Use this training guide to help you efficiently manage your CSF Scholarship awards within the FACTS Grant & Aid system. The guide will help you understand the guidelines within each fund, how to update funds, entering awards and determining which students qualify for a CSF Scholarship.

If you have questions within the fund guidelines or which students qualify for aid, please contact the CSF office directly. If you would like help walking through entering awards or have any questions within the Grant & Aid system, please contact FACTS directly.

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Checklist

- Confirm funds are updated based on information listed on FY19 CSF Grant Notification
- Monitor and assist families with FACTS application to reach Verified (VER) status
- Assign returning students awards to Verified applications by June 30
- Assign recruitment, retention, and new HRI/NIS awards to Verified applications by September 30

CSF Deadlines

- **June 30:** Returning students awards assigned in FACTS to General and HRI/NIS Returning funds
  - Applications must be verified and demonstrate financial need
- **September 14:** Names of PL Scholars in FACTS
- **September 30:** All Retention, Recruitment, and new HRI/NIS funds assigned in FACTS
  - Applications must be verified and demonstrate financial need
Fund Guidelines

Each school should have three funds for CSF scholarships: General, Retention, and Recruitment. The total of the Retention fund and the total of the Recruitment fund cannot exceed the school's total FY19 Retention and Recruitment grant. Only schools with Hispanic Recruitment Initiative/New Immigrant Scholarship students/grants need to create an HRI/NIS Returning and/or HRI/NIS New fund. Funds are for students in kindergarten to grade 12.

**General Fund:** is for returning, qualifying students who received General, Retention or Recruitment scholarships in the 2017-2018 school year.

- The scholarship amounts cannot change.
- FY18 Retention and Recruitment scholarships become General scholarships in FY19.
- If a student received a General scholarship AND a Retention scholarship in FY18, the General scholarship for FY19 is the sum of these two awards.
- If a student withdraws from the school or does not re-qualify for aid, the school cannot re-assign the award in any fund.

**Retention Fund:** is for returning students who did not receive a scholarship the previous year OR students in General or HRI/NIS funds who require additional scholarship support.

**Recruitment Fund:** is for students who are new to the school.

**HRI/NIS Returning Fund:** is for returning, qualifying students who received HRI/NIS scholarships in the 2017-2018 school year.

- The scholarship amounts cannot change.

**HRI/NIS New Fund:** is for students who are new to the school and were recruited through an additional FY19 HRI/NIS grant.
Updating Funds

**Please note:** All 2018-2019 CSF fund amounts will be updated within Grant Management by March 1st, 2018, but it is your responsibility to make sure those amounts are correct, based on your FY19 grant notification letter.

1. To update your CSF funding you want to navigate to the Grant Management tab within your Grant & Aid dashboard screen.

![Application Status Overview]

2. From the Awards Summary screen, you can locate which fund you are attempting to update.

![Fund Award Summary]
3. Within the fund, the only update needed is the fund amount that is based on the FY19 Grant Notification letter from CSF. By clicking into the Edit Fund it will pop up a screen that allows you to update the fund amount.

Please note: All 2018-2019 CSF fund amounts will be updated within Grant Management by March 1st, 2018, but it is your responsibility to make sure those amounts are correct, based on your FY19 grant notification letter. We ask that you please do not change the name of the fund or any of the eligibility settings. If you have questions on these options please contact Marsha.
Entering Awards

Within your fund, you will locate the student and enter the award amount in the Assigned Award column. You will then change the award status to Reserved. Any student that is Inactive either does not show need for assistance or does not have a Verified (VER) application. You can change that student’s status to Active in order to enter an award. However, it is important to understand that the student is still not qualified to receive funding. Please refer to the Student Qualification section for information on what needs to happen to make a student qualified for CSF funding.

Please Note: “FACTS Calculated Need” is not an award recommendation. The Calculated Need represents the family’s overall level of need and is not based on your available funding. If interested, you can contact FACTS to have an award recommendation added to your fund set up.
Student Qualification

For a student to qualify for CSF funding there are two basic requirements.

1. The student’s application must be Verified (VER) or Does Not File (DNF) within FACTS. This means they have submitted all required tax documentation (VER) or do not file U.S. Federal Tax Returns (DNF)
2. The student must display a FACTS Calculated Need

There are multiple ways to check whether or not a student meets these requirements, but it is easiest to review them right within the fund that you are viewing. View the steps and screen shots below.

