



# **PASSPORT TO COLLEGE SCHOLARSHIP PROGRAM MANUAL 2018-19**



**MAY 2018**

## Passport to College Scholarship Staff Contact Information

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# Passport to College Promise Scholarship Program Manual 2018-19

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# **Passport to College Promise Scholarship Program Manual – 2018-19**

WELCOME to the Passport to College Promise Scholarship program manual. The online manual format allows for real-time updating during the year, saving significant printing and mailing costs, and reducing waste.

To search for a specific topic or key word, press “Ctrl+F” on your keyboard, then type in the word or topic you are looking for. You will be directed to all occurrences located within the manual.

## **Program Updates**

The 2018 Legislature passed a law (Senate Bill 6274) to help more Washington students, who have been in various types of foster care or experienced unaccompanied homelessness, to prepare for careers. The Passport to Careers program continues to provide college promise scholarships with support services, and adds opportunities for pre-apprenticeships and apprenticeships.

### **Program Name Change**

The expanded program is now called the Passport to Careers program due to the inclusion of apprenticeship programs. This manual specifically pertains to the Passport to College Scholarship program.

### **Program Purpose**

1. To encourage current and former foster care youth and unaccompanied youth experiencing homelessness to prepare for, enroll in, and successfully complete higher education or a registered apprenticeship or pre-apprenticeship program.
2. To improve the high school graduation outcomes of foster youth and unaccompanied youth experiencing homelessness 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 and unaccompanied youth who have experienced homelessness with the educational planning, information, institutional support, and direct financial resources necessary for them to succeed in either higher education or a registered apprenticeship or pre-apprenticeship program.

### **Program Design**

The Washington Student Achievement Council (WSAC) shall design and, to the extent funds are appropriated for this purpose, implement Passport to Careers with two programmatic pathways: the Passport to College Promise program and the Passport to Apprenticeship Opportunities program.

## Elimination of Self-Help

With the passing of SB 6274, the Legislature eliminated the self-help requirement for Passport.

## Eligibility Expansion

The expansion occurs over the next three years. Effective 2018-19, students who were under the care of the state, tribal, or federal foster care systems or the jurisdiction of the interstate compact on the placement of the children will be eligible. Beginning in July 2019, verified unaccompanied youth or young adults who have experienced homelessness will also become eligible. At the same time, the age for eligibility determination for foster youth status is changing each year during the three-year period and will be more in alignment with the age requirements used by the U.S. Department of Education on the Free Application for Federal Student Aid (FAFSA).

Eligibility Changes	Eligibility ending June 2018	Eligibility starting July 2018	Eligibility starting July 2019	Eligibility starting July 2020
Education / Training	Postsecondary enrollment at an eligible college.	Attending an eligible college, or pre-apprenticeship or apprenticeship program.		
Program Name	Passport to College	Passport to Careers - includes Passport to College Promise Scholarship and Passport to Apprenticeship Opportunities.		
Foster care	Dependent of Washington state	In state, tribal or federal foster care systems in Washington state.		
Time in care	Spent one year in care after age 16 and in care at age 17.5.	In foster care after age 15.	In foster care after age 14.	In foster care after age 13.
Unaccompanied Homeless	Not Eligible		Verification of unaccompanied homeless event during prior academic year, before age 21.	
Residency	In general, the student resided in WA for other than educational purposes for one year prior to attending college, graduated from a Washington high school, or earned a GED in Washington.		Also includes homelessness or out-of-state foster care under the interstate compact as verified by WSAC.	

## **Program Background and Administration**

### **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 initially authorized as a six-year pilot, and was made permanent in the 2012 Legislative Session.

The Passport to College Promise Scholarship program (which will be referred to as “Passport” in many places in this manual) is a comprehensive program providing support to students from high school through higher education completion.

The primary purposes of the Passport to Careers program are to:

- ◆ Provide former foster youth with financial assistance beyond other state, federal, private, and institutional funds for which they are eligible to help them succeed in either higher education (Passport to College) or a registered apprenticeship program or pre-apprenticeship program (Passport to Apprenticeship).
- ◆ 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.

Passport is managed by the Washington Student Achievement Council (WSAC). WSAC works in cooperation with Children’s Administration (CA) and tribal social services offices to determine student eligibility, and contracts with the College Success Foundation for technical support at institutions.

WSAC also manages the Supplemental Education and Transition Program (SETuP) to provide support to students in foster care from ages 13 through 21.

### **Program Administration**

As most Passport to College Scholarship recipients also will receive funding from the State Need Grant (SNG) program, and some from the College Bound Scholarship (CBS) program, we recommend that Passport administrators be very familiar with the program rules of both SNG and the CBS.

Information on these programs is provided in the [2018-19 State Need Grant and College Bound Scholarship Program Manual](#).

# Chapter 1 – Passport to College Eligibility Determination

## Student Eligibility Criteria

Eligibility for the Passport program requires that a youth must:

- ◆ Have been in the care of tribal, federal, or Washington State foster care, or the jurisdiction of the interstate compact on the placement of children (ICPC), after age 15.
- ◆ Be a resident of Washington State.
- ◆ Enroll at least half-time in an eligible institution of higher education or a pre-apprenticeship or apprenticeship in Washington before their 22nd birthday.
- ◆ Be working toward earning their first bachelor’s degree, and not be pursuing 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 [independence.wa.gov/](http://independence.wa.gov/))
3. [Free Application for Federal Student Aid \(FAFSA\)](#)

By submitting the 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.

WSAC will send students a letter notifying them of their Passport eligibility status.

## Documentation of Foster Care Status for Financial Aid Purposes

A student’s eligibility is determined by DSHS, and documented on the WSAC Portal. Systems will be developed for identifying and including tribal foster youth.

### 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

Name	Eligible for Passport	Was Foster Youth	QER	In Repayment	Age	
[REDACTED]	Eligible	Yes	9	No	19	<a href="#">Add/Edit awards</a>

Screenshot from WSAC Portal

For instructions on accessing the Eligibility Checker, refer to page 24. Information provided about Passport students through the Eligibility Checker on WSAC’s Portal should be used as documentation of a student’s foster care status.

The Portal information also can 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 Processing

Financial aid administrators must access the [WSAC web Portal](#) 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 to post awards. It is also a medium for communication.

## Scholarship Requirements

Students meeting the initial eligibility for Passport must complete a FAFSA or WASFA (Washington Application for State Financial Aid) annually, and have documented financial need.<sup>1</sup> 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 state Satisfactory Academic Progress (SAP) policy to receive scholarship payments (see detailed information in Chapter 3).

Students must enroll in an eligible college before their 22nd birthday. An eligible student may receive Passport to College Promise Scholarship for a maximum of five years after the student first enrolls with an institution of higher education or until the student turns age 26, whichever occurs first. If a student turns age 26 during an academic year, and would otherwise be eligible for a scholarship under this section, the student shall continue to be eligible for the scholarship for the remainder of the academic year.

