

## ***New Jersey Financial Aid Management System (NJFAMS)***

### ***EOF Selection, Awarding, Certification, and Payment Request Process***

The following information is intended to provide EOF campus programs and their respective Financial Aid office with instructions on how to select, award, certify, and request payment for identified EOF eligible candidates during the academic year. The EOF selection, awarding, certification and payment request process will require the attentive involvement of both the EOF campus program and their institution's financial aid office. Student selection and the ability to place an EOF Article III undergraduate grant award on their account can only occur within the EOF portal. Student certification and payment requests must occur within the institution's Financial Aid portal of NJFAMS. The EOF portal is a separate part of NJFAMS. Access to the EOF portal is facilitated by the EOF Central Office. It is the responsibility of the EOF campus program Director to identify and submit to the EOF Central Office a list of who should be granted access to the EOF portal. EOF campus program Directors should also be aware that each participating institution's Financial Aid Office (FAO) only has access to its institutional portal within NJFAMS and will need to be provided access to the EOF portal at the request of the campus EOF program Director.

**As a reminder, 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. Although EOF uses NJFAMS to assist in the processing of Academic Year (AY) EOF Article III undergraduate grants, it is very important that institutions are aware of this distinction and pay close attention to the processing dates for EOF.**

<p style="text-align: center;"><b><u>General Summary of the EOF selection, awarding, certification, and payment request process</u></b></p>
---

**Step 1:** Within the EOF portal of NJFAMS, the EOF campus program must review, select and award each candidate that will be supported during the academic year. Details regarding how to complete this process are contained within this document on pages 2 – 15. After this process has been completed, the EOF campus program must submit to the EOF Central Office a signed “EOF Approved and Eligible Roster Processing Request Form” and a copy of the program's “Approved and Eligible” roster. This roster should contain the list of EOF eligible students that the campus program is seeking to support.

**Step 2:** Once the signed “EOF Approved and Eligible Roster Processing Request Form” and EOF “Approved and Eligible” roster has been received by the EOF Central Office, the EOF Central Office will review the campus program's request and move those students that the EOF campus

program has given an Academic Year (AY) Article III undergraduate grant from a “Qualified” status to “Awarded” status.

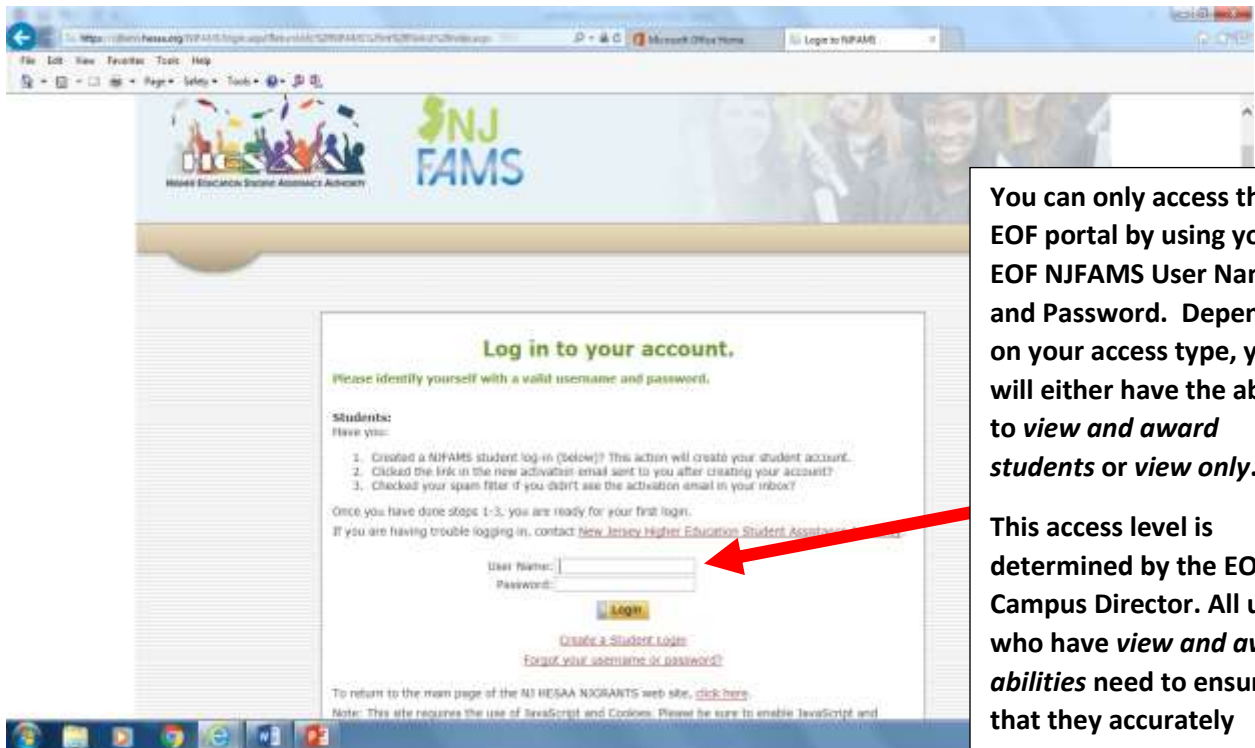
**Step 3:** After the EOF Central Office has completed its review and processing of a program’s roster, the EOF campus Director must work with the Financial Aid Office (FAO) at their institution to complete the certification and payment request process. This step can only be completed within the institution’s FAO portal of NJFAMS. Details regarding how to complete this process can be found on pages 16 – 19.