Please note: CSF individually reviews verified and non-verified applications with higher than average scholarship recipient incomes. CSF reserves the right to decline scholarships that do not align with its mission.

Confirming my Student is Verified (VER) or Does Not File (DNF)

• Within your fund, you can view whether or not the student is verified by looking at the Regular App Status column. If the column shows the student as Submitted (SBM), the family/parent still needs to supply the required tax documentation. You can view what tax documents are missing by clicking on the Student ID. If the student is Do Not File (DNF), the application will never be verified nor show as qualifying for your CSF fund. You will need to justify the students award to CSF via their verification process.
Once you have clicked into the Student ID, it will bring up the Application Summary screen. At the bottom of this screen you will be provided with a chart that outlines any tax documents already received by FACTS and any documents that are still outstanding. If the family has still not sent in their documents, it will be important that you follow up with them directly or they will not qualify for CSF funding.

Making Sure my Student Displays a Calculated Need

Within your fund, you can view whether or not the student displays a FACTS Calculated Need. If the student does not show a calculated need, you will need to justify the student’s award to CSF via their verification process. Additionally, it will still be required that the student has a Verified application.
Capturing Wages for Families that DO NOT FILE (DNF) Taxes

When reviewing financial aid applications schools often find that many of the families that show the most need for assistance are those that do not file a tax return. Within your FACTS reporting these families are identified with the status of **DNF (Does Not File)**. Because these families do not file a tax return they are not required to send in their Federal 1040 and therefore never move to a VER (Verified) status. This makes it very important for the school to take a closer look at these families to verify where their annual income is coming from. Many times these families are living off non-taxable income such as food stamps, social security, child support, family support, etc. There are also situations where the family is working a part/full-time job, but not filing a tax return because either they do not make enough to require filing or are choosing not to file. To help gather that income information we have added a custom question to the FACTS application that is provided in the screen shot below. It is important to note that this income is NOT added automatically to the family’s income, but can be easily added via an institution income adjustment.

To make your reviewing process easier, we have created a “DNF Wages” report that can be found within your dashboard. This report will make reviewing this information easier and also allows you to make income adjustments directly to the family’s assessment. By choosing the “Edit-Open Column” option within the Action drop down, you can make adjustments in mass to all of your families at once.
Below is a breakdown of the different column headers to better explain where these data points are coming from. Please contact FACTS with further questions regarding this report and the FACTS formula in general.

**DNF Wages** - Self reported wages listed on the application by the applicant. This amount should reflect the annual wages earned for a family that does not file a tax return. Only families that have indicated they Do Not File (DNF) taxes should have an amount in this column.

**W-2 Wages** - Wages pulled directly from the family’s submitted W-2 forms.

**Tax Return Wages** - Wages pulled directly from the family’s submitted Federal 1040.

**Institution Income Adjustment** - Income adjustment amount made by the school. By choosing the “Edit” drop down, you can make income adjustments in mass. This adjustment can also be made within the Application Summary page.

**Tax Return Year** - Federal Tax Return received by FACTS.

**W-2 Year** - W-2s received by FACTS.

**Submit Date** - Date the application was filled out online by the family.

**Last Receipt Date** - Date FACTS last received supporting documentation from the family.

**Regular Verified Date** - Date FACTS verified the application’s income from their most recent Federal Tax Return.
IMPORTANT NOTE: Please understand that no information gathered from the application by FACTS will be reported or provided to any third party. Families that do not file Federal taxes because of a non-citizen status should not worry that the wage information provided will be reported outside of institutions listed on the application. Please see the excerpt below from our terms & conditions provided to families at the submission of their application. It is important to train families on how to properly report their income within the application and comfort them in knowing their information will not be shared with a third party.

Privacy and Security
Data collected and stored by FACTS pursuant to this application is considered the property of the participating institution. The data will not be used by FACTS in any manner not approved by the participating institution and will not be shared with any third parties without the prior consent of the institution unless requested by you or as required by applicable law. Access to the data shall be restricted except to the extent that FACTS associates must access the data to provide service to you or the institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties.