

2020-21 PROGRAM GUIDELINES
**Pennsylvania Chafee
Education and Training
Grant (Chafee ETG)**

Table of Contents

Introduction	3
I. Institution Participation	3
A. Institution Eligibility	3
B. Institution Participation	3
II. Student Eligibility	4
III. Award Determination Process	5
IV. Minimum & Maximum Awards	5
V. Certification Process	5
VI. Crediting	7
A. Preliminary Crediting – Receipt of ACSL or Chafee ETG Student Award Letter from PHEAA	7
B. Preliminary Credit Removal	7
C. Final Crediting	8
VII. Disbursement Process	8
A. Disbursement Schedules	8
B. Disbursement Roster Processing	8
C. Disbursement of Funds	9
VIII. Reconciliation	9
IX. Refunds	9
X. Retention of Records & Program Review	10
Appendix A	
Business Partner Access Management System (BPAMS)	11
Appendix B	
PageCenter Instructions	15
Appendix C	
Applicant Certification & Status Listing (ACSL)	20
Appendix D	
Chafee ETG Student Certification Best Practices	23

2020-21 Program Guidelines

Pennsylvania Chafee Education and Training Grant (Chafee ETG)

Introduction

The Pennsylvania Higher Education Assistance Agency (PHEAA) continues to partner with the Pennsylvania Department of Human Services (DHS) in the administration of the 2020-21 Chafee Education and Training Grant Program (Chafee ETG), which is authorized under the Foster Care Independence Act of 1999 as amended by the Promoting Safe and Stable Families Amendments of 2001 and the Family First Act of 2017. Chafee ETG offers grant assistance to Pennsylvania undergraduate students aging out of foster care who are attending an approved Federal Title IV postsecondary institution.

The 2020-21 Program Guidelines provide institutions with the requirements for administration of Chafee ETG funds for this program year. PHEAA will publish updates to this document if additional changes become necessary.

I. Institution Participation

A. Institution Eligibility

To be eligible to participate in Chafee ETG, an institution must be approved by the U. S. Department of Education for Title IV funding.

PHEAA reserves the right to hold disbursement to an institution that is closing or is on a restriction or oversight by the United States Department of Education (ED) for participation in any Title IV program. We also reserve the right to hold disbursements to an institution if the accrediting agency suspends or cancels approval for the school. Any questions regarding holding disbursement should be directed to PHEAA via email at paetg@pheaa.org. PHEAA will exercise this right to determine the eligibility of the institution or recipients to receive further funding.

B. Institution Participation

Institutions that receive Chafee ETG funds are encouraged to request:

i. ACH Authorization Agreement

Chafee ETG funds are disbursed to a participating institution via Electronic Funds Transfer (EFT), which requires the institution to have an approved PHEAA Automated Clearing House (ACH) Authorization Agreement on file.

The PHEAA ACH Authorization Agreement can be requested by contacting PHEAA Financial Management at 717-720-2168 or via email at fmeftadmin@pheaa.org.

ii. Business Partner Access Management System (BPAMS)

BPAMS is the web interface designed to manage requests for access to PHEAA systems. With this application, business partners – their users, requestors, and their Authoritative Source(s) – can submit requests for access to PHEAA systems (see “[Appendix A](#)”).

All institutions must have a signed and executed Remote Access Agreement (RAA) and Authoritative Source Form on file. Questions regarding the RAA can be directed to SGSP_BPAMS_Processing@pheaa.org.

All institutions are required to maintain access requests for their users.

Once processed, the RAA and Authoritative Source Form grant access to PHEAA systems and the School Portal (ALEC), which includes:

a. PageCenter

PageCenter is a secure reporting repository (see “[Appendix B](#)”). Each institution will have its own mailbox within PageCenter through which all reports and listings will be delivered.

b. Document Library

Document Library is an online repository, storing and organizing documents such as program guidelines, student applications, and memos.

For additional information on how to access and use PHEAA systems, please visit [PHEAA.org/training](https://pheaa.org/training). Specific documents can be found by clicking ‘State Grant and Special Program Resources’ then ‘General SGSP Resources.’

II. Student Eligibility

To receive a Chafee ETG grant, the student must meet the following criteria:

- Complete and submit a Chafee ETG Application (available on [PHEAA.org/Chafee](https://pheaa.org/Chafee)) by December 31, 2020. PHEAA will coordinate with DHS for verification that the student was in a foster care program based on the following guidelines:
 - The youth was eligible for services under the Chafee ETG Foster Care Independence Program, and;
 - The youth was in foster care or was discharged or adopted from foster care after attaining age 16, and;
 - The youth has not reached the age of 26 by July 1 of the upcoming academic year in which Chafee ETG funds will be awarded.

Note: Effective for the 2020-21 Academic Year, the age limit for Chafee ETG recipients has changed to 26 years of age. Additionally, there is no age by which the applicant has to have received the first Chafee ETG award.

- File a 2020-21 Free Application for Federal Student Aid (FAFSA®).
- Have graduated from high school or have received a Commonwealth Secondary School Diploma.
- Attend an eligible Federal Title IV postsecondary institution and be enrolled in an approved Federal Title IV certificate, diploma, or degree (associate or bachelor’s degree) program of study for each term Chafee ETG is received.
- Be enrolled as an undergraduate on at least a half-time basis.
- Have ‘unmet cost’ as determined by the postsecondary institution. ‘Unmet cost’ is the difference between the student’s cost of attendance (as defined by the Federal Student Aid Handbook) and all other Federal gift aid the student is receiving. The Federal Expected Family Contribution (EFC) is not used when determining eligibility for Chafee ETG with the anticipation that the student’s need for loan assistance may be reduced or eliminated.
- Maintain federal satisfactory academic progress as defined by the institution.
- Must not be in default on a Federal Title IV educational loan or owe a refund on other Title IV aid.

- Must be a Pennsylvania resident at the start and during the term in which Chafee ETG funds are awarded.
- Must not have received 5 years of funding (consecutive or not), defined as 10 full-time semesters or the equivalent.

