

# **PASSPORT TO COLLEGE SCHOLARSHIP PROGRAM MANUAL 2014-15**

# Washington Student Achievement Council

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# Passport to College Promise Scholarship Program Manual

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# Passport to College Promise Scholarship

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## Program Background

The Passport to College Promise Scholarship program was created in 2007 by the state of Washington 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 non-profit 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 age 14 through 18.

## Student Eligibility Criteria

Eligibility for the Passport program requires that a youth must:

- Have been a dependent\* 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 may not pursue a degree in theology.

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](http://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, the Council and institutions of higher education for the processing of financial aid and for support services on campus.

*\*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.*

## **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 10.

Information provided about Passport students through the Eligibility Checker on the Council'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 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.

## **Programs of Study**

An eligible program is one at a location approved by the US 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.
3. Is an apprenticeship program that qualifies as an eligible program for graduates of Opportunity Internship programs.

**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 the WSAC, institutions and DSHS to determine student eligibility, post awards, and is a medium for communication. Refer to the Eligibility Checker and Entering Awards user guides on pages 10 & 11, for step-by-step instructions.

## **Award Amounts**

The Passport awards are based on legislative appropriations. In the 2014-15 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.

Passport scholarship award amounts are based on financial need. Scholarship amounts do not need to be pro-rated 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. Refer to the SNG 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.

## **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 needs are met, and to reduce reliance on student loans.

## **Self-Help Requirement**

WAC 250-83-250 defines reasonable self-help as an amount equivalent to what a student can earn by working ten hours per week at minimum wage per term of enrollment. The Council's calculation to determine Passport self-help is as follows:

Minimum wage is equal to \$9.32 X 10 hours per week = \$93.20 X Number of weeks in the term =  
PASSPORT SELF-HELP

## **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.

## **Student Payments**

Each quarter, the Council will send a Scholarship Payment Confirmation Spreadsheet (Page 16), 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, the WSAC will provide the institution with a Payment Confirmation spreadsheet. Administrators must confirm the student's enrollment and award and return the Payment Confirmation Spreadsheet to the WSAC through the secure messaging function on the Portal.

The Council 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, the 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 the Council'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 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 the Council 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 the Council. For more information, refer to the State Need Grant repayment policy.

## **Reporting**

The Council 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 the Council with a summary of incentive grant use. At the end of the academic year, the Council 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

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## 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 non-profit 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, 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. The Council 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.

The Council strongly encourages the institution to use incentive grant funds within the academic year in which it was 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

## College Success Foundation Outreach and Support Services

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The Council has contracted with the College Success Foundation (CSF) to provide outreach, student intervention and community integration services. The 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. The CSF also provides campuses with regular support and assistance in further developing their viable plans.

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

### **Contact information:**

Michelle Alejano, Director of College Support Services  
425-679-5541

[Malejano@collegesuccessfoundation.org](mailto:Malejano@collegesuccessfoundation.org)

Katie Kaiser, Senior Program Officer for Foster Youth Services  
425-416-2009

[kkaiser@collegesuccessfoundation.org](mailto:kkaiser@collegesuccessfoundation.org)

Lisa Predovich, Program Officer  
425-416-2028

[lpredovich@collegesuccessfoundation.org](mailto:lpredovich@collegesuccessfoundation.org)

Peter Ruelas, Program Officer  
425-416-2027

[pruelas@collegesuccessfoundation.org](mailto:pruelas@collegesuccessfoundation.org)

Dale Tamayose, Program Officer  
425-416-2036

[dtamayose@collegesuccessfoundation.org](mailto:dtamayose@collegesuccessfoundation.org)

Deborah Reeder, Program Officer  
509-951-4245

[dreeder@collegesuccessfoundation.org](mailto:dreeder@collegesuccessfoundation.org)

## Additional Information

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### 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](http://www.wsac.wa.gov/passport) for general information on the Passport to College program.
- [www.readysetgrad.org](http://www.readysetgrad.org) provides students and families information on state financial aid programs.
- [www.independence.wa.gov](http://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](http://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

[mcbriem@dshs.wa.gov](mailto:mcbriem@dshs.wa.gov)

Khris Blumer, ETV Program Coordinator

DSHS, Children's Administration

360-902-7942

[blkh300@dshs.wa.gov](mailto:blkh300@dshs.wa.gov)

Rebecca Burgess, ETV Program Coordinator

DSHS, Children's Administration

360-902-7776

[burgera@dshs.wa.gov](mailto:burgera@dshs.wa.gov)

#### ***Supplemental Education and Transition Program (SETuP)***

Dae Shogren, Program Manager

DSHS, Children's Administration

360-902-8074

[shogrda@dshs.wa.gov](mailto: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](mailto:dawnc@wsac.wa.gov) for assistance.

## Using the Portal

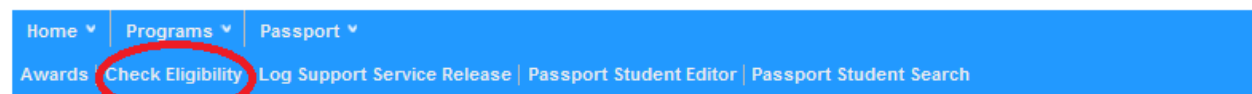
Under the **Programs** menu, click the Passport link for all Passport functions.



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.

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



Welcome to the WSAC portal.