**Note:** The Passport to Apprenticeship Opportunities program has a maximum of six years after first enrolling with a registered apprenticeship or recognized pre-apprenticeship, or until the applicant turns age 26, whichever occurs first.

## Scholarship Requirements

Eligibility Area	Passport
Washington Residence Status	Yes. Undocumented students may also be eligible
Submit an Approved Application	FAFSA or WASFA and Passport Consent
High School Graduation Required	HS graduation or equivalent such as GED®
Initial Enrollment Timeframe	Prior to 22nd birthday
Usage Timeframe	If enrolled by age 22, up to 27th birthday
Is There a Family Income Limitation?	No. However, student must have financial need
Maximum Terms of Usage	15 quarters/10 semesters of full-time usage (not prorated for part-time)

<sup>1</sup> The WASFA exists for students who meet Washington residency requirements, want to be considered for state financial aid, and are unable to file a FAFSA due to their 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.

Students may also participate in a pre-apprenticeship or apprenticeship program. Additional information will be provided regarding the Passport to Apprenticeship Opportunities pathway when available.

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 pursuing a degree in theology are ineligible to receive state financial aid. 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.”

## Chapter 2 – Calculating Passport to College Awards

### Award Amounts

Passport to College Scholarship awards are based on legislative appropriations. In the 2018-19 academic year, the maximum Passport scholarship is \$4,500. Students who attend summer quarter may 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 to eligible College Bound Scholars. More information about this commitment is provided in Chapter 2 of the [2018-19 State Need Grant and College Bound Scholarship Program Manual](#).

### Financial Need

Passport to College scholarship award amounts are based on financial need and other financial aid previously awarded. Passport scholarship amounts are not prorated for students attending half-time or three-quarter time.

Award amounts may be reduced though if a student’s remaining financial need is not sufficiently high after considering other aid already awarded.

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

### Age and Quarters of Eligibility Remaining (QER)

Students must enroll in an eligible college before their 22nd birthday. An eligible student may receive Passport to College Promise Scholarship for a maximum of five years after the student first enrolls with an institution of higher education or until the student turns age 26, whichever occurs first. If a student turns age 26 during an academic year, and would otherwise be eligible for a scholarship under this section, the student shall continue to be eligible for the scholarship for the remainder of the academic year.

**Note:** The Passport to Apprenticeship Opportunities program has a maximum of six years after first enrolling with a registered apprenticeship or recognized pre-apprenticeship, or until the applicant turns age 26, whichever occurs first.

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.

Recipients may utilize Passport to College Promise or Passport to Apprenticeship opportunities at different times, but not concurrently. The total award an individual may receive in any combination of the programs shall not exceed the equivalent amount that would have been awarded for the individual to attend a public university for five years with the highest annual tuition and state-mandated fees in the state.

**Note:** Passport payments are not prorated for part-time attendance. All term payments count as a full term of eligibility usage for determining remaining QER. Therefore the calculation of QER for Passport students is done differently than the determination of QER for SNG or CBS students who are enrolled during a term as part-time students.

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

With the passing of legislation in 2018, the self-help requirement for Passport was eliminated.

### **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 Scholarship
4. Other state aid such as Washington State Opportunity Scholarship
5. College Bound Scholarship
6. Education and Training Voucher (ETV) federally funded and administered by Children's Administration.

### **Passport to College Scholarship Financial Need**

If a Passport recipient's remaining financial need is less than the maximum Passport award, the Passport scholarship may be reduced to fit the student's remaining 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. The scholarship is designed to ensure the student's financial need is met, and to reduce reliance on student loans, whenever possible.

## Packaging Examples:

See the [2018-19 State Need Grant and College Bound Scholarship Program Manual](#) for more information.

- 
- Student's financial need is met by grants and scholarships, if
    - Passport award is reduced to fit within financial need

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

- 
- Student's financial need is met by grants and scholarships, if
    - 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		Pell Grant	\$5,775
- EFC	-\$1,000		Governors'	\$3,000
<b>NEED</b>	<b>\$14,000</b>		SNG	\$5,225
			Passport	\$0
			<b>TOTAL FA:</b>	<b>\$14,000</b>

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

## Chapter 3 – Satisfactory Academic Progress (SAP) Requirement

Institutions are responsible for monitoring each recipient's **Satisfactory Academic Progress (SAP)**, as outlined in [WAC 250-20-021\(21\)](#) of the SNG rules, and in the institution's WSAC-approved institutional SAP policy.

The SAP policy is applicable to all state aid programs, including State Need Grant, College Bound Scholarship, State Work Study, and Passport to College Scholarship.

There are differences between state and federal SAP requirements including:

1. A maximum program length timeframe of 125% (state) versus 150% (federal).
2. A required **per term** SAP review for state aid.
3. A quantitative standard requiring that at least one-half of the credits enrolled for which the aid was calculated and disbursed each term are earned as compared to the federal "pace" requirement.

At the end of each term, participating institutions shall examine the progress of each state aid recipient and determine which of the following applies to the student:

- ◆ Is meeting **Satisfactory Academic Progress**.
- ◆ Is to be placed in **Warning Status** and may be continued on state aid.
- ◆ Is to be placed in **Unsatisfactory or Denied Status** and therefore ineligible for state aid until the student meets the conditions of the institution's reinstatement policy.

### Quantitative Standard for Students in Quarter and Semester Credit Programs

To meet minimum satisfactory academic progress standards, a student must successfully complete at least one-half (50%) of the original minimum number of credits for which the aid was calculated and disbursed.

**The minimum number of credits for full-time enrollment** is 12 credits per term for institutions that base their enrollment on a credit system. For these institutions, 12 credits are considered the amount for which aid was calculated and disbursed even if the student enrolled for more than 12 credits.

The minimum number of credits standard for enrolled students, whose aid was calculated and disbursed as less than full-time students is:

- ◆ Three-quarter time enrollment – 9 credits
- ◆ Half-time enrollment – 6 credits
- ◆ Less than half-time enrollment – 3 credits (*Only applies to SNG and CBS programs*)

## Successful Completion of Credits

Coursework that counts toward successful completion of program or degree completion typically includes letter grades of A–D and Pass. Grades received of F, E, Fail, Withdraw, and Incomplete do not count as successfully completed credits.

## Warning Status

**Warning Status** for state aid recipients is triggered when a student successfully completes 50 percent or more—but less than all—of the credits for which the aid was calculated and disbursed.<sup>2</sup>

- For a full-time student at 12 credits, this means that if the student successfully completes at least 6 but less than 12 credits, the student is to be placed in a warning status for the following term.
- For a three-quarter time student at 9 credits, a student must successfully complete at least 4.5 but less than 9 credits to be placed on warning status
- For a half-time student at 6 credits, a student must successfully complete at least 3 but less than 6 credits to be placed on warning status.
- For a less than half-time student at 3 credits, a student must successfully complete at least 1.5 but less than 3 credits to be placed on warning status.

In addition, WSAC expects institutions to have rigorous policies for measuring academic progress that limit the number of terms a student can continue to receive state aid while in warning status. The institution may make disbursements to a student, and continue awarding State Work Study to a student who is in warning status.

## Denied Status

**Denied Status** means that the student successfully completed less than one-half of the minimum number of credits for which aid was calculated and disbursed. This status also may be given to a student who has remained in warning status for more terms than the institution's policies allow.

Each institution's policy must deny further disbursements of state grant aid beyond the conclusion of any term in which:

1. The student fails to successfully complete at least 50 percent of the minimum number of credits for which the aid was calculated and disbursed; or
2. The student has reached the maximum number of terms allowed on warning status.

<sup>2</sup> To avoid confusion with the federal definition of “probation,” the term “warning” is used for state aid administration.

## **Quantitative Standard for Students in Clock Hour Programs**

Students enrolled in Clock Hour programs must enroll as full-time students and complete 300 hours for each term to meet the quantitative standard before being eligible for the next term disbursement.

Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized warning status for clock-hour students; however, a school may petition WSAC to allow a warning status.

## **Qualitative Standard**

The institution's satisfactory academic progress (SAP) policy must contain a qualitative standard. For purposes of state aid programs, the qualitative standard used to comply with federal satisfactory academic progress standards is acceptable.

## **Other Conditions of SAP Policy**

The value of any retroactive financial aid payments shall be based on the student's rate of satisfactorily completed credits, determined by institution policy, at the end of the term. See Chapter 2 for more information regarding retroactive payments.

A student may be denied further state aid disbursements or awards if the student fails to fulfill any other conditions of the institution's WSAC-approved satisfactory academic progress policy.

## **Professional Judgment/Appeals**

The Financial Aid Administrator may, on a case-by-case basis, reinstate a student into satisfactory academic progress in response to that student's extenuating circumstances. The FAA may choose to exercise professional judgment without a specific request to do so from the student.

For example, the Financial Aid Administrator may decide to grant a student continued access to state aid if failure in one term is countered by an extensive history of prior success. The student's file must include documentation related to the professional judgment decision.

## **Reinstatement**

Each institution's SAP policy shall state which conditions a denied status student must meet before state aid will be reinstated.

For example, the student may have to attend the institution without state financial aid for a specific period of time, or may have to show proof that credits have been made up within a designated time period.

## **Notifying Students of SAP Policies**

Institutions must make information available to state aid recipients of the state SAP policies that impact their students' ability to continue receiving state aid for future terms. This must include information about how state SAP is determined at the institution, information about how Warning Status and Denied Status are determined, and the institution's Reinstatement policy of state aid should the student go into Denied status.

The available information must also include when SAP reviews will take place and how and when students will be notified in writing should their state aid status change to Warning, Denied or Reinstatement.

This information may be included in institutional financial aid handbooks or other information made available to all students or all state aid recipients at each institution. It does not need to be sent individually, however, to all state aid recipients.

## **Chapter 4 – Payments, Repayments, and Reporting Requirements**

### **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**

After the institution's financial aid administrator identifies an eligible student and posts an award on the Portal, the institution should request the scholarship funds through CSAW on the WSAC Portal.

WSAC disburses scholarships as payment requests are submitted. Scholarship payments should be requested in a timely manner for the current quarter or semester. If an institution does not submit the payment request and program funds are exhausted, WSAC may not be able to send a payment for the student.

### **Required Student Directive for Private Institutions**

Private institutions must use WSAC's Student Directive Form to record a student's decision on where to apply their financial aid payment (which then applies to Passport, SNG, and CBS).

The student's financial aid payment can be deposited directly into a student's account or disbursed in the form of a check based on their choice on the directive. For a copy of the student directive, see Appendix E.

- ◆ Institutions must not coerce or influence the student's choice on where to apply their financial aid payment.
- ◆ The directive remains in effect for the duration of the student's continuous enrollment at the institution, excluding approved leaves of absence and summer terms. A new directive is required if the student is not continuously enrolled.
- ◆ Institutions must allow students to change their minds at any time, prior to disbursement, and follow their current directives at all times.
- ◆ Institutions must remind students once a year that their current directive is still in place and that they may change it.

### **State of Washington Conditions of Award Statement**

Prior to disbursement, the institution must inform the state aid recipient of his or her responsibilities to the program through a "State of Washington Conditions of Award" statement. A copy of this statement is located in Appendix D. A student only needs to receive one statement that covers the following four state aid programs: Passport, State Need Grant, College Bound Scholarship, and State Work Study.

The statement must be presented annually, and can be delivered to the student through paper or electronic means each year. The statement must be provided in its entirety and is not satisfied by providing a link to the document or by attaching a copy of the document.

The Conditions of Award does not have to be signed by the student as long as the institution can provide assurances to WSAC that the document was provided to the student each year. It is the institution's responsibility to maintain documentation that the conditions were presented to the student each year.

## **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. Please see chapter 5 of the [2018-19 Washington State Need Grant & College Bound Program Manual](#).

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 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.

## Chapter 5 – 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 template was developed by the Passport Leadership Team and is based on known best practices. Institutions agree to participate by signing the Passport Addendum to 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

Additional details on Viable Plan elements can be found in Appendix C: Participation in State Financial Aid Programs Passport Addendum.

- 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 state, tribal, or federal foster care in Washington State.
- c) **Collecting Student Consents:** The institution must collect student consent forms related to program eligibility.
- d) **Verifying Eligibility:** Verify Passport student eligibility electronically through the [WSAC Portal](#).
- e) **Leadership Commitment:** The institution must demonstrate commitment from a person in a leadership role for Passport designated staff and activities.
- f) **Designated Campus Support Staff:** Role description available at [Washington Passport Network](#).
- g) **Designated Financial Aid Staff:** Role description available at [Washington Passport Network](#).
- h) **Connect with Social Services and Independent Living Providers.** Work with contracted social service providers to ensure students from foster care receive a full range of support services and other college preparation information.
- i) **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.

- j) **Institutional Incentive Funding.** The institution's request for scholarship payment signifies satisfactory academic progress has been verified and the student is eligible for the ensuing term.
- k) **Education and Training.** To the extent practical, ensure the institution's leadership, financial aid staff, and designated support staff participate in training provided by WSAC or its partner organizations and representatives about the Passport program and related foster youth resources.

## **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 after institutions verify student enrollment. 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 may be rolled into the next year. In this case, the institution must provide a plan for future incentive grant use. Incentive funds received must be spent within two years of receipt.