## Selecting and Awarding Students within NJFAMS

Access the EOF portal within NJFAMS by using the login credentials provided to your program by the EOF Central Office. User access must be provided by the EOF Central Office. Only the EOF campus program director can select which individuals at their institution may be granted access to the EOF portal (this includes members of the Financial Aid Office (FAO)). For any new EOF Directors, to obtain access, please contact Ms. Shakia Williams at [shakia.williams@oshe.nj.gov](mailto:shakia.williams@oshe.nj.gov).

All users with EOF Portal Access can enter the EOF region by visiting the following webpage:

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

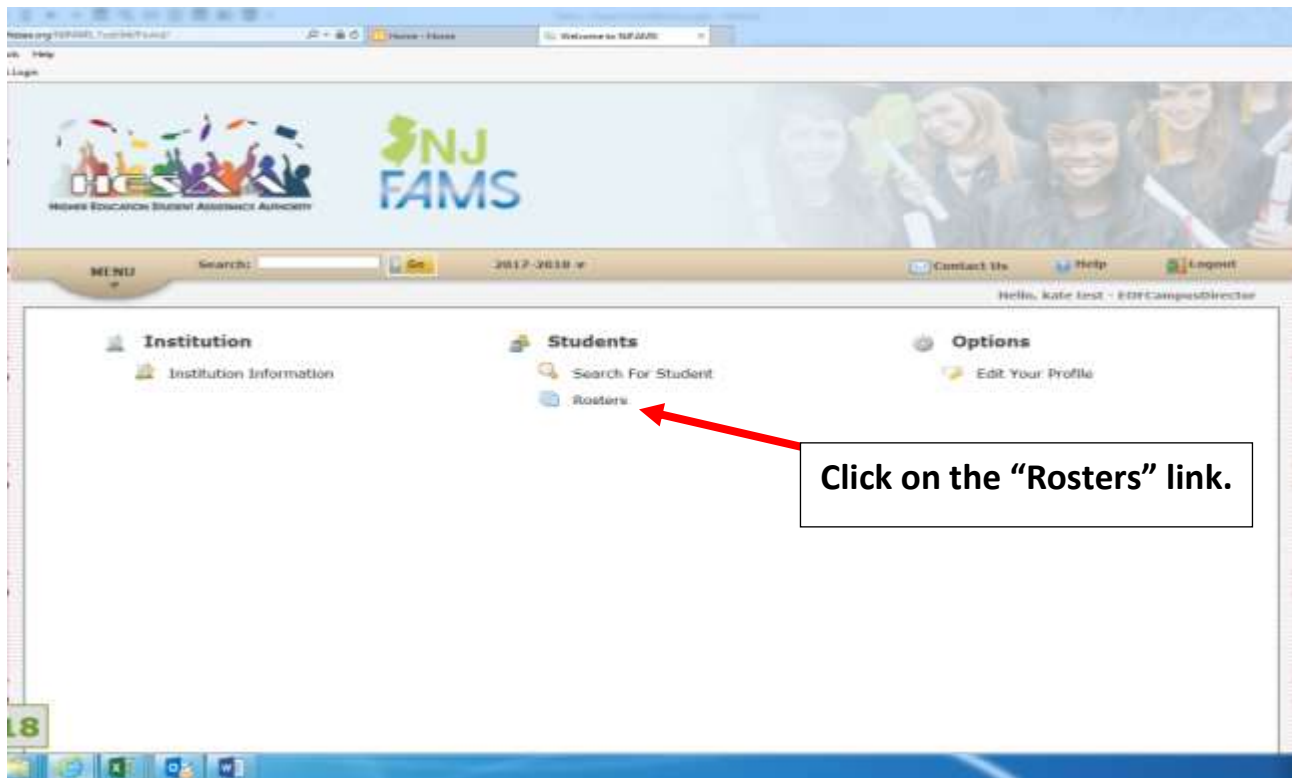


The screenshot shows a web browser window displaying the NJFAMS login page. The page has a header with the NJFAMS logo and the text 'New Jersey Higher Education Student Assistance Authority'. The main content area is titled 'Log in to your account.' and contains the following text: 'Please identify yourself with a valid username and password.' Below this, there is a section for 'Students' with instructions: '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?', and '3. Checked your spam filter if you didn't see the activation email in your inbox?'. It then says 'Once you have done steps 1-3, you are ready for your first login.' and 'If you are having trouble logging in, contact New Jersey Higher Education Student Assistance Authority'. There are two input fields for 'User Name:' and 'Password:', followed by a 'Login' button. Below the button are links for 'Create a Student Login' and 'Forgot your username or password?'. At the bottom, there is a note: 'To return to the main page of the NJ HESAA NOGRANTS web site, click here.' and 'Note: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your browser.' A red arrow points from the right side of the page to the 'Login' button.