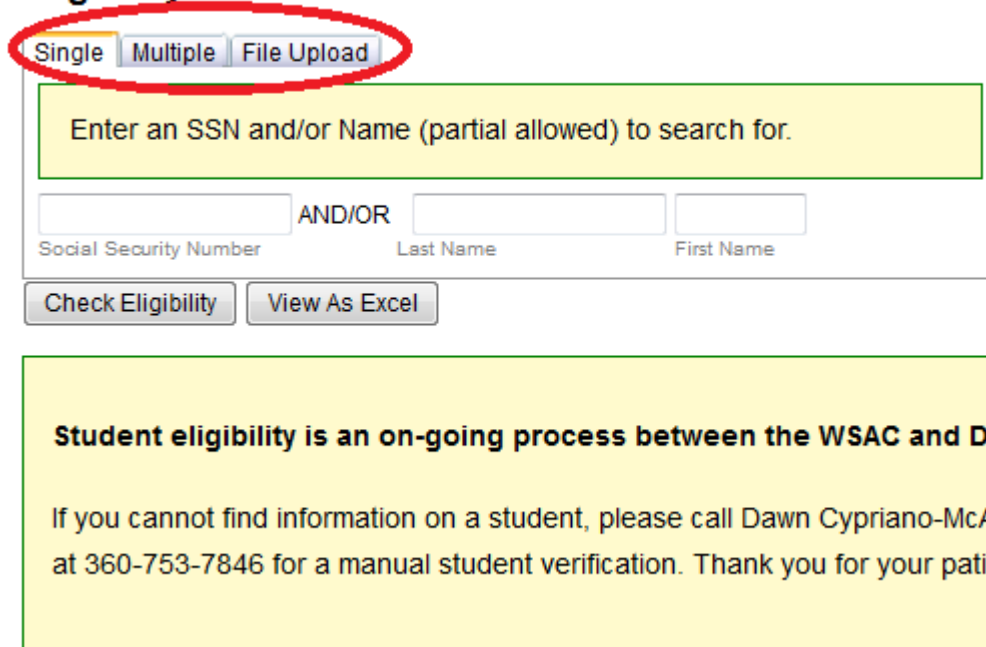
This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.

## 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. **NEW:** 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. WSAC staff will also send all Payment Confirmation spreadsheets to institutions through this same function.

**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](mailto:dawnc@wsac.wa.gov) for assistance.

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



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.

Administrator(s) at **Your Institution:** Jane Smith , John Doe

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



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.

Administrator(s) at **Your Institution:** John Doe, Jane Smith

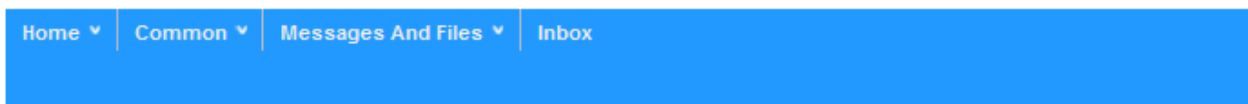
**Step 4** – Click on “Inbox” to create the e-mail message.



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.



### Secure Message Inbox

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

Subject:	<input type="text"/>	Sent Date - From:	<input type="text"/>	To:	<input type="text"/>
From Mailbox:	<input type="text" value="Any Mailbox"/>	Program:	<input type="text" value="Select a Program"/>		
<input type="button" value="Search"/>					

**Step 6 (1)** - Select the program you would like to send the message to.

**Step 6 (2)** – Enter your subject



**Step 6 (3)** – Attach your document by browsing for the appropriate file on your computer

**Step 6 (4)** – Type your message

**Step 6 (5)** – Click “send message”. Your message will be sent to program staff.



[Home](#) ▾ [Common](#) ▾ [Messages And Files](#) ▾ [Inbox](#) [Secure Message](#)

**Send a Secure Message to WSAC**  
5. Click "Send Message" once your file has been attached and your message is ready for WSAC.  
 [Send Message](#)  [Cancel](#)

**To:**

Select a Program Mailbox ▾

1. Select "Passport to College"

**From:**

Roberta Roche <rroche@clark.edu>

**Subject:**

2. Enter your subject

**Attachments:**

[Browse...](#)

No file selected.

[Attach](#)

3. Click "Browse" to select a file from your computer.  
Click "attach once your file has been selected.

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 Multiple File Upload

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

123-45-6789 AND/OR Mouse Minnie  
Social Security Number Last Name First Name

Check Eligibility View As Excel

Name	Eligible for Passport	Was Foster Youth	
Mouse, Minnie (XXX-XX-6789)	Eligible	Yes	<a href="#">Add/Edit awards</a>

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

Institution: 1234 - Your University

Academic Year: 2013-2014 ▼

Term	Amount	Enrollment	Institution	Status	
Fall	\$2,265.00	Full time	Your University	Payment requested	<a href="#">Edit</a>
Winter	\$2,265.00	Full time	Your University	Payment requested	<a href="#">Edit</a>
Spring	\$2,263.00	Full time	Your University	Payment requested	<a href="#">Edit</a>

[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: 2013-2014 ▼

Term	Amount	Enrollment	Institution	Status	
Fall	\$2,250.00	Full time	Your Univ	Payment requested	<a href="#">Edit</a>
Spring	\$2,250.00	Full time	Your Univ	Payment requested	<a href="#">Edit</a>

Summer 2 2250 Full time Submit Cancel

## Payment Confirmation Spreadsheet

Payment Confirmation spreadsheets are sent to financial aid administrators securely through the Portal each term. The Council will process payments after institutions complete the Payment confirmation spreadsheet and return it through the secure messaging function on the Portal.

