WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

PASSPORT TO CAREERS

ADMINISTRATIVE GUIDANCE FOR COLLEGE CAMPUSES

FOR THE PASSPORT TO COLLEGE PROMISE SCHOLARSHIP
AND ELIGIBLE CAMPUS-BASED APPRENTICESHIP
OPPORTUNITY PROGRAM PATHWAYS

2020-21

EFFECTIVE JULY 1, 2020

REVISED OCT. 2020

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Program Manual 2020-21

Administrative Guidance for the Passport to College Promise Program Scholarship and Eligible Campus-Based Apprenticeship Opportunity Program Pathways

TIPS FOR USING THIS MANUAL

Search

- To search the manual press "Ctrl+F" on your keyboard, then type in the word, topic, or section number (ex 1.4). You will be directed to all occurrences located within the manual.
- This is a printable PDF document, but using it as an electronic document makes it more interactive because there are hyperlinks to many web resources.
- Chapter headings in the Table of Contents are hyperlinked to the corresponding section in the body of the manual.

Location and Updates

- This manual is posted online. To navigate through the WSAC site: click on the administration tab at the top of the home page, then find the Financial Aid Administration column and click on the FAA Resources link. Links to the Portal and Unit Record Report are also found here.
- This manual is produced annually, with updates posted online during the academic year. Note: The entire manual will be reposted if updated. If you are using a printed version, please check the cover for the "last updated" date. You should also receive an email with a description of what has been updated. A list of all updates can be found on the following page.
- Chapter 8, Section 3 *Examples of Program Forms* will link to current electronic versions of the forms. Please use linked documents, not examples found in this document.
- The Workforce Education Investment Act (HB 2158) replaced the State Need Grant with the Washington College Grant. This manual uses the new name in combination with State Need Grant, for example: "the Washington College Grant (previously the State Need Grant)," or "WCG (previously SNG)."

Information for Applicants, Participants, and Community Members

- The Passport to Careers Guide website (www.wsac.wa.gov/passport/guide) has program information written for participants and community members. Please refer applicants to this website.
- There are many additional web resources included on this website that both applicants and financial aid staff may find useful.

Program Manual Revisions *(Information will be added each time there is an update)*

Date	***Chapter/Section***	***Topic/Reason***
October 5, 2020	***3.1 Award Amounts; 3.8 Packaging; 6.4 Student Support Fund Use***	***Updated award amounts***
October 5, 2020	***6.3 Student Support Funds Disbursements***	***Updated support fund request processes***
October 5, 2020	***Student Support Funds Repayment Policy***	***Updated amounts and request process***

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CHAPTER 1 – GENERAL PROGRAM INFORMATION

1.1 History and Expansion

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

In 2018, the Legislature expanded the program (RCW 28B.117) to help more Washington students, who have been in various types of foster care or experienced unaccompanied homelessness, to prepare for careers.

The expanded program is now called the Passport to Careers program, with two programmatic pathways:

- **College Promise Scholarship Pathway** — provides college promise scholarships for degrees and certificates, as well as campus-based registered apprenticeships and recognized pre-apprenticeships that are eligible for state financial aid. Support services are also available.
- **Apprenticeship Opportunity Program Pathway** — provides funding and support services for registered apprenticeships and recognized pre-apprenticeship programs that are not associated with a campus, or are on a campus but are not eligible for state financial aid.

1.2 Program Intent

The purpose of Passport to Careers is to:

- Encourage current and former foster care youth and unaccompanied homeless youth to prepare for, enroll in, and successfully complete higher education or a registered apprenticeship or pre-apprenticeship program.
- Improve the high school graduation outcomes of former foster youth and unaccompanied youth experiencing homelessness through coordinated P-20 and child welfare outreach, intervention, and planning.
- Improve postsecondary outcomes by providing current and former foster 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.

The primary benefits of the program are:

- Financial assistance beyond other state, federal, private, and institutional funds for which they are eligible, in order to help them succeed in higher education, a registered apprenticeship program, or a recognized pre-apprenticeship program.
- Passport Student Support funding to postsecondary institutions that designate campus support staff and take other steps to recruit and retain eligible former foster youth and unaccompanied homeless youth.

