



**PASSPORT TO COLLEGE
SCHOLARSHIP
PROGRAM MANUAL
2015-16**



Passport to College Scholarship Staff Contact Information

DAWN CYPRIANO-MCAFERTY Program Manager	Phone (360) 753-7846 Fax (360) 704-6246 Email dawnc@wsac.wa.gov
VICTOR FERNANDEZ Fiscal Specialist	Phone (360) 753-7623 Fax (360) 753-7808 Email victorf@wsac.wa.gov
BECKY THOMPSON Director of Student Financial Assistance	Phone (360) 753-7840 Fax (360) 753-7808 Email beckyt@wsac.wa.gov

Washington Student Achievement Council

917 Lakeridge Way SW
PO Box 43430
Olympia, WA 98504-3430
www.wsac.wa.gov

Portal: <https://fortress.wa.gov/wsac/portal/default.aspx>

Agency phone number: (360) 753-7800

Agency fax number: (360) 753-7808

Passport to College Scholarship Program Manual Updates 2015-16

Self-Help Requirement

In 2015, the SFA Workgroup recommended to Washington Student Achievement Council (WSAC) that the Passport to College self-help requirement be aligned with the State Need Grant self-help requirement. This recommendation was subsequently approved by WSAC. Additional information and guidance is located on Pages 5-6 of this manual.

Payment System Update

The payment request system for Passport is currently undergoing system upgrades. The system will operate with much more user-friendly capabilities by incorporating Passport payments into the CSAW function on the Portal.

Additional guidance will be provided to administrators when the system build is complete and the new payment process is ready for implementation.

Passport to College Promise Scholarship Program Manual 2015-16

Table of Contents

Updates for 2015-16

Self-Help Requirement	i
Payment System Update	i

Passport to College Promise Scholarship

Program Background.....	1
Student Eligibility Criteria	1
Documentation of Foster Care Status.....	2
Scholarship Requirements.....	2
Programs of Study.....	3
Theology Degree.....	3
Scholarship Processing	4
Award Amounts	4
Financial Need	4
Professional Judgment for Student Budgets.....	4
Reinstatement.....	4
Age and Quarters of Eligibility Remaining (QER).....	5
Self-Help Requirement.....	5
Order of Awards.....	7
Packaging.....	7
Retroactive Payments.....	9
Student Payments	9
Student Directive.....	10
Concurrent Enrollment.....	10
Scholarship Repayment.....	10
Reporting.....	10

Passport Institutional Incentive Grants

Purpose	11
Elements of a Viable Plan	11
Incentive Grant Disbursements	12
Incentive Grant Use	12
Targeted services	12
General users	13

Institutions Participating in the Passport Viable Plan	14
---	----

College Success Foundation – Outreach and Support Services	
Contact Information	15
Additional Information	
Legislative Reports	16
Important Websites.....	16
Other Important Contacts	16
Eligibility Checker User Guide	
Using the Portal.....	17
Searching For Students on the Portal.....	18
Secure Email.....	19
Entering Passport Awards.....	22
Payment Confirmation Spreadsheet.....	23
Appendices	
Appendix A - Passport Consent Form.....	24
Appendix B - Institutional Agreement Passport to College for Foster Youth Viable Plan	26
Passport to College Promise Program RCW Sections.....	30
Passport to College Promise Scholarship WAC Sections	31

Passport to College Promise Scholarship

Program Background

The Passport to College Promise Scholarship program was created by the state of Washington in 2007, to help students from foster care attend and succeed in college. The program was authorized as a six-year pilot, and was made permanent in the 2012 Legislative Session.

Passport is a comprehensive program providing support to students from high school through higher education completion. The primary purposes of Passport are to:

- Provide former foster youth with financial assistance beyond other state, federal, private, and institutional financial aid for which they are eligible.
- Provide incentive funding to postsecondary institutions that designate campus support staff, and take other steps to recruit and retain former foster youth.
- Establish additional student intervention and retention services to foster youth through a contracted nonprofit group. The current contract is with the College Success Foundation.

The Department of Social and Health Services (DSHS) manages the Supplemental Education and Transition Program (SETuP) to provide support to students from ages 14 through 18.

Passport is managed by the Washington Student Achievement Council (WSAC). WSAC works in cooperation with DSHS to determine student eligibility and contracts with the College Success Foundation for student outreach and support services.

Student Eligibility Criteria

Eligibility for the Passport program requires that a youth must:

- Have been a dependent¹ of the state of Washington and in foster care on their 18th birthday.
- Have spent at least one year in foster care after their 16th birthday.
- Be a resident of Washington state.
- Enroll at least half-time in an eligible institution of higher education in Washington before their 22nd birthday.
- Be working toward earning their first bachelor's degree, and not be pursuing a degree in theology.

¹ Foster care means twenty-four hour per day temporary substitute care for the child placed away from the child's parents or guardians, and for whom the DSHS or a licensed or certified child placing agency has placement and care responsibility. DSHS defines foster care in WAC [388-25-0010](#). It includes any out-of-home care (including a relative or suitable person) so long as the child is under the placement and care responsibility of DSHS and placed in out of home care by DSHS.

In order to be considered for the scholarship, students must submit one of the following:

1. Passport Consent Form
2. Common Application for Foster Youth (online at www.independence.wa.gov)
3. Free Application for Federal Student Aid (FAFSA)

By submitting this form(s), students consent to the sharing of information between DSHS, WSAC, and institutions of higher education for the processing of financial aid and for support services on campus.

Documentation of Foster Care Status

A student's eligibility is determined by DSHS and documented on the WSAC portal. The portal is a web-based tool used by the institutions, WSAC, and DSHS. For instructions on accessing the Eligibility Checker, refer to page 17.

Information provided about Passport students through the Eligibility Checker on WSAC's web portal should be used as documentation of a student's foster care status.

The portal information can also be used to determine priority funding for the State Need Grant and State Work Study programs. Priority funding is intended for those students who were not identified during packaging because they enrolled later in the year. It is not meant as a supplemental allocation for foster youth at an institution.

Scholarship Requirements

Students meeting the initial eligibility for Passport must complete a FAFSA or Washington Application for State Financial Aid (WASFA)² annually and have documented financial need. However, they do not have to reapply to the program. Once enrolled at least half-time, as defined by the institution, Passport students must maintain their school's Satisfactory Academic Progress (SAP) to receive scholarship payments.

Students must enroll in an eligible college before their 22nd birthday and may receive the scholarship for up to five years, or until their 27th birthday.