A	B	C	D	E	F	G
Academic year	Term	Recipient	SSN	Awarded	Packaged/ Paid Out	COMMENTS
2014-15	Fall	Neuman, Alfred E	789-45-6543	\$1,500.00	\$1,500	
2014-15	Fall	Fudd, Elmer	111-22-3333	\$1,500.00	\$1,500	
2014-15	Fall	Rubble, Barney	369-25-8741	\$1,500.00	\$1,000	Reduced need
# of Awards		2		\$4,500.00	\$4,000	
PLEASE ADD 'ZERO AWARDS' HERE.						
2014-15	Fall	Flinstone, Fred	147-45-2369	\$0	\$0	No need

The WSAC will pre-fill the Payment Confirmation spreadsheet (columns A through E). The institution must complete columns F and G before submitting the spreadsheet to WSAC. If the institution has additional students that are eligible for Passport, but are not on the list from WSAC, the institution may add the students to the list before submitting the list to the WSAC for payment.

**Column F:** This is where institutions can confirm or adjust the award amount.

**Column G:** Is for any comments related to the payment. Please use this if there are any special circumstances such as an over award, payment cancellation, or SAP issues.

**Line 21:** Institutions need to report those students who are eligible for Passport and are enrolled, but are fully packaged and do not have financial need for the scholarship. Institutions are eligible for receiving incentive grant payments for these students. If an institution does not indicate they have a “zero award” student on the payment confirmation, they may not receive an incentive grant payment for that student.

# 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 post secondary education and provides scholarships and college support services so you can meet your higher education goals.

*If you meet the below criteria, 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 18<sup>th</sup> birthday on or after 1-1-07 and you:

- Spent at least one year in foster care after your sixteenth 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 twenty one;
- Have not yet earned a bachelor's or professional degree; and
- 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
E-mail Address	Social Security Number (optional)

I authorize DSHS to release and receive information regarding my foster care status, college enrollment, financial aid, and academic standing including grades with the Washington Student Achievement Council – the agency administering the program; and Passport eligible institutions and colleges. I understand I may be asked for additional information from the Washington Student Achievement Council.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For more information contact:

Washington Student Achievement Council  
Attn: Dawn McAferty  
PO Box 43430  
Olympia, WA 98504-3430  
FAX: 360-704-6246  
E-mail: [passporttocollege@wsac.wa.gov](mailto:passporttocollege@wsac.wa.gov)  
Phone: 1-888-535-0747 option #5

## Conditions of Award / Release of Information for CSF Outreach



Please sign and return this form to the  
Washington Student Achievement Council (WSAC).



### PASSPORT FOR FOSTER YOUTH PROMISE SCHOLARSHIP

#### **CONDITIONS OF AWARD**

*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. This amount is equivalent to what you can earn by working 10 hours per week at a minimum wage job per term of enrollment.
- 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 Council 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, who is available to provide you with resources such as tutoring, mentoring, and/or emergency assistance should you decided that you need these services.

☐ **Yes, I want the option to receive support services and give permission for WSAC and my institution to share my information with the College Success Foundation.**

I have read and understand the Passport Conditions of Award.

\_\_\_\_\_  
PRINT Full Name

\_\_\_\_\_  
DATE of BIRTH

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

This form may be given to your college's financial aid office or sent to: Passport 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**

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#### **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:

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- 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:

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- 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**

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Signature of Chief Executive Officer

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Name (typed or printed)

---

Title

---

Date

### **Washington Student Achievement Council**

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Director of Student Financial Assistance

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Name (typed or printed)

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Title

---

Date

## Chapter 28B.117 RCW

### PASSPORT TO COLLEGE PROMISE PROGRAM

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#### 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.
- 

#### **28B.117.005**

##### **Findings — Intent. (Expires June 30, 2022.)**

(1)(a) The legislature finds that in Washington, there are more than seven thousand three hundred children in foster family or group care. These children face unique obstacles and burdens as they transition to adulthood, including lacking continuity in their elementary and high school educations. As compared to the general population of students, twice as many foster care youth change schools at least once during their elementary and secondary school careers and three times as many change schools at least three times. Only thirty-four percent of foster care youth graduate from high school within four years, compared to seventy percent for the general population. Of the former foster care youth who earn a high school diploma, more than twenty-eight percent earn a GED instead of a traditional high school diploma. This is almost six times the rate of the general population. Research indicates that GED holders tend not to be as economically successful as the holders of traditional high school diplomas. Only twenty percent of former foster care youth who earn a high school degree enroll in college, compared to over sixty percent of the population generally. Of the former foster care youth who do enroll in college, very few go on to earn a degree. Less than two percent of former foster care youth hold bachelor's degrees, compared to twenty-eight percent of Washington's population generally.

(b) Former foster care youth face two critical hurdles to enrolling in college. The first is a lack of information regarding preparation for higher education and their options for enrolling in higher education. The second is finding the financial resources to fund their education. As a result of the unique hurdles and challenges that face former foster care youth, a disproportionate number of them are part of society's large group of marginalized youth and are at increased risk of continuing the cycle of poverty and violence that frequently plagues their families.

(c) Former foster care youth suffer from mental health problems at a rate greater than that of the general population. For example, one in four former foster care youth report having suffered from posttraumatic stress disorder within the previous twelve months, compared to only four percent of the general population. Similarly, the incidence of major depression among former foster care youth is twice that of the general population, twenty percent versus ten percent.

(d) There are other barriers for former foster care youth to achieving successful adulthood. One-third of former foster care youth live in households that are at or below the poverty level. This is three times the rate for the general population. The percentage of former foster care youth who report being homeless within one year of leaving foster care varies from over ten percent to almost twenty-five percent. By comparison, only one percent of the general population reports having been homeless at sometime during the past year. One in three former foster care youth lack health insurance, compared to less than one in five people in the general population. One in six former foster care youth receive cash public assistance. This is five times the rate of the general population.