Note: Beginning with the 2020-21 Academic Year, students may not receive more than 5 years of Chafee ETG funds.

III. Award Determination Process

PHEAA is responsible for confirming the following initial Chafee ETG student eligibility checks:

- The student is an eligible foster youth, as verified with DHS.
- The student has filed the required academic year FAFSA.
- The student has not reached the age of 26.
- The student is attending an approved Federal Title IV postsecondary institution.
- The student is not in default on a Federal Title IV education loan and does not owe a refund on other Title IV aid.
- The student is a Pennsylvania resident.
- The student has not reached the maximum award limit.

Once it is determined that the student meets the above criteria, the student will appear on the Chafee ETG Applicant Certification and Status Listing (ACSL) (see “[Appendix C](#)”) of the institution provided by the student on the application. The ACSL is made available to postsecondary institutions via their PageCenter mailbox (Pageset: FCFSXFV230) on a biweekly basis (every other Tuesday).

If funding is not sufficient to provide a Chafee ETG to all students who have applied by December 31, 2020 and have been determined eligible to participate, awards will be given on a first-come, first-served basis.

Chafee ETG funds are not awarded for summer.

IV. Minimum & Maximum Awards

As determined by DHS, all eligible Chafee ETG recipients are initially awarded an estimated maximum award of \$5,000 for the academic year, which is equally distributed over each term. It is ultimately the postsecondary institution’s responsibility to provide PHEAA with the student’s final Chafee ETG eligibility based on the Certification Process outlined in Section VI. The minimum annual amount that can be awarded is \$500. There is no summer Chafee ETG.

If a student is only eligible for a partial year Chafee ETG award (i.e., only an award in the fall, winter, or spring) and the partial award amount is below \$500, the student is not eligible to receive the Chafee ETG award. If one term’s award has already been paid to the student and then the student does not return for a subsequent term, these funds do not have to be returned even if the amount is less than \$500.

Note: Both the maximum and minimum award amounts are subject to change at the discretion of DHS due to federal grant levels.

V. Certification Process

As outlined in Section IV, eligible Chafee ETG recipients are provided to institutions on the ACSL (see “[Appendix C](#)”), which is made available via the institution’s PageCenter mailbox on a biweekly basis (every

other Tuesday). Institutions are required to certify Chafee ETG eligibility as a condition of disbursement. Due to the fact that certification is required prior to disbursement, and because Chafee ETG has limited funding, PHEAA reserves the right to cancel awards that have been pending certification for a period of 90 days or more on a term basis.

The ACSL provides student detail and summary information, as well as a certification page to be signed by an authorized school official. Once completed, the listing should be returned to PHEAA using instructions on the certification page. Please note that once an ACSL has been certified and returned, the institution does not need to return subsequent ACSLs for the same academic year to PHEAA if there are no status changes needed. Status changes will be marked with a pound sign (#) or an asterisk (*) on the ACSL, as detailed further in ["Appendix C"](#).

The recommended Chafee ETG award amount provided by PHEAA on the ACSL has no official standing and is considered an estimate until an amount is provided and certified by the institution. The fields that must be completed on the ACSL include:

- Graduation Date (expected/actual institution graduation date)
- Degree Program/Approved Program of Study
- Academic Progress
- Enrollment Status
- Expected Family Contribution (EFC) - optional
- Unmet Cost/Need
- Certified Award Amount
- Signature and Date

Note: When certifying a record, always remember to circle Y or N for Program of Study, Academic Progress, and Unmet Cost/Need.

Specific data entry requirements for each of these items are as follows:

- **Graduation Date:** Should be submitted in MMDDYYYY format. If the actual date of the student's graduation cannot be determined, a reference to expected month and year is sufficient.
- **Approved Program of Study:** Eligible Chafee ETG recipients are required to be enrolled in an approved Federal Title IV certificate, diploma, or degree (associate or bachelor's degree) program of study for each term/quarter during which Chafee ETG is received.
- **Academic Progress:** In order to receive a Chafee ETG, recipients are required to be making satisfactory academic progress as defined by the Federal Title IV guidelines.
- **Enrollment Status:** Chafee ETG recipients must be enrolled on at least a half-time basis (as defined by the Federal Title IV guidelines) for each term or quarter Chafee ETG funds are received. The ACSL enrollment status field must be populated with one of the following codes:
 - 1 - Full-time
 - 2 - At least half-time
 - C - Not enrolled
 - E - Enrolled less-than-half-time
- **Unmet Cost/Need:** Indicates the student has unmet costs after all other grants and scholarships have been awarded. Refer to the section on Student Eligibility for further clarification on unmet cost/need.
- **Expected Family Contribution (EFC):** This field is optional for Chafee ETG; however, this is where the Federal EFC would be populated.
- **Certified Award Amount:** The award amount the Chafee ETG recipient is eligible to receive based upon the 'unmet cost' calculation as defined in the Student Eligibility section. If the student is currently not

enrolled or has withdrawn, a zero should be entered and the related reason should be notated in the 'Comments' section of the ACSL. If a student owes a refund on previous Title IV aid, the Chafee ETG award must be canceled.

- **Signature and Date:** An authorized financial aid administrator at the postsecondary institution is required to sign, date, and return the Certification Page of the Chafee ETG Disbursement Roster, validating that all information provided on the roster is accurate.

Note: Once an ACSL has been certified and returned, the institution does not need to return subsequent ACSLs for the same academic year to PHEAA if no additional status changes are needed (see "Appendix C").

VI. Crediting

A. Preliminary Crediting – Receipt of ACSL or Chafee ETG Student Award Letter from PHEAA

Before the school receives a term's disbursement, the school may choose to post a preliminary credit to the student's account. This means the school is permitting a deferment of payment (or bill deduction) of a portion of the term's bill based on notifications of Chafee ETG eligibility. This action is generally done prior to the beginning of the term and prior to the full certification of eligibility. The school may choose to defer the amount of the Chafee ETG award on a term-by-term basis if BOTH of the following have occurred:

- The school has received notification of Chafee ETG eligibility for the term in question at its institution. Acceptable notifications for preliminary crediting are the ACSL or Chafee ETG student award letter from PHEAA.
- School records indicate the student is or will be enrolled for the minimum credits commensurate with their award in an approved program of study for the term in question. PHEAA requires the school to adjust the preliminary credit, if necessary, for the reprocessed award.

