



State of Wisconsin  
Higher Educational Aids Board

P.O. Box 7885  
Madison, WI 53707-7885

Telephone: (608) 267-2206  
Fax: (608) 267-2808

E-Mail: HEABmail@wisconsin.gov

Web Page: <http://heab.state.wi.us>

Tony Evers  
Governor

Connie Hutchison, PhD  
Executive Secretary

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**MONTHLY MEMO**  
**Higher Educational Aids Board**  
**MARCH 2019**

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**Executive Secretary**

Connie Hutchison has been appointed as the Executive Secretary for the agency. Her first day in the office will be March 18. Her e-mail is [Connie.hutchison@wisconsin.gov](mailto:Connie.hutchison@wisconsin.gov) and phone is 608-267-2206.

**REFUND PROCESSING**

Just a reminder to get your refunds in – this is the last year of the biennium so we want to be sure and distribute all of the funds that are available.

**Financial Specialist Position**

The financial specialist position is open. We're hoping to have the position filled by the end of April.

**NOTIFICATION LIST 18 - 19**

Distributed Wednesday afternoons:

March 6, 13, 20, and 27.

April 3, 10, 17, and 24.

**AES/TES LIST**

March 6, 13, 20, and 27.

April 3, 10, 17, and 24.

**VOUCHER PROCESSING**

Tuesdays and Fridays for files uploaded by noon.

March 1, 5, 8, 12, 15, 19, 22, 26 and 29.

April 2, 5, 9, 12, 16, 19, 23, 26, and 30.

**NOTIFICATION LIST 19-20**

Distributed Thursday afternoons.

March 7, 14, 21, and 28.

April 4, 11, 18, and 25.

Please check our Webpage for current Notification List and Voucher Processing Schedules.

<http://www.heab.wi.gov/finaid.html>

**GRANTS UPDATES**

**18-19 COMMITTED AND SPENT as of 3/5/19**

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>Wisconsin Grant – Private, non-profit</u></b>		
Committed	165.54%	166.15%
Spent	86.42%	88.90%
<b><u>Wisconsin Grant - Tribal</u></b>		
Committed	167.15%	221.32%
Spent	69.71 %	86.06%
<b><u>Wisconsin Grant – UW</u></b>		
Committed	133.23%	141.08%
Spent	93.24%	97.87%
<b><u>Wisconsin Grant – Technical</u></b>		
Committed	184.68%	161.25%
Spent	87.16%	83.27%

**GRANTS UPDATES**

**19-20 COMMITTED AND SPENT as of 3/6/19**

	<u>Current</u>	<u>This Time 5/9/18</u>
<b><u>Wisconsin Grant – Private, non-profit</u></b>		
Committed	108.51%	133.37%
Spent	0.00%	0.00%
<b><u>Wisconsin Grant - Tribal</u></b>		
Committed	46.19%	65.82%
Spent	0.00 %	0.00%
<b><u>Wisconsin Grant – UW</u></b>		
Committed	75.85%	65.56%
Spent	0.00%	00.00%
<b><u>Wisconsin Grant – Technical</u></b>		
Committed	69.31%	56.87%
Spent	0.00%	0.00%

## UPCOMING EVENTS

**Scheduled HEAB Board Meetings:** April 12, 2019; and July 19, 2019.

**HEAB Training Dates: March 14, and May 16.**

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 4822 Madison Yards Way, 7<sup>th</sup> Floor North, 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 Sherrie Nelson at (608) 267-2944 or email at [sherrie.nelson@wisconsin.gov](mailto:sherrie.nelson@wisconsin.gov).

Please contact me by phone at (608) 267-2944 or by email at [sherrie.nelson@wisconsin.gov](mailto:sherrie.nelson@wisconsin.gov) if you have any questions, concerns or comments. Thank you!