(e) Approximately twenty-five percent of former foster care youth are incarcerated at sometime after leaving foster care. This is four times the rate of incarceration for the general population. Of the former foster care youth who "age out" of foster care, twenty-seven percent of the males and ten percent of the females are incarcerated within twelve to eighteen months of leaving foster care.

(f) Female former foster care youth become sexually active more than seven months earlier than their non-foster care counterparts, have more sexual partners, and have a mean age of first pregnancy of almost two years earlier than their peers who were not in foster care.

(2) The legislature intends to create the passport to college promise pilot program. The pilot program will initially operate for a six-year period, and will have two primary components, as follows:

(a) Significantly increasing outreach to foster care youth between the ages of fourteen and eighteen regarding the higher education opportunities available to them, how to apply to college, and how to apply for and obtain financial aid; and

(b) Providing financial aid to former foster care youth to assist with the costs of their public undergraduate college education.

[2007 c 314 § 1.]

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## **28B.117.010**

### **Program created — Purpose. (Expires June 30, 2022.)**

The passport to college promise program is created. The purpose of the program is:

(1) To encourage current and former foster care youth to prepare for, attend, and successfully complete higher education;

(2) To improve the high school graduation outcomes of foster youth through coordinated P-20 and child welfare outreach, intervention, and planning; and

(3) To improve postsecondary outcomes by providing current and former foster care youth with the educational planning, information, institutional support, and direct financial resources necessary for them to succeed in higher education.

**Notes:**

**Findings -- 2012 c 163:** "In 2007, with the passport to college promise program, this state took a significant step toward providing higher education opportunities to youth in and alumni of foster care. The passport to college promise program not only provides financial aid to former foster youth but, just as important, it also recognizes the critical role of wraparound services and provides early outreach to foster care youth regarding postsecondary educational opportunities. The December 2011 report by the higher education coordinating board on the first three years of the six-year program indicates that the passport to college promise program has increased the number of former foster youth enrolling in higher education and working toward college degrees and certificates.

This state recognizes that educational success in the early grades is key to increasing postsecondary opportunities for youth in and alumni of foster care. Recent efforts in this state to pave the way for educational success have included legislation: Providing for wraparound educational advocacy services; mandating the timely transmission of educational records; and recognizing the importance of maintaining a foster child in the school program he or she was in before entering the foster care system and minimizing the number of times a child has to change schools.

The federal fostering connections to success and increasing adoptions act of 2008, P.L. 110-351, similarly recognizes that schools are often the most important source of focus and stability for children in foster care and made several changes to improve educational outcomes for these children. As part of this nationwide effort, the United States departments of education and health and human services are encouraging state and local education agencies and child welfare agencies to collaborate on policies and procedures to provide educational stability and improve outcomes for foster children.

The legislature reiterates its earlier recognition of the critical role education plays in improving outcomes for youth in and alumni of foster care, as well as the key role played by wraparound services in providing continuity, seamless educational transitions, and higher levels of educational attainment. With these changes to the passport to college promise program, the college bound scholarship program, the provision of more seamless wraparound services, and revisions to various reporting requirements, the legislature strives to make Washington the leader in the nation with respect to foster youth and alumni graduating from high school, enrolling in postsecondary education, and completing postsecondary education." [2012 c 163 § 1.]

**Effective date -- 2012 c 163:** "This act takes effect July 1, 2012." [2012 c 163 § 15.]

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**28B.117.020**

**Definitions. (Expires June 30, 2022.)**

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Cost of attendance" means the cost associated with attending a particular institution of higher education as determined by the office, including but not limited to tuition, fees, room, board, books, personal expenses, and transportation, plus the cost of reasonable additional expenses incurred by an eligible student and approved by a financial aid administrator at the student's school of attendance.

(2) "Financial need" means the difference between a student's cost of attendance and the student's total family contribution as determined by the method prescribed by the United States department of education.

(3) "Independent college or university" means a private, nonprofit institution of higher education, open to residents of the state, providing programs of education beyond the high school level leading to at least the baccalaureate degree, and accredited by the Northwest association of schools and colleges, and other institutions as may be developed that are approved by the \*board as meeting equivalent standards as those institutions accredited under this section.

(4) "Institution of higher education" means any institution eligible to and participating in the state need grant program.

(5) "Office" means the office of student financial assistance.

(6) "Program" means the passport to college promise program created in this chapter.

[2012 c 163 § 3; 2011 1st sp.s. c 11 § 220; 2007 c 314 § 2.]

**Notes:**

**\*Reviser's note:** The higher education coordinating board ("board") was abolished by 2011 1st sp.s. c 11 § 301, effective July 1, 2012.

**Findings -- Effective date -- 2012 c 163:** See notes following RCW 28B.117.010.

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW 28B.76.020.

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** "Sections 220 through 225 of this act expire June 30, 2013." [2011 1st sp.s. c 11 § 402.]

**Intent -- 2011 1st sp.s. c 11:** See note following RCW 28B.76.020.

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**28B.117.030**

**Program design and implementation — Student eligibility — Scholarships. (*Effective until June 30, 2013.*)**

(1) The office shall design and, to the extent funds are appropriated for this purpose, implement, a program of supplemental scholarship and student assistance for students who have emancipated from the state foster care system after having spent at least one year in care.