**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 accurately process each student.**

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



Once you click on the “Rosters” link, you should be redirected to a page that looks like the one below.

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

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.**


18

For institutions with more than one EOF program, you may need to select the “All School Programs” option from the School Program drop down menu to locate your initial students. This menu box should appear directly above the “Term” box. In addition, you will need to select the “All Terms” option from the Term drop down menu.

You are currently working with the **2018-2019** 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:

Multi-campus Institutions Only

**EOF Approval Rosters - Action Required**

	View and Print (PDF)	Approve Online	Download File (CSV)
 EOF Approval	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

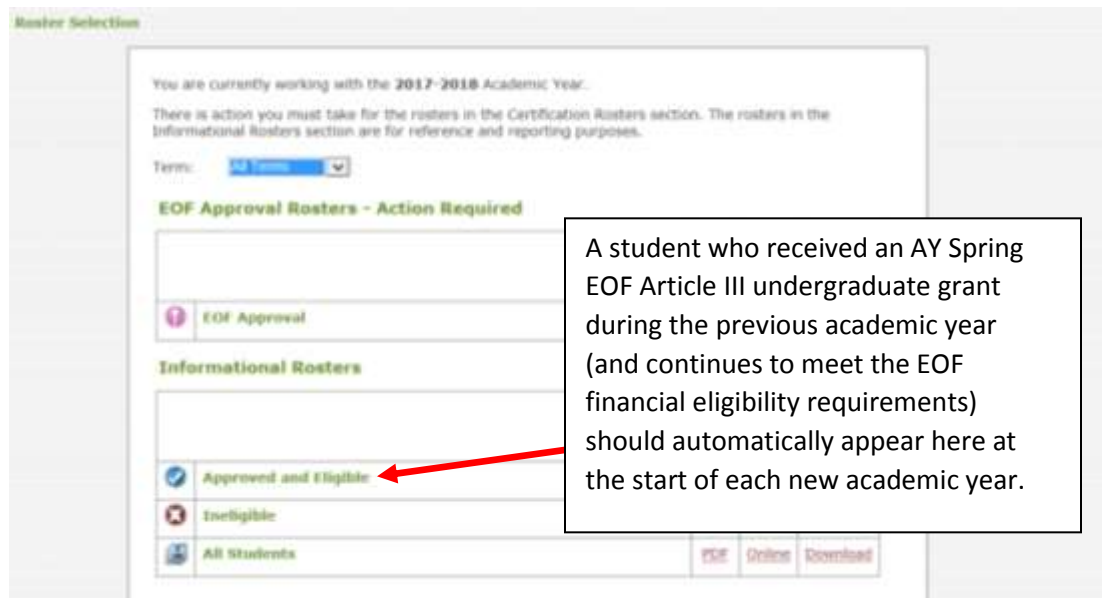
**Informational Rosters**

	View and Print (PDF)	View Online	Download File (CSV)
 Approved and Eligible	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 Ineligible	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 All Students	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

Once you have selected the appropriate information from the drop down menu at the top of the page, you can begin to locate students who are financially eligible for EOF.

