

*EDUCATIONAL OPPORTUNITY FUND
Office of the Secretary of Higher Education
EOF On-line Roster Procedures Manual*

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OVERVIEW AND CONTACT INFORMATION

The EOF On-Line Roster is the electronic student payment request system for the academic year undergraduate EOF program. Located on Higher Education Student Assistance Authority's (HESAA) website within the E-Administrator product, the roster is used to request first time EOF awards and to verify the accuracy of renewal awards.

Processed on a two-week cycle, according to an established processing calendar, the roster is updated and then certified by authorized campus staff. After certification, the requests are applied to the students' grant master file records and students are notified by Student Eligibility Notice (SEN) of their estimated award. The EOF roster is then "refreshed" with the updated data in preparation for the next scheduled certification date.

Information accessed through the on-line roster is confidential. In order to protect the data, security procedures have been established. Only authorized staff with logon identification codes are permitted to utilize these rosters.

To access the EOF on-line roster:

www.hesaa.org

To access supporting documents (manual, certification page, etc.) for the roster:

www.nj.gov/highereducation/EOF

To obtain access to the EOF roster or for help with password violations or other technical problems:

HESAA Help Desk (609) 588-3315

For assistance with entering data on the roster or other EOF issues:

Shakia Williams

voice #: (609) 984-2631 **fax #:** (609) 633-8420

e-mail: shakia.williams@oshe.nj.gov

To arrange for comprehensive training on HESAA's E-Administrator products and services:

Client Services Office (609) 588-3136

STUDENT ENROLLMENT

Eligible EOF students are classified as follows:

INITIAL - a first-time, full-time freshman who is receiving EOF for the first time OR a student with prior college experience who is receiving the EOF grant for the first time.

RENEWAL - a continuing student who received EOF the previous semester at your institution.

NON-FUNDED - a renewal student who lost eligibility for the grant but continues to receive services such as counseling and tutoring. This student must file a FAFSA and be “complete” in order to be considered non-funded.

READMIT - a renewal student who did not receive EOF the previous semester and is returning to your program.

TRANSFER - a renewal student who decides to complete a degree at an institution other than the one where they received their initial Article III grant. This student must contact the EOF director at the institution they wish to attend to inform them of their wish to transfer, and must meet all admission requirements. (Please note: the student’s Article III allocation does NOT transfer with the student.)

PART-TIME, GRADUATING SENIOR - a renewal student who is graduating at the end of the semester and is enrolled less than full-time (minimum # of credits = 3). This student is eligible to receive a full-time EOF grant (**PLEASE NOTE:** this student will be ineligible for TAG)

10% DISCRETIONARY - an initial EOF student whose income exceeds the EOF income eligibility scale. Where there is evidence that strict adherence to the maximum income eligibility cut-offs will not serve the purpose of the EOF Program, the campus EOF director has the discretion to admit, up to a maximum of 10% of the annual freshman class, students with family incomes as high as, but no more than, 281% of the Federal poverty guidelines as published annually by the federal government. These discretionary admits, however, must also meet all other eligibility provisions of EOF Regulations 9A:11-2.2.

PART-TIME - a renewal student who has received at least 1 full-time semester of payment who is now enrolled for 6-11 credits; OR a first-time entering freshman with no prior college experience (no prior TAG funding, year in college = 1) who is enrolled for 6-11 credits. Students are limited to 3 semesters of part-time enrollment at a county college and 4 semesters of part-time enrollment at a four-year institution. Institutions approved to award part-time grants shall not award such grants to more than 10 percent of their total EOF funded population in any given semester. To determine the number of part-time students you may enroll in a semester, you should first determine the approximate number of students your Article III allocation can support and then take 10% of that number.

Priority funding

Based on an institution’s annual academic year EOF Article III appropriation, student grant funds shall be awarded to eligible students in the following priority order:

1. Renewal students who were funded during the previous academic year;
2. First-time, full-time freshmen;
3. EOF transfer students who received an EOF student grant at their previous institution, in the preceding academic year;
4. Renewal students readmitted/ returning who did not receive funding the prior academic year;
5. Eligible students who do not fall into any of the other four categories listed above.

INCOME ELIGIBILITY SCALE

The EOF income eligibility scale is the criteria used to determine if an applicant (based on the number of people in their household) meets the gross income criteria for participation in the EOF program. Gross income is defined as adjusted gross income PLUS the following sources of qualified untaxed income: payments to tax-deferred pension and savings plans; IRA deductions and payments made to self-employed plans; child support; tax exempt interest income; untaxed portions of IRA distributions; untaxed portions of pensions; living allowances paid to military, clergy, others; veterans non-educational benefits; other untaxed income such as workers compensation, disability; and money received or paid on the applicant’s behalf.

The following sources of untaxed income shall be excluded from consideration in the gross household income for applicants: earned income credit, additional child tax credit, untaxed social security benefits, and Temporary Assistance for Needy Families (TANF). The income eligibility scale is based on 200% of the annual Federal poverty guidelines.

Important Note: Initial EOF eligibility is determined on the basis of historical poverty, economic and educational criteria. Because a student or a student’s family currently falls within the income criteria does not make him/her automatically eligible for EOF. Refer to EOF Regulations 9A:11-2.2 through 2.4 for complete eligibility rules.

The EOF income eligibility scale (EOF Regulation 9A:11-2.3) for dependent and independent students for AY 2015-2016 is as follows:

<u>INCOME SCALE</u>		<u>DISCRETIONARY INCOME SCALE</u>	
<u>Household Size</u>	<u>Maximum Income</u>	<u>Household Size</u>	<u>Maximum Income</u>
1.....	\$23,340	1.....	\$32,793
2.....	31,460	2.....	44,201
3.....	39,580	3.....	55,610
4.....	47,700	4.....	67,019
5.....	55,820	5.....	78,427
6.....	63,940	6.....	89,836
7.....	72,060	7.....	101,244
8.....	80,180	8.....	112,653
Add \$8,120 for each additional member of the household.		Add \$11,409 for each additional member of the household.	

WHO APPEARS ON THE ON-LINE ROSTER

The students pre-printed on this roster include:

- initial students from your institution's applicant roster who have met the basic income and residence eligibility requirements for EOF;
- renewal students with an automatically renewed EOF grant; and
- renewal students who have not been automatically renewed for an EOF grant.

To appear on the roster, students must meet ALL of the conditions listed below:

- current year FAFSA is filed; and
- your institution is listed as college of first choice; and
- Tuition Aid Grant (TAG) record is complete and active; and
- student's EOF eligibility code is 1, 3, 5, 6, 8, 9, 11, 12, or 14; and
- TAG award is not canceled for the fall and spring terms for TAG cancellation codes 1, 2, or 3.

Initial students not appearing on the roster

Students who have not previously received EOF and whose family incomes exceed the EOF eligibility ceiling (Eligibility codes 2 and 4) do not appear on the roster. However, you may wish to review their records to determine if they would qualify for a grant under EOF Regulation 9A:11-2.3(g). Eligible students should be added to the roster.