Washington Student Achievement Council (WSAC) manages the Passport to Careers program. Additional student eligibility verification, intervention, and retention services are provided in agreements and contracts with:

- State social service agencies and tribal social services offices to determine student eligibility.
- College Success Foundation for support services that will be determined by fall 2020. An update to this manual will include these services.
- ANEW for the Apprenticeship Opportunities Program administration of funding and support services for registered apprenticeships and recognized pre-apprenticeship programs that are not associated with a campus, or are on a campus but are not eligible for state financial aid.
- Various social service agencies for the Supplemental Education and Transition Program (SETuP) to provide support to students in foster care from ages 13 through 21 and to unaccompanied homeless youth. SETuP providers can serve these students who are participating in the Passport to Careers program for one year after high school graduation.

1.3 Passport to Careers – College Promise Scholarship Pathway

- Funds students in eligible campus-based degree, certificate, registered apprenticeship, and recognized pre-apprenticeship programs that are eligible for state financial aid.
- The campus (institution of higher education) must have a current participation agreement with WSAC.
- Provide eligible students enrolled in a qualifying program a scholarship that helps with the cost of earning a college certificate or degree (tuition, fees, books, housing, transportation, and some personal expenses), support services from college staff, and priority consideration Washington State Work Study program.
- This pathway is a comprehensive program providing support to students from high school through higher education completion.

1.3.1 Quick Look Chart - College Promise Scholarship Pathway

Quick Look Chart – Passport to College Promise Scholarship Pathway *Administrative guidance for certificate programs, degree programs, apprenticeships and pre-apprenticeships that are campus-based and eligible for state financial aid.*			
Former Foster Youth		**Unaccompanied Homeless Youth**	
Age in foster care	Former foster youth must have been in care on or after age 13.	***Age when experiencing unaccompanied homelessness***	An unaccompanied youth must be verified as experiencing homelessness on or after July 1 of the prior academic year, before age 21.
How the youth's eligibility is determined	Former Foster Youth are identified in the WSAC Portal for financial aid offices. State foster programs, including dependents under the Interstate Compact on the Placement of Children (ICPC), administered by DCYF with eligibility shared via a data-sharing agreement. Federal Unaccompanied Refugee Minors Program administered by DSHS with eligibility shared via a data-sharing agreement. Tribal Foster Care System is determined by campus staff or one of the 29 federally recognized tribes in Washington State who then notify WSAC staff for entry into the WSAC portal for financial aid offices. Verification may be provided by submitting a Tribal Verification Form, copy of the tribal court document, a letter from the participant's school counselor, foster parent, or tribal representative.	***How the youth's eligibility is determined***	Unaccompanied Homeless Youth are identified on the FAFSA or WASFA or by self-identification. Financial Aid Administrator follows FAFSA procedures and overrides dependency status to "Independent." FAA then notifies WSAC of the student's Passport eligibility through the WSAC Portal. If FAA cannot make a dependency determination using their standard process for students indicating Unaccompanied Homeless Youth on the FAFSA or WASFA, the participant will provide information on the "Passport to Careers Student Housing Questionnaire" to WSAC.