### **Renewal Students**

For EOF purposes, a undergraduate renewal student is a student who previously has received an Academic Year (AY) Article III EOF undergraduate grant. A student who received an AY Spring EOF Article III undergraduate grant during the previous academic year should automatically appear on a program's EOF Approved and Eligible roster as a renewal student the following academic year. Renewal students that automatically appear on a program's Approved and Eligible roster must continue to meet the eligibility requirements for the Fund. If a student does not continue to meet the financial eligibility requirements for the Fund, they should appear on the Ineligible roster.

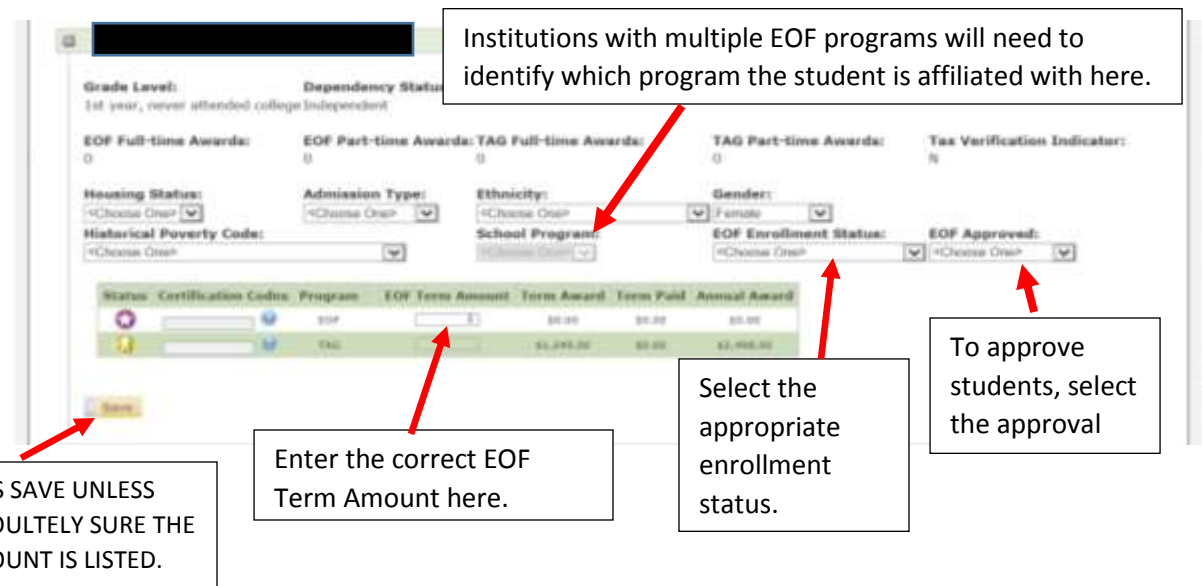


To begin searching, reviewing and updating the record for the students that appear on the EOF Approved and Eligible roster, go to the "View Online" column to the right and, select the link labeled "ONLINE". This should take you to a page where you will see a list of students who are considered part of the program's current academic year roster.

Once you have accessed the EOF Approved and Eligible 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.



You will then need to go through this list to review, update and award your students accordingly. Please ensure the demographic information (i.e. housing, admission type, ethnicity, gender, historical poverty code, etc.) is listed correctly. 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.





Renewal students who did not receive an EOF grant the previous Spring term will not automatically appear on a program's Approved and Eligible Roster at the start of each new Academic Year. These students may appear within a program's EOF Approval Roster, Ineligible Roster, or All Students Roster and will need to be updated accordingly (if eligible) in order to be relocated to a program's EOF Approved and Eligible roster.

Please be advised that renewal students that are automatically "flipped" onto a program's Approved and Eligible roster from the previous academic year, must still be reviewed for all other EOF eligibility requirements.

### Initial Students

For EOF purposes, an Initial student is a student who is receiving an AY EOF Article III grant for the first time. It should be noted that the term "Initial" is not synonymous with the word "first-year student", nor does it imply that the student is in his or her first year of college attendance. When attempting to locate and review an initial student, programs are advised to begin looking within their EOF Approval Roster first.

This roster should contain only those students who meet the EOF financial criteria and do not readily appear on a program's Approved and Eligible roster. If an initial student does not appear on this roster, programs should check to see if they are located within the Informational Rosters section on either the "Ineligible" roster or the "All Students" roster.

Please be advised that students found on the "EOF Approval" roster must still be reviewed for all other EOF eligibility requirements. 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.


