

CFI State Grants Portal and Processing

NCASFAA Webinars
June 2018



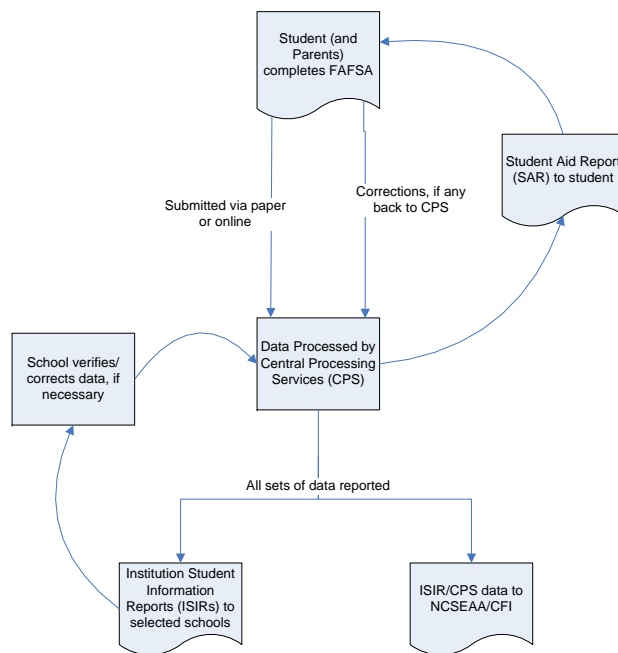
Programs administered in the Portal

- ELS- Education Lottery Scholarship for UNC's and CC's
- NBS- Need Based Scholarship for Private Colleges
- UNC- UNC Need Based Scholarship
- CC- Community College Grant

State Grant Application and Award Processing in the Portal

- The FAFSA is the application for the UNC, ELS, NBS, and CC Grants.
- CFI/SEAA receives records from CPS for any student listing NC as the state of residence or listing an NC college.
- State grants are calculated for every student for each applicable grant type at each college

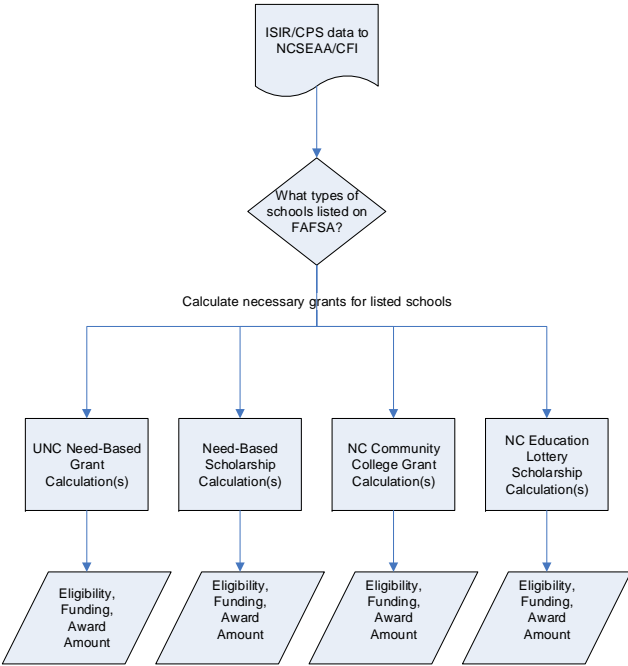
FAFSA Data Process



- FAFSA completed by student/parent
- Data processed by CPS
- Data retrieved by college and by CFI/SEAA
- Any corrections made to the FAFSA process through CPS and are retrieved by college and CFI/SEAA



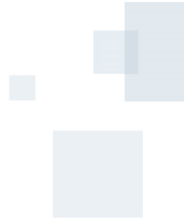
Grant Calculations



CFI calculates grant eligibility funding:

- for each student
- for each grant type
- for each set of data
- for each selected school



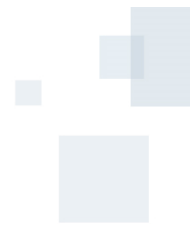


Grant Calculations - FAFSA

All data is gathered from the FAFSA that the student completed:

- Confirm U.S. citizen or eligible non-citizen
- Check NC resident
 - Self-reported
 - 12 months required
- Verify Title IV eligibility
 - Per Dep/Indep determination (based on CPS matches)
 - Per NSLDS match flag and Discharged Loan Flag
- Check grade level and degree pursuit
 - No prior Bachelor's degree self-reported
- Individual grant type criteria and edits



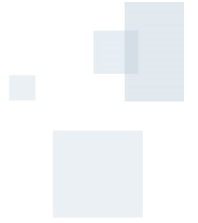


Grant Calculation: RDS

RDS:

- Session Law 2013 – 360 directed the UNC, NCCCS, NCICU, and SEAA to create a centralized, uniform process for determining residency for tuition purposes and for administration of State-funded financial aid.
- Started implementing RDS in December of 2016; all North Carolina Colleges and Universities are implemented for undergraduates.





Grant Calculation: RDS

- Newly calculated state grants will be funded if RDS indicates in-state or unknown (RDS not yet completed), funds are available, and student otherwise eligible.
- Only an RDS result of out-of-state will stop an otherwise eligible student from being considered eligible.
- Only the college knows who must complete RDS because students who have been continuously enrolled and received an in-state determination prior to RDS can rely on that previous determination.

Grant Eligibility: FAFSA and RDS

- The CFI State Grants system receives and processes FAFSA data daily.
- The Grants system receives data from RDS throughout the day on an almost real-time basis.
- Grants requests data from RDS for each new student that comes into the grants system.
- RDS sends the Grants system any changes to previous results.

State Grant Funding

- “Funded” in the state grants portal means that funds have been reserved for the student in anticipation of their enrollment.
- Funds are reserved for the student on a first come, first served basis. The earlier the FAFSA, the more likely funds will be available.
- Since CFI doesn’t know who will enroll where, or if they will enroll, we “fund” state grants far in excess of actual dollars that are available.
- CFI and SEAA use historical data to try to figure out how much initial funding to put out, and we may turn funding of new awards off and on throughout the year as enrollment data comes into the grants portal via certifications of F, H, 3, P, and N.

State Grants Portal

- Calculated awards presented to colleges via the CFI State Grants Portal.
- The Financial Aid Director authorizes users and can add, delete, and edit users via the Admin function under the CFNC FAA login.
- Certify, reconcile, request files, and research issues via the State Grants Portal.

State Grants Portal User Types

Fully automated campuses:

Using Ellucian Colleague or Ellucian Banner state grant interfaces (UNC and CC colleges)

- Interface ingests grants awards file and processes automatically.
- Interface creates certification files for school to upload or transmit to CFI.
- For some, interface creates adjustment upload files.
- Some automated reconciliation processes.

State Grants Portal User Types

Partially Automated Campuses:

- Don't use a custom interface but may have created some automation on their own.
- Create comma separated files to upload information to the Portal.
- Custom processes.

State Grants Portal User Types

Manually Processing Campus

- Little to no automation.
- Enters all data manually via the State Grants Portal
- Manually enters state grant awards on school system.

The State Grants Portal serves all colleges

- Because of the wide range of user automation, different campus sectors, and sizes of colleges using the State Grants Portal, processes vary greatly from college to college; CFI can't provide a detailed workflow that can work for all of you.
- We'll go over a high level view of the Portal functionality and data that is available and a general timeline of the workflow.
- You may not use all these functions daily, depending on your how college processes state grants.

State Grants Processing General Workflow/Timeline

- October: FAFSA opens for following academic year.
- February: CFI processes all received CPS records, calculates awards, and puts them on the state grants portal.
- Colleges begin awarding state grants to students and potential students. The awarding process begins in February-March and continues throughout the year as students enroll and FAFSAs come in.
- Colleges may certify students as 'N' for not enrolled.

State Grants Processing General Workflow/Timeline

Feb and throughout the year: colleges upload Term Enrollment files. The Term Enrollment file process will mark all students that are not enrolled at your college as 'N' on the portal.

- The Term Enrollment file process cuts down on the number of students you must review, pull in to your system, or manually certify.
- The Term Enrollment file process lets CFI and SEAA know early on who is enrolled and who is not, which
 - helps us predict funding needs.

State Grants Processing General Workflow/Timeline

July: CFI opens up the State Grants Portal for certifications of F, H, 3, and P for enrolled students.

By this time, schools need to have updated their Earliest First Disbursement dates for each term under Settings, School Preferences on the Portal. No grant funds will be disbursed until these dates are entered.

August: State Grants disbursements for Fall begin, based on the schools earliest first requested date.

State Grants Processing General Workflow/Timeline

August- May: RECONCILIATIONS

Colleges should reconcile state grants throughout the year. Failure to reconcile in a timely fashion can result in:

- You are missing funds at the end of the term that you have already posted to the student account and now it is too late to get them from CFI.
- You are holding on to funds that the student was not eligible for for too long, resulting in audit findings.
- You have a huge mess on your hands, and must spend hours and days reconciling the entire term/year all at one time.

State Grants Processing General Workflow/Timeline

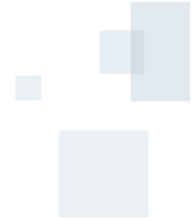
- Reconcile throughout the year.
- May: CFI closes certifications for the academic year.
- June: The last disbursements for the academic year are made.

State Grants Portal Login

You may navigate to the login screen from CFNC.org. These pages will be getting updated soon. Currently this is the URL to the login from CFNC:

<https://www.cfnc.org/extranet/Gateway?command=AdminGateway&title=faa>

State Grants Portal Login



CFNC

Financial Aid Administrator Logon

You are accessing a system owned and/or operated by College Foundation, Inc. (CFI). By logging onto CFI's system, you certify that you are a financial aid administrator (or are acting on behalf of a financial aid administrator) and have the authority from your educational institution and a legal right to access information on CFI's system. You further certify that you will access information that only relates to a student applicant, a current student, or a former student of the educational institution on whose behalf you are working. You also understand that other educational loans may exist through CFI or other entities that are not provided on CFI's system you are accessing, and CFI makes no representation as to the timeliness and accuracy of the information provided.

All information contained herein is confidential and proprietary and is not to be shared with any third party or used for any unauthorized or illegal purpose. Unauthorized or illegal use of CFI's system is not permitted, and any such use shall be considered a fraudulent act. Violators will be prosecuted to the full extent of the law.