Quick Look Chart – Passport to College Promise Scholarship Pathway *Administrative guidance for certificate programs, degree programs, apprenticeships and pre-apprenticeships that are campus-based and eligible for state financial aid.*	
Residency requirements	In general, the applicant must have resided in Washington State for other than educational purposes for one year prior to attending college, graduated from a Washington high school, or earned a GED in Washington. If unable to establish residency because of homelessness or placement in out-of-state foster care under the interstate compact for the placement of children, refer the applicant to WSAC for verification. Specific information regarding tuition residency requirements can be found on WSAC's website. For detailed definitions go to RCW 28B.15.012(2).
Enrollment status	The student must be enrolled at least half time in an educational program that does one of the following: a. Leads to a baccalaureate, associate, or undergraduate professional degree. b. 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. c. The program must be approved for Washington state financial aid and have a current participation agreement with WSAC. Note: If the apprenticeship or pre-apprenticeship program on campus is not eligible for the Passport to College Scholarship program, refer the student to ANEW, the WSAC contractor for the Apprenticeship Opportunities Pathway.
	Students must enroll 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 through age 26, whichever occurs first. If a student turns 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.
SAP	Student is making satisfactory academic progress toward the completion of a degree, certificate program, registered apprenticeship, or recognized pre-apprenticeship, if receiving supplemental scholarship assistance.
Degree criteria	Student has not earned a bachelor's or professional degree, and is not pursuing a degree in theology.
Fund disbursement to participant	• Postsecondary institution must be eligible to participate in state financial aid programs. • Program must be a registered apprenticeship or recognized pre-apprenticeship. • Eligibility determined by Financial Aid Administrator by FAFSA/WASFA application, WSAC Consent Form, or Institution Common Application. • Participant may not receive concurrent funding from the Passport to College Promise Scholarship and the Apprenticeship Opportunities pathways. • Funds are disbursed to participant from the financial aid office by requesting funds via WSAC portal process.
Support services for participant	• Optional Campus Viable Plan with Designated Support Staff. • College Success Foundation for contracted support services (TBD). • SETuP Providers who can assist participants for one year after high school graduation. • WSAC Passport staff, campus financial aid staff.

1.4 Passport to Careers - Apprenticeship Opportunities Pathway

This pathway has two options for providing access to registered apprenticeships and recognized pre-apprenticeships. Both will help with costs for eligible apprenticeship or pre-apprenticeship programs, which may include tuition for classes, fees, work clothes, rain gear, boots, and occupation-related tools. Participants will also receive support services.

- **Option 1:** If participants are enrolled in an eligible certificate or degree apprenticeship or pre-apprenticeship program at a community or technical college that participates in state financial aid, they will receive Passport to Careers funds from the campus financial aid office and support services from campus staff or Passport to Careers designated support staff on participating campuses.

  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:

  - Leads to a baccalaureate, associate, or undergraduate professional degree.
  - 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.

- **Option 2:** This pathway is administered by the WSAC contractor, ANEW, which will administer funding and services for participants in an apprenticeship or pre-apprenticeship that is offered by a trade or community organization, or that is campus-based but not eligible for state financial aid.

1.4.1 Quick Look Chart – Apprenticeship Options

Apprenticeship Options	Option 1	Option 2
What is the participant's plan for enrolling in an eligible apprenticeship or pre-apprenticeship program, and which pathway will provide support?	Community or technical college certificate or degree program that is eligible for funding from the Passport to College Promise Scholarship pathway and other state aid programs.	Community or technical college program that is not eligible for state financial aid, or a trade or community organization apprenticeship program that does not have a community or technical college affiliation.
Which pathway will provide services and funding to the student?	Passport to College Promise Scholarship pathway.	Passport to Apprenticeship Opportunities pathway.
Who will determine if the program is eligible for the Passport to Careers Funding?	Campus financial aid staff.	ANEW (WSAC contractor).
Who will determine the student's financial need?	Campus financial aid staff, after the participant completes the FAFSA or WASFA.	ANEW (WSAC contractor).
Will the participant receive wages from their apprenticeship site? (This does not include pre-apprenticeship programs.)	Yes.	Yes.
What expenses may be covered?	Funding may include but is not limited to tuition, fees, room, board, books, personal expenses, transportation, and required apprenticeship supplies.	Funding may include but is not limited to occupational-specific costs, tuition for classes, fees, work clothes, rain gear, boots, and tools.
Does the program offer dollars to support participants on campus (Student Support Funds)?	Passport Student Support Funds (formerly referred to as Incentive grants) may be used for eligible purposes if the postsecondary institution has a viable Passport Student Support plan.	To be determined after policy review.
Who can help?	WSAC Passport staff and campus financial aid office and Designated Support Staff.	ANEW (WSAC contractor), SETuP providers during first year after high school.

1.4.2 Quick Look Chart – ANEW Apprenticeship Opportunity Pathway

Quick Look Chart – ANEW Apprenticeship Opportunity Pathway *Administrative guidance for registered apprenticeships and recognized pre-apprenticeships that are not offered on a campus or not eligible for state financial aid.*			
Former Foster Youth		**Unaccompanied Homeless Youth**	
Age in foster care	Former foster must have been in care on or after age 13.	***Age when experiencing unaccompanied homelessness.***	An unaccompanied youth must be verified as experiencing homelessness on or after July 1 of the prior academic year, before age 21.
How the youth's eligibility is determined	Former foster youth are Identified in the WSAC Portal for Financial Aid Offices. State foster programs, including dependents under the Interstate Compact on the Placement of Children (ICPC), administered by DCYF with eligibility shared via a data-sharing agreement. Federal Unaccompanied Refugee Minors Program administered by DSHS with eligibility shared via a data-sharing agreement. Tribal foster care system is determined by campus staff or one of the 29 federally recognized tribes in Washington State who then notify WSAC staff for entry into the WSAC portal for financial aid offices. Verification may be provided by Submitting a Tribal Verification Form, providing a copy of the tribal court document, a letter from the participant's school counselor, foster parent, or tribal representative.	***How the youth's eligibility is determined***	Unaccompanied homeless youth are identified on the FAFSA or WASFA or by self-identification. Financial Aid Administrator follows FAFSA procedures and overrides dependency status to "Independent." FAA then notifies WSAC of the student's Passport eligibility through the WSAC Portal If FAA cannot make a dependency determination using their standard process for students indicating Unaccompanied Homeless Youth on the FAFSA or WASFA, the participant will provide information on the "Passport to Careers Student Housing Questionnaire" to WSAC. If the participant is not enrolling in a campus-based and state financial aid-eligible program, their unaccompanied homeless youth status will be determined by the WSAC contractor, ANEW. ANEW will provide a method such as the "Passport to Careers Student Housing Questionnaire" form, to be completed by the participant.

Quick Look Chart – ANEW Apprenticeship Opportunity Pathway *Administrative guidance for registered apprenticeships and recognized pre-apprenticeships that are not offered on a campus or not eligible for state financial aid.*	
Residency requirements	In general, the applicant must have resided in Washington State for other than educational purposes for one year prior to attending college, graduated from a Washington high school, or earned a GED in Washington. If unable to establish residency because of homelessness or placement in out-of-state foster care under the interstate compact for the placement of children, refer the applicant to WSAC for verification. Specific information regarding tuition residency requirements can be found on WSAC's website. For detailed definitions go to RCW 28B.15.012(2).
Fund disbursement to participant	Program must be sponsored by an off-campus trade or community organization, or be administered on a campus but not eligible for state financial aid.
	Program must be a registered apprenticeship or recognized pre-apprenticeship.
	WSAC's designated contractor, ANEW, will determine financial need eligibility using a WSAC-approved calculation based on each participant's provided information.
	ANEW will disburse financial aid to participants from program funds included in their WSAC contract.
	Funding may include but is not limited to occupational-specific costs, tuition for classes, fees, work clothes, rain gear, boots, and tools.
	Participants may not receive concurrent funding from the Passport to College Promise Scholarship and the Apprenticeship Opportunities programs.
Support services for participant	Provided by WSAC designated contractor ANEW.
	SETuP Providers who can assist participants for one year after high school graduation.