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:

#### EOF Approval Rosters - Action Required

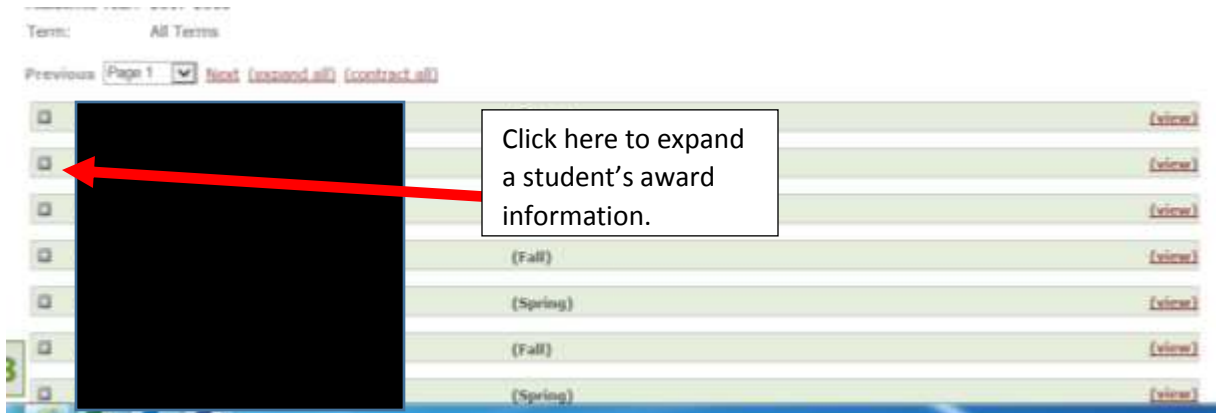
	View and Print (PDF)	Approve Online	Download File (CSV)
 EOF Approval	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

#### Informational Rosters

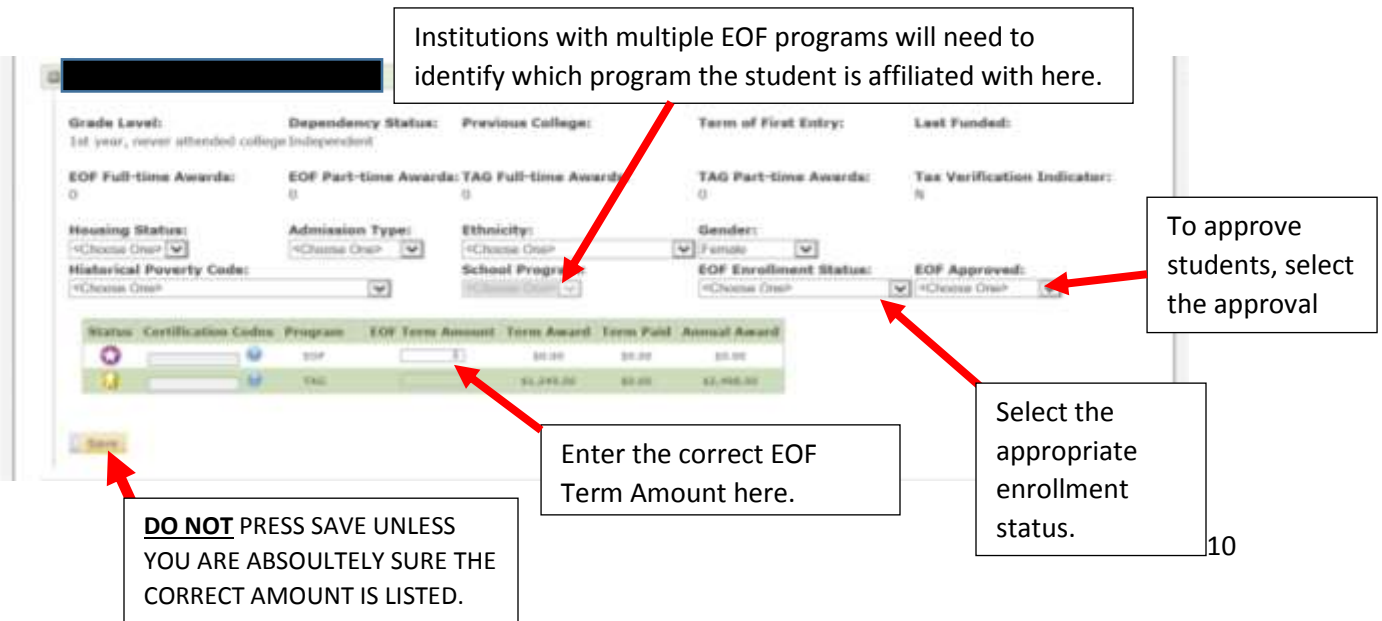
 Approved and Eligible			<a href="#">Download (CSV)</a>
 Ineligible	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 All Students	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

Look within these three rosters for your Initial students.

