



State of Wisconsin Higher Educational Aids Board

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MONTHLY MEMO Higher Educational Aids Board October 2012

HAPPY FALL!

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SSN Discrepancies

Again, this year has brought an unprecedented number of Social Security Number (SSN) issues. The issue is caused by students [and parents] filing FAFSAs without proofreading before submitting their application. This has been further exacerbated by filing their FAFSA early and then submission of updates with incorrect SSN's. This has resulted in a large number of records being over-written and awards lost or blocked.

If a SSN issue has been identified, a search of the Federal ISIR database must be conducted to find the most recent ISIR for that student. This requires a reload of the correct ISIR information with the correct SSN and then the record is locked.

If you become aware of a potential discrepancy, please send Barb Moermond an email through the secure socket layer and she will work with you to resolve it.

Part-time Covenant Foundation grant requests

If you have a Covenant Foundation grant student that is attending only **part – time**, please contact Garth Beyer prior to requesting the grant for vouchering. Garth will need to make some adjustments to the record in order for the request to be processed. Once he receives your notification, he will adjust the record and the request will be processed. On the next notification list you will note that there will be a **“P” listed under the field “Cov Doc Type”**, this is the indicator that identifies the student as part-time. You'll need to contact Garth again for second semester for those students that were part-time to let him know if their enrollment status has changed or remained the same. Please contact Garth at 608-267-9389 or garth.beyer@wisconsin.gov.

Professional Judgements

A reminder that when Profession Judgments or dependency over-rides are applied to a student's record, that EFC is specific to the school and will not show up on the notification list. Please verify that the

award is correct and if not, please use the secure email to send the details to Barb Moermond so she can fix the problem

1213 GRANTS UPDATES – COMMITTED AND SPENT

	<u>Current</u>	<u>This Time Last Year</u>
<u>TG (W codes 04/18/2012)</u>		
Committed	139.87%	138.66%
Spent	41.15%	45.59%
<u>WHEG-TRIBAL (W codes 05/01/2012)</u>		
Committed	129.97%	120.92%
Spent	25.06%	40.56%
<u>WHEG-UW</u>		
Committed	149.81%	147.02%
Spent	50.32%	50.11%
<u>WHEG-WTC (W codes 4/21/12, Z codes 5/16/12)</u>		
Committed	157.24%	154.50%
Spent	47.71%	49.52%

1213 NOTIFICATION LIST

Wednesdays: October 3, 10, 17, 24, and 31.
November 7, 14, 21, and 28

The list is distributed every Wednesday.

1213 VOUCHER PROCESSING

Vouchers are processed **every Tuesday and Friday for files uploaded by noon;**

There will be no voucher processed on the following day: Friday, November 23

1213 AES LISTS on the following WEDNESDAYS

October 3, 17, and 31
November 21

The schedules are available online at: <http://www.heab.wi.gov/finaid.html>

UPCOMING EVENTS

- **Scheduled HEAB Board Meetings:** Friday, November 2, 2012
- **HEAB CLOSED FOR THANKSGIVING:** Thursday, November 22

HEAB Training Dates: Thursdays: November 15, 2012, January 17, 2013, and March 21, 2013

HEAB conducts one-day training programs for new and continuing financial aid administrators. The training session covers all aspects of the programs administered by HEAB, including:

Goals of State Aid; *Eligibility for State Aid*; The Notification List; *The Voucher Process*; Return of State Funds; *Submitting and Receiving Data to/from HEAB*; Overviews of the Individual HEAB Programs

The program begins at 10:00 a.m. and ends no later than 3:00 p.m. It is held at the HEAB offices at 131 W. Wilson St, Suite 902, Madison, WI. We have room for up to 6 people at each session. Please let us know if you are coming to training as materials are printed based on the number of people attending. To register for a session or for more information, please contact Nancy Wilkison at (608) 267-2213 or email her at nancy.wilkison@wi.gov.

Please contact John Reinemann by phone at (608) 267-2206 or by email at john.reinemann@wi.gov if you have any questions, concerns or comments. Thank you!