1.5 Definitions and acronyms related to Passport to Careers

- **ANEW** - **ANEW** is the WSAC designee that has contracted to provide fund disbursement and services to the Apprenticeship Opportunity Pathway for a community or technical college program that is not eligible for state financial aid or a trade or community organization apprenticeship program that does not have a community or technical college affiliation
- **Apprentice** means a person enrolled in a state-approved, federally registered, or reciprocally recognized apprenticeship program.
- **Apprenticeship** means an apprenticeship training program approved or recognized by the state apprenticeship council or similar federal entity.
- **Campus** refers to an institution of higher education that has a participation agreement with WSAC.
- **Cost of Attendance** means the cost associated with attending a particular institution of higher education, 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.
- **Designated Support Staff (DSS)** is a knowledgeable "home base" person who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling/advising. The DSS will also be responsible for preparing campus personnel in these areas to assist referred Passport students. Note: Only campuses that elect to have a Passport Student Support Plan (formerly referred to as the "Viable Plan") are required to have a DSS. A list of participating campuses is available online.
- **Eligible Campus–Based 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.
- **FAFSA** is the acronym for the Free Application for Federal Student Aid. It is the application for federal student aid, such as federal grants, work study, and loans. In addition, many states and colleges use the FAFSA information to determine eligibility for state and school aid, and some private financial aid providers may use it to determine eligibility for their aid.
- **Federal foster care system** means the foster care program under the federal unaccompanied refugee minors program, Title 8 U.S.C. Sec. 1522 of the immigration and nationality act.
- **Financial need** means the difference between a student's cost of attendance and the student's total family contribution as determined by the FAFSA or WASFA.
- **Homeless** or **homelessness** means without a fixed, regular, and adequate nighttime residence as set forth in the federal McKinney-Vento homeless assistance act, 42 U.S.C. Sec. 11301 et seq.
- **Passport Student Support Funds** (formerly referred to as incentive grants) are provided to colleges that have developed a viable plan 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.

- **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 a baccalaureate degree, and accredited by the Northwest association of schools and colleges, and other institutions as may be developed that are approved by the student achievement council as meeting equivalent standards as those institutions accredited under this section.
- **Institution of higher education** means any postsecondary institution that has a participation agreement with WSAC.
- **Occupational-specific costs** means the costs associated with entering an apprenticeship or pre-apprenticeship, including but not limited to fees, tuition for classes, work clothes, rain gear, boots, and occupation-specific tools.
- **Office** means the office of the WSAC student financial assistance division.
- **Passport Student Support Plan** is a viable plan that documents campus strategies for supporting Passport students. The plan will be submitted to WSAC for approval, and should be reviewed and updated on an annual basis. The plan may include incentive grants funds to assist in supporting program participants.
- **Pre-apprenticeship** means an apprenticeship preparation program recognized by the state apprenticeship council and as defined in RCW 28C.18.162. View a list of recognized pre-apprenticeship programs.
- **Program** means the Passport to Careers program.
- **Supplemental Education Transition Planning Program (SETuP)** assists youth in successfully making the transition from high school to postsecondary enrollment, career, or service. SETuP may provide services to high school and first year college students. For more information view the 7.3 SETuP section of this manual.
- **State foster care system** means out-of-home care pursuant to a dependency, and includes the placement of dependents from other states who are placed in Washington pursuant to orders issued under the interstate compact on the placement of children (see RCW 26.34).
- **Tribal court** has the same meaning as defined in RCW 13.38.040: A court or body vested by an Indian tribe with jurisdiction over child custody proceedings, including but not limited to a federal court of Indian offenses, a court established and operated under the code or custom of an Indian tribe, or an administrative body of an Indian tribe vested with authority over child custody proceedings.
- **Tribal foster care system** means an out-of-home placement under a dependency order from a federally recognized tribal court.
- **Tribal representative** is a person who is authorized to verify a youth's tribal dependency. It can include, but is not limited to, a social worker, case manager, attorney, or court official.
- **Unaccompanied** means a youth or young adult experiencing homelessness while not in the physical custody of a parent or guardian.
- **WASFA** is the Washington Application for State Financial Aid for undocumented individuals who are not eligible to complete the FAFSA.
- **Washington College Grant (WCG)** was created by the Workforce Education Investment Act (HB 2158) to replace the State Need Grant. WSAC began using the new name in 2019-20.

1.6 Contact Information for WSAC and Partner Programs

Washington Student Achievement Council (WSAC) 917 Lakeridge Way SW / PO Box 43430, Olympia, WA 98504-3430			
Calvin Romaker, Program Coordinator	360-753-7793	calvinr@wsac.wa.gov	Contact for payment inquiries and general information.
Dawn Cypriano-McAferty, Assistant Director	360-753-7846 Fax: (360) 704-6246	dawnc@wsac.wa.gov	Contact for all program related policies and procedures, and participant eligibility questions.
Carla Idohl-Corwin, Senior Associate Director	360-753-7847	carlai@wsac.wa.gov	Contact if Dawn is not available.
Becky Thompson, Director of Student Financial Assistance	360-753-7840	beckyt@wsac.wa.gov	Contact for questions related to policy and general WSAC services.