B. Preliminary Credit Removal

If PHEAA determines that a student with a previously announced award requires a reduction or cancellation and the term disbursement roster has not been generated, PHEAA will adjust the award. The term disbursement roster then reflects the reduction or cancellation of the student's award. Schools that have applied a preliminary credit must remove it in whole or in part if:

- The student does not appear or appears with a reduced award on the term's disbursement roster; or
- Full certification after the term has begun reveals the student ineligible for any reason (e.g., no partner funds or the student is a 'no show'); or
- The student's enrollment status has changed prior to the date of the term disbursement roster.

Example:

A student receives an award notice after the fall disbursement roster is generated, and the school pays the student based on that notification. It is later determined that the student is ineligible for further disbursements; therefore, the school cannot allow a winter/spring term preliminary credit to stand. The fall credit was permissible, but if the student does not appear on the subsequent term's disbursement roster, other term preliminary credits must be removed.

C. Final Crediting

If the student does not meet all eligibility requirements as outlined in these program guidelines for the term being reviewed, the student's account should not be credited. The ineligible reasons should be noted on the ACSL. If there is a questionable situation, Chafee ETG funds should not be credited and Chafee ETG staff should be contacted.

Chafee ETG funds should be credited on a term-by-term basis. Crediting a student's account indicates that the institution has met the following requirements:

- Performed all eligibility checks for the student as set forth in these Program Guidelines.
- Provided PHEAA with certification of the student's Chafee ETG eligibility for the term(s).

For auditing purposes, Chafee ETG funds must be identified as a credit on the student's account, ledger card, or auditable record. Crediting should include the date the funds were posted and the amount and term to which the funds were applied, and should be clearly identified as a Chafee ETG.

If the final credit to the student's account creates a credit balance, a refund must be made to the student in a timely fashion, according to the Federal Student Aid Handbook.

Note: The following are some examples of costs for which students may use Chafee ETG funds: tuition, fees, room and board, books, and transportation.

VII. Disbursement Process

A. Disbursement Schedules

Chafee ETG funds are disbursed on the following disbursement schedule:

- Fall term disbursements typically begin to run the third week of September.
- Winter term disbursements typically begin to run the second week of December. Winter disbursements will include any funds not previously disbursed for fall.
- Spring term disbursements typically begin to run the third week of January. Spring disbursements will include any funds not previously disbursed for fall or winter.

In cases where schools have continuous enrollment or terms of irregular length, disbursements are made on the schedule that coincides as closely as possible to the school's calendar.

B. Disbursement Roster Processing

All Chafee ETG Disbursement Rosters are placed in the institution's PageCenter mailbox ('STEP' application, pageset FCFSXFF60); a memo regarding the disbursement is sent to schools via email. Schools can choose to be automatically notified via email when a roster has been placed in their PageCenter mailbox by emailing paetg@pheaa.org.

The Chafee ETG Disbursement Roster will include all students that the school has certified as eligible on the Chafee ETG ACSL. Once eligibility is certified and funds are credited to each recipient's student account, one complete copy of the roster must be returned to PHEAA with the signed certification page. If there are no changes or adjustments to the roster, only the signed certification page, indicating that there were no changes to the roster, must be returned.

- The Chafee ETG Disbursement Roster with the Certification Page or the Certification Page (if there are no changes) should be returned to PHEAA using the instructions on the certification page.
- Schools are required to certify and return each Chafee ETG Disbursement Roster within 30 calendar days of receipt of the roster or within 30 days of the first day of the term, whichever is later.

Subsequent disbursements will be withheld until the certified Chafee ETG Disbursement Roster with the Certification Page or the Certification Page (if there are no changes) is returned. Disbursement of 2020-21 funds will not occur until all refunds from the prior year have been returned.

If the student does not meet all eligibility requirements as outlined in these program guidelines for the term being reviewed, the student's account should not be credited. The ineligible reasons should be noted on the ACSL. If there is a questionable situation, Chafee ETG funds should not be credited and Chafee ETG staff should be contacted.

Chafee ETG funds should be credited on a term-by-term basis. Crediting a student's account indicates that the institution has met the following requirements:

- Performed all eligibility checks for the student as set forth in these program guidelines.
- Provided PHEAA with certification of the student's Chafee ETG eligibility for the term(s).
- If the final credit to the student's account creates a credit balance, a refund must be made to the student in a timely fashion, according to the Federal Student Aid Handbook.

For auditing purposes, Chafee ETG funds must be identified as a credit on the student's account, ledger card, or auditable record. Crediting should include the date the funds were posted and the amount and term to which the funds were applied, and should be clearly identified as a Chafee ETG grant.

C. Disbursement of Funds

Funds are only disbursed through the Automated Clearing House (ACH). These funds are deposited directly into the designated bank account of the school at which the student is enrolled; institutions are notified of the disbursement via email and should allow at least 14 business days for the transfer to occur. When funds are transferred from PHEAA to the school's bank the entry description associated with the transfer is 'CHAFEE ETG.' If the entry description does not appear when the funds are transferred to the school, the bank may have removed this information.

Any questions regarding disbursement should be directed to PHEAA via email at paetg@pheaa.org. PHEAA will exercise the right to determine the eligibility of the institution or recipients to receive further funding.

VIII. Reconciliation

The annual Chafee ETG Reconciliation Roster provides the school with a final opportunity to report ineligible students or changes to a student's previously certified status. The Reconciliation Roster must indicate the student's final status for the Chafee ETG Program, in accordance with the school's records, and must be returned to PHEAA within 30 days of receipt. Any future disbursements will be withheld until the certified Chafee ETG Reconciliation Roster with the Certification Page or the Certification Page (if there are no changes) or refunds are returned.

If the school determines that there are NO changes to a student's eligibility status on the reconciliation roster, the school only needs to sign and return the certification page.