Institutions are asked to complete an annual report demonstrating how Incentive Grant Funds were used to support Passport-eligible students. This report is sent to the Passport designated support staff person for completion and is due in August, prior to the beginning of 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 to supplement their financial aid award, 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	Saint Martin's University
Everett Community College	Tacoma Community College
Gonzaga University	The Evergreen State College
Grays Harbor College	University of Washington
Green River College	Walla Walla Community 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 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 improve higher education outcomes for students from foster care in Washington State.

In the 2018-19 academic year, CSF will:

- ◆ Manage the Washington Passport Network, a statewide coalition of professionals who supports students from foster care in graduating high school, and enrolling in and successfully completing their postsecondary education programs.
- ◆ Provide targeted technical assistance to the postsecondary professionals supporting Passport students.
- ◆ Provide support to institutions agreeing to adopt and implement a campus viable plan.
- ◆ Provide Passport network members with resources, information, and connections to colleagues that result in increased statewide coordination, fidelity, and quality of supportive services for students from foster care pursuing a postsecondary education.
- ◆ Promote a cross-sector, student-centered approach to regional wraparound service delivery for Passport students through proactive collaboration, coordination, and intervention.
- ◆ Coordinate the Passport Leadership Team, ensuring strong statewide stakeholder engagement in Passport program oversight and quality improvements.
- ◆ Ensure a successful Make it Happen! event for foster youth.

### Contact information:

Frederick Kingston, Program Manager for Foster Youth Services  
425-416-2009  
[fkingston@collegesuccessfoundation.org](mailto:fkingston@collegesuccessfoundation.org)

Molly Donahue, Program Coordinator for Foster Care Initiatives  
425-416-2019  
[mdonahue@collegesuccessfoundation.org](mailto:mdonahue@collegesuccessfoundation.org)

Hiba Khalil, Program Officer for Foster Care Initiatives  
425-416-2023  
[hkhalil@collegesuccessfoundation.org](mailto:hkhalil@collegesuccessfoundation.org)

Donna Quach, Program Officer for Foster Care Initiatives  
425-416-2020  
[dquach@collegesuccessfoundation.org](mailto:dquach@collegesuccessfoundation.org)

## Chapter 6 – Additional Information

### Legislative Reports

Comprehensive reports on the Passport to College program can be found on the [Washington Student Achievement Council](#) website.

### Important Websites

- ◆ [WSAC's Passport web page](#) provides general information for **administrators** on the Passport to College program.
- ◆ [Ready, Set, Grad](#) provides **students and families** information on state financial aid programs.
- ◆ [Washington Passport Network](#) provides information to **administrators and contracted practitioners** about Passport resources and trainings.
- ◆ [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.
- ◆ [College Success Foundation](#) provides information on CSF services and support.

### Other Contacts

#### Education and Training Voucher (ETV) Program

Kathy Ramsay, ETV Program Manager  
DSHS, Children's Administration  
360-902-7990  
[ramsaka@dshs.wa.gov](mailto:ramsaka@dshs.wa.gov)

Victoria Ackerman, ETV Program Coordinator  
DSHS, Children's Administration  
360-902-8281  
[ackervm@dshs.wa.gov](mailto:ackervm@dshs.wa.gov)

#### Children's Administration

Shanna McBride, Education Program Manager  
DSHS, Children's Administration  
360-902-8474  
[mcbriism@dshs.wa.gov](mailto:mcbriism@dshs.wa.gov)

Peggy Lewis, Independent Living Skills Program Manager  
DSHS, Children's Administration  
360-902-8063  
[LewisP@dshs.wa.gov](mailto:LewisP@dshs.wa.gov)

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

The purpose of the SETuP program is to assist foster youth in successfully making the transition from high school to postsecondary enrollment, career, or service.

WSAC contracts with six non-governmental organizations to provide SETuP services to students, with the goal of improving high school graduation rates and postsecondary plan initiation by two percent each year over five school-year periods. Services may include:

- ◆ Case management to complete developmental tasks that increase high school and postsecondary success.
- ◆ Facilitation of youth access to and participation in appropriate school and local resources that may assist in educational access and success.
- ◆ Collaboration with students, caregivers, schools, and social workers to support youth progress in the educational system.

A student is eligible for SETuP services if they are:

- ◆ In foster care in Washington State.
- ◆ Between the ages of 13–21.
- ◆ Enrolled in a high school or GED program.

### **Passport SETuP Providers**

Sara Rylaarsdam  
YouthNet – Mount Vernon  
[srylaarsdam@youthnetnw.net](mailto:srylaarsdam@youthnetnw.net)

Jeff Lindstrom  
YMCA – Seattle  
[jlindstrom@seattleyymca.org](mailto:jlindstrom@seattleyymca.org)

Samantha Garcia  
Pierce County Alliance – Tacoma  
[garcias@p-c-a.org](mailto:garcias@p-c-a.org)

Veneza Tena  
Community Youth Services – Olympia  
[vtena@CommunityYouthServices.org](mailto:vtena@CommunityYouthServices.org)

Sara Mack  
Volunteers of America – Spokane  
[Smack@VOASpokane.org](mailto:Smack@VOASpokane.org)

Whitney Carlson  
Catholic Child and Family Services – Yakima  
[wcarlson@catholiccharitiescw.org](mailto:wcarlson@catholiccharitiescw.org)

## Eligibility Checker User Guide

Since a student's eligibility is determined by Children's Administration, 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 into the [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.



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.

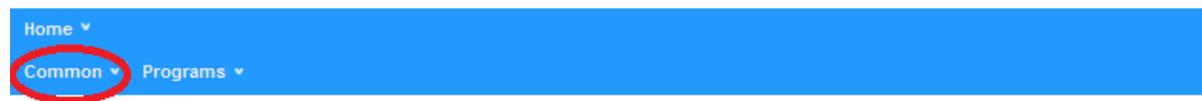
For MULTIPLE and FILE UPLOAD searches, you can download your responses into an Excel spreadsheet for in-office processing.

## 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 into the [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.”



### Secure Message Inbox



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

**Step 6** – Send a Secure Message to WSAC.



### Send a Secure Message to WSAC

5. Click "Send Message" once your file has been attached and your message is ready for WSAC.



To: Select a Program Mailbox 1. Select "Passport to College"

From: Roberta Roche <rroche@clark.edu>

Subject:  2. Enter your subject

Attachments:  No file selected.  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.

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.

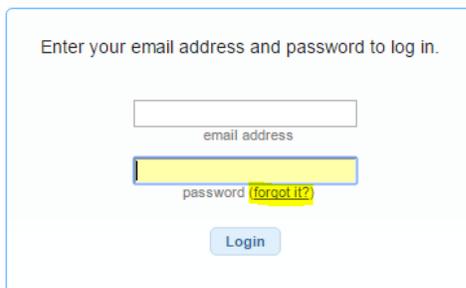
# Requesting Passport Funds in CSAW

## Basic Steps

1. Login to the WSAC Portal
2. Upload your file or add students manually
3. Fix any file format errors, if any
4. Address edits
5. Review students and submit for reimbursement

### Step 1 – Log into the [WSAC Portal](#).

Your user name is your email address. If you do not know your password, click the “forgot it” link for help.