Renewal students not appearing on the roster

There may be several reasons why students who have previously received EOF do not appear on your roster, such as:

- student did not file a FAFSA
- student filed a FAFSA after the date of the roster
- student filed a different college as first choice
- student's file is incomplete due to student correctables

Check the Grant Master Display, located in Grants Main Menu, to verify the student's status. A change form may need to be filed with HESAA to correct inaccurate data.

Automatic Renewal Program

Renewal students who appear on the roster will have their EOF academic year grant automatically renewed at the previous year's level if they meet ALL of the following conditions:

- **full-time** payment was received during the previous spring term; and
- student is attending the **same** college at which the previous spring payment was received; and
- student name and social security number remain the same.

Students who have not been renewed automatically include:

- renewal students who did not receive an EOF award the previous spring semester;
- transfer students who received an EOF award at another institution the previous spring semester;
- renewal students who had a reject code the previous spring semester;
- renewal students who received a part-time EOF award the previous spring semester;
- renewal students who were coded as non-funded the previous spring semester; and
- renewal students who have an incomplete file for the current year.

Renewal students with an automatically renewed EOF award should be evaluated to determine if they still have unmet need and meet the institution's standards of academic progress for EOF students (EOF Regulation 9A:11-2.13). Students who are determined to be no longer eligible must be deleted from the on-line roster.

Renewal and transfer students who previously received EOF but who have not been renewed automatically should be evaluated to determine if they still meet the test of unmet need and are making satisfactory academic progress. **Eligible students should be added to the roster.**

Please note: The automatic renewal program runs weekly throughout the academic year. Please check your roster frequently for updates.

ACCESSING THE ON-LINE ROSTER

The instructions presented in this chapter describe the logon procedures and steps required to access each of the functions allowed in the EOF on-line roster. Those functions include:

- Option A - Update roster (and view expanded page of information)
- Option B - Browse summary page
- Option C - Add students to the roster
- Option D - Comments
- Option E – Browse roster
- Option F - Certify EOF on-line roster

The web-based roster is accessed from HESAA's website.

LOG ON PROCEDURES

1. Go to <http://www.hesaa.org>
2. From HESAA'S home page, click "Financial Aid Professionals."
3. Click "E-Administrator."
4. On the logon page, enter the user ID and the password that has been assigned to you, click "login."
5. Select "Manage Student Records" from your welcome screen.
6. Re-enter your user ID/ password along with the security control number assigned to you, click "ok".
7. Once logged on, you will see "HESAA Main Menu" displayed.
8. Click "EOF Roster."
9. Enter your name, college code, and EOF school code (only for multi-campus institutions).
10. Select desired function: Option A through F

OPTION A - UPDATE ROSTER

Option A allows institutions to access an on-line version of the EOF roster. This screen also allows institutions to adjust term requests and provide or change additional information pertaining to the student's EOF eligibility. An "expanded" view of each student's record can also be selected to view roster data in more detail.

1. To select the roster:
 - Click "A" as the main menu option.
2. To view subsequent roster pages:
 - Click "Next Page" to move forward one page.
 - Click "Previous Page" to move backward one page.
3. To find a specific student on the roster:
 - Enter the last name and first name (optional) to be accessed.
 - Click "Search".
 - When using the name search feature, if the name entered is not on file, the screen display will begin with the next (or prior) name on file.
4. To view the expanded display for a student:
 - Click the number box that precedes the social security number of the record you wish to view.
 - The expanded display will appear on the screen.
 - To return to the roster display, click "Return to Roster."

NOTE: The information displayed on the expanded record will not change to reflect changes made on option A. The information contained on this page is set as of the date the roster was produced.

5. To enter or change information:
 - Enter the appropriate information in the proper column. If information already exists in the column and that information is incorrect, overwrite the existing information with accurate data.
 - If the information is correct, there is no need to overwrite the existing data.
 - To delete an existing term request, overwrite the term request with four (4) zeros for the correct semester(s). No other update is necessary. The student will continue to appear on your on-line roster until he/she transfers to another institution. As long as the term request is \$0000, the student will not be included in any enrollment figures.
 - Click "Process" to save the update. Updates will also be saved when you click "Process/Ret Menu", "Previous Page", or "Next Page". However, these options will change the current display and therefore are not recommended.
 - Once the information has been entered, the fall and spring status codes will become blank on the row for the updated student.

NOTE: If there is an error in an update, an error message will appear on the bottom line of the screen. The error must be corrected before you can proceed.

6. To restore awards to their original status:

It may be necessary to restore a term request to its original status for several reasons:

- the wrong record was updated
- the update did not achieve the desired result
- a previously updated record must be changed

Since changes made on-line are not finalized until the institution has certified the roster, changes or corrections to updated records may be made by the institution at any time prior to roster certification.

To correct a previously updated record (prior to roster certification), the following steps must be followed:

- Use the space bar to enter BLANKS in both the fall and spring term request fields.
- Click “Process”.
- The record will be returned to its’ original state.

7. To enter a part-time award value:

- Enter the term request, housing, admission type 8, ethnicity, sex, HPC codes.
- Click “Process”.
- The part-time credits field will be unlocked and you will be prompted to enter credits.
- Click “Process”.

8. To save data entered:

- After entering a term request and demographics for a student, click “Process”. If the request is “clean” (no errors), the status code will disappear and the information is saved; or
- After entering a term request and demographics for a student, use the “Previous Page” or “Next Page” functions. If the request is “clean” (no errors), the on-line roster will scroll forward or backward and your data is saved; or
- After entering a term request and demographics for a student, click “Process/Ret Menu”. If the request is “clean” (no errors), the on-line roster will exit to the main menu and your data is saved.

9. Entering data in a locked field:

- If the student is not attending your institution for one of the semesters, the fields pertaining to the semester of non-attendance will be locked and you will be unable to enter values for that semester.
- If an initial EOF recipient indicated on the FAFSA that their year in college was greater than 3, the entire record will be locked. If that is incorrect, a change form must be filed with HESAA. Once corrected on your roster, you may then enter an EOF request.

10. An updated record appears with an H:

- If the term request entered exceeds the institution's available allocation on the NJ Grants System college file, the record may be placed in hold status. As an indicator that an updated record **MAY** go into hold status after the roster has been processed, an "H" will appear to the left of the term requests on the screen. The college allocation and available balance is recalculated every time option A is entered from the main menu. For this reason, if the amount available on the college file has changed since the time the student was initially updated, the hold indicator for the student may change. The indicator only appears BEFORE the roster is processed.

11. How to access help screens:

- Click on the red headings for help. A help screen will appear.
- Click on the X to close.

12. Additional processing buttons:

- "Process/Ret Menu" – will process your update and return you to the main menu.
- "Cancel/Ret Menu" – will cancel any update entered since the last time you clicked "Process". Once a record has been saved, it cannot be canceled through this button.
- "HESAA Main Menu" – will return you to the main menu page.
- "Logoff" – will terminate your session.

