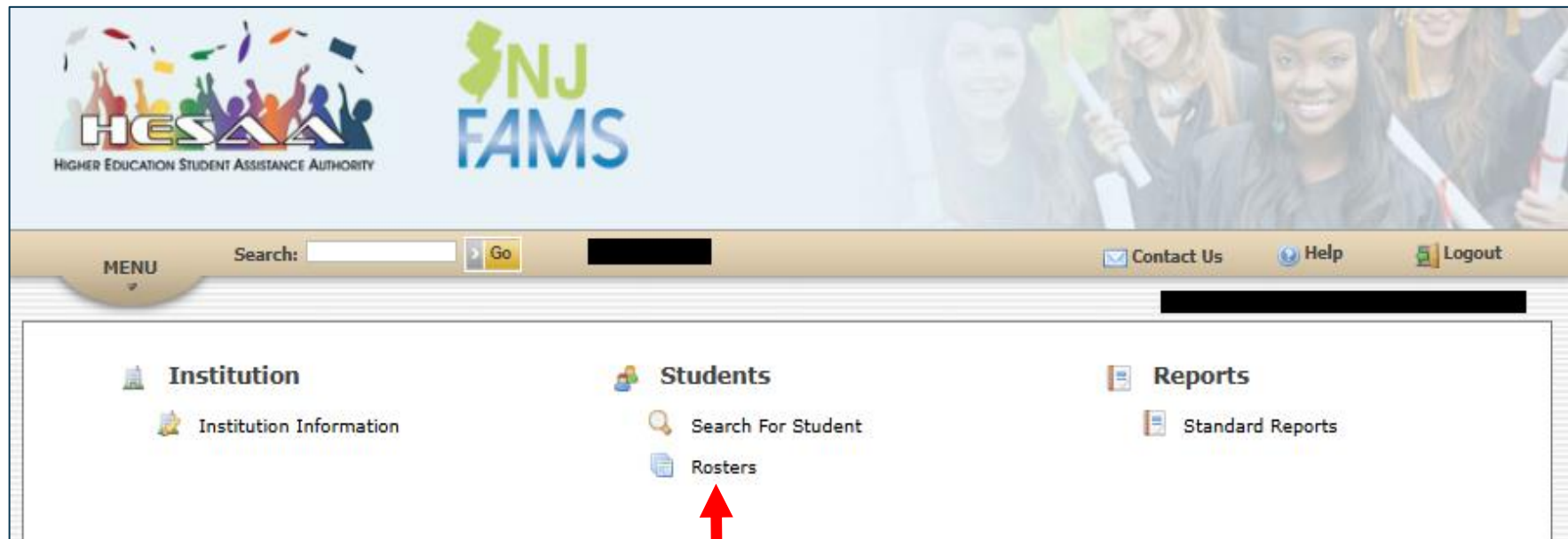
Comment:
Preliminary allocation provided per EOF Board approval on 7/31/2025. Subject to change pending fund's available resources and approved FY26 Appropriations Act.

> Save

NJFAMS: EOF Rosters

ROSTERS AND AWARDING

Search for Students



Click on *Rosters* to access student rosters

Informational Rosters

- 1 The *EOF Approval* roster contains GEOE eligible Initials and Renewals who were not on the program's roster as of the Fall term from the previous Academic Year. **When downloading, filter for GEOE under Program Short Name.**
- 2 The *Approved and Eligible* roster contains Renewal students who appeared on a program's roster during the Fall term of the previous Academic Year & who remain eligible. It is also the roster that will contain any initial students the program has awarded. This is considered your program's GEOE roster. **When downloading, filter for GEOE under Program Short Name.**
- 3 The *Ineligible* roster contains students that were identified by the system as being GEOE ineligible. However, students that are EOF eligible for **discretionary consideration** will appear on this roster. **When downloading, filter for GEOE under Program Short Name.**

You are currently working with the **2025-2026** 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:

SSN:

First Name:

Last Name:

Student ID:

EOF Approval Rosters - Action Required

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

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
2 Approved and Eligible	PDF	Online	Download
State Verification Not Complete or Incomplete TAG Tasks	PDF	Online	Download
Approved, Eligible and Certified	PDF	Online	Download
Certified and Not Paid	PDF	Online	Download
Paid	PDF	Online	Download
Refund Due	PDF	Online	Download
3 Ineligible	PDF	Online	Download
Incomplete	PDF	Online	Download
All Students	PDF	Online	Download

Institutions with **Multiple** EOF Programs

- Institutions with multiple EOF programs must select “All School Programs” under *School Program* and “All Terms” under *Term*.
- When initially awarding a student, you can either select *EOF Approval* or *All Students* roster located at the bottom.
- Note: when awarding a student, you should include the student’s HESAA ID which will filter the selected roster.

You are currently working with the **2026-2027** Academic Year.

Roster Category:

Campus:

School Program:

Term:

SSN:

First Name:

Last Name:

NJHESAA ID:

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

NJFAMS: Awarding

Awarding Students

Click "+" to open the student profile in the EOF portal. Students can be awarded in that region.

Roster: EOF Approval
Campus: [REDACTED]
Program: All Programs
Academic Year: [REDACTED]
Term: All Terms

Previous Page 1 [Next](#) [\(expand all\)](#) [\(contract all\)](#)

+		(Spring)	(view)
+		(Spring)	(view)
+		(Spring)	(view)
+		(Spring)	(view)
+		(Spring)	DA - (view)
+		(Spring)	(view)
+		(Spring)	(view)
+		(Spring)	(view)

Click "view" to see more information regarding the student's status.

Awarding and Updating Student Information

(Fall) [\(view\)](#)

TAG Full-time Awards: TAG Part-time Awards: Tax Verification Indicator: Dependency Status: Grade Level:
0 0 Independent Master's or doctorate
program (MA, MBA, MD, JD,
PhD, EdD, etc.)

EOF Full-time Awards: EOF Part-time Awards: EOF Previous College: EOF Term of First Entry: EOF Last Funded:
0 0

GEOF Full-time Awards: GEOF Part-time Awards: GEOF Previous College: GEOF Term of First Entry: GEOF Last Funded:
0 0

Housing Status: Admission Type: Ethnicity: Gender:
<Choose One> <Choose One> <Choose One> <Choose One>

School Program: Discretionary/Special Conditions: EOF Enrollment Status: EOF Approved:
<Choose One> <Choose One> <Choose One> <Choose One>

Historical Poverty Code:
<Choose One>

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
★		GEOF	0	\$0.00	\$0.00	\$0.00
✖		TAG		\$0.00	\$0.00	\$0.00

> Save

Only save if you
sure the correct
amount is listed

Enter the award
amount under **EOF
Term Amount**

Select the
appropriate **EOF
Enrollment Status**

To approve, select
"Eligible for EOF"
under **EOF
Approved**

NJFAMS: Verification

EOF Household Size and Financial Eligibility Verification Flow Diagram

The flow diagram to the right provides Institutions/EOF campus programs with a visual representation of the process that must be followed to properly determine household size and EOF financial eligibility.

For additional information, please see EOF NJFAMS Training: [New Jersey Financial Aid Management System \(NJFAMS\)](#).