User Name:
Password:



Admin functions

Can't log on? Forgot your user name or password? [Click here for help.](#)

[Click Here](#) to access the 2015-2016 Grant Certification



State Grants Portal

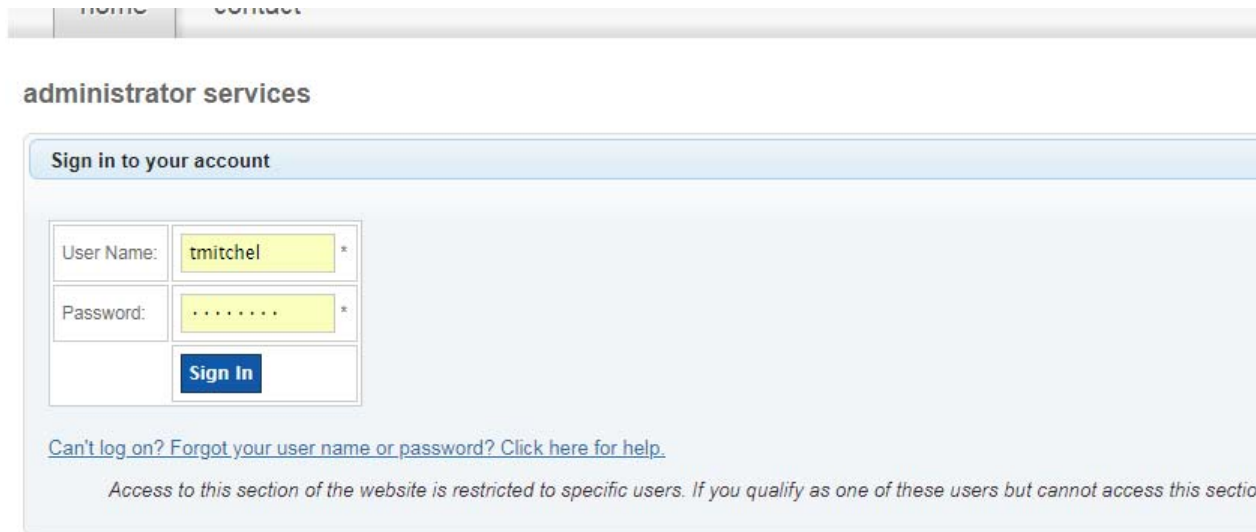
Log in on THIS page to access FA Admin functions to add, remove and edit school users.

Click on the link "Click Here" to access the State Grants Portal that we are using now.

State Grants Portal Login

Bookmark the State Grants Portal Login and to go straight there:

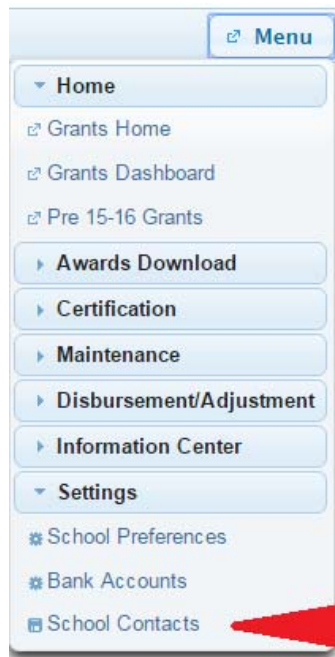
https://www.sscwp.org/grants/schoolAdmins/admin_landing.htm



The screenshot shows a web page with a navigation bar at the top containing "Home" and "Contact". Below the navigation bar is a section titled "administrator services". The main content area features a "Sign in to your account" form. The form includes two input fields: "User Name:" with the value "tmitchel" and "Password:" with masked characters. A "Sign In" button is positioned below the password field. Below the form, there is a link for help: "Can't log on? Forgot your user name or password? Click here for help." and a note: "Access to this section of the website is restricted to specific users. If you qualify as one of these users but cannot access this section..."




State Grants Portal: School Contact Information

- Add contact people for their office
- Edit contact information,
- Select notifications to receive
- Individuals do not have to have access to log in to the portal to be designated as a contact for the college.



State Grants Portal: School Contact Information

All current contacts for your college are displayed. Available actions are:

-  Update Information for Contact
-  Set Notification Preferences for Contact
-  Delete Contact

School Contacts

Academic Year	Contact Type	Name	Email	Actions
All	Business Office Contact	JONATHAN DOLLAR	JDOLLAR@TESTSCHOOL.EDU	  
All	Business Office Contact	MARY ANN BANKS	MABANKS@TESTSCHOOL.EDU	  
All	Financial Aid Office GRANTS CONTACT	DAVID PERKINS	DPERKINS@TESTSCHOOL.EDU	  
All	Financial Aid Office Director	LISA PELL	LPELL@TESTSCHOOL.EDU	  
All	FINANCIAL AID OFFICE OTHER GRANT CONTACT	TAYLOR GRANT	TGRANTR@TESTSCHOOL.EDU	  

[Add Contact](#)


















State Grants Portal: School Contact Information

Update or View Contact Information for a Current Contact:

All	Financial Aid Office GRANTS CONTACT	DAVID PERKINS	DPERKINS@TESTSCHOOL.EDU			
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Contact information for that person will expand under the list of contacts. Make any desired changes and click Save. Click Cancel to close this contact's information without saving. Or, click an action icon beside another contact to switch between contacts without saving.

Year	Contact Type	Name	Email	Actions
All	Business Office Contact	JONATHAN DOLLAR	JDOLLAR@TESTSCHOOL.EDU	  
All	Business Office Contact	MARY ANN BANKS	MABANKS@TESTSCHOOL.EDU	  
All	Financial Aid Office GRANTS CONTACT	DAVID PERKINS	DPERKINS@TESTSCHOOL.EDU	  
All	Financial Aid Office Director	LISA PELL	LPELL@TESTSCHOOL.EDU	  
All	FINANCIAL AID OFFICE OTHER GRANT CONTACT	TAYLOR GRANT	TGRANTR@TESTSCHOOL.EDU	  

[Add Contact](#)

Update

Academic Year: All

Contact Type: Financial Aid Office GRANTS CONTACT

Name: * DAVID PERKINS

Email: * DPERKINS@TESTSCHOOL.EDU

Country:

Address One:

Address Two: 25 Financial Aid Avenue

Address Three: Downtown

City: Raleigh

State: North Carolina

Postal Code (Zip): 27777

Area Code: * 919

Phone Number: * 5555555

Extension: 0

Fax Area Code: 919

Fax Number: 5555556

Fax Extension: 0

[Save](#) [Cancel](#)

State Grants Portal: School Contact Information



Set or View Notifications for a Current Contact

Click the Set Notifications Icon beside the contact to be viewed or updated.

All	Financial Aid Office Director	LISA PELL	LPELL@TESTSCHOOL.EDU			
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Notifications for Marva McKoy

Notifications:

- School/Student Specific Unlock Request
- School/Student Specific New CPS Notification
- General Calendar/Deadline Announcement
- School EFT Notification Alert
- Residency Conflict
- Residency Conflict Resolved

Select or unselect notification types. All notifications are email.

NOTE: General Calendar/Deadline Announcements are information emails sent out by CFI.



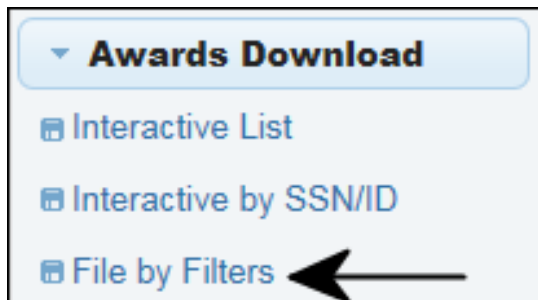
State Grants - Awarding

- Funded and Eligible grants on the Portal are available to award eligible, enrolled students.
- You may create a file on the Portal to pull in and process if you are using the Colleague or Banner interface or if you have developed a custom process.
- If you manual award your students, you can pull a list from the Portal or work directly from the Portal.

State Grants - Awarding

Create an Awards File

The fastest way to create an Awards file is to use the File by Filters option. It creates a file by parameters that you select from drop-down lists and performs no other function.



State Grants- Awarding

Create an Awards file

Awards Download By Filters

Academic Year:	2017-2018
Period:	All
Grant Type:	All
Enrollment Status:	All
Grade Level:	All
Funded:	Yes
Eligible Per CFI:	All
Eligible Per School:	All
Disbursement On Hold:	All
Low Cost:	
Downloaded:	All
Terms Remaining Less Than:	20
Locked:	All

Request Awards File

Select the parameters for the awards you want in the file and click Request Awards File.

NOTE: The filter for Eligible per CFI is set to All. We suggest that you set this to Yes unless your sector or interface work flow specifically directs otherwise. (CCs)

State Grants- Awarding

Create an Awards file

When you request an awards file from the Portal, it will be generated and placed:

- In the college's folder on the CFI SFTP server for colleges using SFTP to send and receive grant files (most users of the Colleague and Banner custom interfaces)

Or

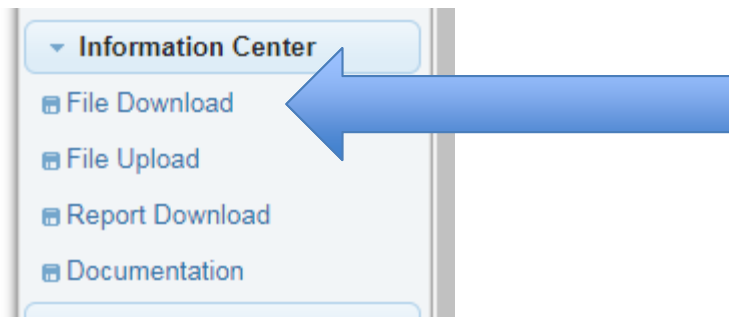
- In the Information Center under File Download for schools not using SFTP

State Grants- Awarding

Create an Awards file

Follow the specifications for Colleague or Banner for instructions on pulling files from the server.

Navigate to the File Download page to pull your file off the Portal



State Grants- Awarding

Create an Awards file

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Navigate to the File Download page to pull your file off the Portal

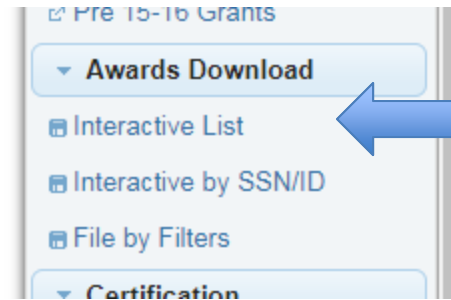


The screenshot shows a web interface for file downloads. At the top, there are buttons for 'Delete All' and 'Refresh'. Below these is a table with columns for Name, Description, Size, Time, and Type. The first row shows a file named 'DLGTBC18YALL278.CSV' with a description of 'CERTIFICATION DOWNLOAD FILE', a size of 400609, and a time of 2018-06-28-09.06.22. There are also navigation controls like '1 2 3 4 5 6 7 8 9 10' and arrows.