OPTION B - BROWSE SUMMARY PAGES

This option provides a summary of student totals appearing on the on-line roster. These totals are set in time and correspond to the amounts contained on the NJ Grants System college file at the time the roster was created. The date on which these totals were created is found on the totals page. **The values in these fields will not change to reflect changes to awards entered through options A and C as they are made. They will reflect the changes only when the roster is processed and a new roster is made available.**

1. To select the summary page:

- Click "B" as the main menu option.

2. To exit the summary page:

- Click "EOF Main Menu" to select another EOF option.
- Click "HESAA Main Menu" to select another option.
- Click "Logoff" to terminate your session.

OPTION C – ADD STUDENTS TO THE ROSTER

The "write-in" page option allows institutions to request EOF awards for students **who are not listed on Option A**. In order to request a student on this page, the student must already have filed a FAFSA and be on the NJ Grants System master file as attending your institution for at least one semester. Information is entered for each student for the semester(s) required. PLEASE NOTE: A student's file does NOT have to be complete in order to be added to Option C. However, the status will be PENDING until/if the file becomes complete.

1. To select the write-in page:

- Click “C”.
- This page will appear with blank lines for all rows until student information is entered.
- When the option is exited and then re-entered, students will appear in alphabetical order.
- Students requested via Option C will appear on Option A after processing.

2. To enter a request:

- To enter an initial term request, type the social security number, last and first names, and amount(s) requested in the column or columns for the correct semester(s). Once a term request has been entered, all information pertaining to that semester, and the sex and ethnicity codes, must be entered.
- Edits are performed to validate that the name and social security number entered on the screen match the ones on the grant master record. No student may be entered on this screen unless the student is already on the grant master file and is attending your institution for at least one semester. If you have entered information for a semester and it disappears from the screen and the fields become protected, it is because the student is not attending your institution for the semester.
- If a student’s college code has changed on the grant master since the student was entered on option C, and the student is no longer attending your institution, a message will appear that the student is not attending your institution. The student must be removed from the page by spacing out the name fields and the term requests before you may leave the page.
- For additional processing information, please refer to **Option A - Update roster**.

OPTION D - COMMENTS

The comments page option is to be used for requesting REJECT A overrides (please see page 13). It also allows you to explain the reason(s) for certain entries on options A or C if the entries are unusual in nature, or if you are unable to enter values in a special case because of edits within the system. The OSHE/EOF Office will respond to comments **after** the roster is certified.

1. To select the comments section:

- Click “D”.

2. To enter comments:

- The comments page is a “free-form” section and comments may be entered anywhere within the blank area of the screen.
- Please include student names, social security numbers, and other demographics as needed.
- Click “Process” to save.
- Click “Process/Ret Menu” to select other EOF options.

3. To access additional comments pages:

- Click “Next Page” to access an additional page for comments. (Before additional pages can be accessed for comments, text must appear on at least one line of the page being displayed.)

OPTION E - BROWSE ROSTER

Option E allows you to view Option A in a "browse only" capacity. This option is VIEW ONLY and does not allow updates.

Option E can be sorted and viewed by semester (fall or spring) and by EOF status code (Incomplete, Complete, Hold, Pending).

1. To select the browse page and view ALL records regardless of status code:
 - Click "E" as the main menu option.
2. To select the browse page and view sorted records:
 - Click "E" as the main menu option.
 - Enter Semester (f=fall; s=spring)
 - Enter Status (i=incomplete; c=complete; h=hold; p=pending)
2. To browse subsequent roster pages:
 - Click "Previous Page" or "Next Page" to scroll through roster.
3. To find a specific student on the roster:
 - Enter the last name and first name (optional) to be accessed.
 - Click "Search".
4. To view the expanded display for a student:
 - Click the number box that precedes the social security number of the record you wish to view.
 - The expanded display will appear on the screen.
 - To return to the roster display, click "Return to Roster."
5. Students updated but not processed (status code=blank) will appear, when sorted, with the original status code.

OPTION F - CERTIFY EOF ON-LINE ROSTER

When the updating of a roster is complete, the roster must be **certified** before it can be processed. The EOF and financial aid directors (or their designees) certify that the roster has been processed according to the instructions provided and in compliance with the EOF regulations. Once certified, the director notifies the OSHE/EOF Office that the roster has been certified and is now ready for processing. The on-line roster will remain locked until all updates are applied to the grant master files. After the updates are applied to the grant master files, the EOF on-line roster is then refreshed and unlocked for the next payment cycle.

Access to the roster certification function is restricted to individuals designated by the institution. For further information regarding access to this function, contact Shakia Williams at the OSHE/EOF Office at (609) 984-2631.

Certification of the on-line roster is a two-step process: certification of the roster with an “electronic” sign-off and notification to the OSHE/EOF Office by fax.

To certify the roster:

1. Certify the roster (the “electronic” sign-off by the institution)
 - Click “F” as the menu option.
 - Read the statement; enter name, CSS code, and EOF school code (if required). **Please note: Do not fax this page to the OSHE/EOF Office.**
 - Click “Process”. (The roster is now locked to prevent further updates. Processing by the OSHE/EOF Office will not occur until the signed certification page has been faxed.)

You can verify that your roster is locked by entering Option A. If the certification is done correctly, a message will appear on the bottom line of the roster stating "Roster is locked. No updates are permitted."

2. Notify the OSHE/EOF Office

The OSHE/EOF Office must be notified that you have certified your roster and are ready to have the roster processed. To notify our office you must fax a signed certification/signature page with both the EOF and financial aid directors’ signatures prior to 3:00 pm of the processing date. Processing will not occur if the signed certification/signature page is not received by 3:00 pm. This certification should be faxed to 609-633-8420. **If you do not have access to a fax machine and wish to send the certification as a pdf document to the EOF Central Office via email you will need to send the email message to every member of the EOF Central Office staff, and not just Shakia Williams. If Ms. Williams is not in the office on a roster certification day the roster is certified by another member of the EOF Central Office staff. The EOF Central Office staff members only have access to their own email accounts.** The ORIGINAL (hard copy) signature page must then be mailed to the OSHE/EOF Office within one week of processing. If a roster has been certified mistakenly, contact the OSHE/EOF Office.

Both steps must be completed before the roster is considered certified.

EOF on-line roster processing occurs on an established processing schedule. It is the institution’s responsibility to initiate processing by certifying the roster. If the signed certification page is NOT RECEIVED BY FAX AT OSHE/EOF PRIOR TO 3:00 PM of the processing date, YOUR ROSTER WILL NOT BE PROCESSED.

ON-LINE ROSTER LAYOUT - DATA ELEMENTS

1. **Applicant’s Name** as reported on the FAFSA, or from corrections sent to HESAA.
2. **Social Security Number** as reported on the FAFSA, or from corrections sent to HESAA.
3. **EOF Award** is a 4-digit field. Award amounts less than \$1000 must have a preceding zero. The EOF director has the authority to adjust the student grants within the minimum and maximum award ranges.