Similar to the process of reviewing and awarding a Renewal student (as described earlier), once you have accessed the 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.



You will then go through this list to locate your initial students. As you identify each student who you plan to enroll in your program, enter their demographic information (i.e. housing, admission type, ethnicity, gender, historical poverty code, etc.). As you award each student, 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.



**Students whose income 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).

Occasionally, you may have a student whose income falls beyond the EOF Income Eligibility Scale, but their income falls within the Maximum Income Eligibility for Discretionary Students scale. As a reminder, please refer to the EOF regulations regarding the selection and awarding of students who fall within this range. In NJFAMS, these students will appear on a programs “Ineligible” roster. After reviewing the student’s income and asset information, if a program believes that the student should be considered for EOF funding, the EOF campus program director may submit an appeal to their EOF Central Office liaison. For more information regarding this process, please contact your EOF program liaison. A copy of this form is located within the EOF Student Process section of the EOF Campus Program Resources webpage, entitled “EOF Student Appeal Form”.

URL to the form:

[https://www.nj.gov/highereducation/EOF/EOF\\_Program\\_Resources.shtml](https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml)

### **Monitoring your program’s allocation**

Programs are only permitted to award up to their current undergraduate Article III grant allocation level. Programs that experience a situation where your enrollment exceeds your allocation can either request their remaining students as non-funded, or can submit an email to their EOF Central Office liaison requesting consideration for additional funding. There is a form that programs must use when seeking to make this request. Please contact your EOF program liaison for a copy of this form and for additional information pertaining to your allocation increase request. Please be advised, programs may only make this request when it is clear and evident that nearly all current funds have been allocated to students and the student(s) for whom the program is seeking additional funds are eligible, not incomplete, or under verification within NJFAMS.

**EOF Campus Program – EOF Approved and Eligible Roster Processing Request**

The purpose of the EOF roster management process is to ensure that EOF campus programs are accurately evaluating their enrollment and payment requests within NJFAMS. As articulated within the EOF regulations, it is the responsibility of the EOF campus program to ensure that all students who have been selected to receive an EOF Article III Academic Year undergraduate grant have met the eligibility guidelines as articulated within the EOF regulations.

All students who initially appear on a program’s EOF Approved and Eligible roster should appear in a “Qualified” status. This indication can be seen within the “Status” column as seen in the image below (appears as a star symbol).

Grade Level: 1st year, never attended college | Dependency Status: Dependent | Previous College: | Term of First Entry: | Last Funded: |

EOF Full-time Awards: 0 | EOF Part-time Awards: 0 | TAG Full-time Awards: 0 | TAG Part-time Awards: 0 | Tax Verification Indicator: N

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

Historical Poverty Code: <Choose One> | School Program: <Choose One> | EOF Enrollment Status: <Choose One> | 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		\$1,122.00	\$0.00	\$2,244.00

Save

This symbol indicates that the student is “Qualified” financially for EOF. Student must still meet all other admission criteria to be considered for enrollment for EOF.

Grade Level: 1st year, never attended college | 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: 361

Projected Year Change: | Tax Verification Indicator: N - Not Selected for State Verification

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
★		EOF		\$1,250.00	\$0.00	\$2,500.00
★						\$12,686.00

Save

This symbol indicates that the student has been approved to be moved to “Awarded” status for EOF.

## **EOF Central Office Review**

Once a program has placed a student on its Approved and Eligible roster, it must request that the EOF Central Office review and approve the student to be moved from “Qualified” to “Awarded” within NJFAM.

To initiate, the EOF campus program director must submit both an electronic copy and hard copy of the **EOF Approved and Eligible Roster Processing Form** and the associated **Approved and Eligible roster**. The Approved and Eligible roster is located within the EOF portal on NJFAMS and should be downloaded as a CSV file (excel).


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:

Term:

### EOF Approval Rosters - Action Required

	View and Print (PDF)	Approve Online	Download File (CSV)
 EOF Approval	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

### Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
 Approved and Eligible	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 Ineligible	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 All Students	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

Use the Approved and Eligible CSV file to verify which students your campus EOF program is certifying.