Name ↕	Description ↕	Size ↕	Time ↕	Type ↕
DLGTBC18YALL278.CSV	CERTIFICATION DOWNLOAD FILE	400609	2018-06-28-09.06.22	CSV
DLGTBC18YALL278.CSV	CERTIFICATION DOWNLOAD FILE	400609	2018-06-28-09.06.22	CSV

If you don't see your Certification Download file, wait a minute and click the Refresh button.

State Grants- Awarding



Awards Download

Academic Year: Period: Grant Type: Funded: Eligible:

If you want to view your awards before creating a file, or if you want to make a list of awards instead of creating a file, select Interactive List from the Awards Download menu. Set the parms as desired and click Refresh List.

State Grants- Awarding

Awards Download

Academic Year: 2017-2018 Period: All Grant Type: All Funded: Yes Eligible: Yes Refresh List

Request Awards File

Columns

SSN	Student ID	Last Name	First Name	CPS	Type	Enr Period	Fund	Max Award	Current Award	Cap	Enroll
733-77-7777	00000076445	ANISE	JENN	2	CC	FALL	Y	\$500.00	\$0.00	N	L
733-77-7777	00000076445	ANISE	JENN	2	ELS	FALL	Y	\$1,515.00	\$0.00	N	L

Hold	Lock	Down	Changed	CFI Elig	School Elig	Low Cost	Pending Adj	Terms Left	RDS	CGF	RDS Val	Actions
N	N	Y	Y	Y			Y	4.25	U	Y	N	  
N	N	Y	Y	Y			Y	7.25	U	Y	N	  

Once the list is generated, you have a lot of options to customize. Customize your list using the filters at the top of the columns. Then, click Request Awards file to send a file to the FTP server or the File Download page, or use the icons to create a report.

State Grants- Awarding



The screenshot shows a data table with columns for various attributes and an Actions column. The Actions column contains icons for .csv, PDF, and Excel, which are circled in red. The table has two data rows.

Hold	Lock	Down	Changed	CFI Elig	School Elig	Low Cost	Pending Adj	Terms Left	RDS	CGF	RDS Val	Actions
All	All	All	All				All	All	All	All	All	
N	N	Y	Y	Y			Y	4.25	U	Y	N	  
N	N	Y	Y	Y			Y	7.25	U	Y	N	  

Click the .csv, PDF, or Excel icons to instantly create a list.

This option is throughout the Portal. Anytime you see these icons, you click them to create a report of what you are working with.

State Grants- Certifying and Eligibility

Technically, the act of certifying a state grant is entering and enrollment status for a term for a student. But when entering and enrollment status and receiving funds, you are also certifying that:

- The student is Title IV eligible.
- The student is a North Carolina resident
- The student is enrolled for the correct number of hours
- The student is being awarded on the same ISIR (CPS) transaction for state grants as for other aid.

State Grants- Certifying and Eligibility

TIP: In nearly all cases, questions regarding State Grants can be answered:

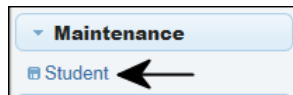
“Do what you would do for Pell”

Exception is Pell LEU. State Grants have their own “LEU.” As long as a student has terms remaining for that grant, they can have it even if they have used all their Pell, assuming they would otherwise be Pell eligible.

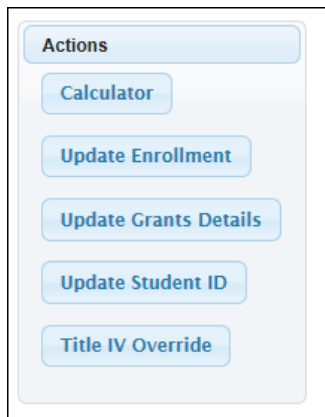
State Grants- Certifying and Eligibility

Title IV Eligibility Rejection Reason

If a student is showing a rejection reason “Not Title IV Aid Eligible,” you can override that code. The college is responsible for keeping documentation on file that any defaults or overpayments have been satisfied.



Navigate to Student Maintenance and pull up the student record.



Click the Title IV Override button.

This button does not appear if the student does not have the “Not Title IV Aid Eligible” rejection reason.

State Grants- Certifying and Eligibility

State Residency Requirement

- No “grace period” in residency eligibility for grant consideration
- Grant dollars go ONLY to NC residents
- RDS is authority for residency eligibility for grant consideration
- If school has information that student is “non-resident” of NC, school must report student as “ineligible” for grant in current term

State Grants- Certifying and Eligibility

State Residency Requirement

In order to receive a State Grant, a student must be an NC resident. A student will be considered a resident for grants purposes if:

- 1- The student's most recent ISIR and the ISIR on which the grant is being awarded reflect NC residency **AND**....
2. There is a current RDS determination of NC resident, OR

The student has been continuously enrolled since being determined an NC resident by RDS, or by the school for determinations that took place prior to RDS implementation.

Continuous enrollment definition for the purposes of state grants will mirror continuous enrollment as defined by Residency Determination Service (RDS)

State Grants- Certifying and Eligibility

State Residency Requirement: Flags in the Grant System

RDS Flag: Y (yes)= in-state
E (expired) = in-state, but determination expired
N (no)= out-of-state
U(unknown)=student has not completed RDS

RDS Val Flag: The RDS result of Y or N has been validated (student has returned requested documents or validation has been completed).
Validated determinations are final unless the student seeks reconsideration or appeal.

State Grants- Certifying and Eligibility

State Residency Requirement: Flags in the Grant System

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Validated determinations are final unless the student seeks reconsideration or appeal.

Interpreting Residency Flags

Student determined in-state by RDS.

RDS determination has been validated.

Enr Period	Current Award	Cap	Enroll	Hold	Lock	CFI Elig	School Elig	Terms Left	RDS	CGF	RDS Val
FALL	\$497.00	N	F	N	N	Y	Y	8.00	Y	N	Y
SPRG	\$497.00	N	F	N	N	Y	Y	8.00	Y	Y	Y

Student did not receive a grant the prior year. CGF=N for Fall; CGF = Y for Spring because of Fall grant.

Interpreting Residency Flags

Student determined in-state by RDS, but determination expired.

RDS determination was validated.

Enr Period	Current Award	Cap	Enroll	Hold	Lock	CFI Elig	School Elig	Terms Left	RDS	CGF	RDS Val
FALL	\$0.00	N	N	N	Y	Y		8.00	E	N	Y
SPRG	\$0.00	N	-	N	Y	Y		8.00	E	N	Y

CGF = N, so no state grant was received in past year at this school.

If student has been continuously enrolled per RDS rules, then student remains eligible for state grant.

If this student was not enrolled in prior year, RDS must be completed again.

Interpreting Residency Flags

Student has not completed RDS.

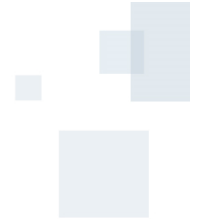


Enr Period	Current Award	Cap	Enroll	Hold	Lock	CFI Elig	School Elig	Terms Left	RDS	CGF	RDS Val
FALL	\$1,523.00	N	F	N	N	Y	Y	8.00	U	N	N
SPRG	\$1,523.00	N	F	N	N	Y	Y	8.00	U	Y	N



College awarded student a state grant, therefore, the student must have been determined BY THE COLLEGE to be in-state prior to RDS implementation.

Student will meet the residency requirement for state grants as long as he remains continuously enrolled.

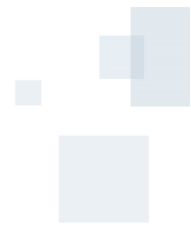


Residency Related Flags in Portal

CGF Flag: Continuous Granting Flag. This flag set to Y indicates a student has received state grants at your college in at least one of the past two semesters and therefore has already been determined to be a NC resident

- Y = student has received state grants at your college in at least one of the past two major terms (fall, winter, spring).
- N = student has not received a state grant at your college for the past two terms.





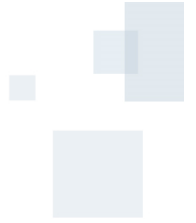
Residency Related Flags in Portal

Residency Discrepancy Flag: If this flag is set to a Y, CFI has found a negative discrepancy related to residency and removed the student's state grant

A student may be flagged for discrepant information if:

- The student completes RDS and is found to be non-resident (RDS flag also flips to 'N')
- The student updates the FAFSA to show non-NC residency





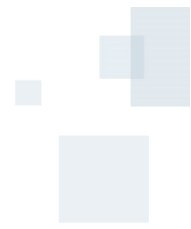
Residency Discrepancy

If CFI finds a negative discrepancy related to residency for a grant eligible student:

- The residency discrepancy flag is set to Y and student appears on Residency Discrepancy report.
- An alert is placed on the dashboard IF the grant has been certified

If the grant that was removed has had funds disbursed to the school:

- Email alert to school
- Create adjustment record on grants portal
- An alert is placed on the dashboard



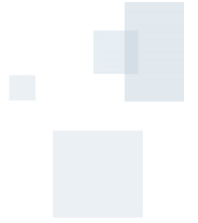
Residency Discrepancy

If a student with a residency discrepancy clears the issue by:

- Submitting a FAFSA correction or
- Requesting appeal or reconsideration through RDS and being determined to be an NC resident

CFI will:

- Put alert on dashboard that the grant has been restored
- Send email notification that grant is restored



Residency Discrepancy – Hold Harmless Dates

Fall: 10/1

Spring: 3/1

Negative discrepancy information effective after the Hold Harmless date will not affect the student for that term, but it will affect the next term. The Effective Date is the date the student started the RDS process.



Alert on Dashboard - Grant Removed

Alerts			
Done	Subject	Date	Detail
<input type="checkbox"/>	Residency Discrepanc...	03/23/2018	▶
<input type="checkbox"/>	Residency Discrepanc...	03/23/2018	▶
Residency Discrepancy: 2019 SPRG grant award removed for GARCIA ANGEL SSN or Student ID B00304973 .			

Student data in this presentation does not contain actual student information.

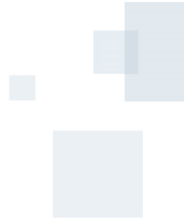




Alert on Dashboard – Grant Reinstated

Alerts			
Done	Subject	Date	Detail
<input type="checkbox"/>	Residency Discrepanc...	03/23/2018	
Residency Discrepancy Resolved: 2018 SPRG grant award reinstated for GSCANTLAND JUAN SSN or Student ID 591850497 .			





Residency Discrepancy Email Alerts

Email alert occurs when:

- ✓ A student's grant is removed AFTER funds have already disbursed to the college
- ✓ A student's grant is reinstated after being removed due to adverse residency information.



Residency Changes Report

[Menu](#)

Residency Changes Last 90 Days

Academic Year: 2017-2018

SSN	Student ID	Last Name	First Name	Current RDS	RDS Val	Change Date	Effective	Prior RDS
240-55-7070	B01129444	SANYANG	JASMINE	Y	Y	12/23/2017	12/23/2017	U
242-95-4710		BOLES	NICHOLAS	Y	Y	12/23/2017	12/23/2017	U
237-89-6905	BC2941050	DIXON	GEORGE	N	Y	12/25/2017	11/29/2017	Y
246-32-5093		PARRISH	CARLOS	Y	Y	12/25/2017	12/25/2017	U
238-87-3721		SALAH	EMILY	Y	Y	12/26/2017	12/25/2017	U
240-89-8490	2941151692	DAVIDSON	MICHAELA	Y	Y	12/27/2017	12/26/2017	U

Navigation: 1 2 3 4 5 6 7 8 9 10

Export: CSV PDF X

Left Menu: Home, Grants Home, Grants Dashboard, Pre 15-16 Grants, Awards Download, Certification, Maintenance, Residency (selected), Residency In-State, Residency Discrepancies, Residency Changes (highlighted with arrow)

Residency Changes Report

Change Date is the date the Current RDS or the RDS Val flag was last changed.
Effective date of RDS Result is the date the student began RDS.

Residency Changes Last 90 Days

Academic Year: 2016-2017

SSN	Student ID	Last Name	First Name	Current RDS	RDS Val	Change Date	Effective	Prior RDS
185-47-4468		RASMUSSEN	JENNIFER	Y	Y	02/03/2017	01/30/2017	U
238-69-4021		FLESCH	ADAM	Y	N	01/03/2017	01/03/2017	U
238-79-9252		CULLISON	JASMINE	Y	N	01/07/2017	01/07/2017	U
239-76-9089		BRANCH	DANIELLE	Y	N	01/24/2017	01/24/2017	U
185-20-3845		THOMPSON	YASSINE	Y	Y	03/28/2017	03/27/2017	N
238-89-4937		ANDERSON	JENNIFER	Y	N	01/10/2017	01/10/2017	U
238-41-2699		FLESCH	ADAM	Y	N	01/25/2017	01/25/2017	U
239-89-4153		CULLISON	JASMINE	Y	N	01/15/2017	01/15/2017	U
185-71-4848		BRANCH	DANIELLE	Y	N	01/16/2017	01/16/2017	U
238-53-5963		THOMPSON	YASSINE	Y	N	01/24/2017	01/24/2017	U
238-06-4521		ANDERSON	JULIANA	Y	Y	03/28/2017	03/27/2017	N



Export
to
report
s

Residency In-State Report

RDS Expiration date: Only significant if the expiration date is near and student has not been continuously enrolled since RDS was last done.

Menu

- Home
 - Grants Home
 - Grants Dashboard
 - Pre 15-16 Grants
 - Awards Download
 - Certification
 - Maintenance
 - Residency
 - Residency In-State
 - Residency Discrepancies
 - Residency Changes

Residency In-State

SSN	Student ID	Last Name	First Name	RDS	RDS Val	Exp Date
110-86-4468		MCGREW	CHRISTINA	Y	Y	03/12/2018
240-41-4021		MCGREW	BRANDY	Y	Y	03/14/2018
345-37-9252		DRAKE	MAME	Y	Y	03/17/2018
237-83-9089		CHAVIS	TIANNA	Y	Y	03/18/2018
246-87-3845		SANGIACOMO	BROOKE	Y	Y	03/19/2018
099-82-4937		SMITH	JESSICA	Y	Y	03/24/2018
123-78-2699		FALL	ANA MARIA	Y	Y	03/28/2018
237-85-4468		JOHNSON	HOLDEN	Y	Y	03/29/2018
238-69-4021		WESTCOTT	ADAM	Y	N	04/03/2018

Export to reports

State Grants- Certifying and Eligibility

- A grant is considered certified if an enrollment status has been entered for a term for which the student is funded and eligible for a grant.
- A student should meet all eligibility criteria before funds are received by the school. However, a school could enter an enrollment status for a student they expect to be eligible (for example, pending verification completion), and place the grant on “hold.” Once the student meets all requirements, the hold can be taken off.
- A school may also enter an enrollment status but then mark the student as eligible per school = N to prevent funds from disbursing.

State Grants- Certifying and Eligibility

Certify state grants by:

- Uploading a file.
- Manually entering certifications in to the State Grant Portal.

Colleges can certify grants by one or both of these methods.

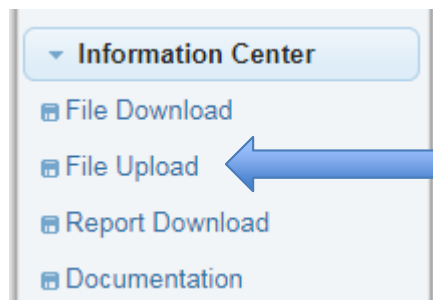
State Grants- Certifying and Eligibility

Uploading a certification file:

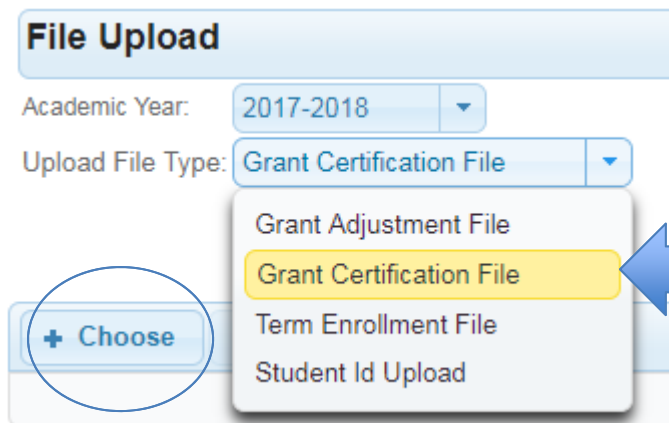
- Follow the process for your interface
- Upload a file via the web to the State Grants Portal

State Grants- Certifying and Eligibility

Uploading a certification file directly to the Portal:



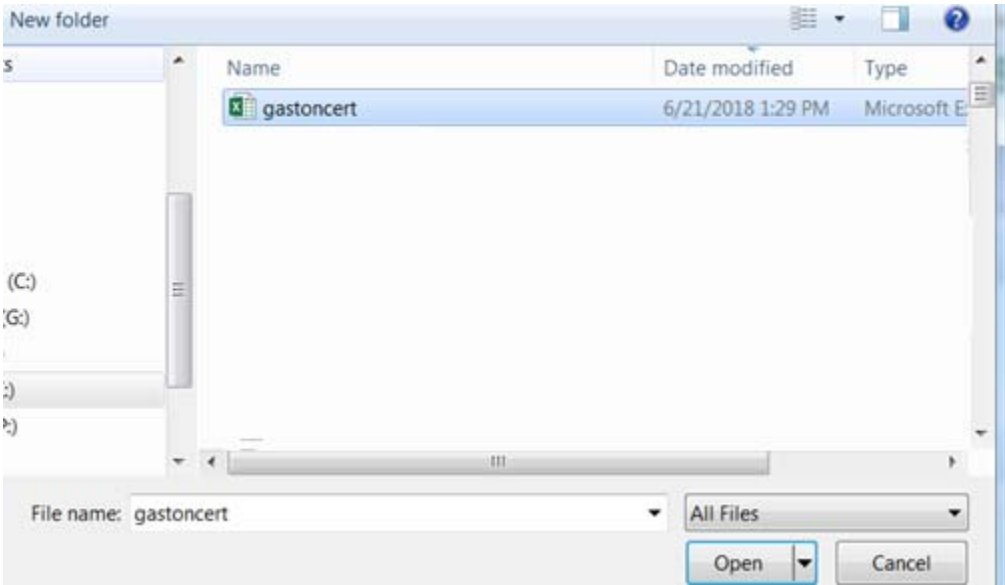
Navigate to the File Upload page



Select Grant Certification File and click Choose.

State Grants- Certifying and Eligibility

Uploading a certification file directly to the Portal:



Locate your file and click Open

State Grants- Certifying and Eligibility

Uploading a certification file directly to the Portal:

The screenshot shows a 'File Upload' section with two dropdown menus. The first is 'Academic Year' set to '2017-2018'. The second is 'Upload File Type' set to 'Grant Certification File'. Below these are three buttons: '+ Choose', '↑ Upload', and '⊗ Cancel'. A table below the buttons shows a file named 'gastoncert.xlsx' with a size of '71.2 KB' and a close button 'x'.

File Name	Size	Actions
gastoncert.xlsx	71.2 KB	<input type="button" value="x"/>

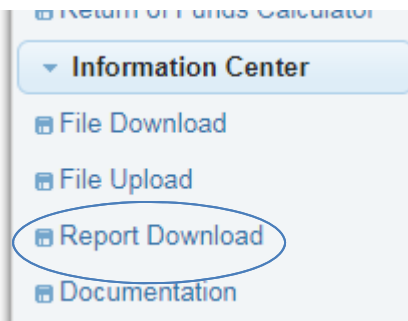
Click Upload.

If you accidentally selected the wrong file, click the 'x' and select again.

You will receive a message that your file was uploaded. If you receive an error message, contact CFI or wait for us to contact you.

State Grants- Certifying and Eligibility

Grants Upload Error Listing



After your interface or manually created file processes, you will get a “Grants Upload Error Listing” on the Report Download page.

A screenshot of the 'Report Download' page. It features a 'Delete All' and 'Refresh' button. Below is a table with columns for Name, Description, Size, and Time. The table contains one row of data.

Name	Description	Size	Time
RP07BF464.PDF	GRANTS UPLOAD ERROR LISTING	1951	2018-04-18-16.27.59

You will get this report once your file processes even if there are no errors. If there are no errors, the report will just be blank.

State Grants- Certifying and Eligibility

Manually created Certification file TIP

Create the file from scratch in the correct format (file layout available from CFI)

OR

Pull an Awards file from the Portal and insert your data. The file layout for the Awards file and Certification file are the same.

State Grants- Certifying and Eligibility

Manually created Certification file TIP

To pull a file and insert your data, go to Awards Download, Interactive List.

Use the filters to get the population you want (an example is Fall awards with no enrollment status yet entered), and click Request Awards File.

