

# CHAFEE EDUCATION AND TRAINING GRANT PROGRAM

## FREQUENTLY ASKED QUESTIONS FOR SCHOOLS



### General

#### Q. What is the Chafee Program?

A. The Chafee Program offers grant assistance to Pennsylvania undergraduate students aging out of foster care and who are attending a Title IV approved postsecondary institution. The program is jointly administered between the Pennsylvania Higher Education Assistance Agency (PHEAA) and the Pennsylvania Department of Human Services (DHS).

#### Q. How are Chafee Grant awards issued?

A. Awards are issued on a first-come, first-served basis. Due to limited funding, students are encouraged to complete their application and the Free Application for Federal Student Aid (FAFSA®) as early as possible.

#### Q. Must my institution maintain records regarding the certification and eligibility of students' awards?

A. Yes. Institutions receiving Chafee funds must maintain records for at least 5 years from the date the institution completes certification of the reconciliation roster. These records may be requested for audit by PHEAA at any time.

### Student Eligibility

#### Q. Are students required to complete a Chafee application every year?

A. Students who received a Chafee grant the prior year do not need to complete an application. If students received a Chafee grant in a previous year, but not the prior year, they will need to complete a new application. All applicants must also complete a FAFSA® each year. Completed applications must be submitted to PHEAA by December 31 of the program year for which they are applying. Applications may be found at [PHEAA.org/chafee](https://pheaa.org/chafee), under Funding Opportunities/Other Education Aid.

#### Q. Will Chafee awards be issued year-round?

A. Chafee awards are issued to students for the fall, winter (for quarter schools), and spring terms. Awards are not available for the summer term.

#### Q. Are half-time students eligible for a Chafee award?

A. Yes. Students must be enrolled at least half time in order to be eligible for the full award amount. If the student is enrolled less than half time, the award should be cancelled and the funds returned to PHEAA.

#### Q. Are students eligible to receive awards for only one term (ex: fall only)?

A. Yes. It may be determined by the school that the student is only eligible for one term of Chafee aid. A common example of this is if the student graduates before the subsequent term begins. Please note, however, that if the student's award value for that single term falls below the award minimum for the year (\$500), the student will not be eligible for the award.

#### Q. Is there a list of codes to explain why a student is listed as ineligible on the Applicant Certification and Status Listing (ACSL)?

A. Yes. In the Chafee Program Guidelines, Appendix A provides an overview of the ACSL and also a legend to describe each of the potential ineligible codes.

**Q. How should schools perform the certification of student eligibility?**

- A. Chafee awards must be certified by the institution before disbursement of the award can occur. To certify a student's award, obtain the most recent ACSL from your institution's PageCenter mailbox. Carefully review each student listed, circle "Y" or "N" for Degree Program, Academic Progress, and Unmet Need/Cost, and insert a Certified Award Amount. Once completed, submit one signed listing to PHEAA. To learn more about how to certify a student's Chafee award, please review the [Student Certification Best Practices](#).

*Note: All pending students must be certified by July 1. Student's awards not certified by this date are subject to cancellation by PHEAA.*

## Disbursements & Reconciliation

**Q. Should each ACSL be returned to PHEAA?**

- A. No. Although the ACSL generates on a biweekly basis (every other Tuesday) to PageCenter, only one ACSL must be returned, unless there are subsequent changes to the student's eligibility.

**Q. How frequently are Chafee disbursements generated?**

- A. Disbursements are run each month and sent electronically via Automated Clearing House (ACH). In order to be eligible for a subsequent disbursement during the same academic year, the institution must have returned any prior disbursement rosters. To receive a disbursement during the subsequent year, the institution must have returned all previous disbursement and reconciliation rosters as well as refunds. The institution must also have valid Electronic Funds Transfer (EFT) information on file with PHEAA's Financial Management Department. To add an EFT account for Chafee or make changes to an existing account, please contact [fmeftadmin@pheaa.org](mailto:fmeftadmin@pheaa.org).

**Q. When should disbursement rosters be returned to PHEAA?**

- A. Each disbursement roster generated to an institution must be returned within 30 days of receipt or within 30 days of the first day of the term (whichever is later). Subsequent disbursements will be withheld until the roster and/or certification page is returned.

**Q. Is there a certain way that Chafee awards should be posted on the student's account?**

- A. Yes. PHEAA requires that Chafee funds get credited to the student's account on a term-by-term basis. When crediting, funds should be clearly labeled as Chafee grant and must also include the date and term to which the funds were applied.

**Q. What if changes have been made to a student's eligibility after the reconciliation roster has been returned to PHEAA?**

- A. During the annual reconciliation process, there is a final opportunity for schools to correct discrepant information and report any students ineligible for Chafee funds. If changes are made to a student's eligibility after the reconciliation roster has been returned and the institution wishes to receive another roster, please contact PHEAA staff to request another reconciliation roster.

Additional information regarding the Chafee Program may be found in the Chafee Program Guidelines. Direct questions to State Grant and Special Programs staff at 800-443-0646, Option 3, Option 2 or via email to [paetg@pheaa.org](mailto:paetg@pheaa.org).