After you have downloaded the CSV file that is associated with your program’s “Approved and Eligible” roster, please review the roster carefully to ensure that all of the students are listed properly. If there is a student that does not appear on your downloaded Approved and Eligible-CVS roster but appears on your Approved and Eligible-Online roster, please send an email to Shakia Williams ([shakia.williams@oshe.nj.gov](mailto:shakia.williams@oshe.nj.gov)) and include the name and HESAA ID# of these students.

For all other EOF roster issues, please feel free to reach out to Shakia Williams. Please note, that if it is a matter involving TAG or any other non-EOF items, then you will need to speak with a HESAA representative.

Once you have downloaded and reviewed your Approved and Eligible roster, please remove the following fields when saving and sending both the electronic file and hard copy:

- 1) Program Short Name
- 2) SSN
- 3) Term Award Amount (Do not confuse this with the EOF Term Amount)
- 4) Paid Amount
- 5) Certification Code
- 6) Previous College
- 7) First Term of Entry
- 8) Last Funded
- 9) TAG Full-time Awards
- 10) TAG Part-time Awards
- 11) Tax Verification Indicator
- 12) Ethnicity
- 13) Gender
- 14) School Program
- 15) EOF Approved
- 16) TAG Program Status
- 17) TAG Term Award Amount
- 18) TAG Paid Amount
- 19) TAG Certification Code

You should only send the following information (i.e. the fields listed below) for each student:

- 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) EOF Term Amount, 10) Grade Level, 11) Dependency Status, 12) # of EOF Full-time Awards, 13) # of EOF Part-time Awards, 14) Admission Type, 15) Housing Status, and 16) Historical Poverty Code

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Student ID	Academic Year	Term Description	School Code	School Name	Last Name	First Name	Birth Date	EOF Term Amount	Grade Level	Dependency Status	EOF Full-time Awards	EOF Part-time Awards	Admission Type	Housing Status	Historical Poverty Code
0000	2022-2023	Fall	9999	9999-9999-123-4567	John	Jane	4/11/1998	175	First year Junior	0	0	0	EOF-Resident	0	Resident-high-athleticity
0000	2022-2023	Spring	9999	9999-9999-123-4567	John	Jane	4/11/1998	175	First year Junior	0	0	0	EOF-Resident	0	Resident-high-athleticity

**EOF Approved and Eligible Roster Processing Form** must contain the signature of the EOF program director and the financial aid director. This document is located within the EOF STUDENT PAYMENT PROCESS section on the EOF Campus Program Resources webpage:

[http://www.nj.gov/highereducation/EOF/EOF\\_Program\\_Resources.shtml](http://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml)

This form must be emailed as a pdf, MSWORD, or jpeg (image) attachment. The Approved and Eligible roster that has been verified for certification must be emailed as an Excel document and a hard copy must be mailed along with the signed EOF Approved and Eligible Roster Processing Form.

Once the EOF Central Office has completed its ability to process each program's request (i.e. move students from a "Qualified" status to "Awarded" within NJFAMS), campus Financial Aid offices are required to review student enrollment, certify, and request payment for their students. This process can only be facilitated within the Institution's NJFAMS portal. Programs that fail to submit their EOF Approved and Eligible Roster Processing request by 3pm on the indicated deadlines dates, are subject to not having your rosters processed. As a result your institution's financial aid office may be unable to certify and request payment for your students accordingly. A copy of the EOF Student Selection, Awarding, and Payment Processing Calendar can be found within the *EOF Student Payment Process section* on the OSHE/EOF Website:

[https://www.nj.gov/highereducation/EOF/EOF\\_Program\\_Resources.shtml](https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml)

**Financial Aid Office – Review, Certification, and Payment Request Submission**

After the EOF Central Office has reviewed and approved a program’s roster of students (i.e. moved students from a “Qualified” status to an “Awarded” status) all of these students will now appear on the institution’s NJFAMS “Not Yet Certified Roster”. (**PLEASE NOTE:** EOF campus directors will only have access to the institution’s NJFAMS roster if they were provided access by their institution’s financial aid officer. If you were provided access, you are using a different username and password to access the institutional NJFAMS rosters.)


The next step requires the financial aid officer at each participating institution to certify the enrollment and SAP status of each EOF student who was moved to an “Awarded” status. This action should move the students from the institution’s NJFAMS Certification Roster to their “Offered and Certified” roster within the Informational Roster section. The financial aid officer will need to ensure that they are looking for these students within the appropriate roster category/program.

Please ensure that EOF has been selected.









EOF Awarded students should appear here.