If the school determines that there are changes to a student's eligibility status after reconciliation, the school should contact Chafee ETG staff to request another Reconciliation Roster.

No funds are sent with the Chafee ETG Reconciliation Roster.

IX. Refunds

If, after complete review of the student's status according to these program guidelines, the student is not eligible for all or any portion of disbursed Chafee ETG funds for the term being reviewed, or if prior to disbursement the school questions the student's Chafee ETG eligibility for any reason, the student's account

should not be credited. If the Chafee ETG funds have been disbursed, the school should indicate on the disbursement roster the reason that the student is ineligible and the Chafee ETG funds should be returned.

If a student withdraws or drops to a less-than-half-time enrollment status during a term in which Chafee ETG funds have been disbursed and credited to the student's account, a refund to PHEAA for all or a portion of the Chafee ETG may be required, depending upon the date of the student's withdrawal and the standard tuition refund policy of the institution.

Refunds returned via ACH or wire transfer should be transferred to M&T Bank, PHEAA Operations with a brief description of the payment reason and identifying the funds as 'Chafee ETG Award.'

All Chafee ETG refund payments being made by check should be addressed to PHEAA, PO Box 64849, Baltimore, MD 21264-4849.

Note: All refunds must include a reference to the program and program year. Failure to include this information delays processing of the refund and may result in your institution being placed on a disbursement hold.

X. Retention of Records & Program Review

In accordance with these program guidelines, all schools are required to retain all records necessary for the certification of student eligibility and disbursement of the Chafee ETG funds **for at least 5 years** from the date on which the institution completes certification of the disbursement roster.

These records may be requested and examined as part of the program review process of PA State Grant and Special Programs by PHEAA. Findings in the program review of the Chafee ETG Program may result in refunds to PHEAA and/or be considered in combination with other PHEAA-administered program findings to determine if four or more administrative findings have been identified. Four or more administrative findings indicate a high error rate, and a follow-up program review for the next academic year will be scheduled.

Below are examples of the most common Chafee ETG program findings:

- Student is not enrolled during the term for which the funds were received
- Student is not a Pennsylvania resident
- Student did not meet standard academic progress requirements
- Chafee ETG award exceeds cost of attendance
- Chafee ETG award fully or partially ineligible due to student's full or partial withdrawal
- Chafee ETG funds not properly identified on the account records

For additional details on the PA State Grant and Special Programs program review process, please review [PHEAA.org/Program-Review](https://www.pheaa.org/Program-Review).

Appendix A

Business Partner Access Management System (BPAMS)

Business Partner Access Management System (BPAMS)

Before a postsecondary institution can access PHEAA tools such as PageCenter or Document Library, several access requests must be completed.

Overview

Your institution must have a signed Remote Access Agreement (RAA) and a designated Authoritative Source on record. In addition, an institution's Authoritative Source and all other approved users must have Business Partner Access Management System (BPAMS) access to STEP (CHAFEE, GEAR UP, PATH, FOSTERED) and PageCenter – STEP (CHAFEE, GEAR UP, PATH, FOSTERED) in order to access PHEAA's online tools. Finally, all users, including the organization's Authoritative Source, must maintain access by logging into PHEAA's online tools at least once a year. Inactive accounts will be terminated after a year of non-use.

Note: PHEAA may not prompt or know to prompt institutions to take all the necessary steps to maintain their access. It is the institution's responsibility to request and maintain user access and to reach out to PHEAA in the event that a new user or new Authoritative Source is needed.

Remote Access Agreement & Authoritative Source Forms

All new institutions are required to complete and return a Remote Access Agreement (RAA) and designate an Authoritative Source via an Authoritative Source Form. Both the RAA and the Authoritative Source Form are required in order to access PHEAA's online tools.

Institutions whose Authoritative Source has changed or lapsed should email FosterEd@pheaa.org to request a new Authoritative Source Form. You will receive a form entitled Request for Authoritative Source Status. Complete the document and return it via any of the methods listed at the bottom of the form. Once this form is returned to PHEAA and processed, it will give the designated individual the authority to request access to PHEAA resources for themselves and for other users in their organization.

BPAMS Access Requests

To access the BPAMS system, visit ccc.aessuccess.org/apps/bpams.nsf/home.

1. Log into BPAMS.

NEW USERS

If it is your first time accessing BPAMS, select New Profile.



1. Answer the questions that appear.
2. When prompted to enter an Access Code, enter your eight-digit OE Code.

3. Click the Next button.
2. Request access to STEP (CHAFEE, GEAR UP, PATH, FOSTERED) and PageCenter – STEP (CHAFEE, GEAR UP, PATH, FOSTERED).

NEW USERS

Continue to the Access Level section of your New Profile creation.

EXISTING USERS

For returning users who already have a username and password:

1. Click My Profile.



2. Click the triangle icon next to Access Options at the bottom of your screen.



REQUEST ACCESS

1. Indicate which type of access you need by clicking the Update button next to the access items you desire.



2. A pop-up window related to the access item will display with the user's current access level.
3. Click the radio button in each pop-up corresponding to the level of access the user requests, and then click OK.



4. Repeat as needed until all necessary access items have been requested.
5. Submit your request.
 - New users must click the “Submit Request to Create User” button at the bottom of the page.
 - Returning users must click the “Submit Request” button at the bottom of the page.
6. The Verification pop-up window will display. Review your request for accuracy, and then click “Submit Changes.”

Additional Notes

- For new users, a username and password will be created for you within 1-3 business days.
 - Your username and password may be used to log into all of PHEAA’s online tools once you have been granted access (BPAMS, Document Library, and PageCenter).
- Access requests submitted by users other than the Authoritative Source will move to the Authoritative Source for approval.
- Users should log into PHEAA’s online tools regularly to maintain their access. User profiles (including user names and passwords) will be terminated after a year of inactivity.

Resources

If you have difficulty logging into or using a PHEAA online tool, please contact the PHEAA Helpdesk at 877-398-4237 or email sgsp_bpams_processing@phea.org.