Eligibility Area	Passport
Residence Status	Undocumented students may be eligible
Submit an Approved Application	FAFSA or WASFA and Passport Consent
High School Graduation Required	HS Graduation or equivalent
Enrollment Timeframe	Prior to 22nd birthday
Usage Timeframe	If enrolled by age 22, up to 27th birthday
MFI Limitation	Must have financial need
Maximum Terms of Usage	15 quarters / 10 semesters

² The WASFA exists for students who meet Washington residency requirements, want to be considered for state financial aid and who are unable to file a FAFSA due to immigration status.

Programs of Study

An eligible program is one at a location approved by the U.S. Department of Education for participation in the Title IV financial aid programs.

The student must be enrolled in an educational program that does one of the following:

1. Leads to a baccalaureate, associate, or undergraduate professional degree.
2. Leads to a postsecondary vocational certificate or degree in a program of at least 600 clock hours, 16 semesters, or 24 quarter credit hours. Program completion must prepare the student for gainful employment in a recognized occupation.

Note: It is permissible to count needed remedial coursework toward the Passport enrollment requirement.

To recognize where a lack of college preparation exists, aid administrators may, for up to one academic year, consider awarding a Passport-eligible student for the scholarship based upon an institutionally documented educational pathway that leads to an eligible degree or certificate.

A documented educational pathway can include prerequisites that must be met before admission into a degree or certificate program, or a short-term course that connects to a degree or longer certificate program.

Because students participating in the Running Start program are non-matriculated, and are not charged full tuition, they are ineligible to receive Passport scholarship funds.

Theology Degree

Students are ineligible to receive state financial aid to pursue a degree in theology. Each institution must determine whether the student is pursuing this type of degree in light of Washington State Constitution, Article 1§11, that no “public money or property shall be appropriated for or applied to any religious worship, exercise or instruction.”

To apply this constitutional prohibition, the institution may look to Washington Supreme Court decisions that interpret the constitutional provision as prohibiting “that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct, i.e., instruction that is devotional in nature and designed to induce faith and belief in the student.”

Scholarship Processing

Financial aid administrators must access the WSAC web portal at <https://fortress.wa.gov/wsac/portal/default.aspx> to confirm student eligibility and enter awards. The Portal is a web-based tool used by WSAC, institutions, and DSHS to determine student eligibility and post awards. It is also a medium for communication.

NEW for 2015-16: Passport to College Scholarship processing and payments will be transitioning into the College Bound/State Need Grant Award (CSAW) payment functions on the WSAC Portal. More information will be provided to administrators when the system is fully implemented.

Award Amounts

Passport awards are based on legislative appropriations. In the 2015-16 academic year, the maximum Passport scholarship is \$4,500. Students who attend summer quarter receive an additional \$1,500 (\$2,250 for semester-based institutions), if funds are available.

NOTE: Passport awards are considered part of the state's commitment toward the College Bound Scholarship.

Financial Need

Passport scholarship award amounts are based on financial need. Passport scholarship amounts do not need to be prorated for students attending half-time or three-quarter time.

Award amounts may be reduced because of a lack of financial need. If a student does not have financial need for Passport because their need is met by other sources of aid, they are classified as a \$0 award and must be reported on the Portal. Institutions may still receive incentive payments for the recruitment and retention of these students.

Professional Judgment for Student Budgets

Aid administrators may, using professional judgment, adjust student budgets and resources up or down to more accurately reflect the student's actual cost of attendance and financial situation during the academic year. The aid administrator must maintain documentation of the reason for the variance in the student's file.

Reinstatement

Passport follows the same satisfactory progress policy as the State Need Grant (SNG). Refer to the SNG Program Manual for detailed instructions.

Age and Quarters of Eligibility Remaining (QER)

Students are eligible to receive Passport for a maximum of fifteen quarters, or ten semesters, or the equivalent number combination of both quarters and semesters. Student awards are based on a regular academic year (three quarters or two semesters).

Students may be awarded for summer term in addition to the regular academic year, as funds remain available. Remaining QER can be viewed in the portal in each student's award screen.

Students must initially enroll by age 22. Eligibility for Passport expires when the student turns 27. If the student turns 27 while enrolled, the student will be able to receive Passport until the end of the term of enrollment.

Self-Help Requirement

Beginning with the 2015-16 year, the Passport self-help requirement has been aligned with the State Need Grant self-help requirement.

Passport and State Need Grant (SNG) Self-Help Requirement

Except in the following two circumstances, Passport and SNG students are required to have a calculated amount of self-help as part of their Cost of Attendance.

The two exceptions are:

1. The self-help requirement for Passport and SNG recipients is waived for students who are eligible College Bound Scholars because eligible CBS Scholars must receive the maximum SNG awards possible.
2. Students attending institutions whose standard published Cost of Attendance (for books & supplies, room & board, transportation, and miscellaneous/personal expenses) is 25 percent or less than the WFAA Student Budgets, may be considered to have their self-help requirement met and may therefore have their self-help requirement waived.

Any institution wishing to use this exception should request this in writing to WSAC.

What is the self-help requirement for all other Passport and SNG students?

The self-help contribution required for all other Passport and SNG recipients is equal to the lesser of:

- 12 percent of a student's Cost of Attendance if the institution is using an "at home" Cost of Attendance for a student. In most cases this will mean using a "living with parent" budget for the student.
- 25 percent of the student's Cost of Attendance if the student's total annual cost is \$13,860 or less.
- \$3,465 if the student's Cost of Attendance is greater than \$13,860.

Note: Institutions may have higher self-help requirements than any of those shown above (except for eligible CBS Scholars) if this is covered in their approved institutional gift equity policies submitted to WSAC for review and approval.

Note: The \$3,465 amount has been determined by WSAC. This assumes that a student could have earnings of at least the value of a minimum wage job (minus Social Security and Medicare taxes) for 12 hours per week for 33 weeks during the year.

The 2015 and 2016 minimum wage is \$9.47 per hour minus \$0.72 per hour in taxes, which equals net wages of \$8.75 per hour x 12 x 33 = \$3,465.

When self-help is calculated for Passport and SNG students, what programs or items are considered as self-help?

Self-help includes:

- Parent & family contributions or EFC
- Work Study
- Loans
- Merit-based aid
- AmeriCorps benefits
- VA benefits and waivers
- Institutional & private scholarships
- CSF Opportunity Scholarships
- SBCTC Opportunity Grants
- Education & Training Vouchers (ETV)
- Conditional scholarship programs, including TEACH Grants (awarded as conditional loans or loan forgiveness in return for service after graduation)
- Governors' Scholarships for Foster Youth
- Passport to College Promise Scholarship (which has its own self-help requirement)
- Federal GEAR UP Grants
- Worker Retraining Funds
- Unmet need

When self-help is calculated for Passport and SNG students, what are examples of programs or items not considered as self-help?

