



State of Wisconsin  
Higher Educational Aids Board

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Scott Walker  
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Executive Secretary

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MONTHLY MEMO  
Higher Educational Aids Board  
DECEMBER 2018

**Happy Holidays!!**

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**2019-2020 Formulas**

The following formulas for the Wisconsin grants were approved by the Higher Educational Aids Board at their November 2, 2018 board meeting.

**Wisconsin Grant – University Colleges**

\$7,150 – EFC X 42% = Award

Student Budget – Expected Family Contribution x Student Award Percentage = Award

Maximum Award: \$3,003    Minimum Award: \$779

**Wisconsin Grant – Technical Colleges**

\$9,270 – EFC X 11.70% = Award

Student Budget – Expected Family Contribution x Student Award Percentage = Award

Maximum Award: \$1,084    Minimum Award: \$500

**Wisconsin Grant – Private Non-Profit Colleges**

UW Tuition: \$10,556

Base Maintenance: \$9,000

Dependent Inflation Factor: 340%

Independent Inflation Factor: 620%

Maximum Award: \$3,300

Minimum Award: \$1,000

**Wisconsin Grant – Tribal Colleges**

\$6,560 – EFC X 30.49% = Award

Student Budget – Expected Family Contribution x Student Award Percentage = Award

Maximum Award: \$2,000

Minimum Award: \$250

## Sending Refunds lists securely via e-mail

Please use the following instructions when sending refund lists electronically –

### *How to send a Secure Email for refunds list electronically*

*Please always send the list electronically by creating your list of refunds with the following columns in an excel spreadsheet.* Last name, First name, SSN#, Disbursement Code, School #, Voucher #, Refund Amount, and include the Check #, Check Date if available.

**Note: there must be text in both the subject line and in the body of the email before the system will allow a message to be sent.**

- Please remember to sign your secure message with your name/email address/phone #, as the default email addresses for the secure IDs are generally those of the Directors of Financial Aid and you will need to obtain the password information to use the site.
- At this time, only one file may be attached to an email message.
- You can send the email to the HEAB email address.
- All email use is tracked in your activity history and records when an email was sent and if there was an attachment.

The screenshot shows a web browser window with the title "Heab - Send Secure Email to Staff - Mozilla Firefox". The address bar shows the URL "https://secure.heab.state.wi.us/VoucherRequest/Protected/SecureEmail.aspx". The page content includes the HEAB logo and navigation links. The main heading is "Send an Email to the Heab Staff". Below the heading is a message: "Please remember to sign your secure message with your name/email address/phone #, as the default email addresses are those of the Directors of Financial Aid." The form fields include: "To:" with a dropdown menu (selected: "Select recipient primary"), "CC:" with a dropdown menu (selected: "Select recipient to copy (Optional)"), "Subject:", and "Body:". There is an "Attach a file:" section with a "Browse..." button. At the bottom are "Send Secure Email to HEAB Staff" and "Reset" buttons. A horizontal black line is drawn across the form area for demonstration purposes.

The black line was put there for demonstration only, so you won't see it on the actual site. You may send information securely to any staff member and CC any other staff member.

CELL NAME	EXPLANATION	NOTE: COLUMNS WILL AUTO FORMAT WHERE NECESSARY
Last Name		
First Name		
Social Security #	Enter numbers only, no spaces or hypens (ie 123456798)	
Disbursement Code	10=WHEG UW, 15=WHEG Tech, 20=TIP, 30=WTG, 35=Aviation Grant,45=Handicapped 50=Indian, 55=Tribal WHEG 60=Minority Grant, 65=Minority Teacher Loan, 75=TVI Loan,	

	80=Nursing Student Loan
	90=AES,95=Teacher Education (MTEC)
<b>School Code</b>	Your 3-digit school code assigned by HEAB
<b>Semester</b>	Semester to which refund applies (Fall,Spr); trimester schools = Fall,Win,Spr : NO NUMBERS
<b>Academic Year</b>	Academic Year to which refund applies (ie 97-98)
<b>Voucher Number*</b>	Voucher number of original disbursement from HEAB
<b>Refund Amount</b>	whole dollars only [unless 0607 or prior]
<b>Check Date</b>	enter numbers only, no spaces or hypens (ie 030498)
<b>Check Number**</b>	Number on check being returned

\*If HEAB Voucher Number is not known, please provide Semester and Academic Year

\*\*If the check number isn't available, leave blank.

If you have any questions, feel free to email or call [Cassie.Weisensel@wisconsin.gov](mailto:Cassie.Weisensel@wisconsin.gov)

### **Position Vacancies**

HEAB is recruiting for a mainframe half time programmer position (new position) and Financial Specialist Sr. (Cassie's prior position) position. You can find the mainframe position announcement here:

[http://wisc.jobs/public/job\\_view.asp?annoid=96908&jobid=96422&org=235&class=13372&index=true](http://wisc.jobs/public/job_view.asp?annoid=96908&jobid=96422&org=235&class=13372&index=true).

The financial specialist position will be re-announced soon and will be on the same website.

### **HEAB Board Student Member Vacancy**

Interested students may contact John Reinemann for more information or may simply apply at the website of the Governor's Office at <https://walker.wi.gov/apply/boards-commissions>

### **NOTIFICATION LIST 18 - 19**

Distributed Wednesday afternoons:

December 5, 12, and 19.

January 9, 16, 23, and 30.

### **AES/TES LIST**

December 5, 12, and 19.

January 9, 16, 23, and 30.

### **VOUCHER PROCESSING**

Tuesdays and Fridays for files uploaded by noon. ***Voucher requests for second semester may be uploaded on December 3, 2018.***

December 4, 7, 11, 14, 18, and 21.

January 4, 8, 11, 15, 18, 22, 25, and 29.

**No Voucher requests will be processed on December 25<sup>th</sup> or 28<sup>th</sup>, 2018 or January 1<sup>st</sup>, 2019.**

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

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

### **NOTIFICATION LIST 19 – 20**

The 19-20 notification list will be distributed on Thursday afternoons beginning January 24 and 31.

## **GRANTS UPDATES**

### **18-19 COMMITTED AND SPENT as of 11/27/18**

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>Wisconsin Grant – Private, non-profit</u></b>		
Committed	161.40%	165.35%
Spent	44.70%	45.60%
<b><u>Wisconsin Grant - Tribal</u></b>		
Committed	136.17%	198.69%
Spent	34.04 %	46.72%
<b><u>Wisconsin Grant – UW</u></b>		
Committed	132.41%	133.89%
Spent	50.72%	42.90%
<b><u>Wisconsin Grant – Technical</u></b>		
Committed	172.11%	160.33%
Spent	45.57%	39.07%

## **UPCOMING EVENTS**

**Scheduled HEAB Board Meetings:** February 15, 2019; April 12, 2019; and July 19, 2019.

### **HEAB Training Dates: March 14**

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 Cassie Weisensel at (608) 267-2206 or email her at [cassie.weisensel@wi.gov](mailto:cassie.weisensel@wi.gov).

Please contact me by phone at (608) 264-6181 or by email at [john.reinemann@wisconsin.gov](mailto:john.reinemann@wisconsin.gov) if you have any questions, concerns or comments. Thank you!