Request Awards File

? Columns

SSN	Student ID	Last Name	First Name	CPS	Type	Enr Period	Fund	Max Award	Current Award	Cap	Enroll	Hold	Lc
999-99-2515		BRODY	LEONARD	3	CC	FALL	Y	\$850.00	\$0.00	N			
333-44-5555		FOGG	PHINEAS	2	CC	FALL	Y	\$500.00	\$0.00	N			

Enroll dropdown menu:
 None - Not Specified
 F - Full Time
 P - Full Time Plus

State Grants- Certifying and Eligibility

Manually created Certification file TIP

- Go to the File Download page to open the file.
- Put your enrollment statuses and CPS #s in the file. You can also add and remove holds with this file.
- Delete records if needed; just keep the same layout.
- Upload back to CFI via File Upload

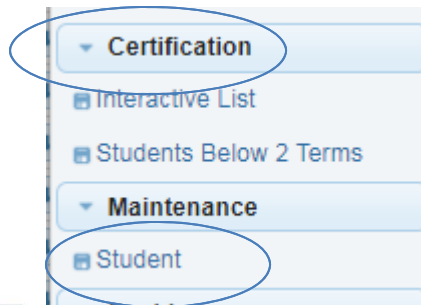
DNSSN	DNACYR	DNGTTYP	DNSCH	DNSCHBR	DNENRLPF	DNCPS#	DNHOLD	DNENRLST	DNCURAM	DNNE
@H	20180628	115101	GTD1	P	0	88888800	0			
111223333	2018	CC	888888	0	FALL	1	N		500	9999
111223333	2018	ELS	888888	0	FALL	1	N		1065	9999
121212121	2018	CC	888888	0	FALL	2	N		500	9999
121212121	2018	ELS	888888	0	FALL	2	N		765	9999

State Grants- Certifying and Eligibility

Manually certifying in the Portal

Certifications can be manually entered in two different screens in the portal:

- Certification Interactive List, OR
- Maintenance, Student



State Grants- Certifying and Eligibility

Certification Interactive List

home contact

Awards Certification

Academic Year: 2017-2018 Period: All **Funded/Eligible**

In the Certification Interactive List page, select the period you want to certify, or leave as "All."

Click Funded/Eligible.

Awards Certification

Academic Year: 2017-2018 Period: All **Funded/Eligible** Show All Currently viewing Funded and Eligible students only.

SSN	Student ID	Last Name	First Name	Enr Period	CPS	Enroll	Pending
733-77-7777	00000076445	ANISE	JENN	FALL	2	L	-
733-77-7777	00000076445	ANISE	JENN	SPRG	2	3	-
110-22-3333	00000076445	BARTLEY	SONAI	FALL	1	W	-
110-22-3333	00000076445	BARTLEY	SONAI	SPRG	1	3	-
734-77-7777	00000076433	BASIL	BILL	FALL	2	F	-
734-77-7777	00000076433	BASIL	BILL	SPRG	2	H	-
999-88-7777	00000076522	BATTEN	DEBBIE	FALL	2	-	-
999-88-7777	00000076522	BATTEN	DEBBIE	SPRG	2	-	-
999-99-4131	00000076425	BISSSEL	MARY	FALL	1	-	-
999-99-4131	00000076425	BISSSEL	MARY	SPRG	1	-	-

The view defaults to funded and eligible students.

State Grants- Certifying and Eligibility

Certification Interactive List

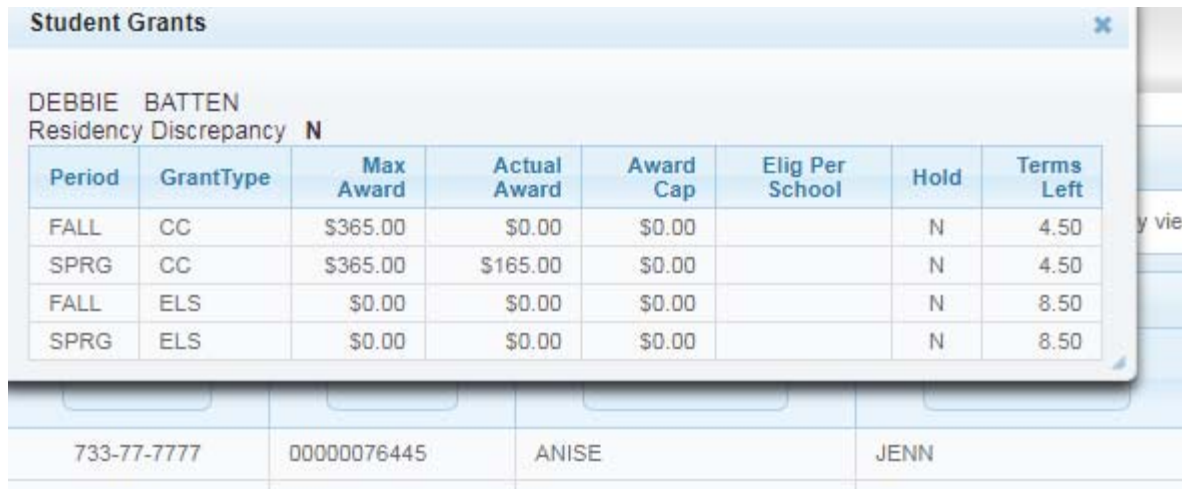
999-88-7777	00000076522	BATTEN	DEBBIE	FALL	2	-
999-88-7777	00000076522	BATTEN	DEBBIE	SPRG	2	None - Not Spec
999-99-4131	00000076425	BISSEL	MARY	FALL	1	None - Not Specified
999-99-4131	00000076425	BISSEL	MARY	SPRG	1	F - Full Time
999-99-1909	00000076404	BLUE	ROGER	FALL	3	P - Full Time Plus
999-99-1909	00000076404	BLUE	ROGER	SPRG	3	H - Half Time
587-96-3214	00000076296	BRIDGERS	BRIAN	FALL	2	3 - Three Quarter Time
587-96-3214	00000076296	BRIDGERS	BRIAN	SPRG	2	L - Less Than Half Time
999-99-2515		BRODY	LEONARD	FALL	3	N - Not Enrolled
999-99-2515		BRODY	LEONARD	SPRG	3	W - Has Withdrawn
999-99-4030	00000076424	CHESSON	BRIAN	FALL	3	X - Unlock Award

Click in the Enroll column beside the student and term you want to certify.

A dropdown will open allowing you to select a status.

State Grants- Certifying and Eligibility

Certification Interactive List



DEBBIE BATTEN
Residency Discrepancy N

Period	GrantType	Max Award	Actual Award	Award Cap	Elig Per School	Hold	Terms Left
FALL	CC	\$365.00	\$0.00	\$0.00		N	4.50
SPRG	CC	\$365.00	\$165.00	\$0.00		N	4.50
FALL	ELS	\$0.00	\$0.00	\$0.00		N	8.50
SPRG	ELS	\$0.00	\$0.00	\$0.00		N	8.50

733-77-7777 00000076445 ANISE JENN

When you select an enrollment status, another window will come up showing the award amount and other information about the student's grant.

State Grants- Certifying and Eligibility

Certification Student Maintenance

Navigate to the Student Maintenance page and pull up the student.

Student

Academic Year: SSN: - OR - Student ID: - OR - Last Name:

Summary for 2017 - 2018

Name:	JENN T. ANISE	Total Grants:	\$982.00
Student ID:	00000076445	Disbursed Amount:	\$2,797.00
Current CPS:	2	Adjustments:	\$0.00
Residency Discrepancy:	N	Undisbursed Amount:	\$0.00
		Pending Adjustments:	(\$1,815.00)

Actions

[Calculator](#)

[Update Enrollment](#)

[Update Grants Details](#)

[Update Student ID](#)

Grants | **Enrollment** | **Transactions** | **Tracking** | **Rejection Reasons**

Grant Type	Academic Year	Enrollment Period	Funded	Hold	Max Amount	Actual Amount	Cap Amount	Eligible (per School)	Certification Date	Tracking Used	RDS	RDS Val	CGF
CC	2017 - 2018	FALL	Y	N	\$500.00	\$0.00	\$0.00		None	0.00	U	N	Y
CC	2017 - 2018	SPRG	Y	N	\$500.00	\$225.00	\$0.00		06/11/2018	0.75	U	N	N
ELS	2017 - 2018	FALL	Y	N	\$1,515.00	\$0.00	\$0.00		None	0.00	U	N	Y
ELS	2017 - 2018	SPRG	Y	N	\$1,515.00	\$757.00	\$0.00		06/11/2018	0.50	U	N	N

State Grants- Certifying and Eligibility

Certification Student Maintenance

Actions

- Calculator
- Update Enrollment
- Update Grants Details
- Update Student ID

Click Update Enrollment

Click the enrollment status.
Click Close.

	CPS	Enroll	Pending	Low Cost	Pending Adj
FALL	2	None - Not Spec	-		Y
SPRG	2		-		Y

Close

- None - Not Specified
- F - Full Time
- P - Full Time Plus
- H - Half Time
- 3 - Three Quarter Time
- L - Less Than Half Time
- N - Not Enrolled
- W - Has Withdrawn
- X - Unlock Award

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

This screen shows all information available about the student and student's grants. Any student, eligible or not, funded or not, can be accessed.

Available information:

- Enrollment status
- Disbursements and disbursement adjustments.
- Enrollment history and tracking (terms remaining)
- Rejection reasons, if any
- Interactive calculator

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

Transactions Tab

Grants	Enrollment	Transactions	Tracking	Rejection Reasons	
Disbursements					
Grant Type	Academic Year	Enrollment Period	Hold	Amount	Disbursed Date
CC	2017 - 2018	FALL	N	\$300.00	06/11/2018
CC	2017 - 2018	SPRG	N	\$225.00	06/11/2018
ELS	2017 - 2018	FALL	N	\$1,515.00	06/11/2018
ELS	2017 - 2018	SPRG	N	\$757.00	06/11/2018
Adjustments					
Grant Type	Academic Year	Enrollment Period	Amount	Adjustment Date	Adjustment Reason
CC	2017 - 2018	FALL	(\$300.00)	Pending	Adjusted
ELS	2017 - 2018	FALL	(\$1,515.00)	Pending	Adjusted


Disbursements and dates. This is test data so the dates aren't realistic, but a disbursed date being populated means the disbursement has been made.

- There are two adjustments due back. The Pending status means the funds have not yet be received and posted at CFI.