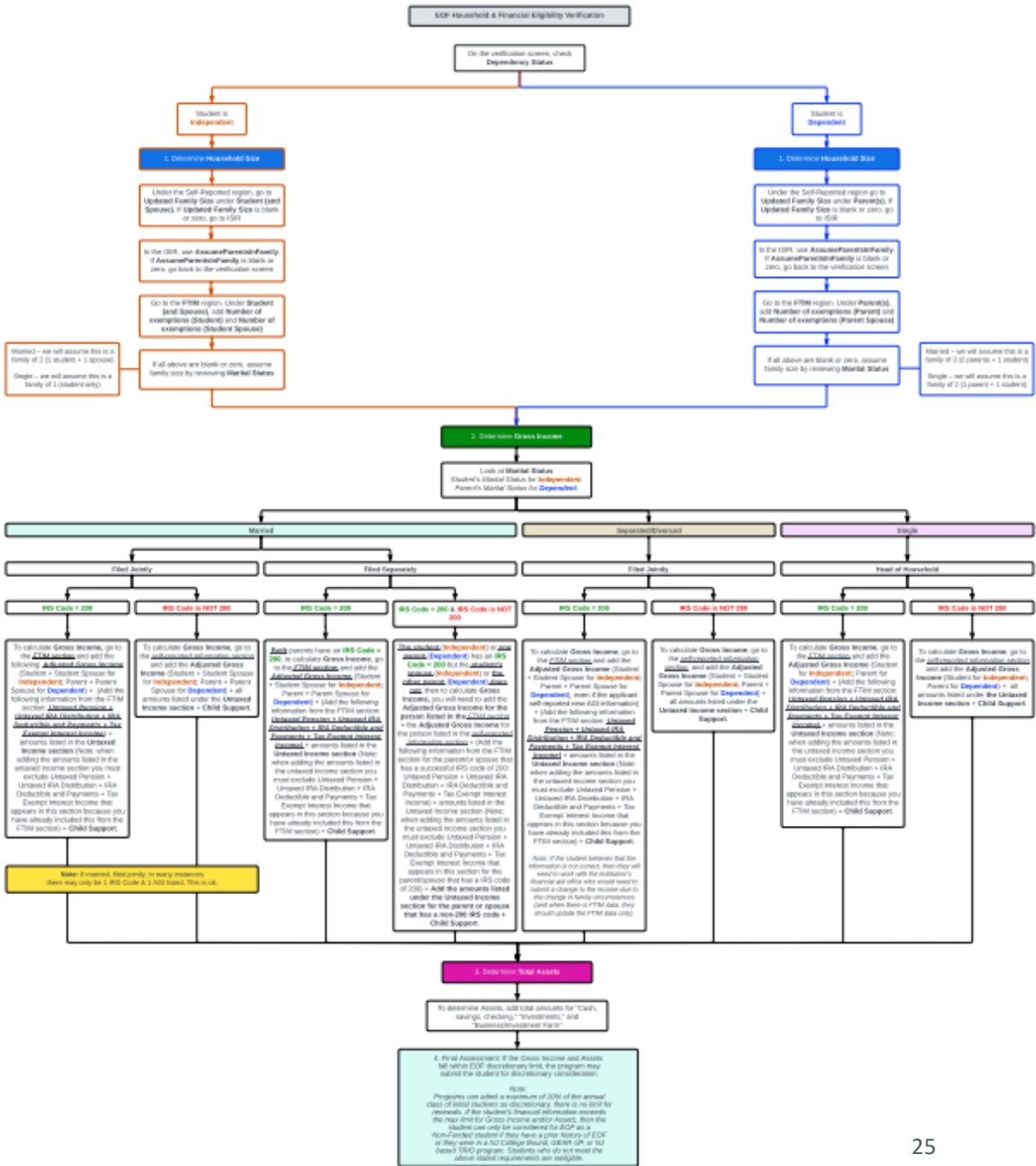
1. Dependency Status

2. Household Size

3. Gross Income: Adjusted Gross Income and Untaxed Income

- Marital Status
- Filing Status
- IRS Response Code

4. Assets



Accessing Information for Verification

(view)

TAG Full-time Awards:

8

TAG Part-time Awards:

0

Tax Verification Indicator:

Dependency Status:

Independent

Grade Level:

Master's or doctorate program (MA, MBA, MD, JD, PhD, EdD, etc.)

EOF Full-time Awards:

0

EOF Part-time Awards:

0

EOF Previous College:

EOF Term of First Entry:

EOF Last Funded:

GEOF Full-time Awards:

0

GEOF Part-time Awards:

0

GEOF Previous College:

GEOF Term of First Entry:

GEOF Last Funded:

Housing Status:

<Choose One>

Admission Type:

<Choose One>

Ethnicity:

<Choose One>

Gender:

<Choose One>

School Program:

<Choose One>

Discretionary/Special Conditions:

<Choose One>

EOF Enrollment Status:

<Choose One>

EOF Approved:

<Choose One>

Historical Poverty Code:

<Choose One>

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
★		GEOF	0	\$0.00	\$0.00	\$0.00
✖		TAG		\$0.00	\$0.00	\$0.00

> Save

From the EOF roster, you must click on the “view” link that appears in the upper right-hand corner to access the tabs needed to verify a student’s eligibility.

26

Accessing Information for Verification

General Information: Provides basic student information (address, email)

Academic Period Information: Section that allows the Financial Aid Office to code data such as enrollment (credits must match “EOF Enrollment Status” credits for certification), enter TAG/CCOG/GSG award amounts, certify your roster, etc.

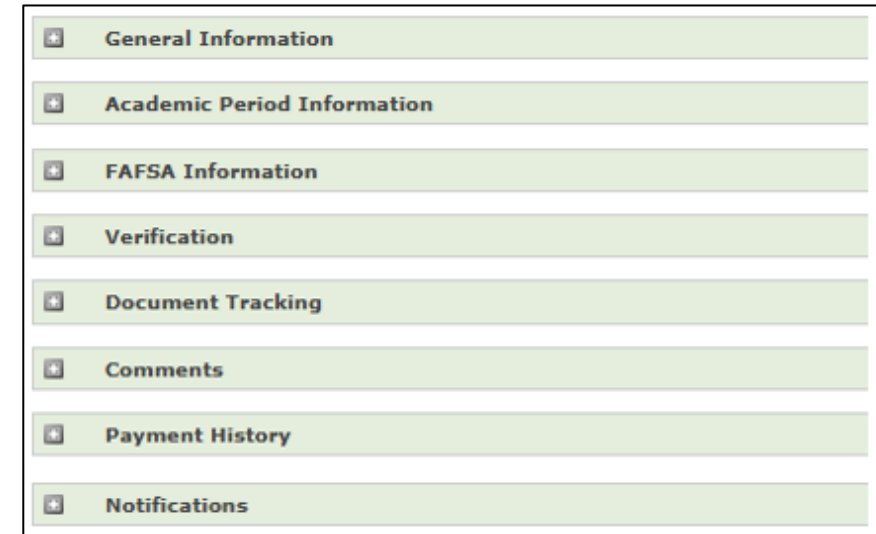
FAFSA Information: Shows date of FAFSA submission. You can access ISIR for family size

Verification: **This is where programs will check eligibility of students who previously attended a NJ institution.** Here you can view the financial information needed to complete the Discretionary/Non-Funded appeal form

Document Tracking: Shows documents are that are missing or have been submitted to HESAA for verification

Payment History: Shows a history of EOF and TAG payments

Notifications: Allows you to view notifications sent to student from HESAA



+	General Information
+	Academic Period Information
+	FAFSA Information
+	Verification
+	Document Tracking
+	Comments
+	Payment History
+	Notifications

NJFAMS Verification

Establish Dependency Status

1

For **Independent** student, focus on the *Student* and *Student Spouse* columns

- Parental information may appear in this situation but should not be included in the review of an **Independent** student

2

For **Dependent** students, focus on the *Parent* and *Parent Spouse* columns

- We do not include the student's financial information. (Note: this rule may be different for other state and federal grant programs)

Verification

ISIR Transaction No.