Self-help does not include programs such as:

- Federal PELL Grants
- Federal SEOG Grants
- Institution need-based grants

Tips for determining if a source not listed above should be considered as self-help

When determining if a source not listed above shall be treated as self-help, consider whether the level of effort to earn the source equates to the kind of effort necessary to earn other sources, such as a merit scholarship based on a substantial period of academic achievement.

As in other areas of professional discretion, aid administrators are encouraged to be both thoughtful and rigorous in their determinations and to document their judgments.

Action to take if self-help requirements are not met before awarding Passport and SNG

Reduce the Passport or SNG award accordingly if the self-help requirement has not been achieved.

Order of Awards

If a student is eligible for all of the below financial aid programs, and the aid administrator is aware of the source at the time of packaging, administrators should package their aid in the following order:

1. Federal Pell Grant
2. State Need Grant
3. Passport to College
4. College Bound Scholarship
5. Education and Training Voucher (ETV) federally funded and administered by the Department of Social and Health Services.

A Passport recipient must have financial need. If need is less than the maximum Passport award, the Passport scholarship may be reduced to fit the student's need. At lower-cost institutions, it is common for a Passport scholarship recipient to have their College Bound scholarship commitment met with the SNG and Passport scholarship.

Packaging

Passport scholarships are based on legislative appropriations and combine with other state, federal, private and institutional financial aid to provide sufficient resources to cover all of the student's educational and living expenses, with a minimal "self-help" expectation. The scholarship is designed to ensure the student's financial need is met, and to reduce reliance on student loans.

Packaging Examples:

Student's financial need is met by grants and scholarships

- Self-help requirement of \$3,465 is fully met by EFC and Governors' Scholarship
- Passport award is reduced to fit within financial need

COA	\$21,000
- EFC	<u>-\$1,000</u>
NEED	\$20,000
Pell Grant	\$5,775
Governors'	\$3,000
SNG	\$7,600
Passport	<u>\$3,625</u>
TOTAL FA:	\$20,000

- Self-help requirement of \$3,465 is fully met by EFC and Governors' Scholarship
- As the student's financial need is fully met by other aid, the Passport award is \$0 (but reported in WSAC Payment system)
- Institution may still receive Incentive Grant funding

COA	\$15,000
-EFC	<u>-\$1,000</u>
NEED	\$14,000
Pell Grant	\$5,775
Governors'	\$3,000
SNG	\$5,225
Passport	<u>\$0</u>
TOTAL FA:	\$14,000

In this circumstance, administrators should enter the student into the portal as a "zero award" to document the student's attendance and to ensure receipt of the Passport Viable Plan Institutional Incentive Grant for the individualized support of the student.

Student is an eligible College Bound Scholar (CBS)

- See SNG and CBS Program Manual for more information:
<http://www.wsac.wa.gov/sites/default/files/2015-16.SNG.CBS.Program.Manual.rev11-15.pdf>
- Typically students who are Passport and College Bound eligible have their CBS state aid commitment met by SNG and Passport awards.
- Assuming of a maximum CBS eligibility of \$8,100 in the example below, the CBS commitment is met with State Need Grant (\$7,600) and Passport (\$4,500), because the student is an eligible CBS student; however, the self-help requirement is not applicable. The student is able in this case to receive the maximum SNG and Passport totaling \$12,100, but cannot receive additional CBS funding.

COA	\$21,000
- EFC	<u>-\$1,000</u>
NEED	\$20,000
Pell Grant	\$5,775
SNG	\$7,600
Passport	\$4,500
Inst Scholarship	\$2,125
College Bound	<u>\$0</u>
TOTAL FA:	\$20,000

Retroactive Payments

Retroactive payments may be made to an eligible student as long as the payments are made for the current fiscal year and if funds remain available. The value of the retroactive payment shall be based on the student's rate of satisfactorily completed credits, determined by institution policy, at the end of the term. The student does not have to be enrolled at the time the retroactive payment is made.

Student Payments

Each quarter, WSAC will send a Scholarship Payment Confirmation Spreadsheet (page 23), which acts as a disbursement report for institutions to complete. The Payment Confirmation Spreadsheet includes:

- Term
- Student name
- Social Security Number
- Award amount
- Packaged/paid out amount
- Students who are attending and eligible for Passport, but do not have financial need for the scholarship. These students are referred to as "zero awards."

After the institution's financial aid administrator identifies an eligible student and posts an award on the Portal, WSAC will provide the institution with a Payment Confirmation Spreadsheet. Administrators must confirm the student's enrollment and award and return the spreadsheet to WSAC through the secure messaging function on the Portal.

WSAC disburses scholarship payments once a week, as Payment Confirmation Spreadsheets are completed by institutions and submitted through the portal's secure messaging function. If an institution does not submit the payment confirmation and program funds are exhausted, WSAC may not be able to send a payment for the student.

Student Directive

Each student must have the opportunity to receive a check that may be deposited at his or her own bank, or to request that the Passport funds be applied to his or her student account at the institution.

Private institutions must use WSAC's Student Directive Form to record a student's decision on where to apply their financial aid payment. Refer to the State Need Grant program manual for further guidance.

Concurrent Enrollment

On occasion, students may choose to concurrently enroll in two institutions. Together, the institutions must determine which school will be considered the student's "home" school for financial aid awarding, monitoring eligibility, etc. The student's home institution is responsible for processing and disbursing Passport funds and the student may only receive Passport funds at one institution at a time.

Scholarship Repayment

If a Passport recipient leaves school during an academic term in which he or she receives a scholarship, the student is required to repay Passport funds according to the Washington Student Achievement Council's repayment policy as defined for the State Need Grant program.

The school is responsible for notifying students that they are in repayment. Institutions shall refer repayment accounts to WSAC for collection when a student fails to make any repayment to the institution within 45 days of repayment notification. Repayments of less than \$50 shall not be referred to WSAC. For more information, refer to the State Need Grant repayment policy.

Reporting

WSAC will request reports from institutions necessary to the administration and evaluation of the Passport program. In general, institutions will be expected to respond to report requests within thirty days.

Institutions are required to provide WSAC with a summary of incentive grant use. At the end of the academic year, WSAC will request reports from institutions on a pre-developed report template. Reports will address the institution's use of the incentive grant funds received, the amount of funds spent, and if funds were not fully spent in the academic year, the planned use for the remaining balance.