When entering data on-line, the EOF award column is viewed as the “**term request**”. This request has not cleared the NJ Grants System and should not be considered valid until after processing. After the

OSHE/EOF Office has processed the on-line roster, the EOF award column will reflect the **award amount or reject code(s)** that has been entered on the NJ Grants System.

Renewal students who are automatically renewed for EOF must be evaluated for continued eligibility. It is the responsibility of the institution to verify the attendance of the student and the accuracy of the data. If the information reported is correct, no action is required on your part. The OSHE/EOF Office will consider the student's award valid. If the award/reject data is incorrect, overwrite the wrong information with the correct data. If the student is not in attendance, not making satisfactory academic progress, or is no longer eligible for the award, delete the award value by entering four (4) zeroes. Please note: a student with a deleted award will remain on the on-line roster as long as your institution is the college of first choice. The student will not be included in any enrollment totals.

A. Undergraduate awards for full-time and part-time students (Minimum semester award = \$100)

	Full-time Maximum Annual/Semester	Part-time Maximum Annual/Semester (6-8 credits)	Part-time Maximum Annual/Semester (9-11 credits)
Community Colleges:	\$1050/ 525	\$526/ 263	\$788/ 394
State colleges/universities; Research universities:			
Commuter:	\$1150/ 575	\$576/ 288	\$862/ 431
Residential:	\$1400/ 700	\$854/ 427	\$1120/ 560
Independent colleges/universities:	\$2500/ 1250	\$1250/ 625	\$1876/ 938

B. EOF Reject Codes

<u>Reject Code</u>	<u>Explanation</u>
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A Applicant's NJEI exceeds the maximum qualifying index for a TAG award.

Although ineligible for a TAG grant, a student whose income falls within the maximum income for discretionary students may be considered for an EOF grant as long as there is unmet need. A written REJECT A override request may be submitted to the OSHE/EOF Office by using the Option D-Comments Section of the roster. Please include the students name and social security number. The EOF program liaison assigned to your institution will review this information and notify the institution as to whether the EOF grant award has been approved or denied. **The approved override is for EOF ONLY.** Please see Attachment A for a more detailed explanation on requesting reject a overrides. **If you are requesting a Reject A override, you must also enter a request for the grant via Option C – Add Students to the Roster.**

D Student did not receive TAG in the previous academic year and is ineligible because their FAFSA was received after the October 1 filing deadline. Renewal students filing FAFSAs after June 1 are ineligible for TAG **but are still eligible to receive EOF.**

- E-N,P,U Student is a TAG reject for one or more of these codes and is, therefore, ineligible for EOF for the same reason(s).
- R Student has received the maximum number of part-time EOF payments allowable. **Part-time EOF grants may be awarded three times to students attending a two-year institution and four times to students attending a four-year institution.**
- T Student has received the maximum number of EOF payments allowable.
- V Student is a participant in Part-time TAG for County Colleges.

Coordination between the EOF and financial aid offices is imperative when awarding part-time grants. In order to avoid confusion, you should provide your financial aid officer with a list of the part-time EOF students and the number of credits they are enrolled for in each semester. If the financial aid office reports to HESAA that the students are recipients of the Part-time TAG for County Colleges, their EOF awards will be rejected. Students with an EOF reject V code cannot be corrected by overtyping the reject code with an award amount. **If these students are EOF students and are eligible to receive an EOF part-time award, you MUST contact your financial aid office and have them resolve the reject V issue with TAG.**

- X The amount of the EOF grant requested exceeds the maximum allowable.
- Y Student has received the maximum number of EOF payments allowable without special approval from the OSHE/EOF Office. Formal approval is required from the Executive Director for those students in established five-year programs who require a 13th or 14th EOF term award.

4. **Status Code** is a computer-generated code used to indicate the status of the EOF award. It may not be edited. The status codes are:

- I** = Incomplete; no EOF request on file.
- C** = Complete; award has been requested and cleared the system; no further action required.
- H** = Hold; award requested but institution has exceeded their allocation; award will be blocked until additional money becomes available.
- P** = Pending; award requested but blocked due to student correctables; institution/student must resolve discrepancy by submitting requested information to HESAA.

Please note: After a student's record has been updated, the status code will disappear. Once processed, the code will change to reflect the student's status.

5. **Housing Status** is a 1-digit field that must be entered for both fall and spring semesters. The codes are:
 1 = commuter 2 = resident

6. **Admission Type** is a 1-digit field required for fall and spring semesters (unless an award is being requested for the spring semester only). Please note: admission types are EOF admissions, NOT institutional admission codes. The codes are:

- 1 = first time EOF (initials): student has never received EOF
- 2 = continuing (renewals): student received EOF the previous semester
- 3 = non-funded: renewal student who lost eligibility for award but continues to receive services such as counseling and tutoring

- 4 = readmit: renewal student who did not receive EOF the previous semester and is returning to your program
- 5 = transfer: EOF renewal student who last **received EOF** at another institution
- 6 = graduating senior enrolled less than full-time: student is graduating at the end of the semester, is enrolled part-time (min. # of credits = 3), and is eligible to receive a full-time award (**PLEASE NOTE**: student will be ineligible for TAG)
- 7 = 10% discretionary: student has never received EOF
- 8 = part-time: student attending an institution that participates in the EOF part-time program (min. # of credits = 6)

The EOF admission type will change from semester to semester. Example: A student who is an initial in the fall semester becomes a continuing student in the spring (code 1 to 2). A student who dropped out in the fall and is returning in the spring is a readmit (code 4). **Spring semester admits should be coded using the same criteria used for determining a fall admission type.** When deleting an award for a student who is not returning in the spring semester, **DO NOT CHANGE THE SPRING ADMISSION TYPE.** Zero (0) is not a valid admission code.

7. **Ethnicity** is a 1-digit field that is required for all students. The codes are:

- 1 = Black or African American
- 2 = American Indian or Alaska Native
- 3 = Asian
- 4 = Hispanic, of any race
- 5 = White
- 6 = Native Hawaiian or Other Pacific Islander
- 7 = Two or more Races
- 8 = Race and Ethnicity Unknown

8. **Sex** is a 1-digit field that is required for all students. The codes are:

- 1 = Male
- 2 = Female

9. **Historical Poverty Criteria (HPC)** as outlined in EOF Regulation 9A:11-2.2 is a 1-digit field that is required for all incoming freshmen and first-time EOF recipients. The codes are:

- 1 = Attended or graduated from a DFG A or B school district;
- 2 = Resided in a municipality that is a high-distress/labor surplus area, or is considered an eligible urban aid municipality;
- 3 = Resided in an area that historically has been populated by low-income families, such an area, commonly called a “pocket of poverty”, has characteristics of a high-distress/labor surplus area, even if the municipality is not formally so identified;
- 4 = Has a sibling who was or is enrolled in an EOF program;
- 5 = Is a first-generation college student who is, or whose family is, eligible for government assistance and/or educational programs targeted toward low-income and disadvantaged populations (TRIO programs, free and reduced breakfast/lunch programs, food stamps, etc.);
- 6 = Successfully completed a NJ Gear Up state project or NJ College Bound grant program.

We have provided resources to help you identify EOF historical poverty criteria. **PLEASE SEE ATTACHMENT B** for a complete list of resources.

10. **Part-time Credits** is a 2-digit field that is required for PART-TIME REQUESTS ONLY. Only students coded as admission type 8 are to have credits entered. Minimum number of part-time credits allowed is 06, maximum number of part-time credits is 11.
11. **School Code** is a 2-digit field used only by multi-campus institutions. Approved school codes are as follows:

Rowan -----	15
Rowan Urban-----	80
Montclair-----	20
Montclair HCP-----	90
Seton Hall-----	28
Seton Hall Pre-Med-----	95
Rutgers - Camden A&S-----	50
Rutgers - Engineering-----	14
Rutgers - Newark A&S-----	21
Rutgers - Nursing-----	25
Rutgers - Pharmacy-----	30
Rutgers - SEBS-----	11
Rutgers - School of Arts & Sciences-----	01
Rutgers – SHRP-----	75

NOTE: Freshman/Initial students will default to the “main” campus roster. For Rutgers University, freshmen will default to school 99 (Access restricted to Rutgers’ Central Administration).

12. **Dependency Status** of the applicant is provided on the expanded page.
13. **Previous College** code of the institution at which the student received his/her last EOF payment during the previous or prior academic years will be provided, if applicable, on the expanded page.
14. **Year in College** as reported on the FAFSA, or from corrections sent to HESAA. Students who have not previously received EOF and who reported their year in college as 4 (and up) are not eligible to receive an EOF award. Award requests for these students will be blocked. If the year in college is incorrect, a change form must be filed with HESAA.
15. **Term of First Entry** into the EOF program is provided if the student received an EOF grant during a previous academic year. If data are provided, the term and year of the first grant will appear as shown in the following examples:

5-14= Summer Term 2014
 1-14 = Fall Term 2014
 3-14 = Spring Term 2015

(Please note: 3-14 refers to the spring term of the 2014-2015 academic year, not the spring 2014 term.)

16. **Last Funded** is the term and year of the student’s last EOF grant. This area will be blank if the student has not been funded previously or was funded only during the summer. If data are provided, the last term funded will appear as shown above in item #15.

17. **Award/Reject TAG and EOF** information, as provided on the expanded page, is as of the last roster certification. When the on-line roster is refreshed, the award/reject will be updated to reflect any changes made on-line or on the NJ Grants System.
18. **EOF Eligibility Code** for each term is based on the number of EOF grants received as of the end of the previous term. For example, a dependent student who meets the financial guidelines and did not receive an EOF grant in 2014-2015 or prior academic years will appear on this roster with a code 1 for both the fall and spring terms. The eligibility codes were determined on the basis of the number of awards received through the spring 2015 term. However, as soon as the fall 2015 EOF term request is processed and the EOF grant appears in the student's fall award area, the spring eligibility code will be re-evaluated on the basis of the number of EOF grants received through the fall 2015 term. In the example above, the student's spring eligibility code would change to 15 (renewal-potentially eligible) as soon as the EOF fall term request was processed and the student was found eligible. The EOF eligibility codes are:

<u>Code</u>	<u>Explanation</u>
1	Dependent student who has not previously received an EOF grant whose family income falls within the EOF Income Eligibility Criteria. Parents' total taxable and untaxed income does not exceed the maximum in the EOF Income Eligibility Scale.
2	Dependent student who has not previously received an EOF grant. Parents' total taxable and untaxed income exceeds the maximum in the EOF Income Eligibility Scale.
3	Independent student who has not previously received an EOF grant whose income falls within the EOF income eligibility criteria. Total taxable and untaxed income does not exceed the maximum in the EOF Income Eligibility Scale.
4	Independent student who has not previously received an EOF grant. Total taxable income exceeds the maximum in the EOF Income Eligibility Scale.
5	Student is attending a county college and has previously received EOF for six (6) semesters.* Institutions may approve two (2) additional semesters of funding to the student, if eligible.
6	Student is attending a county college and has previously received EOF for seven (7) semesters.* Institutions may approve one (1) additional semester of funding to the student, if eligible.
7	Student is attending a county college and has previously received EOF for eight (8) semesters.* Student has no further eligibility at a county college.
8	Student is attending a senior college and has previously received EOF for ten (10) semesters.* Institutions may approve two (2) additional semesters of funding to the student, if eligible.
9	Student is attending a senior college and has previously received EOF for eleven (11) semesters.* Institutions may approve one (1) additional semester of funding to the student, if eligible.
10	Student is attending a senior college and has previously received EOF for twelve (12) or more semesters.* OSHE/EOF Office has not authorized additional EOF grants to complete an established five-year program.
11	Student is attending a four-year college and has previously received EOF for twelve (12) semesters.* OSHE/EOF Office <u>HAS GIVEN</u> special approval for student to receive EOF for a 13th semester to complete a program of study that normally requires five years to complete.
12	Student is attending a four-year college and has previously received EOF for thirteen (13) semesters.* OSHE/EOF Office <u>HAS GIVEN</u> special approval for student to receive EOF for a 14th semester to complete a program of study that normally requires five years to complete.
13	Student is attending a four-year college and has received EOF for fourteen (14) semesters.* Student has no further eligibility.
14	Student has previously received EOF and does not need special approval to receive a grant.
15	Student is ineligible for EOF because he/she is a TAG reject for reason(s) A, D-N, P, or U.

16 Student is ineligible for EOF because the institution he/she is attending is not approved for the EOF Program.

*Summer Session(s) not included. Please counsel students with EOF eligibility codes 5 through 13 to ensure that they do not exhaust their EOF eligibility.

The only students who may be eligible for a 13th and/or 14th semester are those enrolled in a baccalaureate program that is certified by the institution to be five (5) years in length (not including basic skills courses) to meet graduation requirements.

19. **Award Counters** is the number of EOF and TAG payments each student has received through the previous spring term. Each semester of full-time payment is counted as .50. Each semester of part-time payment is counted as .25. For non-funded students, the award counter shown is as of the last semester during which the student received an EOF Article III grant. Semesters of part-time EOF are included in the EOF award counter but a separate part-time award counter is also provided.

The part-time EOF grant may be awarded to students only three (3) times in the pursuit of an associate degree and four (4) times in the pursuit of a baccalaureate degree.

20. **TAG Part-Time Indicator** will appear if the student has been counseled to attend college part-time at an institution participating in the EOF part-time program. The indicator will appear in the format E/E. The E signifies that the student is receiving a part-time TAG award as a result of his/her participation in the EOF part-time program. The E preceding the slash applies to the fall term; the E following the slash applies to the spring term. If the student is enrolled part-time for one term only, an indicator will not be printed for the term of full-time enrollment.

The number of credits for which the part-time student is enrolled **MUST** be reported by the institution on the disbursement roster, as the TAG award value will be based upon this information. Additionally, you must indicate the number of credits for which a student is enrolled on the on-line roster.

21. **TAG Cancellation Code** will be provided by term for reference purposes. Whenever an EOF term request has been made for a student whose TAG award has been canceled for reason code 1 or 3, or for reason code 2 when the EOF admission type does not contain a “6”, (graduating senior enrolled less than full time), an indicator will appear in the format code/code. The code preceding the slash applies to the fall term; the code following the slash applies to the spring term. An indicator will be printed only for the applicable term.

TAG cancellation codes 1 and 3, or code 2 when the EOF admission type does not contain a “6”, will also cancel the EOF award. Ineligible reason corrections must be submitted to HESAA through the campus financial aid office in accordance with established deadlines.

The TAG cancellation code may be viewed on the student’s expanded page or on the NJ Grants System.

PROCESSING THE ON-LINE ROSTER

The on-line roster is updated and processed on a two-week cycle. **Institutions must lock the roster by 3:00 PM of the scheduled processing date** (refer to the “NJ Grants & Scholarships Calendar of Processing Activities” which can be found at www.HESAA.org). Rosters are processed and changes are applied to the NJ Grants System on Friday evening. On-line rosters remain locked the following Monday, are refreshed Monday night, and are unlocked Tuesday morning. Several changes have occurred on your roster that will indicate to you that processing has taken place:

1. EOF Status Code:

When the on-line roster has been refreshed (processed by the OSHE/EOF Office) the EOF status code (which was blank after the update was entered) will reflect the status of the student's EOF award on the NJ Grants System at the time of processing. A record that is complete will show "C", a record that is in hold status will show "H", and a record that is incomplete with a term request will show "P" for pending. The "P" signifies that an EOF award was requested but the student's file is incomplete (student correctables, etc.). Please note: the status code may be different for each semester.

2. Summary Page:

The summary page (option B) will show new student numbers and available balances as of the date and time of processing. The totals are as of the date indicated on the top of this page. Adjustments made after this date are not reflected on this summary page until the next time the roster is processed.

PLEASE SEE ATTACHMENT C for processing tips.

REFRESHING THE ON-LINE ROSTER

The on-line roster is a listing of eligible students that may be updated every two weeks to include new student filers, transfers, etc. There are several ways to update or refresh your roster.

A. The on-line roster is refreshed when certification and processing is complete.

Processing your roster means updates have been made within specified deadlines, the roster is locked and certified and the signed certification page has been faxed by the established time. The OSHE/EOF Office then authorizes your updates to be applied to the NJ Grants System. After processing, the on-line roster is refreshed. This means that the roster is unlocked and will show your completed updates. It will also include new filers, transfers, etc.

B. The on-line roster will be refreshed if no updates have been made.

A roster that has not been updated will be refreshed automatically. If the on-line roster is not touched during the two-week cycle, it will be automatically locked and refreshed.

C. **If updates have been made but certification is not complete, your roster will not be refreshed.**

If updates have been made, but the roster is not locked or the signed certification page is not faxed, then the updates will not be applied to the NJ Grants System and the roster will not be refreshed. The on-line roster will remain locked and unprocessed until certification is finalized by the institution. It is important to verify that processing has taken place. **Updates made to the on-line roster but not applied to the NJ Grants System are not valid updates.** Failure to certify may result in delays in awarding students' EOF and/or TAG awards.

Monthly copies of the EOF roster will be sent to you electronically as e-mail attachments. The rosters are in .pdf format and require Adobe Acrobat Reader software for on-site printing.

PROCESSING CALENDAR and DEADLINE DATES

A monthly calendar of processing activity can be found at www.hesaa.org. The calendar includes EOF activities such as on-line roster certification dates, supplement and applicant roster print dates, and

established deadline dates. This calendar should be kept available for your assistance while processing EOF payments.

The on-line roster has established deadlines coded into the program. After the deadline, the corresponding semesters will be “locked” and you will be prohibited from entering any data in the locked columns. You will be notified of deadlines each year. You should also refer to the processing calendar for these deadline dates.

In addition to HESAA’s processing calendar, the OSHE/EOF Office sends out regular e-mail correspondence with processing reminders. If you wish to be added to this e-mail list, please contact Shakia Williams at shakia.williams@oshe.nj.gov.

Deadline Dates for AY 2015-2016 Undergraduate Grant Processing

<i>Student Applications (FAFSA) for EOF Awards Only:</i>	
Fall and Spring Term	October 1, 2015
Spring Term Only (on a funds available basis)	March 1, 2016
Please note: TAG renewal students must file the FAFSA by June 1. Failure to make this deadline, however, does not prohibit students from receiving EOF awards.	

<i>Requests for Student Grant Allocation Adjustments:</i>	
Additional Allocations	October 2, 2015
Over-income Students Beyond the 10% Discretionary Allowance	October 27, 2015

<i>EOF On-Line Roster (Requests for Undergrad. Grants):</i>	
Final Fall	November 15, 2015
Final Spring	March 15, 2016

<i>REJECT A Override Requests, Applicant Information Requests (AIR), College Code Changes:</i>	
Fall	November 15, 2015
Spring	March 15, 2016

<i>Student Grant Appeals, Reinstatements and Updates:</i>	
Undergraduate Fall Term	January 16, 2016
Undergraduate Spring Term	May 1, 2016

How to Determine if a Student with TAG Reject Code A is Eligible to Receive EOF

A student with a **REJECT A code** has a New Jersey Eligibility Index (NJEI) exceeding the maximum qualifying index to be considered for a Tuition Aid Grant (TAG). However, such students may be eligible to receive an initial or continuing EOF Article III academic year grant if they:

- (1) have income that falls within the maximum EOF income eligibility criteria for discretionary students, and
- (2) have little or no assets, and
- (3) can demonstrate unmet financial need.

Campus EOF staff need to determine if a student meets the 3 criteria listed above before submitting a REJECT A override appeal request to the program liaison assigned to their institution. This can be accomplished by using E-administrator to look the student up in the grant payment system. The following items should be checked:

- Look at the student's NJEI. An NJEI of 99,999 indicates that the student's income and/or assets significantly exceed the maximum EOF income eligibility criteria. If you have access to the student's income tax return and believe that he/she actually meets the maximum EOF income eligibility criteria for discretionary students, then look through the student's financial aid record on E-administrator to determine if he/she made a mistake when completing their FAFSA. Please pay particular attention to whether or not a dependent student's income and household size are identical to their parent's income and household size. If you determine that the student made an error, have the student work with the financial aid office to correct the information submitted on their FAFSA. *Do not submit the REJECT A override appeal request to OSHE/EOF before the corrections have been made because it will be denied.*
- Look at the student's dependency status.
- Look at the household size listed.
- If the student is independent, check to make sure the student's adjusted gross income and CPS total untaxed income does not exceed the maximum EOF income eligibility scale for discretionary students. *EOF financial eligibility is based on gross income. This is why it is necessary to look at the student's adjusted gross income, as well as the CPS total untaxed income. CPS total untaxed income includes income from the following sources: payments to tax-deferred pension and savings plans; IRA deductions and payments made to self-employed plans; child support; tax exempt interest income; untaxed portions of IRA distributions; untaxed portions of pensions; living allowances paid to military, clergy, others; veterans non-educational benefits; other untaxed income such as workers compensation, disability; and money received or paid on the applicants behalf.*
- If the student is dependent, check to make sure that their parent's income and their parent's CPS total untaxed income does not exceed the EOF Income Eligibility Scale. You can ignore the dependent student's income.

- Look at the amount of cash/savings, business/farm income, and income from investments listed: If the amount listed is large, then the student is not eligible for EOF, because the regulations state that EOF students must have little or no assets. (*refer to the EOF regulations N.J.A.C. 9A:11-2.2(b) Student eligibility*)

After you have checked all of the items listed above, determine if the student - based on household size - falls within the maximum EOF income eligibility for discretionary students and has little or no assets. If the student meets these basic criteria you can request an override of the reject A status from your program liaison. To submit an override appeal:

- 1) Go to Option D-Comment Section of your on-line roster.
- 2) Indicate that you are asking for a Reject A override for one of your students.
- 3) Provide student name and social security number. **Please note: we need the social security number NOT the student's institutional identification number. By providing this information on Option D you are using a secure server.**
- 4) Certify your roster according to the established processing calendar.

You will receive a response via e-mail within one week after processing. If you want the financial aid officer at your institution to receive a copy of the response to your REJECT A override appeal you must include the individual's e-mail address in the Comment Section as well.

It is no longer necessary to include additional documentation for the REJECT A override appeal to be processed. If you require students to submit letters of appeal requiring them to document their expenses, please do not send it to OSHE/EOF since it is not information we use to determine if a REJECT A override appeal will be approved. If the program liaison assigned to your institution requires additional information on a particular student you will be contacted.

In addition to requesting the override, **you must also request the student's grant** using the write-in section of the roster. Enter the student's name, social security number, term request and other demographics per the instructions on page 9 under **OPTION C – ADD STUDENTS TO THE ROSTER**. If the request is added to the roster and the reject A override is approved, the EOF term request will automatically clear. You do not have to wait for approval before adding the request.

Remember, approved REJECT A override appeals qualify students **to receive EOF student grants, not TAG.**

Historical Poverty Resources

The following resources are to assist you in identifying EOF historical poverty criteria. Please share this information with the individuals responsible for developing the targeted recruitment plan for your EOF program. Should you have any questions do not hesitate to contact the EOF program liaison assigned to your institution:

To be eligible for an undergraduate EOF grant, a student must demonstrate a history of poverty, which generally includes documented, long-term economic hardship of the family, such as little or no accumulation of assets and the inability to provide more than the basic needs of family members, as demonstrated by at least one of the following:

1. Having attended or graduated from a DFG A or B school district;
2. Having resided in a municipality that is a high-distress/labor surplus area, or is considered an eligible urban aid municipality;
3. Having resided in an area that historically has been populated by low-income families, such an area, commonly called a “pocket of poverty,” has characteristics of a high-distress/labor surplus area, even if the municipality is not formally so identified;
4. Having a sibling who was or is enrolled in an EOF Program;
5. Being a first-generation college student who is, or whose family is, eligible for government assistance and/or educational programs targeted toward low-income and disadvantaged populations (TRIO programs, free and reduced breakfast/lunch programs, food stamps); or
6. Having successfully completed a NJ GEAR UP state project or NJ college Bound grant program.

District Factor Group (DFG) A & B School Districts

This list was created by the NJ Department of Education and is based on the 2000 census.

<u>Atlantic County</u>	<u>DFG</u>	<u>Cumberland County</u>	<u>DFG</u>	<u>Monmouth County</u>	<u>DFG</u>
Atlantic City	A	Bridgeton City	A	Asbury Park City	A
Buena Regional	A	Commercial Twp.	A	Freehold Boro.	B
Egg Harbor City	A	Cumberland Regional	B	Keansburg Boro	A
Hammontown Town	B	Deerfield Twp.	B	Long Branch City	B
Mullica Twp.	B	Downe Twp.	A		
Pleasantville City	A	Fairfield Twp. A		<u>Morris County</u>	<u>DFG</u>
Ventnor City	B	Lawrence Twp.	A	Dover Town	A
Weymouth Twp.	B	Maurice River Twp.	B		
		Millville City	A	<u>Ocean County</u>	<u>DFG</u>
<u>Bergen County</u>	<u>DFG</u>	Shiloh Boro	B	Berkeley Twp.	B
Cliffside Park Boro.	B	Upper Deerfield Twp.	B	Central Regional	B
Fairview Boro	A	Vineland City	A	Eagleswood Twp.	B
Garfield City	B			Lakehurst Boro	B
Lodi Borough	B	<u>Essex County</u>	<u>DFG</u>	Little Egg Harbor Twp	B
Monnachie Boro	B	East Orange	A	Manchester Twp.	B
Wallington Boro	B	Irvington Township	A	Ocean Gate Boro	B
		Newark City	A	Pinelands Regional	B
<u>Burlington County</u>	<u>DFG</u>	City of Orange Twp.	A	Seaside Heights Boro	A

Beverly City	B				
Burlington City	B	<u>Gloucester County</u>	<u>DFG</u>	<u>Passaic County</u>	<u>DFG</u>
Mount Holly Twp.	B	Elk Twp.	B	Haledon Boro	B
New Hanover Twp.	B	Glassboro	B	Passaic City	A
Pemberton Twp.	B	National Park Boro	B	Passaic Co. Manchester Reg	B
Riverside Twp.	B	Paulsboro Boro.	A	Paterson City	A
Washington Twp.	B	Westville Boro.	B	Prospect Park Boro.	B
		Woodbury City	B		
<u>Camden County</u>	<u>DFG</u>			<u>Salem County</u>	<u>DFG</u>
Bellmawr Boro	B	<u>Hunterdon County</u>	<u>DFG</u>	Penns Grv-Carney's Pt. Reg	A
Brooklawn Boro	B	NONE		Quinton Twp.	A
Camden City	A			Salem City	A
Chesilhurst	A	<u>Hudson County</u>	<u>DFG</u>		
Clementon Boro	B	East Newark Boro	A	<u>Somerset County</u>	<u>DFG</u>
Gloucester City	B	Guttenberg Town	B	Bound Brook Boro.	B
Lawnside Boro	B	Harrison Town	B	South Bound Brook	B
Lindenwold Boro	B	Jersey City	B		
Pine Hill Boro	B	Kearny Town	B	<u>Sussex County</u>	<u>DFG</u>
Runnemede Boro	B	North Bergen Twp.	B	Montague Twp.	B
Woodlyne Boro	B	Union City	A		
		West New York Town	A		
<u>Cape May County</u>	<u>DFG</u>			<u>Union County</u>	<u>DFG</u>
Lower Cape May Regnl.	B	<u>Mercer County</u>	<u>DFG</u>	Elizabeth City	A
Lower Twp.	B	Trenton City	A	Linden City	B
Middle Twp.	B			Plainfield City	A
North Wildwood City	A	<u>Middlesex County</u>	<u>DFG</u>	Roselle Boro	B
Sea Isle City	B	Carteret Boro.	B	Winfield Twp.	B
Wildwood City	A	New Brunswick City	A		
Wildwood Crest Boro	B	Perth Amboy city	A	<u>Warren County</u>	<u>DFG</u>
Woodbine Boro	A			Alpha Boro	B
				Phillipsburg Town	B