NJEI

TAG Award Amounts

Fall 0

Spring 0

Tax Verification Indicator

<Choose One>

No Override

Type of Change

<Choose One>

Projected Year Reason

<Choose One>

Projected Tax Year

<Choose One>

Sibling Student IDs: None

Dependency Status

Active Duty in U.S. Armed Forces?

Veteran of U.S. Armed Forces?

Child or Other Dependents?

Orphan?

Ward of Court?

In Foster Care?

As of today, an emancipated minor?

As of today, in legal guardianship?

Unaccompanied Homeless Youth, or is Unaccompanied, At Risk of Homelessness, and Self-Supporting?

Unaccompanied and Homeless (General)?

Unaccompanied and Homeless (HS)?

Unaccompanied and Homeless (TRIO)?

Unaccompanied and Homeless (FAA)?

Other Circumstances: None of the Above

Unusual Circumstance?

Dependency Status Questions

FAFSA	Update
Independent	
	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>
No	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>
	<Choose One>

1

Student

Student Spouse

2

Parent

Parent Spouse

Federal Tax Information (ETIM) - CHU//SP-TAX

NJFAMS Verification

Establish Family Size

- 1 Under the Self-Reported region, go to *Updated Family*
 - For Dependents: Look under **Parent** and **Parent Spouse**
 - For Independents: Look under **Student** and **Student Spouse**
 - If blank, go to *View All ISIR Records*
- 2 In the ISIR, use **AssumedParentsInFamily** (for Dependents and Independents)
 - If blank, go back to the verification screen and go to FTIM region

1

Updated Family Size	1		

2

FAFSA Information		Receipt Date: 6/26/2025
View All ISIR Records		
AssetProtectionAllowance		
AssumedParentsInFamily		
AssumedParentTwoIncomeFromWork		

NJFAMS

Verification:

Establish Family Size

3

In the **FTIM** region, check Number of Exemptions (Student/Parent)

- For Dependent: Under **Parent** and **Parent Spouse** add *Number of exemptions (Parent)* and *Number of exemptions (Parent Spouse)*
- For Independent: Under **Student** and **Student Spouse**, add *Number of exemptions (Student)* and *Number of exemptions (Student Spouse)*
 - If blank, look at *Marital Status*

4

If all the above are blank, determine family size by reviewing *Marital Status*

- For Dependent: If parent is married, assume family size is 3 (i.e., 2 parents + 1 student). If parent is single, assume family size is 2 (i.e., 1 parent + 1 student)
- For Independent: If married, assume family size of 2 (1 student + 1 spouse). If single, assume family size of 1 (student only) (Note: If a # appears in the "Agency Update" column, you must use this information instead of the # in the "FASFA" column.)

Note: If information appears in the "**Agency Update**" area, you must use this information instead of the information in the "FASFA" information area.

3

	Student	Student Spouse	Parent	Parent Spouse
Federal Tax Information (FTIM) - CUI//SP-TAX				
Returned Tax Year	2024			
Filing status code	Single			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Adjusted Gross Income	2375			
Number of exemptions	0			
Number of dependents	0			

4

	Student	Student Spouse	Parent	Parent Spouse
Federal Tax Information (FTIM) - CUI//SP-TAX				
Returned Tax Year	2024			
Filing status code	Single			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Adjusted Gross Income	2375			
Number of exemptions	0			
Number of dependents	0			

NJFAMS Verification

Verify Financial Eligibility (Gross Income)

Once you have established Dependency and family size, you must determine Gross Income

- Review the *IRS response code* and Marital Status.
 - For Dependent: Check under **Parent** and **Parent Spouse** columns. If IRS response code = 200, use **FTIM** info. If other than 200 or blank, use Self-reported
 - For Independent: Check under **Student** and **Student Spouse** columns. If IRS response code = 200, use **FTIM** info. If other than 200 or blank, use Self-reported.
- For EOF purposes to calculate Gross Income the process may slightly vary based on the above indicated information. Please see the [EOF Family Size and Financial Eligibility Review Chart](#) for additional guidance.

	Student	Student Spouse	Parent	Parent Spouse
Federal Tax Information (FTIM) - CUI//SP-TAX				
Returned Tax Year	2024			
Filing status code	Single			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Adjusted Gross Income	2375			
Number of exemptions	0			
Number of dependents	0			
Total income earned amount	2556			
Total tax paid amount	361			
Untaxed IRA distributions	0			
IRA deductible and payments	0			
Tax exempt interest	0			
Untaxed pensions amount	0			
Schedule C net profit/loss	2556			
Filed Schedule C?	Yes			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Schedule A indicator	No			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Schedule B indicator	No			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Schedule D indicator	No			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Schedule E indicator	No			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Schedule F indicator	No			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
Schedule H indicator	No			
	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼	<Choose One> ▼
IRS response code	200-Successful Request			

NJFAMS Verification

Verify Financial Eligibility (Assets)

Review Assets for Current Year

- Add total amounts for areas below. Please be sure to follow the instructions provided in previous slides regarding which column(s) to review based on dependency status.
 - Cash, savings, checking
 - Investments
 - Business/Investment Farm

Assets	Student			Parent		
Cash, savings, checking	Curr Yr:	Prior Yr: 0		Curr Yr:	Prior Yr: 0	
Investments	Curr Yr:	Prior Yr: 0		Curr Yr:	Prior Yr: 0	
Business/Investment Farm	Curr Yr:	Prior Yr: 0		Curr Yr:	Prior Yr: 0	

NJFAMS Verification: Payment History

EOF screen:

TAG Full-time Awards: 0		TAG Part-time Awards: 0		Tax Verification Indicator:		Dependency Status: Independent	
EOF Full-time Awards: 0		EOF Part-time Awards: 0		EOF Previous College:		EOF Term of First Entry:	
GEOF Full-time Awards: 0		GEOF Part-time Awards: 0		GEOF Previous College:		GEOF Term of First Entry:	
Housing Status: <Choose One>		Admission Type: <Choose One>		Ethnicity: <Choose One>		Gender: <Choose One>	
School Program: <Choose One>		Discretionary/Special Conditions: <Choose One>		EOF Enrollment Status: <Choose One>		EOF Approved: <Choose One>	
Historical Poverty Code: <Choose One>							
Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award	
★		GEOF	0	\$0.00	\$0.00	\$0.00	
✖		TAG		\$0.00	\$0.00	\$0.00	
Save							

Financial Aid screen:

Payment History		GSG Reported:	
Legacy Points (Prior to 11-12)		Total Terms GSG Reported: 0	
Program	Legacy Points	First Term GSG Reported: N/A	
CCOG	0		
EOF	0		
GEOF	0		
GSG	0		
Summer TAG	0		
TAG	0		
GO-TESU Summer 2023 Payment Points: 0			
GO-TESU Summer 2024 Payment Points: 0			
This student currently has no disbursements			
Program Points Totals			
Program	Total Points		
CCOG	0		
EOF	0		
GEOF	0		
GO-TESU	0		
GSG	0		
Summer TAG	0		
TAG	0		

Special Definitions & Troubleshooting

Symbols, Ineligibility, Non-Funded, Less than FT graduating senior, Students at another institution, Ycode, EOF not approved

Program Status and Certification Icons

-  **Qualified:** FAFSA or scholarship application received; student meets all eligibility requirements
-  **Incomplete:** FAFSA or scholarship application received, student has not answered NJ Additional Application questions or tasks are outstanding for scholarship application
-  **Ineligible:** student does not meet one or more eligibility requirements
-  **Selected:** student is qualified and has been selected for an award but the award has not been processed yet (HESAA Scholarship)
-  **Awarded:** student has been Qualified for an award
-  **Paid:** Award has been paid
-  **Refund Due:** Award was reduced or canceled after it was paid; funds have not yet been returned
-  **Certified:** Student has been certified by the school

Eligibility Review: NJFAMS Ineligibility Reasons

Ineligibility reasons
will be posted here.