Passport Institutional Incentive Grants

Purpose

The Passport program provides financial incentives for postsecondary institutions if they agree to have a “viable plan” for the enrollment and persistence of students from foster care. The viable plan is based on the Casey Family Foundation’s Supporting Success guide, and institutions agree to participate by signing the Institutional Participation Agreement.

Incentive grants are provided to the institution for the recruitment and retention of students from foster care. Grants shall be used for individualized student support services which may include, but are not limited to, college and career advising, counseling, tutoring, costs incurred for students while school is not in session, personal expenses, health insurance, and emergency services.

Elements of a Viable Plan

1. **Leadership commitment** – Strive to create a lasting institutional commitment to serve current and former foster youth by designating a president, chancellor, vice president, or other position of leadership to advocate for the program’s success.
2. **Designated support staff** – Designate a knowledgeable “home base” staff person who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling/advising. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students.
3. **Full financial aid package** – Review each Passport student’s individual budget to recognize the actual living expenses, and tailor the financial aid package to utilize all available resources to meet the student’s full need and minimize reliance on loans.
4. **Connection to social services** – As needed, work with staff from DSHS, its contracted providers, and other nonprofit agencies serving foster youth to ensure students from foster care receive a full range of support services and other college preparation information.
5. **Identification and consent** – Include on college registration or admission materials a question asking a student to self-disclose if they were in foster care. Collect Passport Consent Forms from students who have identified themselves as foster youth but are not identified through the Portal.
6. **Verify eligibility** – Verify Passport student eligibility electronically through the Portal. This verification shall suffice for documentation of foster care status for the purpose of financial aid packaging and support services.

Incentive Grant Disbursements

The amount of the incentive grant payment is determined annually by the Washington Student Achievement Council (WSAC), based on program appropriations, and is currently set at \$500 per quarter or \$750 per semester for each Passport student.

Disbursements will be made at the end of each term when the institution can verify the student's satisfactory performance. WSAC will send funds for each student who successfully enrolled in and completed the term. No additional action is needed by the institution to request incentive funds.

WSAC strongly encourages the institution to use incentive grant funds within the academic year in which they are received. However, in extenuating circumstances where incentive grants are not able to be fully spent within the academic year, funds that are not used may be rolled over into the next academic year.

Incentive Grant Use

The Passport designated support staff on campuses report the incentive funding has been invaluable to improve the coordination of services and involvement with community-based programs. Building a rapport with Passport students early is essential and is especially helpful during a time of crisis.

In the unusual circumstance that an incentive grant is used to enhance a student's financial aid award, the incentive grant must be reported as financial aid received by the student in the Unit Record Report (URR). For example, if the student received a \$4,500 Passport to College Scholarship and a \$500 incentive grant payment, the institution should report that the student received a \$5,000 Passport to College Scholarship on the URR.

Institutions report that incentive funding has allowed designated support staff to offer food with activities, and provide resources that are unique to students from foster care. Some common uses of incentive funds are as follows:

Targeted services

- Student programs, including campus visits and tours of four-year colleges
- Pre-enrollment, academic, personal, financial, and career services
- Special orientations and welcome functions
- Admission into TRiO services
- Financial planning seminars
- Passport designated computer lab and private study area
- Quarterly meetings and celebrations
- Opportunity for hands-on learning with a registered dietician

General uses

- Emergency loan fund
- Wages for work-study, mentors, graduate student assigned to work with Passport students
- Textbooks and a lending library
- Computers and assistance with technology needs
- Resource loan library including laptops and calculators
- College survival backpacks and school supplies
- Gift cards to grocery stores, gasoline, transit passes and transportation costs to specific events
- Student incentives for meeting academic goals
- Meals, healthy snacks, food bank and personal hygiene articles
- Warm clothes, including socks, hats, boots, and gloves
- Entrance placement tests, graduate school exams, and admission fees
- Housing deposits
- Medical bills

Institutions Participating in the Passport Viable Plan

Art Institute of Seattle	Peninsula College
Bastyr University	Perry Technical Institute
Bates Technical College	Pierce College
Bellevue College	Seattle Central College
Bellingham Technical College	Seattle Pacific University
Cascadia Community College	Seattle University
Central Washington University	Seattle Vocational Institute
Centralia College	Shoreline Community College
Clark College	Skagit Valley College
Clover Park Technical College	South Seattle College
Columbia Basin College	Spokane Community College
Eastern Washington University	Spokane Falls Community College
Edmonds Community College	St Martin's University
Everett Community College	Tacoma Community College
Gonzaga University	The Evergreen State College
Grays Harbor College	University of Washington
Green River Community College	Walla Walla College
Heritage University	Walla Walla University
International Air & Hospitality Academy	Washington State University
Lake Washington Technical College	Wenatchee Valley College
Lower Columbia College	Western Washington University
North Seattle College	Whatcom Community College
Olympic College	Whitman College
Pacific Lutheran University	Yakima Valley Community College

If your institution is not listed as a viable plan school, and you would like information on what is required to participate, please contact Passport program staff.

College Success Foundation Outreach and Support Services

Washington Student Achievement Council has contracted with the College Success Foundation (CSF) to provide outreach, student intervention, and community integration services.

CSF has worked to increase college retention of Passport students by implementing their intrusive support model—an alert system that identifies six hurdles students from foster care face. CSF also provides campuses with regular support and assistance in further developing their viable plans.

Students agree to intensive support by CSF when signing a Passport Conditions and Award form. Students receive the Conditions of Award, along with their eligibility letter and award certificate from WSAC, when eligibility is determined by DSHS.

Institutions may collect Conditions of Awards from the student and post consent to the Portal. Forms must be maintained in the student's financial aid file at the institution, or may be returned to WSAC.

Contact information:

Katie Kaiser, Senior Program Officer for Foster Youth Services
425-416-2009
kkaiser@collegesuccessfoundation.org

Hiba Khalil, Program Officer for Foster Care Initiatives
425-416-2023
hkhalil@collegesuccessfoundation.org

Donna Quach, Program Officer for Foster Care Initiatives
425-416-2020
dquach@collegesuccessfoundation.org

Additional Information

Legislative Reports

Comprehensive reports on the Passport to College program can be found on the Student Achievement Council's website: <http://www.wsac.wa.gov/reports-and-publications>.

Important Websites

- www.wsac.wa.gov/passport provides general information for **administrators** on the Passport to College program.
- www.readysetgrad.org provides **students and families** information on state financial aid programs.
- www.independence.wa.gov is a resource for foster youth regarding employment, education, financial aid, housing, financial literacy, and health. Students may also apply online to the ETV and Passport programs through this site.
- www.collegesuccessfoundation.org for information on CSF services and support.

Other Important Contacts

Education and Training Voucher (ETV) Program

Shanna McBride, Education and ETV Program Manager

DSHS, Children's Administration

360-902-8474

mbrism@dshs.wa.gov

Kathy Ramsay, ETV Program Coordinator

DSHS, Children's Administration

360-902-7990

ramsaka@dshs.wa.gov

Supplemental Education and Transition Program (SETuP)

Dae Shogren, Program Manager

DSHS, Children's Administration

360-902-8074

shogrda@dshs.wa.gov

Eligibility Checker User Guide

Since a student's eligibility is determined by DSHS, information provided through Passport on the Portal should be used as documentation of a student's foster care status. This information can also be used to determine priority funding for the State Need Grant and State Work Study programs.

Log in to the WSAC Portal at <https://fortress.wa.gov/wsac/portal/>. Your email address is your user name. If you are not a user, contact your financial aid director to become an authorized user at your institution. You may also contact Dawn Cypriano-McAferly at dawnc@wsac.wa.gov for assistance.

Using the Portal

Under the **Programs** menu, click the **Passport** link for all Passport functions.



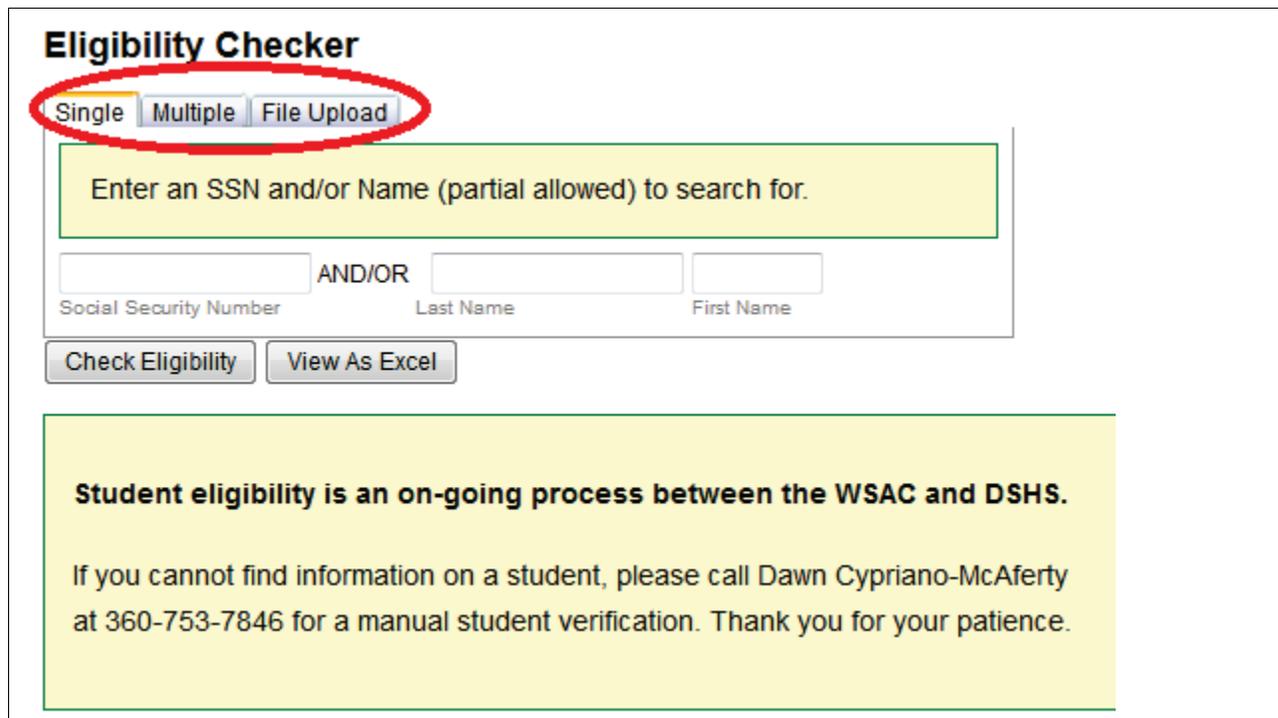
Click **Check Eligibility** to verify eligibility for Passport. This function will also allow you to create a student award.



Searching for Students on the Portal

You can check more than one student at a time. At the top of the eligibility checker, you may choose to search in one of three ways.

- **Single** – allows you to enter an SSN or student Last Name and First Name to search for a student. You can use a combination of these fields to find the student. You can also search using the first few letters of their name.
- **Multiple** – allows you to enter a list of SSNs to be checked. You may separate the SSNs by a comma, or by entering one number per line.
- **File Upload** – Allows you to upload a text file. This document can only contain a list of SSNs.



Eligibility Checker

Single Multiple File Upload

Enter an SSN and/or Name (partial allowed) to search for.

AND/OR

Social Security Number Last Name First Name

Check Eligibility View As Excel

Student eligibility is an on-going process between the WSAC and DSHS.

If you cannot find information on a student, please call Dawn Cypriano-McAferly at 360-753-7846 for a manual student verification. Thank you for your patience.

Whether you use SINGLE, MULTIPLE, or FILE UPLOAD, you will see a response for every request you make. If the student is not in the database, you will receive a message indicating such. For MULTIPLE and FILE UPLOAD searches, you can download your responses into an Excel spreadsheet for in-office processing.

Secure Email

Institutions may send messages to the WSAC securely through the secure messaging function on the Portal. Administrators must use the secure email function if they are sending a message including personally identifiable information.

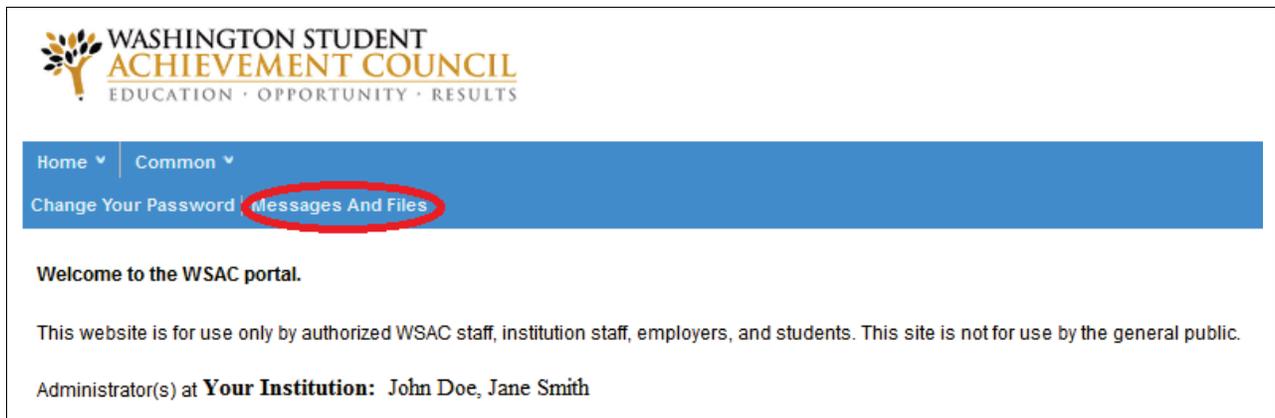
Step 1 – Log in to the WSAC Portal at <https://fortress.wa.gov/wsac/portal/>. Your email address is your user name. If you are not a user, contact your financial aid director to become an authorized user at your institution. You may also contact Dawn Cypriano-McAferly at dawnc@wsac.wa.gov for assistance.

Step 2 – Once successfully logged into the WSAC portal, click “Common”.



The screenshot shows the Washington Student Achievement Council logo at the top left, with the text "WASHINGTON STUDENT ACHIEVEMENT COUNCIL" and "EDUCATION · OPPORTUNITY · RESULTS" below it. A blue navigation bar contains "Home", "Common", and "Programs" with dropdown arrows. The "Common" item is circled in red. Below the navigation bar, the text reads: "Welcome to the WSAC portal." followed by a disclaimer: "This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public." and "Administrator(s) at **Your Institution:** Jane Smith , John Doe".

Step 3 – Click on “Messages and Files” from the drop down selection.



The screenshot shows the same WSAC portal home page as above. The "Common" dropdown menu is now open, and the "Messages And Files" option is circled in red. The rest of the page content, including the logo, navigation bar, and disclaimer, remains the same.

Step 4 – Click on “Inbox” to create the e-mail message.



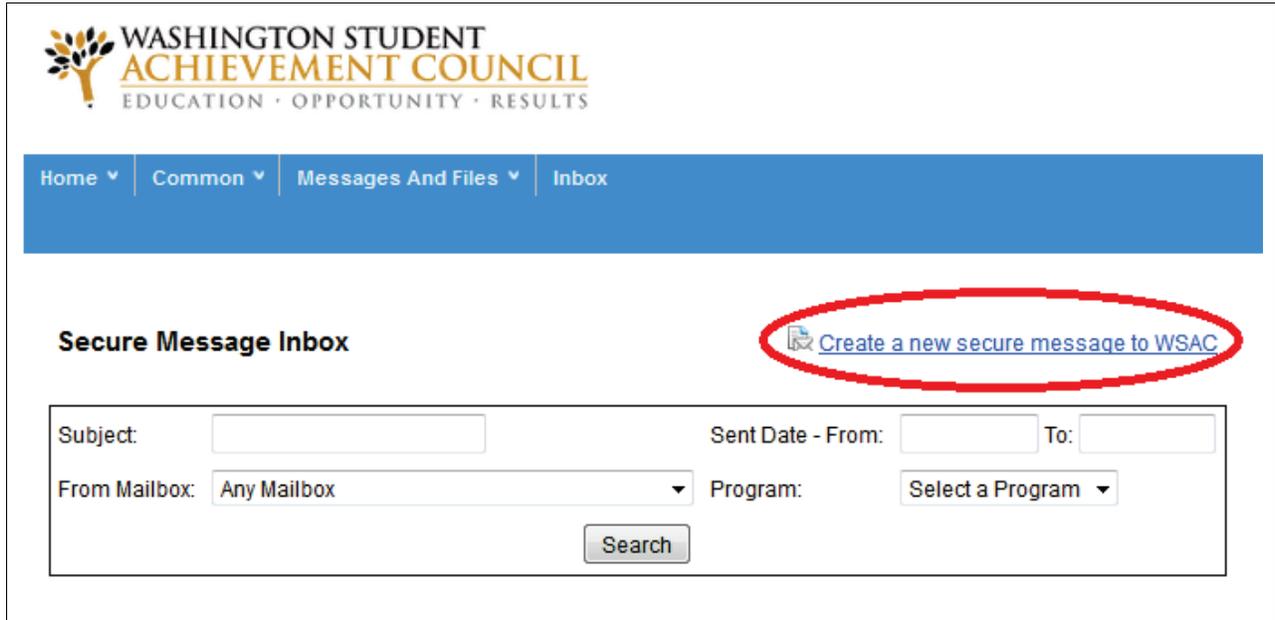
WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

Home ▾ | Common ▾ | Messages And Files ▾
Document Submission | Files, Forms and Memos | **Inbox**

Welcome to the WSAC portal.

This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.

Step 5 – Once you are in your inbox, you will be able to retrieve messages sent to you by the WSAC, or create new messages by clicking “Create a new secure message to WSAC”. This is also where you will be able to retrieve the payment confirmation spreadsheets.



WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

Home ▾ | Common ▾ | Messages And Files ▾ | **Inbox**

Secure Message Inbox [Create a new secure message to WSAC](#)

Subject: Sent Date - From: To:
From Mailbox: Program:

Step 6 –

- (1) Select the program you would like to send the message to.
- (2) Enter your subject
- (3) Attach your document by browsing for the appropriate file on your computer
- (4) Type your message
- (5) Click “send message”. Your message will be sent to program staff.

The screenshot shows the Washington Student Achievement Council's secure message interface. At the top is the logo with the text "WASHINGTON STUDENT ACHIEVEMENT COUNCIL" and "EDUCATION · OPPORTUNITY · RESULTS". Below the logo is a blue navigation bar with links: Home, Common, Messages And Files, Inbox, and Secure Message. The main heading is "Send a Secure Message to WSAC". A red instruction reads: "5. Click 'Send Message' once your file has been attached and your message is ready for WSAC." Below this are two buttons: "Send Message" and "Cancel". A horizontal line separates the buttons from the message fields. The "To:" field is a dropdown menu labeled "Select a Program Mailbox" with a red instruction: "1. Select 'Passport to College'". The "From:" field is "Roberta Roche <rroche@clark.edu>". The "Subject:" field is an empty text box with a red instruction: "2. Enter your subject". The "Attachments:" section shows a "Browse..." button, the text "No file selected.", and an "Attach" button. A red instruction reads: "3. Click 'Browse' to select a file from your computer. Click 'attach once your file has been selected." Below the attachments is a large text area with a red instruction: "4. You may type a message here, if desired."

Entering Passport Awards

Step 1 – Enter student’s name into the eligibility checker. If they are eligible for Passport, you may click on “Add/Edit awards” to create an award.

Eligibility Checker

Single

Enter an SSN and/or Name (partial allowed) to search for.

AND/OR
Social Security Number Last Name First Name

Name	Eligible for Passport	Was Foster Youth	
Mouse, Minnie (XXX-XX-6789)	Eligible	Yes	Add/Edit awards

Step 2 – Select the appropriate year and click on “Add Award” at the bottom of the page.

Institution: **1234 - Your University**

Academic Year:

Term	Amount	Enrollment	Institution	Status	
Fall	\$2,265.00	Full time	Your University	Payment requested	Edit
Winter	\$2,265.00	Full time	Your University	Payment requested	Edit
Spring	\$2,263.00	Full time	Your University	Payment requested	Edit

[Add Award](#)

Step 3 – Select the appropriate term and enrollment status. The maximum award amount automatically populates the “Amount” field. If the amount needs to be reduced, you may edit it there. Click “SUBMIT” and the award will post to the Portal.

Institution: **1234 - Your University**

Academic Year:

Term	Amount	Enrollment	Institution	Status	
Fall	\$2,250.00	Full time	Your Univ	Payment requested	Edit
Spring	\$2,250.00	Full time	Your Univ	Payment requested	Edit

APPENDIX A – Passport Consent Form

Passport Consent Form



Passport for Foster Youth Scholarship Consent Form

The Passport for Foster Youth program assists you on your journey toward a postsecondary education and provides scholarships and college support services so you can meet your higher education goals.

If you meet the criteria below, please sign and return this form to receive more information about participating in this program.

You are eligible for the scholarship and other campus-based support services if you were a dependent of the State of Washington and in foster care on your 18th birthday and *all* of the following criteria describe you:

- Turned 18 on or after January 1, 2007.
- Spent at least one year in foster care after your 16th birthday.
- Are a resident of Washington State.
- Are or will be enrolled at least half-time in an eligible institution of higher education in Washington state by the age of 21.
- Have not yet earned a bachelor's or professional degree.
- Are not planning to pursue a degree in theology.

STUDENT INFORMATION

Name	Date of Birth
Address	Phone Numbers
Street:	Home: ()
City: State: Zip:	Cell: ()
	May we text your cell phone? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address	Social Security Number (optional)

I authorize the Department of Social and Health Services to release and receive information regarding my foster care status, college enrollment, financial aid, and academic standing—including grades—to and from the Washington Student Achievement Council and Passport-eligible colleges and universities. I understand I may be asked for additional information from the Washington Student Achievement Council, which administers the program.

Student Signature: _____ Date: _____

For more information, contact:

Washington Student Achievement Council
 Attn: Dawn McAferty
 PO Box 43430
 Olympia, WA 98504-3430
 Email: passporttocollege@wsac.wa.gov
 Phone: 1-888-535-0747 option #5
 Fax: 1-360-704-6246

Conditions of Award / Release of Information for CSF Outreach



CONDITIONS OF AWARD

Passport to College Promise program funding and eligibility requirements may be altered by legislative action.

Award

- The current maximum amount of your Passport award is \$4,500. Your scholarship will be reduced if your need is less than your award because of other grants, scholarships, or outside funding.
- The Passport scholarship expects that you will contribute a small portion of your college costs which can be met through other scholarships, work study, or loans if needed.
- You must enroll with an eligible institution at least half-time before turning 22 years old.
- Your award is limited to five years or the equivalent, and expires when you turn 27 years old.
- If you withdraw from college during the term, you may owe a repayment of Passport funds you received during the term of your withdrawal.

Eligibility

- Awards are contingent until your financial aid office confirms your eligibility.
- The Passport scholarship does not require you to complete a renewal application each year. Your financial aid office will verify your continued eligibility, work with the WSAC to renew your scholarship, and notify you of your renewed award.
- To remain eligible you must:
 - ✓ Enroll at least half-time each term.
 - ✓ Make satisfactory academic progress as defined by the institution you are attending.
 - ✓ Not withdraw from all courses in any term.
 - ✓ Have a demonstrated financial need.
 - ✓ Not have already earned a bachelor's degree.
 - ✓ Not pursue a degree in theology or be required by your college to be involved in any program or class that includes any religious worship, exercise, or instruction.

Support Services

- Your college or university has services available to support your academic success.
- The Council has partnered with the College Success Foundation, an organization that is available to provide you with resources such as tutoring, mentoring, and/or emergency assistance should you decided that you need these services.

By checking this box, you give permission for the WSAC and your college to share your information with the College Success Foundation for additional support services.

I have read and understand the Passport Conditions of Award.

PRINT Full Name

DATE of BIRTH

Signature

Date Signed

This form must be signed and returned to:
Passport to College Scholarship Program
PO Box 43430
Olympia, WA 98504-3430
FAX: 360-704-6246

APPENDIX B

Institutional Agreement to Participate in the Washington State-Funded Financial Aid Programs

Passport to College for Foster Youth Addendum

This agreement is between the Washington Student Achievement Council, PO Box 43430, Olympia, WA 98504-3430, hereafter referred to as the WSAC, and **INSTITUTION**, hereafter referred to as the Institution.

I. Term

This addendum becomes effective on the date executed by the WSAC and will expire on June 30, 2018, unless terminated by one or both parties in writing.

II. Purpose

The purpose of this Agreement is to outline the responsibilities of the WSAC and Institution in conducting the Passport to College Scholarship Program's Viable Plan for providing support services to eligible Passport students pursuant to RCW 28B.117 and WAC 250-83-060.

III. Statement of Work

1. Responsibilities of the Institution

The Passport to College program establishes that qualified institutions must agree to the following conditions in order to receive incentive grant payments from the WSAC for the successful recruitment and retention of Passport eligible students.

- a) **Viable Plan:** The institution agrees to design and implement a viable plan to deliver specialized support services to promote and increase access, persistence and completion of postsecondary education.
- b) **Identification:** The institution must include on their application for admission or registration materials a question asking a student to self-disclose whether they were in foster care in Washington State for at least one year since their sixteenth birthday. The question may be used for the purpose of delivering support services and awarding financial aid. It may not be used in consideration for admission to the Institution.
- c) **Collecting Student Consents:**
 1. Student eligibility – Institutions who have identified a former foster youth who is not in the Eligibility Checker in the WSAC Portal should provide a Consent Form to the student and forward it to the WSAC for the purpose of determining eligibility with DSHS.
 2. Support services – After a student has been determined eligible for Passport, they will receive a Conditions of Award form from the WSAC. By signing the form, they authorize the College Success Foundation to provide them with outreach and support services. Institutions may collect the form and post student Release of Information to the WSAC Portal for outreach and support services. The Release of Information must remain in the student's file.