Appendix B



PageCenter Instructions

PageCenter Instructions

PageCenter is a tool that provides institutions with student information and Waiver Listing reports via the internet in a secure environment. PageCenter is used for accessing information only and cannot be used to make changes electronically.

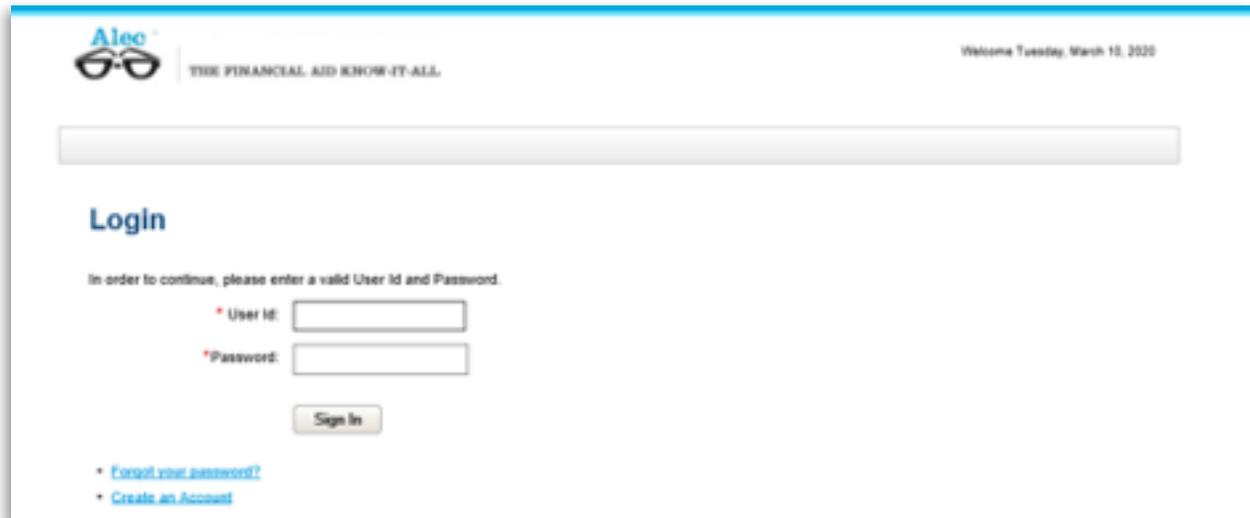
Instructions

Logging In

You will receive an email when a report is available for you in PageCenter. In order to access PageCenter, click on the link embedded in the email. You may also access PageCenter via the following URL address:

partners.aessuccess.org/B2BAuth/login.htm?brandID=pa&resourceID=AESAWEB&reason=INITIAL_LOGIN

When you click on the link, the following screen will appear:



Your "User ID" is the ID provided to you via email. User IDs established for postsecondary institutions, start with a "CG."

Passwords

The first time you log on, the password is up to the first eight letters of your last name. Once this has been entered, you will be asked to change your password. Enter your new password into the "Enter New Password" and "Verify New Password" fields using the following rules:

- Passwords must be exactly eight characters in length.
- The first character must be a letter; the second character must be a number; and the remaining six characters can be any combination of letters and numbers.

Passwords expire after 30 days and must be changed. You will be prompted when your password must be changed. In order to create a new password, use the following instructions:

1. Enter your CG ID in the "User ID" field.
2. Enter your current password in the "Password" field.
3. Enter your new password in the "Enter New Password" field.

Re-enter your new password in the “Verify New Password” field, and click “Login.” Please note that you cannot use any of your ten previous passwords.

If you forget your password, or if you are locked out, contact our Helpdesk at 877-398-4237, select option 1 for password resets, and follow the instructions. You must access the PageCenter system at least once every 30 days to keep the user ID active. If the ID becomes inactive because you have not logged into the system within 30 days, please contact our Helpdesk at 877-398-4237, and select option 2 to have your user ID reinstated.

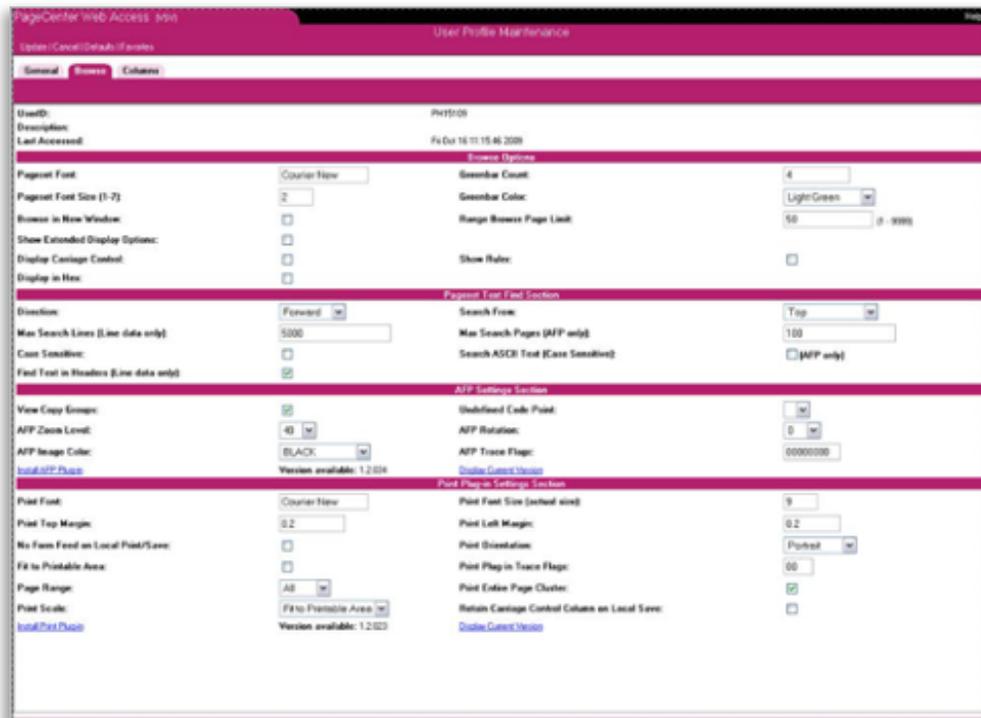
Once you have successfully logged on to PageCenter, you will see a screen similar to the example below that shows reports available to view. You will only be able to see the reports that pertain to your organization. The “Help” key at the top will assist you in navigating the system.