STATUS DETAILS

GEOF:

- Student is ineligible:
- Income exceeds maximum annual household income
- Student is not a state resident

Close **Override**

Form Fields:

TAG Full-time Awards: 0 TAG Part-time Awards: 0 TAG Verification Indicator: Dependency Status: Grade Level: Master's or doctorate program (MA, MBA, MD, JD, PhD, EdD, etc.)

EOF Full-time Awards: 0 EOF Part-time Awards: 0 EOF of First Entry: EOF Last Funded:

GEOF Full-time Awards: 0 GEOF Part-time Awards: 0 GEOF of First Entry: GEOF Last Funded:

Housing Status: <Choose One> Admission Type: <Choose One>

School Program: <Choose One> Discretionary/Special Conditions: <Choose One> EOF Enrollment Status: <Choose One> EOF Approved: <Choose One>

Historical Poverty Code: <Choose One>

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
		GEOF	0	\$0.00	\$0.00	\$0.00
		TAG		\$0.00	\$0.00	\$0.00

Save

If Eligible, select
"Eligible for EOF" in
EOF Approved

Always verify and
check the student's
eligibility status.
Ineligibility reasons
will be posted here.

Ineligibility Reason: “EOF award not approved”

- If “EOF award not approved” is the only reason that a student appears as ineligible, you may be able to award this student.
- The following steps may help remove that ineligibility reason:
 - First, check the student’s profile to ensure that they meet all eligibility requirements (e.g., financial eligibility, residency, completed application, etc.).
 - Second, if you have verified that the student appears to be eligible in NJFAMS, then change the status in EOF Approved to "Eligible for EOF" and award the student.
- Awarding of the student will force the system to re-screen the student’s eligibility.
- If everything is in order, then the student’s status should switch to “Qualified” status, and their award should appear on their account.
- **If it does not go through, then contact your EOF program liaison and we will investigate the matter further**

Reminder: **Funded** vs. **Non-Funded**

There are only two types of students who can be on your EOF roster- **Funded** or **Non-Funded**

1. A student who receives Article III Academic Year grant funds is classified as a **Funded** student.
2. A student who has received an Academic Year Article III grant award during a previous academic year, but is now financially ineligible, can only be supported as a **Non-Funded** student.
3. NJ GEAR UP, NJ College Bound, and TRIO Students who are not financially eligible can be supported as a **Non-Funded** student.
4. Student who do not meet the financial eligibility criteria to receive an initial EOF grant are deemed **ineligible** for EOF.
5. EOF Campus programs should consistently review NJFAMS for students under verification and monitor their status.

“Awarding” Non-Funded Students

- Select “Non-funded” from the Admission Type.
- EOF Term Amount must be zero.
- Select Eligible for EOF under EOF Approved.

Grade Level: 4th year/senior	Dependency Status: Dependent	Previous College: RAMAPO COLLEGE OF NEW JERSEY	Term of First Entry: Fall 2018-2019	Last Funded: Spring 2020-2021
EOF Full-time Awards: 6	EOF Part-time Awards: 0	TAG Full-time Awards: 6	TAG Part-time Awards: 0	Tax Verification Indicator: N
Housing Status: Commuter	Admission Type: Non-funded	Ethnicity: Hispanic	Gender: Female	Discretionary/Special Conditions: <Choose One>
Historical Poverty Code: First-generation college student	School Program: <Choose One>	EOF Enrollment Status: Full-time > 11 credits	EOF Approved: Eligible for EOF	

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
★		EOF	0	\$0.00	\$0.00	\$1,400.00
👤		TAG		\$4,350.00	\$0.00	\$8,700.00

> Save

Note: If the student is financially ineligible but is eligible for Non-funded consideration, an appeal must be sent to OSHE/EOF

Less Than Full-Time EOF Graduating Senior

BLOOMFIELD COLLEGE (Fall)

[\(view\)](#)

Grade Level:
5th year/other undergraduate

EOE Full-time Awards:
4

Housing Status:
Commuter

Historical Poverty Code:
First-generation college student

Dependency Status:
Dependent

<Choose One>
 First time EOF
 EOF Renewal
 Non-funded
 Readmit
 Transfer
Less Than FT Graduating Senior

10% discretionary

Previous College:
BLOOMFIELD COLLEGE

TAG Full-time Awards:
4

Ethnicity:
Black

School Program:
<Choose One>

Term of First Entry:
Fall 2014-2015

TAG Part-time Awards:
0

Gender:
Female

EOF Enrollment Status:
Full-time > 11 credits

Last Funded:
Spring 2017-2018

Tax Verification Indicator:
N

EOF Approved:
Eligible for EOF

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
★		EOF	1300	\$0.00	\$0.00	\$1,300.00
★		TAG		\$6,343.00	\$0.00	\$12,686.00

Save

Previous

Page 1

Next

[\(expand all\)](#)

[\(contract all\)](#)

If a student has a history of receiving GOF, is less than FT in their final semester, and meets all other eligibility requirements they

If a student has a history of receiving GOF, is less than FT **in their final semester**, and meets all other eligibility requirements, they may be eligible for a FT payment as a PT student.

BLOOMFIELD COLLEGE (Fall)

[\(view\)](#)

Grade Level:
 5th year/other undergraduate

Dependency Status:
 Dependent

Previous College:
 BLOOMFIELD COLLEGE

Term of First Entry:
 Fall 2014-2015

Last Funded:
 Spring 2017-2018

EOF Full-time Awards:
 4

EOF Part-time Awards:
 0

TAG Full-time Awards:
 4

TAG Part-time Awards:
 0

Tax Verification Indicator:
 N

Housing Status:
 Commuter

Admission Type:
 Less Than FT Graduating Senior

Ethnicity:
 Black

School Program:
 <Choose One>

<Choose One>
 Full-time > 11 credits
 Three-quarter-time 9-11 credits
 Half-time 6-8 credits
Graduating Senior 3-5 credits

EOF Approved:
 Eligible for EOF

Historical Poverty Code:
 First-generation college student

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
		EOF	1300	\$0.00	\$0.00	\$1,300.00
		TAG		\$6,343.00	\$0.00	\$12,686.00

Save

Previous Page 1 Next (expand all) (contract all)

If a student is a less than FT graduating senior, please be sure to select "Graduating Senior 3-5 credits" under **EOF Enrollment Status**

If a student is a less than FT graduating senior, please be sure to select" under **EOF Enrollment Status.**

This is a terminal payment; the student MUST be made aware of that.