- d) **Verifying Eligibility:** Verify Passport student eligibility electronically through the WSAC Portal. This verification shall suffice for documentation of foster care status for the purpose of financial aid packaging and support services.
- e) **Leadership Commitment:** Strive to create a lasting institutional commitment to serve current and former foster youth by designating a president, chancellor, vice-president or other position of leadership to advocate for the program's success.

Please provide the person's name and title:

- f) **Designated Campus Support Staff.** Designate a knowledgeable "home base" staff person who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling/advising. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students. Please immediately notify the WSAC of any designated support staff changes so that the directory may be updated.

WSAC records indicate that the person listed as the designated support person on **INSTITUTION's** campus is: **Jane Doe**. If this is not correct, please identify the appropriate person:

- g) **Connect with Social Services and Independent Living Providers.** As needed, work with staff from DSHS, Children's Administration, its contracted providers, and other non-profit agencies serving foster youth to ensure students from foster care receive a full-range of support services and other college preparation information.
- h) **Financial Aid.** Review each Passport student's individual budget to recognize the actual living expenses and tailor the financial aid package, to utilize all available resources to meet the student's full need and minimize reliance on loans.
- i) **Institutional Incentive Funding.** Institutions' request for scholarship payment signifies satisfactory academic progress has been verified and the student is eligible for the ensuing term. At the end of each academic year, the institution will submit a report to the WSAC on the use of the incentive grant funds.
- j) **Education and Training.** To the extent practical, ensure institutional leadership and designated staff will participate in training provided by the WSAC or its partner organizations and representatives about the Passport program and related foster youth resources.

2. Responsibilities of the Washington Student Achievement Council

- a) **Program Eligibility.** WSAC will collect student consent through the Free Application for Federal Student Aid (FAFSA), Common Application, and Passport Consent Form. WSAC will work with the DSHS to determine student eligibility for the Passport to College Scholarship program.

- b) **Secure Portal.** Student-level data will be maintained in the WSAC's secure Portal for DSHS and institution eligibility processing.
- c) **Reports.** WSAC will collect student level data from institutions and compose program reports as needed.
- d) **Verification of Eligibility.** Student eligibility will be verified with DSHS. WSAC will notify students of their eligibility status via mail or through electronic means. Students determined ineligible for Passport are provided with information on alternative sources of aid and support services. Student eligibility will be provided to the institution securely through the WSAC's portal.
- e) **Scholarship Payment Disbursement.** WSAC will disseminate payment confirmation data to financial aid administrators through the Portal and disburse student scholarship payments on a quarterly basis. Student terms of eligibility remaining for Passport will be tracked. The WSAC will review systems annually to ensure that ineligible "aged out" Passport students are removed from the portal to help maintain accurate data for institutions to review. Repayment will be coordinated for those students who receive Passport funds and then become ineligible for funding.
- f) **Training.** WSAC will provide various trainings and technical assistance.
 1. Provide timely customer service to students, institutional financial aid, and designated support staff.
 2. Provide one-on-one Portal training to institutional staff as requested.
 3. Provide annual training to institutional financial aid administrators on programs administered by the WSAC and contribute to trainings provided by organizations contracted to provide Passport services.
 4. Provide students with financial aid resources. Direct students to appropriate campus staff for support services. Provide referrals to contractor for intervention in emergency situations.

IV. Consideration

Incentive Grant Payments to Institution

Incentive grants are provided to the institution for the recruitment and retention of students from foster care. Grants shall be used for individualized student support services which may include, but are not limited to, college and career advising, counseling, tutoring, costs incurred for students while school is not in session, personal expenses, health insurance, and emergency services.

Each party herein constitutes the consideration for this agreement. The amount of an incentive grant payment will be determined annually by the WSAC based on program appropriations. Disbursements will be made at the end of each term when the Institution can verify the student's satisfactory performance. The Institution will indicate this status during the payment request cycle for subsequent terms of enrollment. The WSAC will send funds for each student who successfully enrolled in and completed the term.

V. Termination

This agreement may be terminated immediately by mutual consent of all parties, or by either party upon 30-day written notice and delivered to the other party by certified mail or in person.

VI. Certification and Execution of Passport Addendum

I hereby certify that I am an officer of the Institution legally authorized to execute this Passport to College for Foster Youth Addendum to the Institutional Agreement for and on behalf of the Institution and certify that to the best of my knowledge and belief, all information in this document are true and correct.

Institution

Signature of Chief Executive Officer

Name (typed or printed)

Title

Date

Washington Student Achievement Council

Director of Student Financial Assistance

Name (typed or printed)

Title

Date

Chapter 28B.117 RCW

Passport to College Promise Program

RCW Sections

- [28B.117.005](#) Findings -- Intent.
 - [28B.117.010](#) Program created -- Purpose.
 - [28B.117.020](#) Definitions.
 - [28B.117.030](#) Program design and implementation -- Student eligibility -- Scholarships.
 - [28B.117.040](#) Identification of eligible students and applicants -- Duties of institutions of higher education -- Duties of the department of social and health services.
 - [28B.117.050](#) Internet web site and outreach program.
 - [28B.117.060](#) Program of supplemental educational transition planning for youth in foster care -- Contract with nongovernmental entity.
 - [28B.117.070](#) Reports -- Recommendations.
 - [28B.117.900](#) Construction -- 2007 c 314.
 - [28B.117.901](#) Expiration of chapter.
 - [28B.117.902](#) Short title -- 2012 c 163.
-

Passport to College Promise Scholarship

WAC Sections

[250-83-010](#) Purpose.

[250-83-020](#) Institutional eligibility.

[250-83-030](#) Identification of eligible foster youth.

[250-83-040](#) Student eligibility for passport scholarship.

[250-83-050](#) Determining the amount of the passport student scholarship.

[250-83-060](#) Institutional incentive grant to provide student support services.

[250-83-070](#) Reserve of funds and payment of student scholarship and institutional incentive grant.

[250-83-080](#) Board's responsibilities.

[250-83-090](#) Definitions.

Chapter 250-83 WAC

Last Update: 7/23/08