(2) The office shall convene and consult with an advisory committee to assist with program design and implementation. The committee shall include but not be limited to former foster care youth and their advocates; representatives from the state board for community and technical colleges, and from public and private agencies that assist current and former foster care recipients in their transition to adulthood; and student support specialists from public and private colleges and universities.

(3) To the extent that sufficient funds have been appropriated for this purpose, a student is eligible for assistance under this section if he or she:

(a) Emancipated from foster care on or after January 1, 2007, after having spent at least one year in foster care subsequent to his or her sixteenth birthday;

(b) Is a resident student, as defined in RCW 28B.15.012(2);

(c) Is enrolled with or will enroll on at least a half-time basis with an institution of higher education in Washington state by the age of twenty-one;

(d) Is making satisfactory academic progress toward the completion of a degree or certificate program, if receiving supplemental scholarship assistance;

(e) Has not earned a bachelor's or professional degree; and

(f) Is not pursuing a degree in theology.

(4) A passport to college scholarship under this section:

(a) Shall not exceed resident undergraduate tuition and fees at the highest-priced public institution of higher education in the state; and

(b) Shall not exceed the student's financial need, less a reasonable self-help amount defined by the office, when combined with all other public and private grant, scholarship, and waiver assistance the student receives.

(5) An eligible student may receive a passport to college scholarship under this section for a maximum of five years after the student first enrolls with an institution of higher education or until the student turns age twenty-six, whichever occurs first. If a student turns age twenty-six during an academic year, and would otherwise be eligible for a scholarship under this section, the student shall continue to be eligible for a scholarship for the remainder of the academic year.

(6) The office, in consultation with and with assistance from the state board for community and technical colleges, shall perform an annual analysis to verify that those institutions of higher education at which students have received a scholarship under this section have awarded the student all available need-based and merit-based grant and scholarship aid for which the student qualifies.

(7) In designing and implementing the passport to college student support program under this section, the office, in consultation with and with assistance from the state board for community and technical colleges, shall ensure that a participating college or university:

(a) Has a viable plan for identifying students eligible for assistance under this section, for tracking and enhancing their academic progress, for addressing their unique needs for assistance during school vacations and academic interims, and for linking them to appropriate sources of assistance in their transition to adulthood;

(b) Receives financial and other incentives for achieving measurable progress in the recruitment, retention, and graduation of eligible students.

[2012 c 229 § 609; 2011 1st sp.s. c 11 § 221; 2007 c 314 § 4.]

#### Notes:

**Expiration date -- 2012 c 229 §§ 570 and 609:** "Sections \*570 and 609 of this act expire June 30, 2013." [2012 c 229 § 907.]

**\*Reviser's note:** Section 570 of this act was vetoed.

**Effective date -- 2012 c 229 §§ 101, 117, 401, 402, 501 through 594, 601 through 609, 701 through 708, 801 through 821, 902, and 904:** See note following RCW [28B.77.005](#).

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW [28B.76.020](#).

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** See note following RCW [28B.117.020](#).

**Intent -- 2011 1st sp.s. c 11:** See note following RCW [28B.76.020](#).

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#### 28B.117.030

**Program design and implementation — Student eligibility — Scholarships. (Effective June 30, 2013, until June 30, 2022.)**

(1) The office shall design and, to the extent funds are appropriated for this purpose, implement, a program of supplemental scholarship and student assistance for students who have emancipated from the state foster care system after having spent at least one year in care.



(2) The office shall convene and consult with an advisory committee to assist with program design and implementation. The committee shall include but not be limited to former foster care youth and their advocates; representatives from the state board for community and technical colleges, and from public and private agencies that assist current and former foster care recipients in their transition to adulthood; and student support specialists from public and private colleges and universities.

(3) To the extent that sufficient funds have been appropriated for this purpose, a student is eligible for assistance under this section if he or she:

(a) Emancipated from foster care on or after January 1, 2007, after having spent at least one year in foster care subsequent to his or her sixteenth birthday;

(b) Is a resident student, as defined in RCW 28B.15.012(2);

(c) Is enrolled with or will enroll on at least a half-time basis with an institution of higher education in Washington state by the age of twenty-one;

(d) Is making satisfactory academic progress toward the completion of a degree or certificate program, if receiving supplemental scholarship assistance;

(e) Has not earned a bachelor's or professional degree; and

(f) Is not pursuing a degree in theology.

(4) A passport to college scholarship under this section:

(a) Shall not exceed resident undergraduate tuition and fees at the highest-priced public institution of higher education in the state; and

(b) Shall not exceed the student's financial need, less a reasonable self-help amount defined by the \*board, when combined with all other public and private grant, scholarship, and waiver assistance the student receives.

(5) An eligible student may receive a passport to college scholarship under this section for a maximum of five years after the student first enrolls with an institution of higher education or until the student turns age twenty-six, whichever occurs first. If a student turns age twenty-six during an academic year, and would otherwise be eligible for a scholarship under this section, the student shall continue to be eligible for a scholarship for the remainder of the academic year.

(6) The office, in consultation with and with assistance from the state board for community and technical colleges, shall perform an annual analysis to verify that those institutions of higher education at which students have received a scholarship under this section have awarded the student all available need-based and merit-based grant and scholarship aid for which the student qualifies.

(7) In designing and implementing the passport to college student support program under this section, the office, in consultation with and with assistance from the state board for community and technical colleges, shall ensure that a participating college or university:

(a) Has a viable plan for identifying students eligible for assistance under this section, for tracking and enhancing their academic progress, for addressing their unique needs for assistance during school vacations and academic interims, and for linking them to appropriate sources of assistance in their transition to adulthood;

(b) Receives financial and other incentives for achieving measurable progress in the recruitment, retention, and graduation of eligible students.