Attempting to award a student on another institution's roster

[Expand All](#)

KEAN UNIVERSITY

[Expand All](#)

Annual Award Summary:

Program	Major	Annual Award	Certified to Date	Paid to Date
EOF		\$0.00	\$0.00	\$0.00
TAG		\$4,688.00	\$0.00	\$0.00
TOTAL Awards		\$4,688.00	\$0.00	\$0.00

Fall of 2017-2018 Academic Year

Grade Level: 3rd year/junior Degree Program: 1st bachelor degree Enrollment Status: Full-time SAP: Yes Prior BA: No Prior AA: No Campus ID:

ESL/Remedial: No Graduating This Term: No Type of Leave: None Course of Study: Other Transfer Orders Verified: <Choose One>

Dependency Status: NJEI: 2745

Projected Year Change: Tax Verification Indicator: D - Complete - Award Decreased

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
		EOF		\$0.00	\$0.00	\$0.00
		TAG		\$2,344.00	\$0.00	\$4,688.00

[Save](#)

Spring of 2017-2018 Academic Year

Grade Level: 3rd year/junior Degree Program: 1st bachelor degree Enrollment Status: Full-time SAP: Yes Prior BA: No Prior AA: No Campus ID:

ESL/Remedial: No Graduating This Term: No Type of Leave: None Course of Study: Other Transfer Orders Verified: <Choose One>

Dependency Status: NJEI: 2745

Projected Year Change: Tax Verification Indicator: D - Complete - Award Decreased

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
		EOF		\$0.00	\$0.00	\$0.00
		TAG		\$2,344.00	\$0.00	\$4,688.00

[Save](#)

BROOKDALE COMMUNITY COLLEGE

ROWAN UNIVERSITY

MONTCLAIR STATE UNIVERSITY

WILLIAM PATERSON UNIVERSITY

[Show Additional Campuses](#)

Status Details

EOF:

- Student is ineligible:
- EOF award not approved
- EOF Not Approved At This Campus

[Close](#)

Email previous institution's EOF Director to ask them to remove student from their roster.

Spring only : Fall "Y" Certification Code (Cancelled – No Response)

- If you award a student for Spring and they do not appear in "Awarded" status after the EOF processing period, please check the student's Fall term.
- If a student did not receive an EOF grant for Fall and has a "Y" certification code (i.e. Cancelled – No Response), NJFAMS will not process the Spring award until this code is removed from Fall.
- Please **contact your program liaison and request to have this code temporarily removed for Fall**, so the student's Spring grant can be processed.

Fall of 2025-2026 Academic Year

Grade Level: Other Undergraduate (junior year or senior year) Enrollment Status: Full-time SAP: Yes No Prior BA: No Prior AA: No Campus Student ID:

ESL/Remedial: No Graduating This Term: No Type of Leave: None Course of Study: Other Transfer Orders Verified: <Choose One>

Dependency Status: NJEI: 379 Program of Study: Regular 3 + 1 Program: No Bridge Year Program: No GSG: No

Projected Year Change: Tax Verification Indicator: I - Complete - Award Increased GSG Tuition & Fees: Regular Tuition

Pell Grant Received: \$ Institutional/Other Aid Received: \$ All State Aid Received: \$

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award	Spring 2020 Payment Waiver
X	Y	EOF		\$0.00	\$0.00	\$425.00	No
X	Y	GSG		\$0.00	\$0.00	\$0.00	No
X	Y	TAG		\$0.00	\$0.00	\$5,523.00	No

Save

Spring of 2025-2026 Academic Year

Grade Level: Other Undergraduate (junior year or senior year) Enrollment Status: Full-time SAP: Yes No Prior BA: No Prior AA: No Campus Student ID:

ESL/Remedial: No Graduating This Term: No Type of Leave: None Course of Study: Other Transfer Orders Verified: <Choose One>

Dependency Status: NJEI: 379 Program of Study: BioMed/Health 3 + 1 Program: No Bridge Year Program: No GSG: No

Projected Year Change: Tax Verification Indicator: I - Complete - Award Increased GSG Tuition & Fees: Regular Tuition

Pell Grant Received: \$ Institutional/Other Aid Received: \$ All State Aid Received: \$

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award	Spring 2020 Payment Waiver
Y		EOF		\$425.00	\$0.00	\$425.00	No
X		GSG		\$0.00	\$0.00	\$0.00	No
S	A	TAG		\$5,523.00	\$5,523.00	\$5,523.00	No

Save

EOF Financial Eligibility Notables

- A **dependent student's** income and assets shall not be considered in the gross household income.
- Ineligibility for TAG should not be automatically associated with ineligibility for EOF.
- An applicant whose household receives Temporary Assistance for Needy Families (TANF) and/or Supplemental Social Security Income (SSI) as the sole means of support are eligible regardless of the amount of such support.
- In determining financial eligibility for an Article III student grant, **separation or divorce, or the disability or death of a wage earner for the academic year for which eligibility is being determined**, with a concomitant decrease in household income below the EOF Income Eligibility Scale, **does not automatically satisfy the financial eligibility requirement**.
- **If an applicant believes that their reported household income and/or assets do not accurately reflect their current financial profile, they will need to work with the institution's Financial Aid Office** to rectify this matter. The OSHE/EOF office does not make or review any adjustment appeals. Additionally, the OSHE/EOF office cannot tell you if you can admit a student. We can only articulate if a student appears to be financially eligible via NJFAMS.

Roster Submission

Roster Certification Submission Process

- Ensure that all students have been awarded
- Students must appear on your “EOF Approved and Eligible” Roster. Download this file and remove all columns except:
 - 1) Student ID
 - 2) Academic Year
 - 3) Term Description
 - 4) School Code
 - 5) School Name
 - 6) Last Name
 - 7) First Name
 - 8) Birth Date
 - 9) Program Status
 - 10) EOF Annual Award
 - 11) EOF Term Amount
 - 12) Grade Level
 - 13) Dependency Status
 - 14) EOF Full-time Awards
 - 15) EOF Part-time Awards
 - 16) Housing Status
 - 17) Admission Type
 - 18) Historical Poverty Code
- Send this CSV file and your EOF Roster Certification form to EOF@oshe.nj.gov with a copy to your program liaison.

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
	State Verification Not Complete	PDF	Online	Download
	Approved, Eligible and Certified	PDF	Online	Download
	Certified and Not Paid	PDF	Online	Download
	Paid	PDF	Online	Download
	Refund Due	PDF	Online	Download
	Ineligible	PDF	Online	Download
	Incomplete	PDF	Online	Download
	All Students	PDF	Online	Download

EOF Roster Processing Form

https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml

— EOF Forms and Other Reports

- EOF Contract Attachment B1 - Program Goals & Objectives 
- EOF Contract Attachment B2 - Summer Program 
- EOF Contract Attachment B3 - AY Art. IV Program Support 
- EOF Special Project B4 - Budget Application 
- EOF Special Project Application - Narrative Form 
- EOF Contract Attachment B5 – Winter Session 
- NJFAMS EOF ACCESS FORM 
- NJFAMS EOF Approved and Eligible Roster Processing Request Form
- EOF Student Appeal Form 
- EOF Pending Verification Form 



EDUCATIONAL OPPORTUNITY FUND (EOF)
NEW JERSEY FINANCIAL AID MANAGEMENT SYSTEM (NJFAMS)
EOF CAMPUS PROGRAM UNDERGRADUATE APPROVED AND ELIGIBLE ROSTER
PROCESSING REQUEST FORM
Office of the Secretary of Higher Education
PO Box 542
Trenton, New Jersey 08625

All documents must be submitted via email to the EOF Central Office. This form may be submitted in either a PDF, MS Word or JPEG image format to all identified individuals below. In addition to this form, programs must submit an electronic copy of your EOF "Approved and Eligible" roster. This roster should include all students with whom you are requesting for the EOF Central Office to move from a "qualified" to "awarded" status within NJFAMS. The EOF "Approved and Eligible" roster must be downloaded from the EOF portal within NJFAMS as a CSV file (Excel document) and must accompany the EOF Award Processing form. The excel document must be reviewed prior to submission and must reflect the accurate demographic and award information for all selected students. Students who are listed as either incomplete or under verification within NJFAMS should not be included.

Certifications must be received by 12:00 pm (EST) on the identified roster processing date.

A copy of the above described roster must be e-mailed to the OSHE/EOF Central Office with this form.

EMAIL TO: OSHE/EOF (EOF@oshe.nj.gov)

Please also copy your program liaison:

Dr. Hasani Carter (hasani.carter@oshe.nj.gov)
Peter Collazo (peter.collazo@oshe.nj.gov)
Hema Patel (hema.patel@oshe.nj.gov)
Dr. Stephanie Shanklin (stephanie.shanklin@oshe.nj.gov)

INSTITUTION: _____
PROGRAM: _____
DATE: _____

I hereby certify, as a representative of the educational institution named above, that the submitted roster has been reviewed for accuracy, processed in accordance with the instructions provided, and that payments requested for eligible students are in compliance with the Educational Opportunity Fund regulations. Any student requested to be approved as Non-Funded will have a zero (\$0) dollar amount within the grant award line. Students on this roster meet the standards of academic performance and progress required by this institution. Upon approval of the EOF Central Office, the above institution also recognizes that it is responsible for certifying and requesting payment by all indicated deadlines.

_____ (EOF Director – E-Signature)	_____ (Telephone Number)
_____ (EOF Director – Print)	_____ (Date)
_____ (Financial Aid Director – E-Signature)	_____ (Telephone Number)
_____ (Financial Aid Director – Print)	_____ (Date)

Roster Certification Process and Deadlines



Programs must submit all rosters for processing by no later than 12pm on the deadline date indicated on the EOF Student Selection, Awarding, and Payment Processing Calendar.



Students **cannot** be awarded without EOF Central Office approval after that deadline date.



Other deadline dates included on the processing calendar:

- Discretionary and Non-Funded Appeals
- EOF Certification and Payment Request
- EOF Grant Consideration



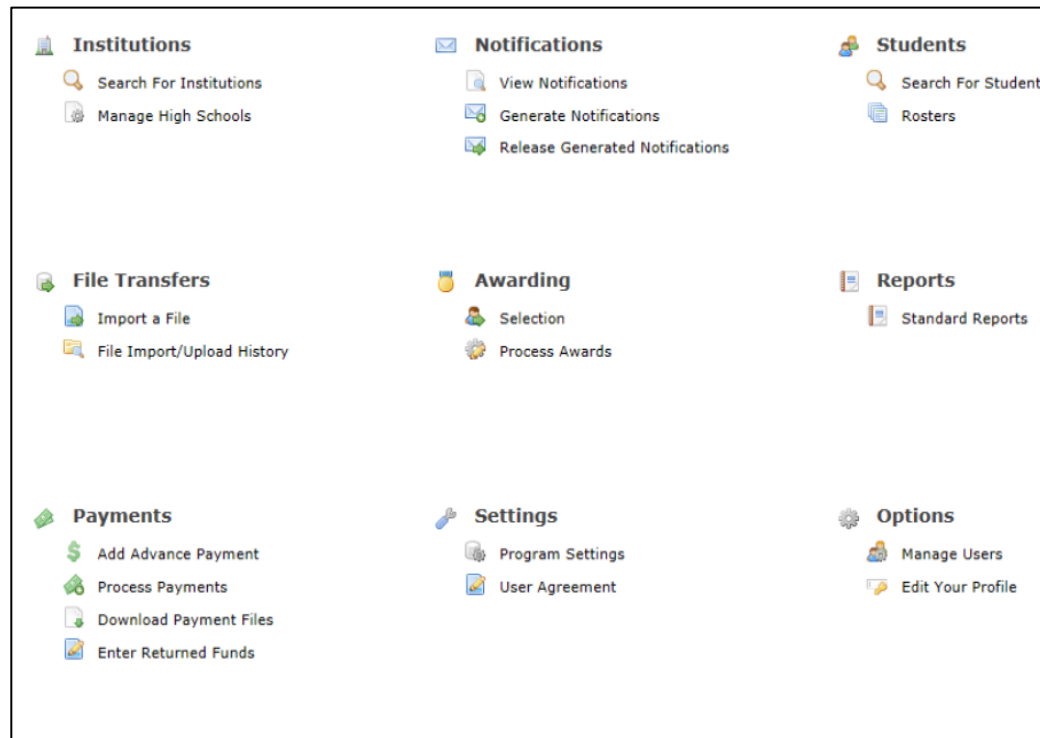
Rosters are typically processed by the EOF Central Office within 48 hours after the Thursday deadline.

Financial Aid Portal

FINANCIAL AID PORTAL

CERTIFYING AND REQUESTING PAYMENT

Region to Certify and Request Payment



The Financial Aid liaison must go to *Search for Students* to locate the students that need to be certified

Region to Certify and Request Payment

- Each participating institution's Financial Aid Office (FAO) must certify all EOF students (including Non-Funded) before submitting a request for payment.
- FAO are advised to complete this step on Monday or Tuesday, after Roster submission on Thursday.
- Access to the Financial Aid side of NJFAMS where your institution certifies and requests payment is managed by the institution's FAO.
- The institution will be held accountable for the payment owed to the student., if deadlines are not followed.

[HOME](#) > Institutional Request Payment

Payment has been requested.

Payment Verification						Requested but Not Paid: \$625.00 - Not Yet Requested: \$0.00		
☐	Program	Term	Certified Amount	Refunds Pending	Net Payment Due	Request Date	Status	View Details
☒	EOF	Spring	\$625.00	\$0.00	\$625.00	7/15/2020 8:52:27 AM	Requested	Details

Selected Payments

Total of payments currently selected for this request: \$0.00

[Request Payment](#)

[Return to Main Menu](#)

From “Awarded” to “Paid” Status

1 Once FAO has certified and requested payment, EOF Central Office will move students to “Paid” status

2 Students will be converted to “Paid” status at the end of each semester by EOF Central Office.

- Since EOF Central Office has sent Article III grant funds to your Institution, students can receive funds after FAO certifies and requests payment throughout the semester.

*If this impacts a student's financial aid package, please contact your liaison.

1

☐ Process Payments	All Programs	Pending: \$112,835,846.00
Payments Selected: You have selected \$0 in payments to be processed.		
Process Payments		
☒ ATLANTIC CAPE COMMUNITY COLLEGE	002596	Pending \$1,012,186.00
☐ TAG	Spring	Certified Amount \$976,249.00 Refunds Pending \$16,491.00 Amount Requested \$959,758.00 Advance Payment Balance \$0.00 Payment Amount \$959,758.00 Requested Date 02/15/2018 Method Electronic Funds Transfer (EFT) Details
☐ EOF	Spring	Certified Amount \$35,937.00 Refunds Pending \$0.00 Amount Requested \$35,937.00 Advance Payment Balance \$0.00 Payment Amount \$35,937.00 Requested Date 02/15/2018 Method Electronic Funds Transfer (EFT) Details
☒ BERGEN COMMUNITY COLLEGE	004736	Pending \$2,060,986.00
☐ TAG	Spring	Certified Amount \$1,800,260.00 Refunds Pending \$857.00 Amount Requested \$1,799,403.00 Advance Payment Balance \$0.00 Payment Amount \$1,799,403.00 Requested Date 02/28/2018 Method Electronic Funds Transfer (EFT) Details
☐ STARS	Spring	Certified Amount \$149,316.00 Refunds Pending \$4,525.00 Amount Requested \$144,791.00 Advance Payment Balance \$0.00 Payment Amount \$144,791.00 Requested Date 02/22/2018 Method Electronic Funds Transfer (EFT) Details
☐ EOF	Spring	Certified Amount \$111,410.00 Refunds Pending \$0.00 Amount Requested \$111,410.00 Advance Payment Balance \$0.00 Payment Amount \$111,410.00 Requested Date 02/28/2018 Method Electronic Funds Transfer (EFT) Details
☒ BERKELEY COLLEGE	007502	Pending \$6,614,884.00
☒ BROOKDALE COMMUNITY COLLEGE	008404	Pending \$1,296,048.00
☒ CALDWELL UNIVERSITY	002598	Pending \$2,907,284.00
☒ CAMDEN COUNTY COLLEGE	006865	Pending \$176,750.00
☒ CENTENARY UNIVERSITY	002599	Pending \$1,727,549.00
☒ COLLEGE OF SAINT ELIZABETH	002600	Pending \$1,881,459.00
☒ COUNTY COLLEGE OF MORRIS	007106	Pending \$423,908.00
☒ CUMBERLAND COUNTY COLLEGE	002601	Pending \$235,603.00

2

Grade Level: 1st year, never attended college	Degree Program: Assoc. deg. (gen. ed./transfer)	Enrollment Status: Full-time	SAP: Yes			
ESL/Remedial: No	Graduating This Term: No	Type of Leave: None	Course of Study: Other			
Dependency Status: Independent		Tax Verification Indicator: N - Not Selected for State Verification				
Projected Year Change: Base Year Change						
Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
 	A,	EOF		\$525.00	\$525.00	\$525.00
Save						

Students should show up as “Paid”

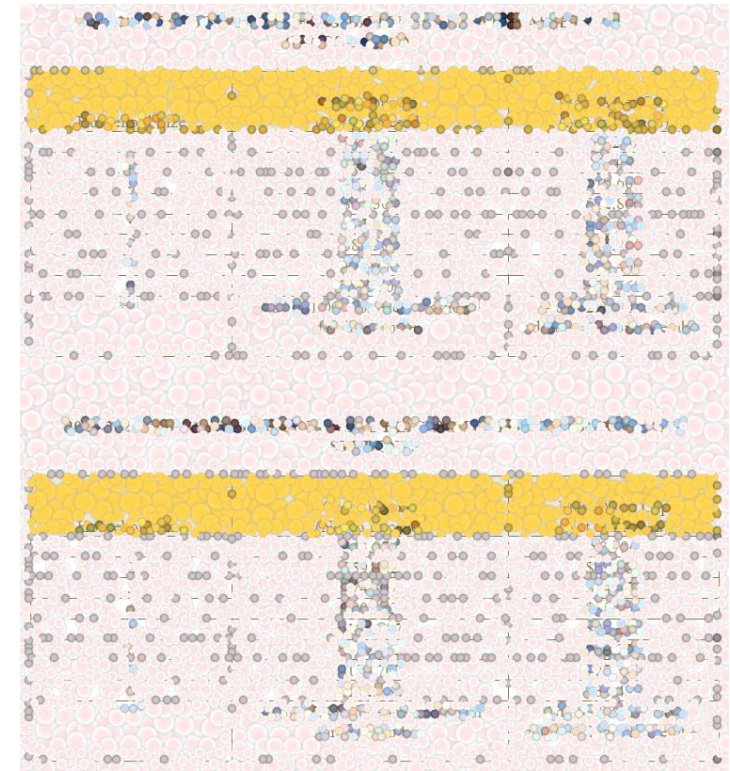
Grade Level: 1st year, never attended college	Degree Program: Assoc. deg. (gen. ed./transfer)	Enrollment Status: Full-time	SAP: Yes	Prior BA: No	Prior AA: No	Campus ID: 														
ESL/Remedial: No	Graduating This Term: No	Type of Leave: None	Course of Study: Other	Transfer Orders Verified: <Choose One>																
Dependency Status: Independent		Tax Verification Indicator: N - Not Selected for State Verification		NJEI: 2150																
Projected Year Change: Base Year Change																				
<table><thead><tr><th>Status</th><th>Certification Codes</th><th>Program</th><th>New Term Amount</th><th>Term Award</th><th>Term Paid</th><th>Annual Award</th></tr></thead><tbody><tr><td> </td><td>A.</td><td>EOF</td><td></td><td>\$525.00</td><td>\$525.00</td><td>\$525.00</td></tr></tbody></table>							Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award	 	A.	EOF		\$525.00	\$525.00	\$525.00
Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award														
 	A.	EOF		\$525.00	\$525.00	\$525.00														
																				

- Students will be converted to Paid status at the end of each semester by OSHE.
- Since OSHE has sent Article III grant funds to your Institution, students can receive funds after FAO certifies and requests payment throughout the semester.
- If this impacts a student's financial aid package, please contact your liaison.

Discretionary and Non-funded Appeals

Discretionary Scale

- The EOF campus administrator/director has the discretion to admit **up to 10% of the annual class of initial students** in the Discretionary Range
 - These students may have a family income that is 281% above Federal poverty guidelines, and have assets that do not exceed 20% of the maximum income allowance per household size, as published annually by the Federal government.
 - Discretionary admit students shall also meet all eligibility provisions of N.J.A.C. 9A:11-2.2
- If an applicant's reported household income and assets exceeds the maximum allowable limit for discretionary consideration, then by regulation, the student is financially ineligible to receive an EOF grant award.



EOF Non-Funded and Discretionary Appeals Form



— EOF Forms and Other Reports

- EOF Contract Attachment B1 - Program Goals & Objectives 
- EOF Contract Attachment B2 - Summer Program 
- EOF Contract Attachment B3 - AY Art. IV Program Support 
- EOF Special Project B4 - Budget Application 
- EOF Special Project Application - Narrative Form 
- EOF Contract Attachment B5 – Winter Session 
- NJFAMS EOF ACCESS FORM 
- NJFAMS EOF Approved and Eligible Roster Processing Request Form
- EOF Student Appeal Form 
- EOF Pending Verification Form 

- All appeals must be sent directly to your EOF program liaison starting in August/January.
- Check the Roster Processing Calendar for Semester deadlines for Appeals
- Only an EOF program liaison or the EOF Executive Director has the authority to approve an appeal.
- Due to the number of appeals received, programs are limited to 25 students per appeal/per business day.