Eligible Urban Aid Municipalities

The following is the list of eligible municipalities that meet the criteria of N.J.S.A. 52:27D-178 for r programs administered by the New Jersey Redevelopment Authority (NJRA). The NJRA is an independent authority in the NJ Department of Community Affairs that functions as a comprehensive urban resource center. It invests financial and technical resources in redevelopment projects and plans that will create a positive economic impact in its eligible communities. NJRA's goal is to ensure that projects are urban-focused, neighborhood-based, and investment-driven. (Last updated: 8/9/12)

Asbury Park City	Hillside Twp.	Passaic City
Bayonne City	Hoboken City	Paterson City
Belleville Twp.	Irvington Town Twp.	Pemberton Twp.
Bloomfield Twp.	Jersey City	Penns Grove Boro.
Brick Twp.	Keansburg Boro	Pennsauken Twp.
Bridgeton City	Kearny Town	Perth Amboy City
Burlington City	Lakewood Twp.	Phillipsburg Twp.
Camden City	Lawnside Boro	Plainfield City
Carteret Borough	Lindenwold Boro	Pleasantville City
Clifton City	Lodi Boro	Rahway City
East Orange City	Long Branch	Ridgefield Borough
Edgewater Boro	Manchester Twp.	Roselle Borough
Elizabeth City	Millville City	Salem City

Ewing Twp.
 Garfield City
 Glassboro Boro
 Gloucester City
 Gloucester Twp.
 Guttenberg Town
 Hackensack City
 Hamilton Twp. (Mercer)
 Harrison Town
 Highlands Boro

Monroe Twp. (Gloucester)
 Montclair Township
 Mount Holly Twp.
 Neptune City Boro
 Neptune Township
 New Brunswick City
 Newark City
 North Bergen Twp.
 Old Bridge Twp.
 Orange City

South Amboy City
 Trenton City
 Union City
 Vineland City
 Weehawken Twp.
 West New York Town
 Willingboro Twp.
 Winslow Twp.
 Woodbridge Twp.
 Woodbury City

Labor Surplus Areas

This list includes areas identified by the NJ Department of Labor and U.S. Bureau of Labor Statistics with an unemployment rate of at least 20% above the national average for the previous two calendar years. These areas are also eligible for Federal programs designed to assist impoverished, disadvantaged communities undergoing serious economic problems. (For period 10/1/14 through 9/30/15)

Atlantic County	Long Branch City (Monmouth County)
Bayonne City (Hudson County)	Manchester Township (Ocean County)
Belleville Township (Essex County)	Monroe Township (Gloucester County)
Berkeley Township (Ocean County)	Neptune Township (Monmouth County)
Camden City (Camden County)	Newark City (Essex County)
Cumberland County	North Bergen Township (Hudson County)
Cape May County	Ocean County
City of Orange Township	Passaic City (Passaic County)
Clifton City (Passaic County)	Paterson City (Passaic County)
Deptford Township (Gloucester County)	Pemberton Township (Burlington County)
East Orange City (Essex County)	Perth Amboy City (Middlesex County)
Elizabeth City (Union County)	Plainfield City (Union County)
Garfield City (Bergen County)	Rahway City (Union County)
Gloucester County	Salem County
Irvington Township (Essex County)	Trenton City (Mercer County)
Jersey City (Hudson County)	Union City (Hudson County)
Kearny Town (Hudson County)	Vernon Township (Sussex County)
Linden City (Union County)	West New York Town (Hudson County)
	Willingboro Township (Burlington County)
	Winslow Township

Governor’s Urban Scholarship Program

This list identifies the 14 high-need communities designated by the Department of Education and the Department of Community Affairs from which students who attended a traditional public, public charter, county vocational –technical or non-public school may reside in New Jersey to be eligible for the new Governor’s Urban Scholarship Program.

Camden
East Orange
Irvington Township
Jersey City
Lakewood Township
Millville

New Brunswick
Paterson
Plainfield
Roselle
Trenton
Vineland

School Performance Reports replace the New Jersey Department of Education “School Report Cards”

The School Performance Reports focus attention on metrics that are indicative of college and career readiness, such as chronic absenteeism in the early grades, successful completion of Algebra I prior to high school, participation in college readiness tests, and the taking of rigorous coursework in high school.

This report also includes

- % of students participating in SAT and PSAT
- % of students scoring above 1550 on the SAT, the benchmark score identified by the College Board associated with a high likelihood of college success.
- % of students taking at least one AP test in English, Math, Social Studies, or Science
- Pathway information is presented based on the percentage of students that graduate via HSPA, the Alternative High School Assessment (AHSA), or by being exempt.

Peer school comparisons”-. The peer school methodology compares schools to approximately 30 similar “peer schools” from across the state with similar grade configurations and that are educating students with similar demographic characteristics such as free/reduced lunch eligibility. This data provides information about how similar schools are performing to help identify strengths and areas for improvement

The School Performance reports can be accessed at: <http://education.state.nj.us/pr/>

PROCESSING TIPS

Process early.....process often....don't wait until the request deadline to certify for the first time.

To check a **student's current status**, pull the file up on Grants Main Menu.

Review your roster frequently because updates are made throughout the semester and a student's status can change.

Use the **bi-weekly applicant rosters** sent out by HESAA. Communicate with the financial aid office! Communication is important, especially concerning community college part-time students. Inaccurate reporting of a student's part-time status could result in a delay of several weeks before the award is processed.

Students on the on-line roster are awarded on a **first-come, first-serve** basis not by alpha order. If you have limited money available and you want a particular student to be awarded first, enter that student's information **FIRST**. When processing occurs, the program will update the students as they are entered online, regardless of where they fall in the alphabetic list.

Is a student's **record locked**? Check the year in college on the expanded page of information. An initial EOF student who indicated year in college greater than 3 is automatically ineligible and the record is locked. If the year is incorrect, file a change form with HESAA, wait until the change is applied to the on-line roster, and then request the student's grant.

Student's **record incomplete** (status code=PENDING)? Do not wait until a student's file is complete before adding the request to your roster. Use Option C (write-in section) to add the student. The student's file will remain as PENDING until all information is submitted. When the file is complete, the EOF grant will clear automatically without having to go back in and re-enter the request. However, the grant is not held in reserve for the PENDING student and students with a complete file will be awarded before the PENDING student regardless of when the grant is requested.

In addition to the EOF ROSTER, each user has access to **GRANT STATISTICS**. This file provides statistical information for each institution such as: total number of students and dollars awarded, number of non-funded students, number of students rejected, payment activity for TAG and EOF, allocation used to date, etc.