[2011 1st sp.s. c 11 § 221; 2007 c 314 § 4.]

**Notes:**

**\*Reviser's note:** The higher education coordinating board ("board") was abolished by 2011 1st sp.s. c 11 § 301, effective July 1, 2012. The office of student financial assistance replaced the higher education coordinating board for higher education financial aid responsibilities pursuant to 2011 1st sp.s. c 11 § 102, effective July 1, 2012.

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW 28B.76.020.

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** See note following RCW 28B.117.020.

**Intent -- 2011 1st sp.s. c 11:** See note following RCW 28B.76.020.

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**28B.117.040**

**Identification of eligible students and applicants — Duties of institutions of higher education — Duties of the department of social and health services. (Expires June 30, 2022.)**

Effective operation of the passport to college promise program requires early and accurate identification of former foster care youth so that they can be linked to the financial and other assistance that will help them succeed in college. To that end:

(1) All institutions of higher education that receive funding for student support services under RCW 28B.117.030 shall include on their applications for admission or on their registration materials a question asking whether the applicant has been in foster care in Washington state for at least one year since his or her sixteenth birthday together with an explanation that financial and support services may be available. All other institutions of higher education are strongly encouraged to include such a question and explanation. No institution may consider whether an applicant may be eligible for a scholarship or student support services under this chapter when deciding whether the applicant will be granted admission.

(2) The department of social and health services shall devise and implement procedures for efficiently, promptly, and accurately identifying students and applicants who are eligible for services under RCW 28B.117.030, and for sharing that information with the office and with institutions of higher education. The procedures shall include appropriate safeguards for consent by the applicant or student before disclosure.

[2012 c 163 § 4; 2011 1st sp.s. c 11 § 222; 2007 c 314 § 5.]

**Notes:**

**Findings -- Effective date -- 2012 c 163:** See notes following RCW 28B.117.010.

**Legislative recommendation -- 2012 c 163:** See note following RCW 74.13.105.

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW 28B.76.020.

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** See note following RCW 28B.117.020.

**Intent -- 2011 1st sp.s. c 11:** See note following RCW 28B.76.020.

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**28B.117.050****Internet web site and outreach program. (Expires June 30, 2022.)**

(1) To the extent funds are appropriated for this purpose, the office, with input from the state board for community and technical colleges, the foster care partnership, and institutions of higher education, shall develop and maintain an internet web site and outreach program to serve as a comprehensive portal for foster care youth in Washington state to obtain information regarding higher education including, but not necessarily limited to:

- (a) Academic, social, family, financial, and logistical information important to successful postsecondary educational success;
- (b) How and when to obtain and complete college applications;
- (c) What college placement tests, if any, are generally required for admission to college and when and how to register for such tests;
- (d) How and when to obtain and complete a federal free application for federal student aid (FAFSA); and
- (e) Detailed sources of financial aid likely available to eligible former foster care youth, including the financial aid provided by this chapter.

(2) The office shall determine whether to design, build, and operate such program and web site directly or to use, support, and modify existing web sites created by government or nongovernmental entities for a similar purpose.

[2011 1st sp.s. c 11 § 223; 2007 c 314 § 6.]

**Notes:**

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW 28B.76.020.

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** See note following RCW 28B.117.020.

**Intent -- 2011 1st sp.s. c 11:** See note following RCW 28B.76.020.

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**28B.117.060**

Program of supplemental educational transition planning for youth in foster care — Contract with nongovernmental entity. (Expires June 30, 2022.)

(1) To the extent funds are appropriated for this purpose, the department of social and health services, with input from the state board for community and technical colleges, the office, and institutions of higher education, shall contract with at least one nongovernmental entity through a request for proposals process to develop, implement, and administer a program of supplemental educational transition planning for youth in foster care in Washington state.

(2) The nongovernmental entity or entities chosen by the department shall have demonstrated success in working with foster care youth and assisting foster care youth in successfully making the transition from foster care to independent adulthood.

(3) The selected nongovernmental entity or entities shall provide supplemental educational transition planning to foster care youth in Washington state beginning at age fourteen and then at least every six months thereafter. The supplemental transition planning shall include:

- (a) Comprehensive information regarding postsecondary educational opportunities including, but not limited to, sources of financial aid, institutional characteristics and record of support for former foster care youth, transportation, housing, and other logistical considerations;
- (b) How and when to apply to postsecondary educational programs;

- (c) What precollege tests, if any, the particular foster care youth should take based on his or her postsecondary plans and when to take the tests;
- (d) What courses to take to prepare the particular foster care youth to succeed at his or her postsecondary plans;
- (e) Social, community, educational, logistical, and other issues that frequently impact college students and their success rates; and
- (f) Which web sites, nongovernmental entities, public agencies, and other foster care youth support providers specialize in which services.

(4) The selected nongovernmental entity or entities shall work directly with the school counselors at the foster care youths' high schools to ensure that a consistent and complete transition plan has been prepared for each foster care youth who emancipates out of the foster care system in Washington state. [2011 1st sp.s. c 11 § 224; 2007 c 314 § 7.]

**Notes:**

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW 28B.76.020.

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** See note following RCW 28B.117.020.