Printing PageCenter Reports

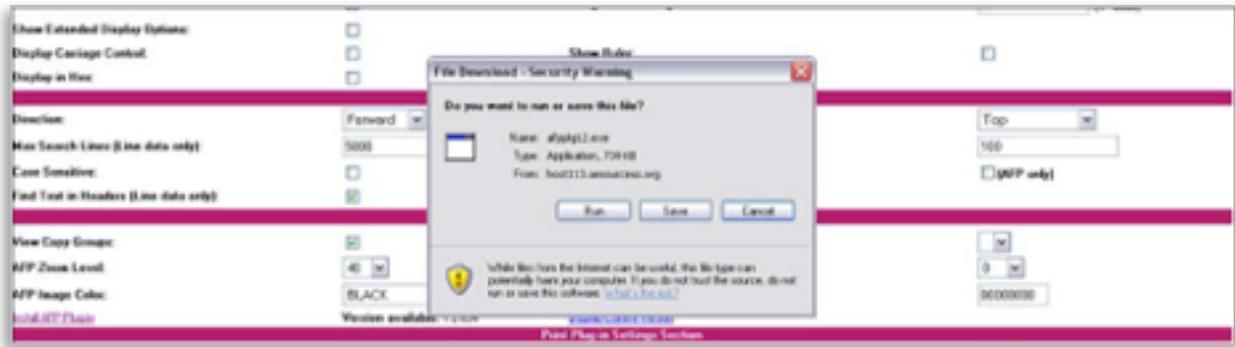
To set up your PC to print a report in PageCenter:

1. Log in to PageCenter using your assigned ID and password as described above.
2. Click on “Preferences” from the PageCenter Main Options Menu.
3. Click on the “Browse” tab.