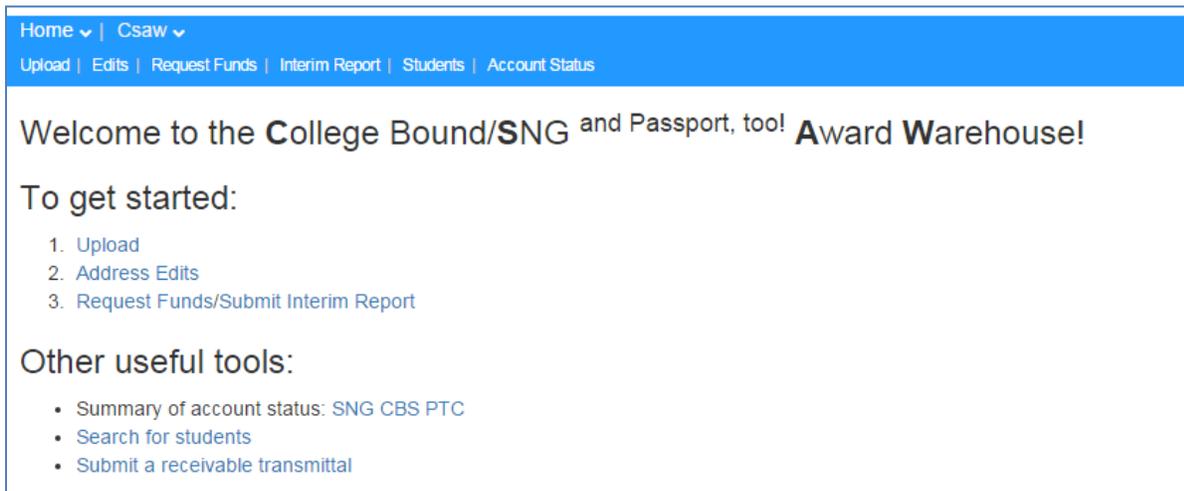


The screenshot shows a login form with the following elements:

- Text: "Enter your email address and password to log in."
- Input field: "email address" (with a yellow highlight)
- Input field: "password" (with a yellow highlight and a "forgot it?" link next to it)
- Button: "Login"

### Step 2 – Upload File or Add Students Manually

From the home page, select “**CSAW**” then click “**Upload**” under the “To get started” heading (if you are uploading Passport awards with SNG/CBS).



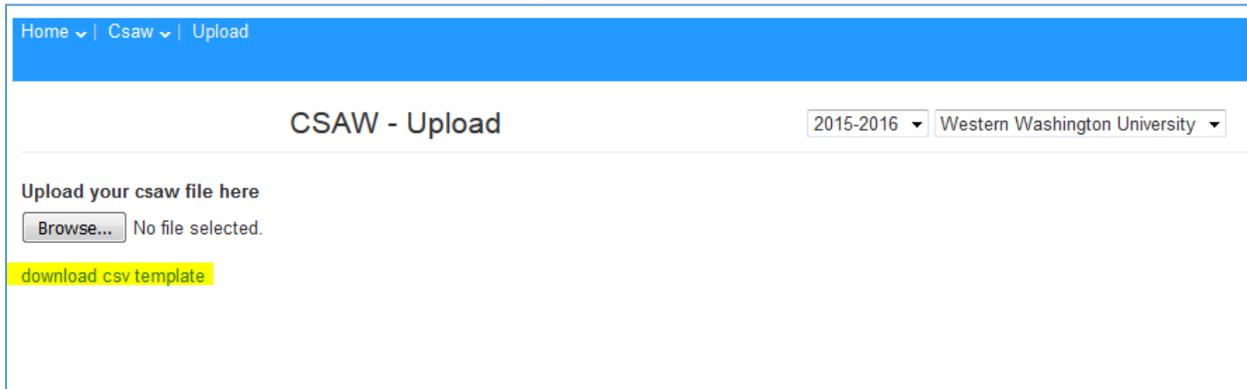
The screenshot shows the home page of the WSAC Portal with the following content:

- Navigation bar: Home | Csaw
- Menu: Upload | Edits | Request Funds | Interim Report | Students | Account Status
- Header: Welcome to the **College Bound/SNG** and Passport, too! **Award Warehouse!**
- Section: To get started:
  1. Upload
  2. Address Edits
  3. Request Funds/Submit Interim Report
- Section: Other useful tools:
  - Summary of account status: SNG CBS PTC
  - Search for students
  - Submit a receivable transmittal

### Step 3 – Fix any File Format Errors

Note that each upload attempt represents a fresh start. This means that each upload must contain ALL enrollment data for the current academic year. **State Need Grant, College Bound and Passport will always be in one file.**

If you only want to pay Passport students (and not include College Bound or State Need Grant), see SECTION TWO below.



Home | Csaw | Upload

CSAW - Upload 2015-2016 Western Washington University

Upload your csaw file here

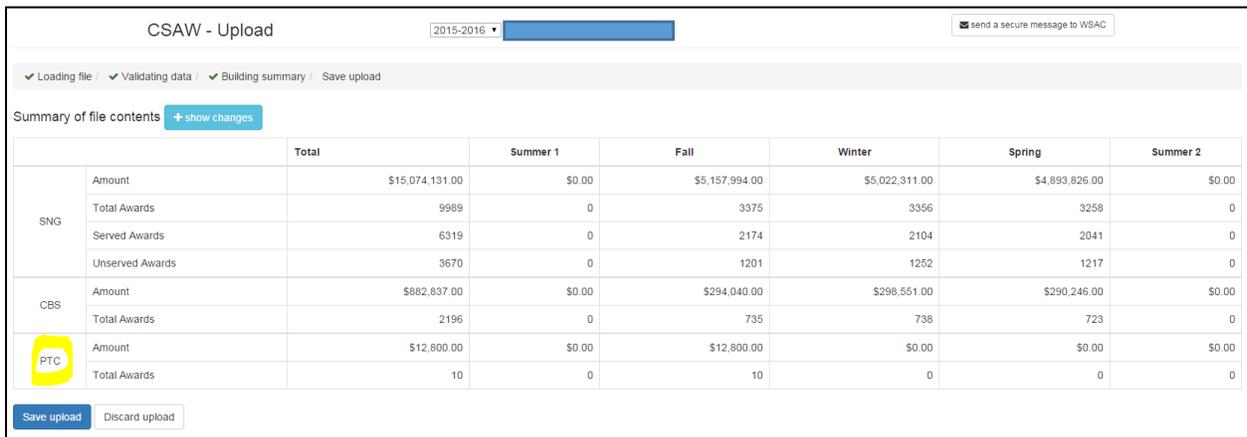
Browse... No file selected.

[download csv template](#)

Click “download csv template” link to view A CSV template of the file format.

Click Browse to upload your saved CSAW file. Remember to include all records for your State Need Grant, College Bound, and Passport students.

After uploading is complete, you will see the summary below:



CSAW - Upload 2015-2016

send a secure message to WSAC

Loading file / Validating data / Building summary / Save upload

Summary of file contents + show changes

	Total	Summer 1	Fall	Winter	Spring	Summer 2	
SNG	Amount	\$15,074,131.00	\$0.00	\$5,157,994.00	\$5,022,311.00	\$4,893,826.00	\$0.00
	Total Awards	9989	0	3375	3356	3258	0
	Served Awards	6319	0	2174	2104	2041	0
	Unserved Awards	3670	0	1201	1252	1217	0
CBS	Amount	\$882,837.00	\$0.00	\$294,040.00	\$298,551.00	\$290,246.00	\$0.00
	Total Awards	2196	0	735	738	723	0
PTC	Amount	\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$0.00	\$0.00
	Total Awards	10	0	10	0	0	0

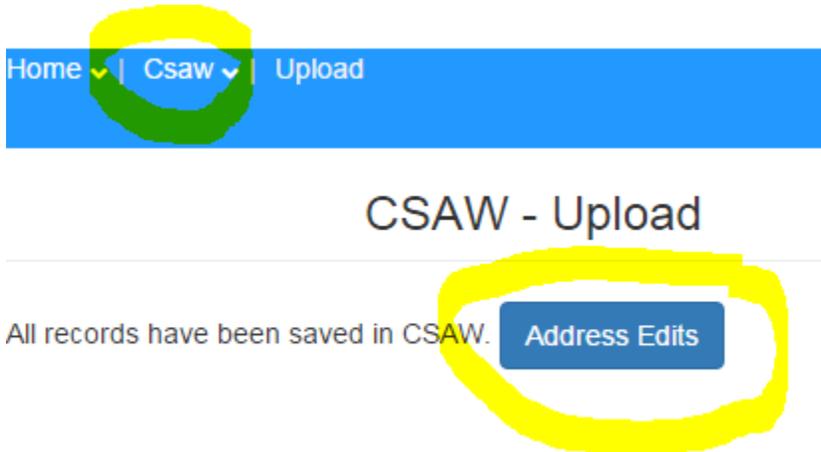
Save upload Discard upload

If the information looks correct, click on “Save upload”.

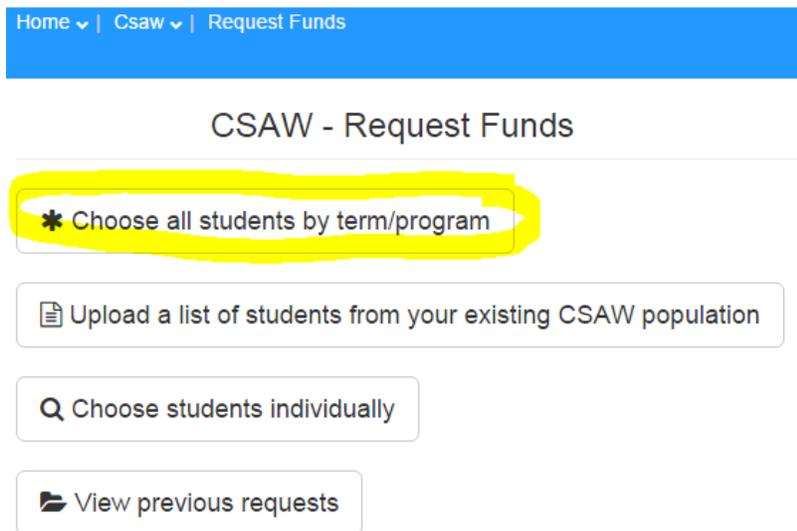
If it does not look correct, click “Discard upload” and upload a new file.

#### Step 4 – Address Edits

Once your records have been uploaded, you will have an opportunity to address your edits. If you do not want to address the edits immediately, you may skip to **“Request Funds”** under the CSAW drop down box.



#### Step 5 – Review Students and Submit for Reimbursement



Select the TERM to be paid under the PTC heading.

All Terms/Programs	Remaining Allocation: \$4,538,060.00 SNG			CBS			PTC		
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits
<input type="checkbox"/> Fall	<input type="radio"/>	\$0.00	-\$67,565.00 ▲ 9 Edits	<input type="radio"/>	\$0.00	\$1,521.00 ▲ 4 Edits	<input type="checkbox"/>	\$0.00	-\$4,500.00 ▲ 7 Edits
<input checked="" type="checkbox"/> Winter	<input type="radio"/>	\$0.00	-\$50,798.00 ▲ 8 Edits	<input type="radio"/>	\$0.00	\$3,501.00 ▲ 8 Edits	<input checked="" type="checkbox"/>	\$1,500.00	\$1,500.00
<input checked="" type="checkbox"/> Spring	<input type="radio"/>	\$0.00	\$4,789,482.00 ▲ 42 Edits	<input type="radio"/>	\$0.00	\$283,232.00 ▲ 24 Edits	<input checked="" type="checkbox"/>	\$1,500.00	\$1,500.00
<b>Total</b>		\$0.00			\$0.00			\$3,000.00	

— Winter

Name	SSN	Enrollment	SNG	CBS	PTC
[Redacted]	[Redacted]	Full time	\$0.00		<input checked="" type="checkbox"/> \$1,500.00

— Spring

Name	SSN	Enrollment	SNG	CBS	PTC
[Redacted]	[Redacted]	Full time	\$2,508.00		<input checked="" type="checkbox"/> \$1,500.00

Verify student award amounts to be paid. Once verified, click on “I Agree, Request Funds”

**I Agree, Request Funds**

You will receive a notice from CSAW verifying successful processing of your payment request. The Portal will automatically take you to a Request Funds summary page, displaying all of the funds that you have requested.

## Search and Pay ONLY Passport Students

**Step 1** – If you prefer to pay ONLY Passport students, click on the **CSAW** drop down box in the blue toolbar and select **“Students”**. Fill out the appropriate fields, remembering to select PTC under the program field. Make sure you check a student’s Passport eligibility prior to entering their award in CSAW.

Click Search

### Student Search

Search SSN/SID Search

Year 2015-2016 change year

SSN/SID **Last** **First** david

**Program** PTC **Term** any term **Served status** any served status

Q search add a student

Showing 1-1 of 1 results

Year	Institution	Student last first ssn / sid	Awards					
			S1	F	W	S	S2	
2015-2016			SNG	\$3,623.00	\$3,448.00	\$3,448.00	\$3,448.00	
			PTC	\$1,500.00	\$1,500.00			

**Step 2** – After the screen populates with the student’s information, click on the student’s name. This will direct you to the student award detail page.

Click on the pencil icon to edit/add the student’s award.

Student detail - [redacted]

In SNG Archive **2,000 SNG QER** Eligible for CBS **12,000 CBS QER** Eligible for PTC **4,000 PTC QER**

Add new year **2015-2016** **SNG CBS PTC**

Year	Enrollment	Calendar	Award	Paid	Max Award	DCA	Receivable	History
2015-2016	Full time	Quarter	SNG	\$3,448.00		\$0.00	\$0.00	+ add receivable <b>i</b>
			CBS		\$3,870.00	n/a	+ add receivable	
			PTC		\$1,500.00	n/a	+ add receivable	

2014-2015 **SNG CBS PTC**

Year	Enrollment	Calendar	Award	Paid	Max Award	DCA	Receivable	History
2014-2015	Full time	Quarter	SNG	\$3,622.00		\$0.00	\$0.00	+ add receivable <b>i</b>
			CBS		\$3,623.00	n/a	+ add receivable	
			PTC		\$1,500.00	n/a	+ add receivable	

**Step 3** – Once you click on the pencil icon, the pop-up window below will be displayed. Enter the student’s award and click **“Update Student.”**

Update Student for  
 2015-2016 ▾ [Redacted]

SSN ⓘ \* [Redacted] SID [Redacted]

Last \* [Redacted] First [Redacted] MI [Redacted]

Income Info ⓘ

Family Size [Redacted] # in College [Redacted] Family Income [Redacted]

Awards

	Enrollment	Term Type	SNG ⓘ			CBS ⓘ	PTC
			Served	Award Amount	DCA		
Summer 1	Full ti ▾	Qua ▾	Sen ▾	3623	0		1500
Fall	Full ti ▾	Qua ▾	Sen ▾	3448	0		1500
Winter	Full ti ▾	Qua ▾	Sen ▾	3448	0		0
Spring	Full ti ▾	Qua ▾	Sen ▾	3448	0		1500
Summer 2	▾						

cancel update student

**Step 4** – After entering the student award, go back into **CSAW** and select **“Request Funds”** from the drop down box. For the payment process, refer back to **Step 7** in Section One.

**Edits** - There are three types of edits:

- (1) **Informational** – Lists of students, by category. Nothing specific must be done to these records, but review the lists to identify potential eligibility issues. For example, if a student is nearing their QER.
- (2) **Overrideable** – Correct the data for each overrideable edit. If you cannot address the edit by correcting data, but the student is eligible, enter an override reason.
- (3) **Non-Overrideable** – You must correct the data or delete the award or the student from the system. For example, the student is not eligible for Passport.

The type of edit is listed after the edit name.

If you have questions regarding Passport payments, please contact Dawn Cypriano-McAferly at [dawnc@wsac.wa.gov](mailto:dawnc@wsac.wa.gov).



## Appendix B – Passport Conditions



### PASSPORT CONDITIONS

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

#### **Award**

- The current maximum amount of a Passport award is \$4,500 per academic year and 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 cover a small portion of your college costs, which can be met through other scholarships, work study, or loans if needed.
- You must enroll at 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, an organization that is available to provide you with resources such as tutoring, mentoring, or emergency assistance should you decide that you need these services.

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

I have read and understand the Passport Conditions.

\_\_\_\_\_  
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 C – Institutional Agreement to Participate in the Washington State-Funded Financial Aid Programs Passport to College Promise for Foster Youth Addendum**

This contract is made and entered into by and between the state of Washington, Washington Student Achievement Council, PO Box 43430, Olympia, WA 98504-3430, hereafter referred to as “WSAC” or “AGENCY”, and the below named firm, hereinafter referred to as “CONTRACTOR” or “INSTITUTION”.

**Institution Name**

**Street Address**

**City, State Zip**

**Phone:**

**Fax:**

**Email:**

**Federal TIN:**

**WA State UBI Number:**

### **I. Purpose**

The purpose of this Agreement is to outline the responsibilities of the WSAC and the INSTITUTION in implementing the Passport to College Scholarship Program’s Institutional Incentive Grant program for supporting Passport to College eligible students. This work will be conducted through the INSTITUTION’s Viable Plan pursuant to RCW 28B.117 and WAC 250-83-060.

### **II. 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. The plan is created by the INSTITUTION, but should follow the outline included in Appendix A and will be submitted to WSAC for review and approval. Although not required, the INSTITUTION is highly encouraged to review the Viable Plan annually to make modifications to their plan as needed to most effectively serve Passport eligible students.

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 state, tribal, or federal foster care in Washington state. The question may be used for the purpose of delivering support services and awarding financial aid and will be shared with the INSTITUTION's Passport Designated Support Staff (DSS). Additionally, campuses are encouraged to develop other identification strategies so that all eligible students on campus are engaged. It may not be used in consideration for admission to the INSTITUTION.

c) **Collecting Student Consents:**

1. Student eligibility – If the INSTITUTION has identified a former foster youth who is not in the Passport Eligibility Checker in the WSAC Portal, it should provide a Consent Form to the student and forward it to the AGENCY for the purpose of determining program eligibility.
2. Support services – After a student has been determined eligible for Passport, they will receive a Conditions of Award form from the AGENCY. By signing the form, they agree to outreach and support services. INSTITUTIONS may collect the Conditions of Award form and post student Release of Information to the WSAC Portal. A copy of the Conditions of Award form 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 and independent status for the purpose of financial aid packaging and support services.

e) **Leadership Commitment:** 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 and take responsibility for the program's success.

INSTITUTIONS may also identify an additional person in a leadership role who oversees the operations of the program and assists the Passport Designated Support Staff to remove barriers for successful program implementation.

Leader Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- 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. See Appendix B for a Designated Support Staff Job Description example. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students.

The person listed as the designated support staff is:

Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

In the event that the Passport designated support staff changes, the INSTITUTION will notify the AGENCY of any designated support staff changes within 30 days.

**Designated Financial Aid Staff.** Designate a financial aid staff member who can guide and support Passport students through the financial aid process. See Appendix C for a Passport Financial Aid Job Description example.