**Intent -- 2011 1st sp.s. c 11:** See note following RCW 28B.76.020.

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**28B.117.070**

**Reports — Recommendations. (Expires June 30, 2022.)**

The Washington state institute for public policy shall complete an evaluation of the passport to college promise program and shall submit a report to appropriate committees of the legislature by December 1, 2012. The report shall estimate the impact of the program on eligible students' participation and success in postsecondary education, and shall include recommendations for program revision and improvement. [2012 c 163 § 5; 2011 1st sp.s. c 11 § 225; 2007 c 314 § 8.]

**Notes:**

**Findings -- Effective date -- 2012 c 163:** See notes following RCW 28B.117.010.

**Effective date -- 2011 1st sp.s. c 11 §§ 101-103, 106-202, 204-244, and 301:** See note following RCW 28B.76.020.

**Expiration date -- 2011 1st sp.s. c 11 §§ 220-225:** See note following RCW 28B.117.020.

**Intent -- 2011 1st sp.s. c 11:** See note following RCW 28B.76.020.

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**28B.117.900**

**Construction — 2007 c 314. (Expires June 30, 2022.)**

Nothing in this chapter may be construed to:

- (1) Guarantee acceptance by, or entrance into, any institution of higher education; or
- (2) Limit the participation of youth, in or formerly in, foster care in Washington state in any other program of financial assistance for postsecondary education.

[2007 c 314 § 9.]

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**28B.117.901**

**Expiration of chapter.**

This chapter expires June 30, 2022.

[2012 c 163 § 13; 2007 c 314 § 10.]

**Notes:**

**Findings -- Effective date -- 2012 c 163:** See notes following RCW 28B.117.010.

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**28B.117.902**

**Short title — 2012 c 163.**

This act may be known and cited as the educational success for youth and alumni of foster care act.

[2012 c 163 § 14.]

**Notes:**

**Findings -- Effective date -- 2012 c 163:** See notes following RCW 28B.117.010.

# Passport to College Promise Scholarship WAC

## Chapter 250-83 WAC

Last Update: 7/23/08

PASSPORT TO COLLEGE PROMISE PROGRAM

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### 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.
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#### **250-83-010**

##### **Purpose.**

Recognizing the low college going rates of foster youth emancipating from care in Washington state, the legislature has created the passport to college promise program. The program's purpose is:

- (1) To encourage current and former foster care youth to prepare for, attend, and successfully complete higher education; and
- (2) To provide current and former foster care youth with the educational planning, information, institutional support and direct financial resources necessary for them to succeed in higher education.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-010, filed 7/23/08, effective 8/23/08.]

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#### **250-83-020**

##### **Institutional eligibility.**

An eligible institution is one that:

- (1) Meets the requirements for state need grant eligibility defined in RCW [28B.92.030](#) and WAC [250-20-013](#) and [250-20-021](#);
- (2) Agrees to abide by all program rules adopted by the board;
- (3) Completes an agreement to participate in state aid programs;
- (4) Provides the eligible student all available need-based and merit-based grant and scholarship aid for which the student qualifies; and
- (5) If participating in the incentive grant authorized in WAC [250-83-060](#), completes a separate board approved passport to college promise program addendum to the agreement to participate.

#### **250-83-030**

##### **Identification of eligible foster youth.**

The program requires early and accurate identification of current and former foster care youth so they can be linked to the financial assistance and other services that will help them succeed in college. The sharing of information to identify eligible foster youth is facilitated by chapter [28B.117](#) RCW.

(1) The board will seek verification from the department of social and health services that applicants meet the passport student eligibility definition when:

(a) The board has a signed passport to college promise program consent form from the student. The consent is a form that has been developed and approved by the department of social and health services; or

(b) The student has completed the free application for federal student aid giving the board and the institutions permission to verify information supplied on that application; and

(c) The board, acting on behalf of the department of social and health services, will contract with DSHS to receive information for the purpose of conducting outreach to foster youth.

(2) The board will confirm the eligibility of foster youth to eligible institutions of higher education.

(3) The board, DSHS and the institutions of higher education will protect personally identifiable information in accordance with the Family Educational Rights and Privacy Act (34 C.F.R. Part 99) and other applicable privacy standards.

(4) The board will maintain the consent and verification information for the period of the youth's passport eligibility. Thereafter, records will be maintained according to the record retention schedule in RCW [40.14.060](#).

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-030, filed 7/23/08, effective 8/23/08.]

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#### **250-83-040**

##### **Student eligibility for passport scholarship.**

To the extent that sufficient funds have been appropriated for this purpose, a student is eligible for the passport scholarship, which functions similar to a grant program, if he or she:

(1) Has, or is expected to have, emancipated from foster care in Washington state on or after January 1, 2007, after having spent at least one year in foster care subsequent to his or her sixteenth birthday;

(2) Is a Washington state resident student as defined in RCW [28B.15.012](#)(2);

(3) Is admitted to, or enrolled in, an eligible degree or certificate program.

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

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

(4) Is enrolled or will enroll with an eligible institution before age twenty-two;

(5) Enrolls each term on at least a half-time basis;

(6) Demonstrates financial need according to federal methodology;

(7) Has not earned a bachelor's or professional degree;

(8) Is not pursuing a degree in theology;

(9) Is making satisfactory progress;

(10) Has not received a passport scholarship for more than ten semesters, or fifteen full-time quarters, or an equivalent combination of the two;

(11) Is not twenty-seven years of age or older.

(12) Does not owe a refund or repayment on other state or federal aid programs and is not in default on a loan made, insured, or guaranteed under the Federal Family Education Loan Program, the Federal Perkins Loan Program, or the Federal Direct Student Loan Program.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-040, filed 7/23/08, effective 8/23/08.]

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#### **250-83-050**

##### **Determining the amount of the passport student scholarship.**

(1) Eligible students may receive the passport scholarship.