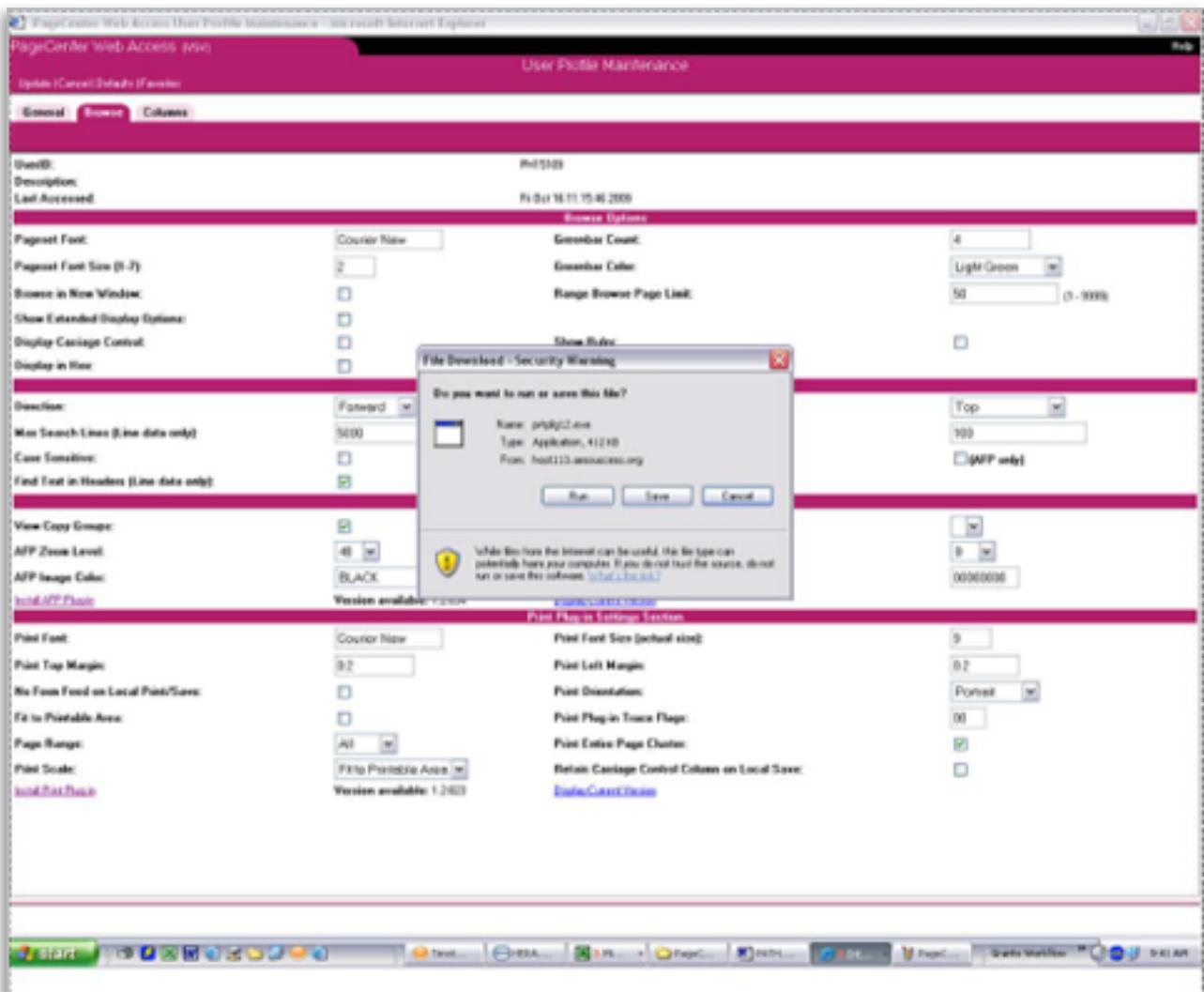


4. Scroll down to the “AFP Settings” section.

5. Click on "Install AFP Plug-in."
6. Save the plug-in to your desktop.



7. Click on "Install Print Plug-in."
8. Save the plug-in to your desktop.



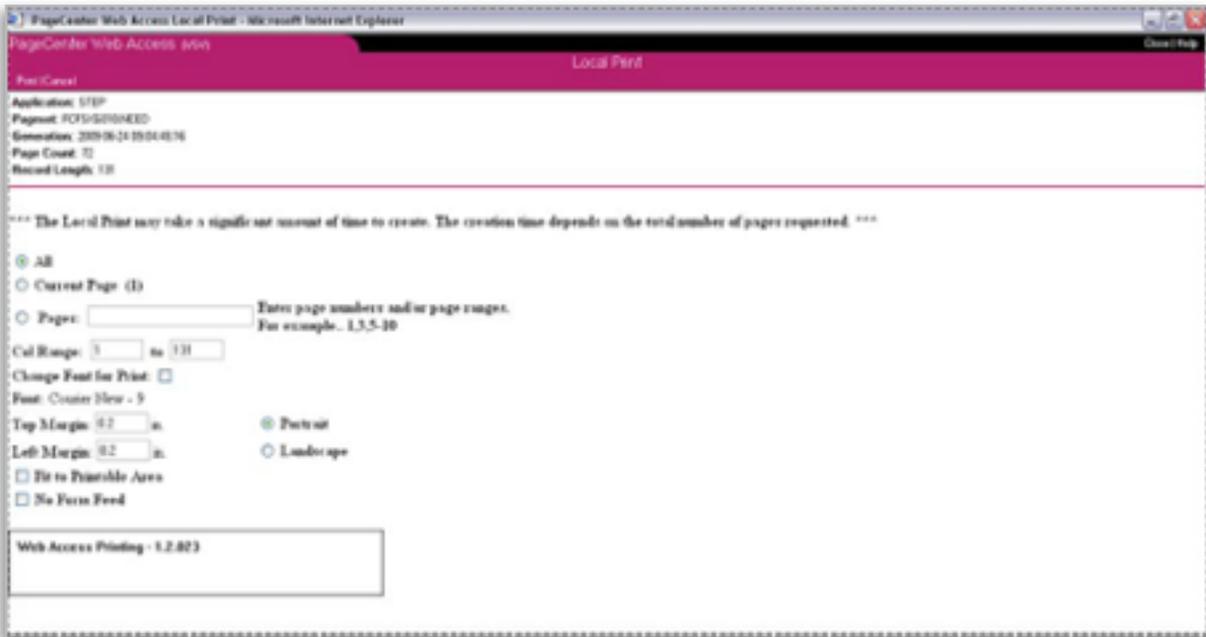
9. Log out of PageCenter by clicking "Logoff" at the upper right of the screen.
10. Close all of your browser windows by clicking on the "X" at the upper right corner of the window.
11. Go to your Desktop and click on the icon labeled "afpplg12."
12. Follow the installation process. You will need to agree to the terms of use. (The plug-in will install automatically.)
13. You may get a message "File does not exist - Create it"; if so answer "Yes."

14. Click on the icon labeled "prtplg12."
15. Follow the installation process. You will need to agree to the terms of use. (The plug-in will install automatically.)

Printing Reports

In order to confirm your PC is set up to print your report:

1. Log back into PageCenter, select your report and click on "Local Print" in the upper left corner of the screen.



2. Scroll to the bottom of the page; the black-outlined box at the bottom should say "Web Access Printing." Once you see this message, your PC is now ready to print PageCenter reports.

To print PageCenter reports:

1. Click on "Local Print" in the upper left corner of the screen.
2. Select the pages you would like to print by clicking "All", "Current Page," or "Pages."
3. Select "Portrait" or "Landscape" print type.
4. Once you have selected all the required parameters, click on "Print" in the upper left corner of the screen.

Appendix C

Applicant Certification & Status Listing (ACSL)

Applicant Certification & Status Listing (ACSL)

APPLICANT CERTIFICATION & STATUS LISTING (ACSL)									
00123456 (1)	2020-21 APPLICANT CERTIFICATION AND STATUS LISTING (ACSL)								10/12/2020
PENNSYLVANIA INSTITUTION NAME	APPLICANT/RECIPIENT DATA								DOC ID TCEL
	CHAFEE								
STUDENT INFORMATION	TERM AND CURRENT STATUS (5)	DGR	ENRLLMNT	UNMET	EST. MAX	PAGE 1			
	INELIGIBLE REASON (6)	PRGM	PROGRESS	STATUS (9)	NEED/COST (10)	EFC (11)	AWRD AMNT (12)	AMOUNT (13)	CERTIFIED
SMITH, ABCDEFGH (2)	FALL	DISBURSED	Y	Y	1- FULL	Y	0	\$2,500	(14)
123-45-6789 (3)									
GRAD DATE: _____(4)	SPRING	CERTIFIED	Y	Y	1- FULL	Y	0	\$2,500	\$2,500
								TOTAL AWARD DISBURSED (16):	\$2,500

Legend 1 – ACSL Codes

Indicates that the student was not on the previous ACSL.

* Indicates that there has been a status or award change since the previous ACSL.

Note: Bold codes/definitions are required fields.)

1. Institution's OE Code
2. Student's Name
3. Student's SSN
4. **Expected/Actual student graduation date; in MMDDCCYY format; if the exact graduation day is unknown, use the last day of the month.**
5. Provides specific fall, winter, or spring term award status from Legend 1.
6. If applicable, this field indicates the reason the student is ineligible (see Legend 2).
7. **Student must be enrolled in an approved Federal Title IV certificate, diploma, or degree program of study; enter 'Y' if Yes, 'N' if No.**
8. **Student must maintain Title IV satisfactory academic progress; enter 'Y' if yes, 'N' if No (if student is a freshman enter 'Y').**
9. **This field will be pre-populated with information from the FAFSA/PA State Grant record; if incorrect, use the appropriate code from Legend 3.**
10. Indicates if the student has unmet cost; indicate with a 'Y' for Yes and an 'N' for No.
11. Lists the student's Federal EFC.
12. This award amount is system generated based on FAFSA enrollment information; students enrolled at least half-time are eligible for a full award.
13. **The institution is required to enter the certified award amount in this field; maximum award amount for 2020-21 is \$5,000.**
14. Once funds have been disbursed, the 'Certified Amount' will be blank.
15. Total Award Disbursed will reflect net disbursed, i.e., refunds are deducted from the total disbursed.

