

CHAFEE STUDENT CERTIFICATION BEST PRACTICES



The Chafee Applicant Certification and Status Listings (ACSL) is a biweekly report generated to the STEP application of an institution's PageCenter mailbox. This report provides certification data and award information for those students who have submitted a Chafee application, listed the institution as first choice when filing the FAFSA®, and have been identified by the Pennsylvania Department of Human Services (DHS) as an eligible foster youth. As a prerequisite for disbursement, institutions must confirm eligibility and award amounts for students who are potentially eligible.

Best Practices

ACSLs are printed, completed and returned via fax to 717-720-3786 by the institution to be manually processed by PHEAA staff. Incomplete or incorrect certification could delay or prevent funds transfer. Follow the best practices below to facilitate efficient student certification.

DO:

- ✔ Work from the most recently generated ACSL
- ✔ Circle "Y" or "N" in all three fields
 - Degree Program (degree, diploma or certificate seeking)
 - Academic Progress
 - Unmet Cost/Need
- ✔ Insert information in these fields
 - Graduation Date (optional)
 - Certified Amount
- ✔ Correct Enrollment Status information
- ✔ Indicate "\$0" in the Certified Amount field to cancel an award for the term
- ✔ Send one completed ACSL (signed and dated)
- ✔ Only send subsequent program year ACSLs if there are changes/updates (pages with changes and certification page only)
- ✔ Leave fields blank for students not yet certified but expected to be certified during the program year
- ✔ Review the Chafee Program Guidelines for field definitions, descriptions and additional certification information
- ✔ Allow 7-10 business days for processing

DON'T:

- ✘ Leave blank fields for students who are being certified
 - Degree Program (circle "Y" or "N")
 - Unmet Cost/Need (circle "Y" or "N")
 - Academic Progress (circle "Y" or "N")
 - Certified Amount
 - Graduation Date (optional)
- ✘ Indicate "\$0" in the Certified Amount field if intending to certify in the future.
- ✘ Send ACSLs with no changes
- ✘ Send duplicate ACSLs or duplicate information
- ✘ Certify for terms that the student has not yet started

STUDENT INFORMATION		TERM AND CURRENT STAT	DGR	PROGRESS ENRLMNT UNMET	INELIGIBLE REASONS	FRGM	STATUS	NEED/COST_EFC	EST. MAX	CERTIFIED
									AWRD	AMOUNT
#STUDENT, SARAH T	999-99-9999	FALL	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	0 & 2,500	\$ 7	
GRAD DATE: _____		SPRING	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	0 & 2,500	\$ _____	
TOTAL AWARD DISBURSED: \$ 0										
#STUDENT, BRANDI H	999-99-9999	FALL	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	5912 & 2,500	\$ _____	
GRAD DATE: _____		SPRING	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	5912 & 2,500	\$ _____	
TOTAL AWARD DISBURSED: \$ 0										

STUDENT INFORMATION		TERM AND CURRENT STAT	DGR	PROGRESS ENRLMNT UNMET	INELIGIBLE REASONS	FRGM	STATUS	NEED/COST_EFC	EST. MAX	CERTIFIED
									AWRD	AMOUNT
#STUDENT, SARAH T	999-99-9999	FALL	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	0 & 2,500	\$ 2,500	
GRAD DATE: 05/03/20		SPRING	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	0 & 2,500	\$ _____	
TOTAL AWARD DISBURSED: \$ 0										
#STUDENT, BRANDI H	999-99-9999	FALL	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	5912 & 2,500	\$ _____	
GRAD DATE: _____		SPRING	PENDING CERT	Y/N	Y/N	1-FULL	Y/N	5912 & 2,500	\$ _____	
TOTAL AWARD DISBURSED: \$ 0										