The person listed as the financial aid support staff is:

Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- g) **Connect with Social Services and Independent Living Providers.** Work with Supplemental Education and Transition Plan (SETuP) program staff, Department of Children Youth and Families and its contracted Independent Living 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. Ensure appropriate releases of information are in place in order to most efficiently serve students.
- 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.** The INSTITUTION's request for scholarship payment signifies satisfactory academic progress has been verified and the student is eligible for the ensuing term. By July 30 of each academic year, the INSTITUTION will submit a report to the AGENCY on the use of the incentive grant funds. Incentive funds should be used to help remove barriers for Passport eligible students. WSAC encourages INSTITUTIONS to use Institutional Incentive funds in the academic year it is received, however, if not all funds are used, the INSTITUTION must provide a plan for future incentive grant use. Incentive funds received must be spent by the end of 2019-2020 academic year (OR expended within two years of receipt).
- j) **Education and Training.** To the extent practical, ensure the INSTITUTION's leadership, financial aid staff and designated support staff 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 Department of Children Youth and Families 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 Department of Children Youth and Families and INSTITUTION eligibility processing.
- c) **Reports.** WSAC will collect student level data from INSTITUTIONS and compose program reports.
- d) **Verification of Eligibility.** Student eligibility will be verified with Department of Children Youth and Families. The AGENCY 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.** The AGENCY will disburse Passport Scholarships through the WSAC Portal. Student quarters of eligibility remaining (QER) for Passport will be tracked. The AGENCY will review systems annually to ensure that ineligible "aged out" Passport students are reported accurately in the portal for institutions to review. Repayment will be coordinated for those students who receive Passport funds and then become ineligible for funding.
- f) **Training.** The AGENCY will provide 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 AGENCY 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.

### **III. Consideration**

#### **Incentive Grant Payments to Institution**

Incentive grants are provided to the INSTITUTION for the recruitment and retention of eligible students. 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 AGENCY based on program appropriations.

Incentive grant disbursements will be made each term after the INSTITUTION verifies the student's enrollment by requesting the student's Passport scholarship payment. The AGENCY will disburse incentive grant funds for each student who successfully enrolled in and completed the term.

### **IV. Term**

This addendum becomes effective on the date executed by the WSAC and will expire on June 30, 2020, or sooner if terminated by one or both parties in writing.

### **V. Reporting**

The INSTITUTION shall produce the following written reports or other written documents (deliverables) on the report template provided by WSAC by the dates indicated below:

July 31, 2019 (for effective date of contract through June 30, 2019)

### **VI. 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.

**VII. 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**

**Washington Student Achievement Council**

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Director of Student Financial Assistance

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Appendix D – State of Washington Conditions of Award**

### **Forms Used to Provide Required Notification to Students**

Prior to the first annual disbursement of state financial aid, institutions must inform students of the conditions associated with their state financial aid award(s) by providing them with the Washington State Aid – Conditions of Award below.

Conditions of Award statements must be provided to students on paper or electronically. Emailed Conditions of Award statements must display the Conditions language, in its entirety, in the body of the email, unless the institution requires students to certify their acceptance by filing a signed form or otherwise verifying receipt of the Conditions language. Institutions must maintain documentation that the state Conditions of Award were provided to awarded students.

WSAC values institutional flexibility in best meeting our shared student disclosure obligations. Institutions may propose alternative Conditions of Award language varying from the statement below during the annual participation renewal process. Alternative Conditions language must still convey the points included in the statement below and will be evaluated for approval accordingly. Institutions may incorporate state Conditions of Award language into more comprehensive conditions statements that cover other forms of financial aid, subject to WSAC approval during renewal.

## **Conditions of Award Statement**

### **Applies to Students at All Institutions Each Year**

#### Washington State Aid – Conditions of Award

The State of Washington is offering you financial assistance to help support your educational expenses. Please visit [www.opportunitypathways.wa.gov](http://www.opportunitypathways.wa.gov) to receive more information about financial aid, scholarships, work study, and student loans.

By accepting state financial aid, you agree to the conditions listed below. If you have questions or find that you cannot comply with these conditions, please contact your institution's financial aid office.

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any federal or state grant or scholarship nor are you in default on a state or federal student loan.
3. You must be enrolled in an eligible program and not be pursuing a degree in theology.
4. If you hold a bachelor's degree or the foreign equivalent, or in some circumstances if you are pursuing a second associate degree within five years of earning an associate degree, you are not eligible to receive state grant funds.
5. If you do not attend or if you withdraw from your classes, you may owe a repayment of all or part of any state funds you have received.
6. You must maintain the academic progress standards established by your institution in order to receive additional state aid.
7. There could be other circumstances that would require a repayment or reduction in your current award amounts.
8. You must meet all eligibility requirements for the state aid program(s) awarded.
9. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council (WSAC) and the institution through which the grant, scholarship, or work study is awarded, reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program(s).

You may choose to voluntarily make financial contributions to WSAC in recognition of the assistance that you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact [finaid@wsac.wa.gov](mailto:finaid@wsac.wa.gov) for more information.

## **Appendix E – Student Directive for Students at Private Institutions**

### **Required Directive Form for Students at Private Institutions**

Private institutions must use WSAC’s Student Directive Form which follows to record a student’s decision on where to apply their state financial aid payment(s) each term.

The student’s financial aid payment can be deposited directly into a student’s account or disbursed in the form of a check based on their choice on the directive. In addition, institutions:

- ◆ Must not coerce or influence the student’s choice on where to apply their financial aid payment.
- ◆ Will keep the directive in effect for the duration of the student’s continuous enrollment at the institution, excluding approved leaves of absence and summer terms. A new directive is required if the student is not continuously enrolled.
- ◆ Must allow students to change their minds at any time, prior to disbursement, and follow their current directives at all times.
- ◆ Must remind students once a year that their current directive is still in place and that they may change it.

The student must sign and date the directive. The signature can be either a wet or electronic signature. For electronic signatures, the institution must have assurances that only the student can access his/her signature page, likely through a portal that is name and password protected.

**State of Washington  
Student Achievement Council**

STUDENT DIRECTIVE FOR DISBURSEMENT OF STATE AID

Return this form to the **NAME of Institution** Financial Aid Office as soon as possible.

Student Name (please print): \_\_\_\_\_ ID#: \_\_\_\_\_

You have been awarded financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your student account or to be given to you in the form of a check. A state grant or scholarship recipient has the following two choices:

- Choosing to have the funds deposited to your student account permits the aid to be automatically credited toward expenses you may owe to the institution. This option allows faster processing of any refunds of financial aid proceeds that may be due you.
- Choosing to have state financial aid funds given directly to you means that state student aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the institution.

Please choose one of these options:

\_\_\_\_\_ I choose to have state aid funds applied directly to my student account and automatically credited toward expenses I owe **NAME of Institution**.

OR

\_\_\_\_\_ I wish to have state aid funds given directly to me (not credited to my student account). I understand that I am responsible for all outstanding balances on my student account at **NAME of Institution**.

Your choice will stay in effect as long as you are enrolled at this institution. However, you may change your directive for a future term by informing your Financial Aid Office in writing.

---

Student Signatur

Date

Make sure you check one of the options above and return this form to:

NAME of Institution

Address

Address

Address

## Appendix F – RCW Sections

### Chapter 28B.117 RCW

#### Passport to College Promise Program

[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.

## Appendix G – WAC Sections

### [Title 250-83 WAC](#)

#### **Passport to College Promise Program**

- [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.