(2) The scholarship shall not exceed the student's financial need, less a reasonable self-help amount. A reasonable self-help amount is equivalent to what a student can earn by working ten hours per week at minimum wage per term of enrollment.

The scholarship amount cannot be more than an amount equivalent to resident undergraduate tuition and fees at the highest-priced public institution of higher education in the state.

(3) In calculating need, initially based on an established cost of attendance, the institution is encouraged to further examine the student's costs on a case-by-case basis to identify any extenuating circumstances, so actual costs borne by the individual former foster care youth are recognized.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-050, filed 7/23/08, effective 8/23/08.]

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#### **250-83-060**

##### **Institutional incentive grant to provide student support services.**

Institutional incentive grants are grant payments to institutions based on satisfactory student performance. The payment is available only to institutions agreeing to provide specified student support services.



Institutional participation in the passport incentive grant is voluntary. An otherwise eligible student can receive a passport scholarship to attend an eligible college even if the institution does not participate in the incentive grant option.

For the 2008-09 academic year, and to the extent that funds are allotted for this purpose, the amount of each incentive grant payment will be equal to five hundred dollars per successful student per quarter or seven hundred fifty dollars per semester. The payment amounts in succeeding years will be determined annually.

Participating institutions will meet the following criteria:

(1) Include on their applications for admission or on their registration materials a question asking whether the applicant has been in foster care in Washington state for at least one year since his or her sixteenth birthday. All other institutions of higher education, whether participating in the incentive grant or not, are strongly encouraged to include this question on their admission application.

(2) Have a viable plan. The scope of a viable plan is one that generally:

- (a) Identifies those students eligible for assistance under this program;
- (b) Tracks and enhances academic progress of eligible students;
- (c) Addresses their unique needs for assistance during school vacation and academic interims; and
- (d) Links eligible students to appropriate sources of assistance in their transition to adulthood.

At a minimum, each institution's viable plan will:

- (i) Designate campus support staff;
- (ii) Provide a comprehensive financial aid package taking into account available federal, state, institutional and private funding that, to the extent possible, meets the student's financial need;
- (iii) Build a lasting institutional commitment to serve current and former foster youth; and
- (iv) As appropriate, communicate with social services and independent living providers.

(3) Institutions choosing to participate will sign an addendum. The addendum to the state student financial aid participation agreement specifies the services that are to be provided through the institution's viable plan.

(4) Institutions may receive incentive grants for the:

- (a) Student's initial enrollment at the institution.
- (b) Student's enrollment in subsequent terms providing satisfactory progress was maintained for the previous term.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-060, filed 7/23/08, effective 8/23/08.]

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## **250-83-070**

### **Reserve of funds and payment of student scholarship and institutional incentive grant.**

(1) Reserve of funds. The board will establish a reserve of funds for student scholarships to be used at each institution. The reserve is intended to provide an equitable opportunity for eligible students across the state and provide an efficient allocation method for institutions packaging aid. This method will be reviewed periodically.

(2) Payment of scholarship funds. All passport student scholarships will be paid by the institution. After the institution pays the passport scholarship amount, it will request reimbursement from the board from its reserve. The board will reimburse the institution in a timely manner.

(3) Payment of institutional incentive grant funds.

(a) The institution may claim a one-time incentive grant payment for each student that coincides with the student's first term of enrollment.

(b) The institution may claim subsequent incentive grant payments after it can determine the student maintained satisfactory progress for the prior term.

(c) Incentive grant payments may be claimed at the same time as reimbursements for student scholarship payments.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-070, filed 7/23/08, effective 8/23/08.]

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#### **250-83-080**

##### **Board's responsibilities.**

(1) Administering agency. The higher education coordinating board shall administer the passport to college promise program.

(2) The board will ensure colleges are packaging all available need-based and merit-based grant and scholarship aid for which the student qualifies. The board may request or collect additional information from the institution to verify students received such aid.

(3) Reports. The board will obtain reports from institutions necessary to the administration and evaluation of the passport to college promise program.

(4) Oversight. If an institution fails to maintain its eligibility for the program, or if the board determines that an institution has failed to comply with program rules and regulations or guidelines, the board may suspend, terminate, or place conditions upon the institution's participation in the program.

(5) Appeals. Any appeal will first be heard by the board's executive director or his or her designee.

Applicants may request in writing a review of decisions affecting their scholarship eligibility.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-080, filed 7/23/08, effective 8/23/08.]

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#### **250-83-090**

##### **Definitions.**

(1) "Academic year" means a nine-month period consisting of two semesters or three quarters of academic work. Summer term is additional to the academic year.

(2) "Board" means the Washington state higher education coordinating board. When a duty or responsibility of the board is referenced in these regulations, the authority needed to discharge that responsibility lies with the executive director or his or her designee.

(3) "Emancipated from foster care" for the purpose of creating timely offers of financial aid, means the student has spent at least one year in foster care subsequent to his or her sixteenth birthday and who either has emancipated from care or who is, at the time of verification, expected to emancipate from care by their eighteenth birthday.

(4) "Financial need" means the difference between a student's cost of attendance and the student's total family contribution as determined by federal methodology.

(5) "Program" means the passport to college promise program created in this chapter.

(6) "Satisfactory progress" means a student making progress according to the institutionally determined student financial aid satisfactory policy.

(7) "Verification" means that a student's eligibility for passport has been documented by the department of social and health services.

[Statutory Authority: RCW [28B.76.500](#). 08-15-160, § 250-83-090, filed 7/23/08, effective 8/23/08.]