Appeal Form

New form:

H E S A I D #	First Name	Last Name	Year in College	Enrollment Status	Dependency Status	# in household	Marital Status	Adjusted Gross Income Student/Parent (\$)	Adjusted Gross Income Spouse/Parent (\$)	FTIM Section: Untaxed Pension Only include this information if the IRS Response Code is 200	FTIM Section: Untaxed IRA Distribution Only include this information if the IRS Response Code is 200	FTIM Section: IRA Deductible and Payments Only include this information if the IRS Response Code is 200	FTIM Section: Tax Exempt Interest Income Only include this information if the IRS Response Code is 200	Untaxed Income Section (\$) (Note: If IRS Code is 200, the amounts listed for the areas highlighted columns L-0 on this form may be excluded from this total.)	Child Support	Total Gross Income (Adjusted Gross Income + Untaxed Income) (\$)	Total Assets (\$)	# of previous EOF Full-time Awards	# of previous EOF Part-time Awards	Requesting student to be coded as non-funded (Y/N)	Did the student participate in the NJ GEAR UP, College Bound, TRIO program? (Y/N)	Action Taken (EOF CENTRAL STAFF ONLY)	Comments (EOF CENTRAL STAFF ONLY)



Example: Filling in the Appeal Form

Grade Level: Other Undergraduate (Junior year or senior year)	Dependency Status: Dependent	Previous College: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY	Term of First Entry: Fall 2021-2022	Last Funded: Spring 2023-2024
EOF Full-time Awards: 6	EOF Part-time Awards: 0	TAG Full-time Awards: 6	TAG Part-time Awards: 0	Tax Verification Indicator:
Housing Status: Resident	Admission Type: EOF Renewal	Ethnicity: Hispanic	Gender: <Choose One>	Discretionary/Special Cond
Historical Poverty Code: First-generation college student		School Program: Rutgers - School of Arts & Sciences - 01	EOF Enrollment Status: Full-time > 11 credits	EOF Approved: <Choose One>

Status	Certification Codes	Program	EOF Term Amount	Term Award	Term Paid	Annual Award
		EOF	0	\$0.00	\$0.00	\$0.00
		TAG		\$4,084.00	\$0.00	\$8,168.00

Save

- 1) Fill out all demographic data on the EOF Portal Screen before submitting your appeal.
- 2) Non-funded students must be coded as "Non-funded" in Admission Type
- 3) Use the portal to identify:
 - Year in college
 - Enrollment status (must match Financial Aid)
 - Number of full-time/part-time payments

Submission Requirements

OSHE/EOF Central Office requests programs be mindful of your roster appeal submission efforts



Discretionary and Non-Funded appeals must be submitted using the updated form to your EOF program liaison with a CC to EOF Executive Director, Dr. Hasani Carter.



Identify Discretionary, Non-funded, SAP students early and submit your appeals throughout the semester, before the Fall/Spring deadlines.



Submit your appeal forms in small batches (<25 students per form/day).



Monitor your compliance of the 10% discretionary rule for initials. (Initial: any student who is receiving their 1st EOF academic year grant, including transfers).



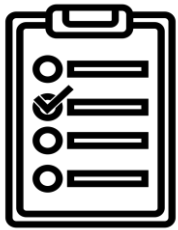
Programs are responsible for managing the accuracy of their roster.



Due to the volume of appeals, it may take a week or more for our office to review and process a program's appeal.

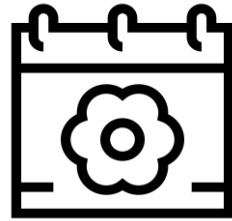
Pending Verification

EOF Pending Verification Form



At the conclusion of each semester, if a student is pending verification (federal, state, institution) and has not cleared by the final roster deadline, submit the student's name and the appropriate information to OSHE/EOF on the Pending Verification Form.

Note: Do not send this form until the last roster processing date.



This is especially important during the Spring term due to the Fund's lack of carry forward ability and the need to sweep all accounts in March.



It is the responsibility of the EOF campus program to monitor and notify OSHE/EOF when a student successfully clears verification.



Programs that fail to properly submit the appropriate information are subject to covering the grant award for each student not properly accounted for.

EOF Pending Verification Form

[illegible]

Closing

MEMORANDUM 16:26 7/23/26

Beginning with the 2026-2027 academic year, financial aid offices should not include any EOF awards in the “last dollar” calculation of CCOG or GSG when determining and certifying the final award amounts for both programs.

- EOF can be used to support educational expenses, such as books, commuting costs, room/board, beyond tuition and fees covered through Pell, TAG, CCOG/GSG

Disbursement of AY Art. III Undergraduate Student Grant Funds

Institutions should divide their academic year Article III allocation in half (think Fall and Spring semester)

For the fall term, institutions will receive an advance payment = 75% of the first half of their allocation in the early portion of the Fall term. (Typically in September)

The Final Fall disbursement will be based on the campus program's "Paid" roster after the Final Roster Certification period. (Typically in January)

Spring semester advance payment will = 75% of the total Article III funds paid to the institution for the fall semester. (Typically in January)

Roster Processing Reminders

Unlike HESAA, **EOF does not have carry forward language**. This is why there are differences in our roster processing deadlines.

The **OSHE/EOF office must sweep all accounts during the Spring term** (End of March/Early April) and use the remaining balance of EOF Art. III and IV funds to help front fund the **EOF Summer Program**.

If an institution submits a payment request after the EOF payment request deadline for students who do not appear on the pending verification form, this payment may not be honored. ***The institution must provide in writing the justification for this late request.***

- If funds are available, the OSHE/EOF office will consider this request. However, this is not guaranteed. An institution may be held accountable for covering this payment due to failure to properly account for your students and adhere to the EOF payment processing procedures.

It is very important for an **institution to develop the appropriate internal process and procedures** to help prevent any roster processing errors.

Other Notables and Reminders

- When contacting OSHE/EOF for assistance with a student, **you must include:**
 - Student's HESAA ID#
 - Description of the issue
 - Any appropriate demographic & enrollment information
 - Amount (\$) to be awarded (if no amount is given, OSHE/EOF will only award \$100)
 - If an award needs to be cancelled after the roster has been closed, you must indicate if you want to make the student non-funded (if they are eligible for this allowance)
- Financial Aid should not use the EOF refund roster to accurately know the total amount owed to OSHE/EOF. This is due to how we remit payment using the "Paid" roster. Do not send any refunds for a particular academic year until after you have received your Academic Year Desk Audit.
- EOF vs. HESAA related issues that can be resolved by OSHE/EOF.
- NJFAMS is a useful tool for recruitment purposes. It should not be used as the primary source for recruitment.
- Participating institutions/EOF campus programs are responsible for accurate management of your program roster. This includes the accuracy of the roster (vs. institutional records) and the personnel who should have access.
- Submission of Pending Verification form is the responsibility of the EOF campus program Director.
- Final Enrollment Reports are used for the completion of the EOF Annual Report. These are typically sent to programs in August.

Resources

All OSHE/EOF Program Resources, Including EOF Regulations and EOF Campus Program Liaison Assignments, Can Be Accessed on the OSHE/EOF Website

OSHE/EOF Website

http://www.state.nj.us/highereducation/EOF/EOF_Program_Resources.shtml



QUESTIONS



Thank You!

We look forward to working with you