Legend 2 – Award Status

CERTIFIED	School has certified the student's eligibility
DISBURSED	Chafee ETG funds have been disbursed to the institution of record for the specific term INELIGIBLE Ineligible code will be listed (see Legend 3 below)
PENDING	Awaiting school certification
REFUND DUE	Chafee ETG funds need to be returned to PHEAA due to student ineligibility
REFUNDED	Chafee ETG funds have been returned to PHEAA due to student ineligibility

Legend 3 – Ineligible Reasons Codes

Note: The list below indicates all reasons a student may be ineligible for Chafee ETG; it is important to understand that not all reasons will appear on your ACSL.

- 02 Student does not meet residency requirement
- 03 No FAFSA or FAFSA is incomplete
- 05 Title IV Educational loan in default status or a refund on Title IV aid is due
- 08 No unmet cost as it relates to Chafee ETG
- 09 School is not an eligible Federal Title IV postsecondary institution
- 14 Eligibility pending DHS review
- 18 Student is not enrolled
- 20 Maximum Eligibility
- 22 Student is not eligible per DHS
- 24 Student is not enrolled in an approved Federal Title IV certificate, diploma, or degree (associate or bachelor's degree) program of study
- 25 Student did not make academic progress
- 26 Student is enrolled less-than-half-time
- 27 Award has been canceled by the school
- 28 Award is less than \$500, which is the program minimum
- 29 Student did not submit the Chafee ETG application by the December 31 deadline date
- 30 Funding is not available

Appendix D

Chafee ETG Student Certification Best Practices

Chafee ETG Student Certification Best Practices

The Chafee ETG Applicant Certification and Status Listing (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 ETG 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)
 - Academic Progress
 - Unmet Cost/Need
- ✓ Insert information in these fields
 - Graduation Date
 - 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 ETG 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
- ✓ Indicate '\$0' in the certified amount if intending to certify
- ✓ 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 STATUS	DGR	PRGM	ENRLMNT	UNMET	EST. MAX	CERTIFIED
INELIGIBLE REASONS		INELIGIBLE REASONS	PROGRESS	STATUS	NEED/COST	EFC	AWRD AMT	AMOUNT
STUDENT, SYDNEY E 999-99-9999 GRAD DATE: 05/31/2021		FALL DISBURSED	Y	1-FULL	\$2500*	0	\$ 2,500	\$
		SPRING PENDING SCHOOL CERT	Y	1-FULL	\$2500*	0	\$ 2,500	\$
				TOTAL AWARD DISBURSED: \$		0		
STUDENT, MICHAELA D 999-99-9999 GRAD DATE: _____		FALL PENDING SCHOOL CERT	Y	1-FULL	ON PROBATION	0	\$ 2,500	\$
		SPRING PENDING SCHOOL CERT	Y	1-FULL		0	\$ 2,500	\$
				TOTAL AWARD DISBURSED: \$		0		

STUDENT INFORMATION		TERM AND CURRENT STATUS	DGR	PRGM	ENRLMNT	UNMET	EST. MAX	CERTIFIED
INELIGIBLE REASONS		INELIGIBLE REASONS	PROGRESS	STATUS	NEED/COST	EFC	AWRD AMT	AMOUNT
STUDENT, SYDNEY E 999-99-9999 GRAD DATE: 05/31/2021		FALL DISBURSED	Y	1-FULL		0	\$ 2,500	\$
		SPRING PENDING SCHOOL CERT	Y	1-FULL		0	\$ 2,500	\$
				TOTAL AWARD DISBURSED: \$		0		
STUDENT, MICHAELA D 999-99-9999 GRAD DATE: _____		FALL PENDING SCHOOL CERT	Y	1-FULL		0	\$ 2,500	\$
		SPRING PENDING SCHOOL CERT	Y	1-FULL		0	\$ 2,500	\$
				TOTAL AWARD DISBURSED: \$		0		

Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today PHEAA is a national provider of student financial services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, financial aid processing, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including administration of the Pennsylvania State Grant and other state-funded student aid programs. As the only major federal loan servicer with a nonprofit public service mission, PHEAA devotes its energy and resources to help ease the financial burden of higher education for its primary stakeholders – Pennsylvania students and families.

PHEAA conducts its student loan servicing operations nationally as FedLoan Servicing and American Education Services (AES). PHEAA operates its digital technology division as Avereo. For more information, visit PHEAA.org.

Board of Directors

Representative Michael Peifer
Chairman, Greentown

Senator Wayne D. Fontana
Vice Chairman, Pittsburgh

Senator Ryan Aument
Landisville

Senator John P. Blake
Lackawanna

Representative Mike Carroll
Avoca

Representative Angel Cruz
Philadelphia

Representative Sheryl M. Delozier
Cumberland

Senator Arthur Haywood
Philadelphia

Senator Vincent J. Hughes
Philadelphia

Representative Anita Kulik
Allegheny

Representative Steven C. Mentzer
Lancaster

Senator Kristin Phillips-Hill
York

Honorable Roy Reinard
New Hope

Representative James R. Roebuck, Jr.
Philadelphia

Senator Mario M. Scavello
Monroe/Northampton

Representative Curtis G. Sonney
Erie

Chancellor Timothy R. Thyreen
Waynesburg

Robin L. Wiessmann, Executive Director & CEO
PA Housing Finance Agency

Secretary Pedro A. Rivera
Dept. of Education

Senate Republican Appointee
Vacant

Pennsylvania Higher Education Assistance Agency

1200 North Seventh Street, Harrisburg, PA 17102-1444 • 1-800-692-7392