Roster Category: Institutional  
Campus: All Campuses  
Program: EOF  
Term: All Terms

**Certification Rosters - Action Required**

	View and Print (PDF)	Certify Online	Download File (CSV)
 <b>Not Yet Certified Roster</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>

**Informational Rosters**

	View and Print (PDF)	View Online	Download File (CSV)
 <b>Offered Roster</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>State Verification Not Complete</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Offered and Certified</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Certified and Not Paid</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Paid</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Refund Due</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Application Complete</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Ineligible</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>
 <b>Incomplete</b>	<a href="#">PDF</a>	<a href="#">Online</a>	<a href="#">Download</a>



Within the “Not Yet Certified Roster”, each participating institution’s financial aid officer will need to go in and certify all of the EOF campus program’s “Awarded” students accordingly.

The campus financial aid officer will need to enter the appropriate certification code here to certify.

Below is a screenshot of the various certification codes that can be entered. To certify, for EOF purposes, option “A - Certified” should be selected for payment purposes.

Once this step has been completed, each certified student should now appear on your institution’s NJFAMS Certified and Awarded roster as being “Awarded” for EOF purposes. This step must be conducted to complete the EOF NJFAMS roster certification process, however it does not complete the payment request process.

**(Please note:** When an institution is attempting to certify an EOF student on the "Not Yet Certified Roster", if the enrollment status being certified does not match the enrollment status approved by the campus EOF office, the following error message will display: "Enrollment Status Does Not Match EOF Approval Enrollment Status." When this occurs, the financial aid officer assisting in the certification process should immediately contact the EOF campus program director. Both offices should review the student’s enrollment status and make the necessary changes that will reflect the accurate enrollment status for the student. Once this correction is made, the certification process can be completed.)

## Campus Financial Aid Office - EOF Payment Request

At the conclusion of the Fall and Spring term, the Financial Aid Office (FAO) must submit a copy of the institution's EOF roster of "Offered and Certified" students. The "Offered and Certified" roster must be downloaded from the Institution's NJFAMS portal as a CSV file (Excel document) and must be sent electronically to Ms. Shakia Williams ([shakia.williams@oshe.nj.gov](mailto:shakia.williams@oshe.nj.gov)) with a copy to Dr. Hasani Carter ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)) by the identified deadline (as indicated on the EOF Processing Calendar). This excel document should include information for the current term only and must be reviewed prior to submission. It must reflect the accurate demographic, enrollment status, and award information for all selected students. Students who are listed as either incomplete or under verification within NJFAMS should not be included for certification purposes. This information should be kept on record for audit purposes and will be used by the EOF Central Office to certify for payment purposes.

HOME > Roster Selection

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

Roster Category: Institutional  
Campus: All Campuses  
Program: EOF  
Term: All Terms

**Certification Rosters - Action Required**

	View and Print (PDF)	Certify Online	Download File (CSV)
Not Yet Certified Roster	PDF	Online	Download

**Informational Rosters**

	View and Print (PDF)	View Online	Download File (CSV)
Offered Roster	PDF	Online	Download
State Verification Not Complete	PDF	Online	Download
Offered and Certified	PDF	Online	Download
Certified and Not Paid	PDF	Online	Download
Paid	PDF	Online	Download
Refund Due	PDF	Online	Download
Application Complete	PDF	Online	Download

2017-2018

Please ensure that within the Program line, you have "EOF" selected & within the Term line, you have "All Terms" selected.

Download the "Offered and Certified" CSV file and send the file electronically and as a hard copy.

Any questions regarding the EOF NJFAMS Selection, Awarding and Certification process, may be directed to EOF Statewide Director, Dr. Hasani Carter at [hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov) or you can call 609-341-3808.

As mentioned earlier, 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. Per the EOF Undergraduate Academic Year Grant Processing Calendar, Institutions may certify and request payment on the Monday following each of the identified EOF Campus Program Roster Processing dates.

It should be noted that institutions that fail to adhere to the EOF processing calendar and properly certify and request payment for their EOF students are subject to being held accountable for this oversight. As a reminder, Financial Aid officers should ensure that they are keeping proper account of the EOF processing dates. These dates do not appear on the HESAA processing calendar because they are DIFFERENT. Please refer to the EOF website for this information and contact the EOF Central Office if you should have any questions. All inquiries regarding the processing of students can be directed to Ms. Shakia Williams ([shakia.williams@oshe.nj.gov](mailto:shakia.williams@oshe.nj.gov)) or Dr. Hasani Carter ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov)).