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

Tracking Tab

Grants	Enrollment	Transactions	Tracking	Rejection Reasons
				
Academic Year	Term	Institution	Enrollment	Semesters Used
CC				
2016 - 2017	FALL	NCCCS TEST SCHOOL	P - Full Time Plus	1.00
2017 - 2018	SPRG	NCCCS TEST SCHOOL	3 - Three Quarter Time	0.75
Total Semesters Received - CC				1.75
Semesters Remaining - CC				4.25
ELS				
2015 - 2016	FALL	NCCCS TEST SCHOOL	W - Has Withdrawn	1.00
2016 - 2017	FALL	NCCCS TEST SCHOOL	P - Full Time Plus	1.00
2017 - 2018	SPRG	NCCCS TEST SCHOOL	3 - Three Quarter Time	0.50
Total Semesters Received - ELS				2.50
Semesters Remaining - ELS				7.25
State Level Terms				
2015 - 2016	FALL	NCCCS TEST SCHOOL		1.00
2016 - 2017	FALL	NCCCS TEST SCHOOL		1.00
2017 - 2018	SPRG	NCCCS TEST SCHOOL		0.75
Total Semesters Received - State Level Terms				2.75
Semesters Remaining - State Level Terms				7.25

The tracking tab shows the student's grant history and how many terms they still have available. Clicking the PDF icon will create a report that can be given to the student if needed.

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

Rejection Reasons Tab

Grants	Enrollment	Transactions	Tracking	Rejection Reasons
Academic Year	Grant	Enrollment Period	CPS Number	Reason
2017 - 2018	CC	FALL	2	EFC AND/OR TAXES PAID NOT IN ELIGIBLE RANGE
2017 - 2018	ELS	FALL	2	EFC AND/OR TAXES PAID NOT IN ELIGIBLE RANGE
2017 - 2018	CC	SPRG	2	EFC AND/OR TAXES PAID NOT IN ELIGIBLE RANGE
2017 - 2018	ELS	SPRG	2	EFC AND/OR TAXES PAID NOT IN ELIGIBLE RANGE

All rejection reasons for each grant type and CPS transaction.

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

Calculator

Awards Calculator

Student SSN: 733-77-7777
Student Name: JENN T ANISE
Academic Year: 2017 - 2018
Current CPS Number: 2
Use CPS Number:

Current Max Awards (No Cap)		Calculated Max Awards (No Cap)	
Grant	Amount	Grant	Amount
CC	\$1,000.00	CC	\$1,000.00
ELS	\$3,030.00	ELS	\$3,030.00

Current and Calculated Max Awards shown here are independent of RDS determination.

Student Information

Dependent Status:

Date of Birth:

Gender:

Prior Degree:

Grade Level:

Citizenship:

Resident State:

Residency Date:

Marital Status:

Family Size Reported:

Family Size, CPS Assumed:

Taxes Paid:

Federal EFC:

Adjusted Gross Income:

Income From Work:

Spouse Income From Work:

Untaxed Income:

Cash/Savings/Checking:

Business/Farm Net Worth:

Investment Net Worth:

Pell Amount: 965

Parent Information

Resident State:

Residency Date:

Marital Status:

Family Size Reported:

Family Size, CPS Assumed:

Number in College:

Taxes Paid:

Expected Contribution:

Adjusted Gross Income:

Parent One Income From Work:

Parent Two Income From Work:

Untaxed Income:

Cash/Savings/Checking:

Business/Farm Net Worth:

Investment Net Worth:

Tax Credit:

Toggle between CPS #s, or change the EFC and other inputs to see what the award would be.

This does NOT update anything. It lets you see scenarios.

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

Update Grants Details

- Mark student as ineligible per school
- Hold or remove a hold
- Cap an award. If you place a cap, the award will not exceed that amount.



Actions

- Calculator
- Update Enrollment
- Update Grants Details**
- Update Student ID



Current CPS Number: 2
Use CPS Number: 2

Award Details										
Period	GrantType	Funded	Max Award	Actual Award	Award Cap	Elig Per School	Hold	RDS	RDS Val	CGF
FALL	CC	Y	\$500.00	\$0.00	\$0.00		N	U	N	Y
SPRG	CC	Y	\$500.00	\$225.00	\$0.00		N	U	N	N
FALL	ELS	Y	\$1,515.00	\$0.00	\$0.00		N	U	N	Y
SPRG	ELS	Y	\$1,515.00	\$757.00	\$0.00		N	U	N	N

Save Changes Close

State Grants- Certifying and Eligibility

Student Maintenance Screen Other Functions

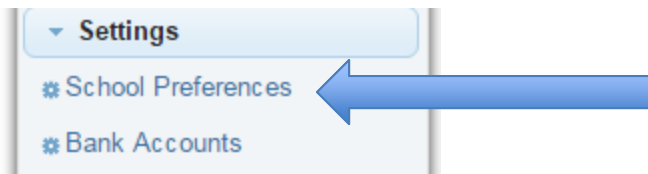
Update Grants Details



- Correct or add a school student ID



State Grant Portal: School Preferences



Select School Preferences under Settings on the Menu.

The School Preferences screen has important settings regarding disbursements and file processing.

A screenshot of the "School Preferences" configuration screen. It features several dropdown menus and a table. The "Roster Order" is set to "Name", "Roster Flow" to "Period", "Lock CPS" to "Certified", and "Disbursement Frequency" to "Weekly". The "Academic Year Specific" section includes "Academic Year" (2015-2016), "Download Layout" (New), "Download Type" (Flat File), and "Use sFTP File Transfer" (No). Below this is a table with two columns: "Term" and "Earliest Disbursement".

Term	Earliest Disbursement
FALL	12/01/2015
SPRG	04/01/2016

A "Save Preferences" button is located at the bottom of the form.

State Grant Portal: School Preferences

home contact

School Preferences

Roster Order:

Roster Flow:

Lock CPS:

Disbursement Frequency:

Academic Year Specific

Academic Year:

Download Layout:

Download Type:

Use sFTP File Transfer: No

Term	Earliest Disbursement
FALL	<input type="text" value="08/12/2015"/>
SPRG	<input type="text" value="01/06/2016"/>

Earliest First Disbursement dates are updated here.

Be sure to enter these dates before you want your disbursements for each term and each academic year.



Post Disbursement Adjustments

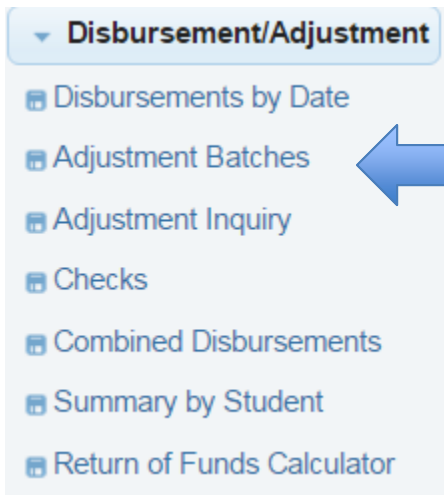
A post disbursement adjustment record is created when a change takes place after disbursement to the college that results in a decrease in eligibility OR when the college upload an adjustment record.

- Post disbursement adjustment records may be created on the grants portal when a college:
- Upload changes via a certification file.
- Makes changes interactively on the web, including the Withdrawal Return of Funds
- Uploads a file of adjustment records.

The Grants Portal supports all of these methods or a combination of these methods.

Post Disbursement Adjustments: Batches

Post disbursement adjustments records created by making a change via file upload or interactively are treated the same once on the portal. There are several ways to view the records, reconcile, and batch adjustments.



The Adjustment Batches screen lets you view adjustment records and batch them together. CFI asks that you batch the records together and send your check for the amount of the batch. That helps us know exactly who the funds you return should be applied to.

Post Disbursement Adjustments: Batches

Grant Adjustments

Academic Year: 2017-2018

Select a Batch to View or Update
or
[Add a Batch](#)


Adjustment Batch	Adjustment Total	Status	Action
4578	(\$277.00)	Processed	
4564	(\$3,381.00)	Processed	
4461	(\$1,455.00)	Processed	
4399	(\$90.00)	Processed	

Adjustment Batches page allows you to add a batch, change a batch, and view completed batches. From this screen, you can also print a report after you create a batch.

Post Disbursement Adjustments: Batches

Academic Year: 2015-2016

Select a Batch to View or Update
or
Add a Batch

Adjustment Batch	Adjustment Total	Status	Action
52	(\$4,117.00)	Processed	
51	(\$1,944.00)	Processed	

Look at a batch that has already been posted (CFI has received and applied school returned funds).

Academic Year: 2015-2016

Viewing Batch 52

SSN	Last Name	First Name	Enrl Period	Grant	Enrl Status	CPS #	Low Cost	Award Cap	Amount
999-99-1808	ANISE	COURTNEY	FALL	UNC	H	2		\$0.00	(\$600.00)
999-99-1505	BOWIE	ROGER	FALL	UNC	H	1		\$0.00	(\$600.00)
999-99-1808	GINGER	WILLIAM	FALL	UNC	N	1		\$0.00	(\$1,200.00)
999-99-1505	GEORGE	ROCHELLE	FALL	UNC	F	4		\$0.00	(\$417.00)
999-99-2111	HARGITT	JAWOINE	FALL	UNC	H	3		\$0.00	(\$600.00)
239-83-1831	LOFTIN	BRIANA	FALL	ELS	F	2		\$0.00	(\$50.00)
999-99-1505	POE	DEAUNTAE	FALL	ELS	F	4		\$100.00	(\$50.00)
999-99-1808	SMITH	RAHEIM	FALL	UNC	H	2		\$0.00	(\$600.00)

Cancel

Post Disbursement Adjustments: Batches

Adding a New Batch

1 2 3

Include	SSN	Last Name	First Name	Enri Period	Grant	Enri Status	CPS #	Low Cost	Award Cap	Amount
<input checked="" type="checkbox"/>	999-99-3929	JONES	DARSHELL	FALL	UNC	W	3		\$0.00	(\$200.00)
<input checked="" type="checkbox"/>	999-99-3929	MCDONALD	LYNETTE	FALL	UNC	F	4		\$0.00	(\$259.00)
<input type="checkbox"/>	999-99-3929	RODRIGUES	MARY	FALL	UNC	N	1		\$0.00	(\$600.00)
<input type="checkbox"/>	999-99-3929	STATLER	DEJAH	FALL	UNC	N	4		\$0.00	(\$1,200.00)
<input type="checkbox"/>	999-99-3929	ZAPPA	KELLY	FALL	UNC	N	1		\$0.00	(\$600.00)


1 2 3

Select All Clear All Cancel Save Save and Request Report

You may click “Select All” to include all your unbatched records in one batch, “Clear All” to undo all your selections, “Cancel” to leave the screen without saving, or “Save” if you may come back and make changes later or if the batch is finished but you don’t need a report.




In this example, I clicked “Save.”

Post Disbursement Adjustments: Batches

 Adjustment Batch saved.


Academic Year:

Select a Batch to View or Update
or

Adjustment Batch	Adjustment Total	Status	Action
63	(\$459.00)	Open	 
52	(\$4,117.00)	Processed	
51	(\$1,944.00)	Processed	

Newly created batch. Note this Open batch can be viewed or edited, but the Processed batch can be viewed only.



Now, you may decide you are finished, or you may decide to add more records to the batch. You can click the  to add more records.

Post Disbursement Adjustments: Batches

If you edit an already created batch, all records that are not yet in a batch will display at the top, and records already in the batch will be at the bottom. So you might have to scroll to see the records already included.

<input type="checkbox"/>	529-85-0402	MURPHY	CECILIA	FALL	UNC	N	1		\$0.00	(\$1,200.00)
<input type="checkbox"/>	999-99-1808	MITCHELL	TANASHA	FALL	UNC	F	4		\$0.00	(\$165.00)
<input checked="" type="checkbox"/>	999-99-4232	MCDONALD	DARSHELL	FALL	UNC	W	3		\$0.00	(\$200.00)
<input checked="" type="checkbox"/>	212-00-3333	JONES	LYNETTE	FALL	UNC	F	4		\$0.00	(\$259.00)

Navigation: < << 1 2 3 >> >

Buttons: Select All Clear All Cancel Save Save and Request Report



When you finish a batch, request a report if desired.





Post Disbursement Adjustments: Batches

 Adjustment Batch saved.
Report Request submitted.

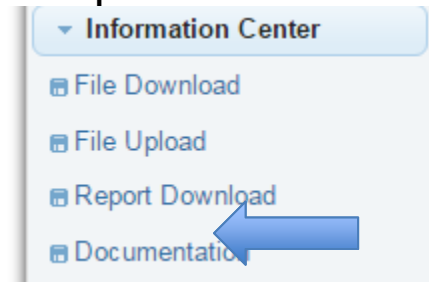
Saved, and requested report.

Academic Year: 2015-2016

Select a Batch to View or Update
or
[Add a Batch](#)

Adjustment Batch	Adjustment Total	Status	Action
63	(\$459.00)	Open	 
52	(\$4,117.00)	Processed	
51	(\$1,944.00)	Processed	

The report can be retrieved from the Report Download screen.



NOTE: Keep track of reports that you print, and if you have already requested a check for that batch. The batch will remain open until CFI receives and applies your check. If you go back in before the batch is processed and print another report with all or some of the records duplicated from the last report, you may accidentally return duplicate funds.

Post Disbursement Adjustments: Batches

Name ↕	Description ↕	Size ↕	Time ↕
RP28AZ946.PDF	ADJUSTMENT UPLOAD FILE - PASSE	2207	2015-10-22-10.33.31

10/22/15
10:33:31

COLLEGE FOUNDATION INC.
DETAIL REPORT OF ADJUSTMENTS FILE UPLOAD
PASSED VALIDATION

GRXUOE147D
Page: 1

UPLOADED FROM: NIVERSITY 0029 00

ADJUSTMENT BATCH#: 63

SSN	ACYR	GTTYP	LAST NAME	FIRST NAME	ENRLPRD	ENRLSTS	CFICPS#	ELIG	PRE DSB\$	POST DSB\$	ADJ \$AMT
7359	2016	UNC			FALL	W	03		600.00	200.00	800.00
1501	2016	UNC			FALL	F	04		1,200.00	941.00	259.00

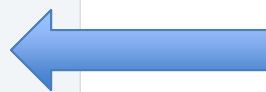
Adjustment Records created: 2

Total UNC: 1,059.00
Total :
Total :

RETURN THIS \$ AMOUNT TO CFI.....: 1,059.00

Post Disbursement Adjustments: Inquiry

- ▼ Disbursement/Adjustment
 - ▣ Disbursements by Date
 - ▣ Adjustment Batches
 - ▣ Adjustment Inquiry
 - ▣ Checks
 - ▣ Combined Disbursements
 - ▣ Summary by Student
 - ▣ Return of Funds Calculator



Select Adjustment Inquiry from the Menu.

Choose the year, period and status you want to work with.

Grant Adjustments Inquiry

Academic Year: Enrollment Period: Status:

- All
- Pending
- Submitted
- Completed

Post Disbursement Adjustments: Inquiry

This view shows Fall, all statuses. As with other screens, the columns can be sorted. And, the data can be exported in to a comma delimited or pdf file.






od: FALL Status: All

First Name	Enri Period	Grant	Amount	Date	Batch	Check Number	Date	Amount Posted
EDGAR	FALL	UNC	(\$200.00)	Not complete	63			
EDGAR	FALL	UNC	(\$600.00)	09/29/2015	51	58451	09/29/2015	\$2,000.00
EDGAR	FALL	UNC	(\$228.00)	09/29/2015	51	58451	09/29/2015	\$2,000.00
EDGAR	FALL	UNC	(\$466.00)	09/29/2015	51	58451	09/29/2015	\$2,000.00
EDGAR	FALL	UNC	(\$600.00)	09/29/2015	51	58451	09/29/2015	\$2,000.00
EDGAR	FALL	ELS	(\$50.00)	09/29/2015	51	58451	09/29/2015	\$2,000.00
EDGAR	FALL	UNC	(\$259.00)	Not complete	63			
EDGAR	FALL	UNC	(\$600.00)	Not complete	0			
EDGAR	FALL	UNC	(\$297.00)	Not complete	0			

The report contains the school check number to aid in reconciliation.

Post Disbursement Adjustments: Checks

The Checks screen is a quick way to see the status of your checks and how CFI applied the funds. The main screen includes check number, amount, date, and status.

Adjustment Checks				
Check Number	Check Amount	Check Date	Status	Action
154889	\$4,500.00	10/02/2015	Posted	
8899955666	\$100.00	10/01/2015	Pending	
58451	\$2,000.00	09/29/2015	Posted	
654	\$4,117.00	09/27/2015	Pending	
55887799	\$100.00	09/25/2015	Pending	



Checks that have not been completely posted show a status of “Pending.” Checks that are fully processed show a status of “Posted.”

Click the “Details” button for more information.

Post Disbursement Adjustments: Checks

If funds from the check were not applied because they were returned to you, or sent to NCSEEA or the NCCCS, those transactions show under “Other Disbursement.”

NOTE: If you see a disbursement written to CFI, it is for accounting purposes and usually means you included money from a prior year that we have to process separately.

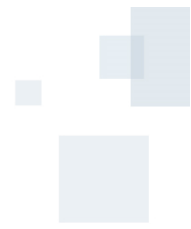
Detail for Check 154889

Check Amount \$4,500.00

Other Disbursement Totaling \$383.00	
Disburse To	Amount
SCHOOL	\$383.00

Adjustments Totaling (\$4,117.00)					
Student SSN	Student Name	Academic Year	Enrl Period	Grant Type	Amount
999-99-4652	COURTNEY L. BARTLEY	2016	FALL	UNC	(\$600.00)
999-99-9775	AKHEIA J. BARTLEY	2016	FALL	UNC	(\$600.00)

Post Disbursement Adjustments: Checks



All detail from check:

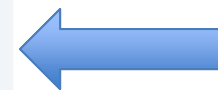
Detail for Check 154889

Check Amount: \$4,500.00

Other Disbursement Totaling \$383.00	
Disburse To	Amount
SCHOOL	\$383.00

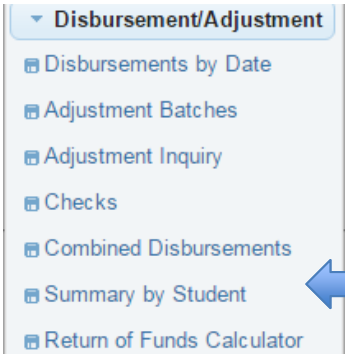
Adjustments Totaling (\$4,117.00)					
Student SSN	Student Name	Academic Year	Enrl Period	Grant Type	Amount
999-99-4652	COURTNEY L. BARTLEY	2016	FALL	UNC	(\$600.00)
999-99-9775	AKHEIA J. BARTLEY	2016	FALL	UNC	(\$600.00)
999-99-4145	ROGER BARTLEY	2016	FALL	UNC	(\$1,200.00)
999-99-5719	ROCHELLE BISSEL	2016	FALL	UNC	(\$417.00)
999-99-5760	JAWOINE BISSEL	2016	FALL	UNC	(\$600.00)
999-99-1831	BRIANA BISSEL	2016	FALL	ELS	(\$50.00)
999-99-2454	DEAUNTAE M. BRODY	2016	FALL	ELS	(\$50.00)
999-99-6925	RAHEIM O. BRODY	2016	FALL	UNC	(\$600.00)

Close



Export check data.

Post Disbursement Adjustments/Reconciliation



Summary by Student gives you a complete picture of a student's grant awards: Original disbursement amount, Posted adjustments, pending adjustments, and net.

Using Summary by Student, you can see what your total grants will be after ALL disbursements have been made and ALL of your adjustments have been posted.

Select what you want to work with. Note, you can look at only students that have been disbursed, or you can include students that are certified, but not yet disbursed.

Student Summary

Academic Year: 2015-2016 Total By: Enrollment Period Disbursed / Undisbursed: All

Post Disbursement Adjustments/Reconciliation

Adjustment record created but not yet processed.



First Name	MI	Grant Type	Enrl Period	Disbursements Posted	Disbursements Pending	Last Disbursement	Adjustments Posted	Adjustments Pending	Net	Actions
FALLON	L	UNC	FALL	\$396.00	\$0.00	08/26/2015	\$0.00	(\$275.00)	\$121.00	
RICHARD	E	UNC	FALL	\$1,137.00	\$0.00	08/26/2015	\$0.00	\$0.00	\$1,137.00	
WILLIAM	G	UNC	FALL	\$1,137.00	\$0.00	08/26/2015	\$0.00	\$0.00	\$1,137.00	
TYLER	B	ELS	FALL	\$750.00	\$0.00	08/26/2015	\$0.00	\$0.00	\$750.00	
TRAVIS	D	ELS	FALL	\$475.00	\$0.00	08/26/2015	\$0.00	\$0.00	\$475.00	
SILAS		ELS	FALL	\$1,350.00	\$0.00	08/26/2015	\$0.00	\$0.00	\$1,350.00	
KATHRINE	R	UNC	FALL	\$569.00	\$0.00	09/09/2015	\$0.00	\$0.00	\$569.00	
CORALIS		UNC	FALL	\$423.00	\$0.00	08/26/2015	(\$211.00)	\$0.00	\$212.00	

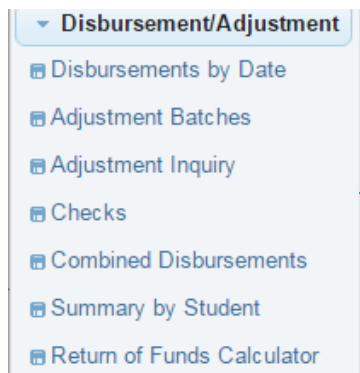


NOTE: As with most screens, this data can be exported to a comma delimited or pdf report.

Posted- funds from school applied by CFI.

Reconciliation: Combined Disbursements

The Combined Disbursements, or Reconciliation Report is imported into the automated interfaces to find variances. Colleges not using an interface may also find it helpful because it provides gross and net disbursement data for all grant awards.



Select from Menu

A screenshot of the 'Combined Disbursements Report' form. The form has a title bar 'Combined Disbursements Report' and several dropdown menus: 'Academic Year' (2015-2016), 'Period' (Year By Term), 'Grant Type' (All), 'Process Type' (Pending - All Adjustments), and 'Download Type' (Flat file). A 'Submit' button is located at the bottom of the form. A blue arrow points from the text 'Select parms.' to the 'Period' dropdown menu.

Select parms.

Reconciliation: Combined Disbursements

Combined Disbursements Report

Academic Year: 2015-2016

Period: Year By Term

Grant Type: Year By Term

Process Type: Year Summary

Download Type: FALL, SPRG

Submit

PERIOD

- Year by Term: Reports all terms, separately. This is the REQUIRED setting for the Colleague interface.
- Year by Summary: Reports all disbursements summed by year.
- FALL, SPRG, WNTR: Reports just one term.

Combined Disbursements Report

Academic Year: 2015-2016

Period: Year By Term

Grant Type: All

Process Type: Pending - All Adjustments

Download Type: Actual - Posted Adjustments, Pending - All Adjustments

Submit

PROCESS TYPE

- Pending- All Adjustments: This mode take in to account all adjustment records, even if the funds have not been received from the college and they have not been posted.
- Actual: Posted Adjustments: This mode does NOT take in to account adjustment records that have not yet been processed. It counts only dollars actually received and posted at CFI.

Reconciliation: Combined Disbursements

Combined Disbursements Report

Academic Year: 2015-2016
Period: Year By Term
Grant Type: All
Process Type: Pending - All Adjustments
Download Type: Actual - Posted Adjustments
Pending - All Adjustments
Submit

Note: The Process Type selection is not available for colleges using the Colleague interface. It may be made available in the future.

Combined Disbursements Report

Academic Year: 2015-2016
Period: Year By Term
Grant Type: All
Process Type: Pending - All Adjustments
Download Type: Flat file
Comma Delimited
Flat file
PDF Report
Submit

The report is available in comma delimited, flat, or PDF format.

PDF reports will be sent Report Download on the Menu.

Comma delimited goes to File Download.

Flat goes to the SFTP server for Colleague interface schools and to File Download for everyone else.

Report: Disbursements by Date

- ▼ Disbursement/Adjustment
 - Disbursements by Date
 - Adjustment Batches
 - Adjustment Inquiry
 - Checks
 - Combined Disbursements
 - Summary by Student
 - Return of Funds Calculator

Disbursements by Date Report show summary and detail disbursement data.

Grant Disbursements

Academic Year: 2015-2016

CC

Disbursement Date	Disburse Amount	Action
09/09/2015	\$457,789.00	
09/23/2015	\$23,672.00	
10/14/2015	\$262.00	
Total \$481,723.00		

ELS

Disbursement Date	Disburse Amount	Action
09/09/2015	\$372,225.00	
09/23/2015	\$23,600.00	
10/21/2015	\$50.00	
Total \$395,875.00		

Click details button to disbursements that day for that grant type.

Report: Disbursements by Date

Disbursements for CC made on 09/09/2015 for \$457789.00

1 2 3 4 5 6 7 8 9 10

Student	SSN	Date of Birth	Enrl Period	Amount
KRISTIN.	97	07/21/1966	FALL	\$263.00
MOHAMI	46	01/01/1982	FALL	\$350.00
BRENDA	49	09/15/1995	FALL	\$50.00
ALEX AC	97	10/08/1993	FALL	\$600.00
RYAN M	46	05/04/1990	FALL	\$450.00
TYLER F	94	08/27/1996	FALL	\$250.00
KASEY F	38	05/02/1991	FALL	\$263.00
IVANA A	42	01/01/1997	FALL	\$350.00
JUSTIN I	71	03/04/1997	FALL	\$500.00
RAQUEL	15	11/06/1990	FALL	\$275.00
ANGGIE	71	01/06/1996	FALL	\$50.00
RODOLF	32	08/07/1990	FALL	\$550.00
NOUREI	31	03/18/1982	FALL	\$525.00
PETER F	32	01/01/1979	FALL	\$350.00
RHONDY	31	11/12/1992	FALL	\$263.00
OMER A	31	11/29/1986	FALL	\$200.00
DAVID A	33	06/11/1990	FALL	\$350.00
CHRISTY	34	02/26/1994	FALL	\$300.00
TI'ANNA	23	01/14/1995	FALL	\$263.00
ZACHAR	16	05/13/1994	FALL	\$413.00

1 2 3 4 5 6 7 8 9 10

Disbursement by Date details with export function.

Return of Funds Calculator

- Use the Return of Funds Calculator any time a student withdraws.
- If CFI has sent a disbursement, enter the information in the calculator even if no disbursement was released to the student.
- Completing and submitting the calculation creates adjustment records if needed.
- Completing and submitting the calculation changes the student's enrollment status to a 'W.'
- If you want a printout of the calculation, click "Print to PDF" after click the submit button.
- If you need to do a calculation over, change the enrollment status back to the previous status. This will allow the calculation to be started again.

Return of Funds Calculator



- ▼ Disbursement/Adjustment
 - ▣ Disbursements by Date
 - ▣ Adjustment Batches
 - ▣ Adjustment Inquiry
 - ▣ Checks
 - ▣ Combined Disbursements
 - ▣ Summary by Student
 - ▣ Return of Funds Calculator



Select the Return of Funds calculator

Retrieve the student record.

Return of Funds Calculator

Academic Year: Academic Term: SSN:



Return of Funds Calculator

If the SSN is not found, and you are a UNC school, you will have the opportunity to add the student record. You have this option because of the UNC Campus Scholarship.

Before adding students, be sure they are UNC Campus Scholars and they have received NO ELS, UNC, or any other SEAA program funds for the year/term.

Return of Funds Calculator

i Student with SSN 497-65-4647 not found. No awards were found in CFI or SEAA records. If you are returning funds from a UNC Campus Scholarship, please ensure the Academic Year amount and calculate the return.

Academic Year: 2015-2016 ▼

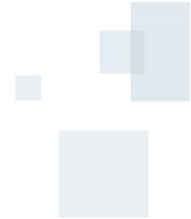
Academic Term: FALL ▼

SSN: 497-65-4647

Get Student

Add Student

Return of Funds Calculator



Return of Funds Calculator

Student Information			
Academic Year:	2016	Academic Term:	FALL
First Name:	JENN	Last Name:	ANISE
SSN:	733-77-7777	Date of Birth:	05/02/1982

Current Grants					
Grant Type	Awarded Amount	Disbursement Amount	Pending Adjustments	Posted Adjustments	Net Disbursed
CC	\$0.00	\$350.00	(\$350.00)	\$0.00	\$0.00
ELS	\$1,450.00	\$1,450.00	\$0.00	\$0.00	\$1,450.00

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/22/15"/>
Click check box if last attendance date known:	<input type="checkbox"/>
State funds received by school but not disbursed in excess of pending adjustments of (\$350.00)	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input type="checkbox"/>

Summary information shows disbursements, pending and posted adjustments.

Start entering known information.

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Return of Funds Calculator

Calculator with fields expanded.

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/22/15"/>
Click check box if last attendance date known:	<input checked="" type="checkbox"/>
Last attendance date:	<input type="text" value="10/22/15"/>
Total days in semester:	<input type="text" value="0"/>
Completed days in semester:	<input type="text" value="0"/>
State funds received by school but not disbursed in excess of pending adjustments of (\$350.00)	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	<input type="text" value="10/22/15"/>
Amount of credit balance(s) disbursed:	<input type="text" value="0.00"/>

Do NOT include amounts in pending adjustments in they “funds received by school but not disbursed.” Doing so will cause the amount calculated to be returned to be too high.

If a change has already created a pending adjustment (F to H, eligible per school to ineligible), the amount calculated by the calculator will be added to that. That’s why those amounts should not be included in received by not disbursed.

Return of Funds Calculator

Enter the data and click calculate. The screen will show you the results, including amount to return, if any. If you see any changes needed, make them and click Calculate again.

Grants Returns		
Grant Type	Net Disbursed	Return Amount
ELS	\$1,450.00	\$95.00

Returns Due	
Return by:	12/06/2015
Return to CFI:	\$95.00
Return to SEAA:	\$0.00
Return to Campus Fund:	\$0.00

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/22/15"/>
Click check box if last attendance date known:	<input checked="" type="checkbox"/>
Last attendance date:	<input type="text" value="10/22/15"/>
Total days in semester:	<input type="text" value="120"/>
Completed days in semester:	<input type="text" value="6"/>
State funds received by school but not disbursed in excess of pending adjustments of (\$350.00)	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	<input type="text" value="10/22/15"/>
Amount of credit balance(s) disbursed:	<input type="text" value="100.00"/>

[Calculate](#) [Save As Draft](#) [Submit Results](#) [Change Student](#)

Return of Funds Calculator

Grant Type	Net Disbursed	Return Amount
ELS	\$1,450.00	\$285.00

Returns Due	
Return by:	12/06/2015
Return to CFI:	\$285.00
Return to SEAA:	\$0.00
Return to Campus Fund:	\$0.00

Worksheet	
Date school determined withdrawal:	<input type="text" value="10/22/15"/>
Click check box if last attendance date known:	<input checked="" type="checkbox"/>
Last attendance date:	<input type="text" value="10/22/15"/>
Total days in semester:	<input type="text" value="120"/>
Completed days in semester:	<input type="text" value="6"/>
State funds received by school but not disbursed in excess of pending adjustments of (\$350.00)	<input type="text" value="0.00"/>
Click check box if credit balance released to student:	<input checked="" type="checkbox"/>
Date credit funds disbursed:	<input type="text" value="10/22/15"/>
Amount of credit balance(s) disbursed:	<input type="text" value="300.00"/>

The return amount shown is the amount determined by the calculator and is in excess of any pending adjustments that were already there.

When you are sure of your data entered, click "Submit Results."

State Grants Portal and Processing

QUESTIONS???

State Grants CFI Staff:

Traci Mitchell 919-835-2364 traci.mitchell@cfi.org

Keith Williams 919-835-2358 keith.williams@cfi.org

Lynn Barnette 919-835-2381 lynn.barnette@cfi.org