Designated Support Staff on Participating Campuses		
Varies by Campus: View Directory	Staff at colleges who have a "Viable Plan" who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling/advising.	
ANEW	WSAC contractor that provides Apprenticeship Opportunities support for youth participating in a pre-apprenticeship or apprenticeship program that is not on a campus or not eligible for state aid.	
Emily Stochel, Apprenticeship and Outreach Specialist	425-786-6512	emily@anewaop.org
Karen Dove, Executive Director		karen@anewaop.org
Kerstin Torrescano, Compliance Manager	206-381-1384	kerstin@anewaop.org
College Success Foundation Foster Youth Services		
Juliette Schindler-Kelly, Director of Public Affairs and Strategic Partnerships		jskelly@collegesuccessfoundation.org
Essence Russ, Program Manager of Statewide Initiatives	425-213-5843	eruss@collegesuccessfoundation.org
Donna Quach, Program Officer	425-416-2020	dquach@collegesuccessfoundation.org
Education and Training Voucher (ETV) Program, Department of Children Youth and Families (DCYF)		
Kathy Ramsay, ETV Program Manager	360-902-7990	ramsaka@dshs.wa.gov
Victoria Ackerman, ETV Program Coordinator	360-902-8281	ackervm@dshs.wa.gov
Shanna McBride, Education Program Manager	360-902-8474	mcbrism@dshs.wa.gov
Peggy Lewis, Independent Living Skills Program Mngr.	360-902-8063	LewisP@dshs.wa.gov

Contact Information for WSAC and Partner Programs (continued)		
Indian Tribes That Are Federally Recognized in Washington State.		
https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes		
Indian Child Welfare Regional and Headquarters Contact Information		
https://www.dcyf.wa.gov/sites/default/files/pdf/icw_pmcontactlist.pdf		
Interstate Compact on the Placement of Children		
Maya Brown, Compact Administrator	360-902-7984	Maya.Brown@dcyf.wa.gov
SETuP: YouthNet – Mount Vernon		
Sara Rylaarsdam		srylaarsdam@youthnetnw.net
SETuP: YMCA – Seattle		
Julie Brown		jbrown@seattleymca.org
SETuP: Pierce County Alliance – Tacoma		
Samantha Garcia		garcias@p-c-a.org
SETuP: Community Youth Services – Olympia		
Veneza Tena		vtena@CommunityYouthServices.org
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CHAPTER 2 – ELIGIBILITY DETERMINATION

2.1 Eligibility Changes and Expansion Timeline

The expansion occurs over a three-year period. Beginning in 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 became eligible.

Beginning in July 2019, verified unaccompanied homeless youth, or young adults who have experienced homelessness, also became 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).

2.1.1 Quick Look Chart – Eligibility

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 Promise	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 Washington 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.	

2.2 Former Foster Youth Eligibility Criteria

Eligibility for the Passport program includes:

1. **Timeline:** If youth apply after July 1, 2019, they must have been in care after age 14. If they apply after July 1, 2020, they must have been in care after age 13.

2. **Definition of Foster Care:** 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).

3. **Residency:** Be a resident of Washington State. In general, the applicant must have resided in Washington State for other than educational purposes for one year prior to attending college, graduated from a Washington high school, or earned a GED in Washington.

   If unable to establish residency because of homelessness or placement in out-of-state foster care under the interstate compact for the placement of children, refer the applicant to WSAC who will provide verification. Specific information regarding tuition residency requirements is available on the WSAC website. For detailed definitions go to RCW 28B.15.012(2).

4. **Enrollment:** Enroll at least half-time in an eligible institution of higher education or a pre-apprenticeship or apprenticeship in Washington before their 22nd birthday.

5. **Eligible Degrees:** 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 either be enrolled in the Passport to Careers program through a data sharing agreement between WSAC and DCYF, or submit **one** of the following:

- Passport to Careers Consent Form
- Common Application for Foster Youth, available online at independence.wa.gov/

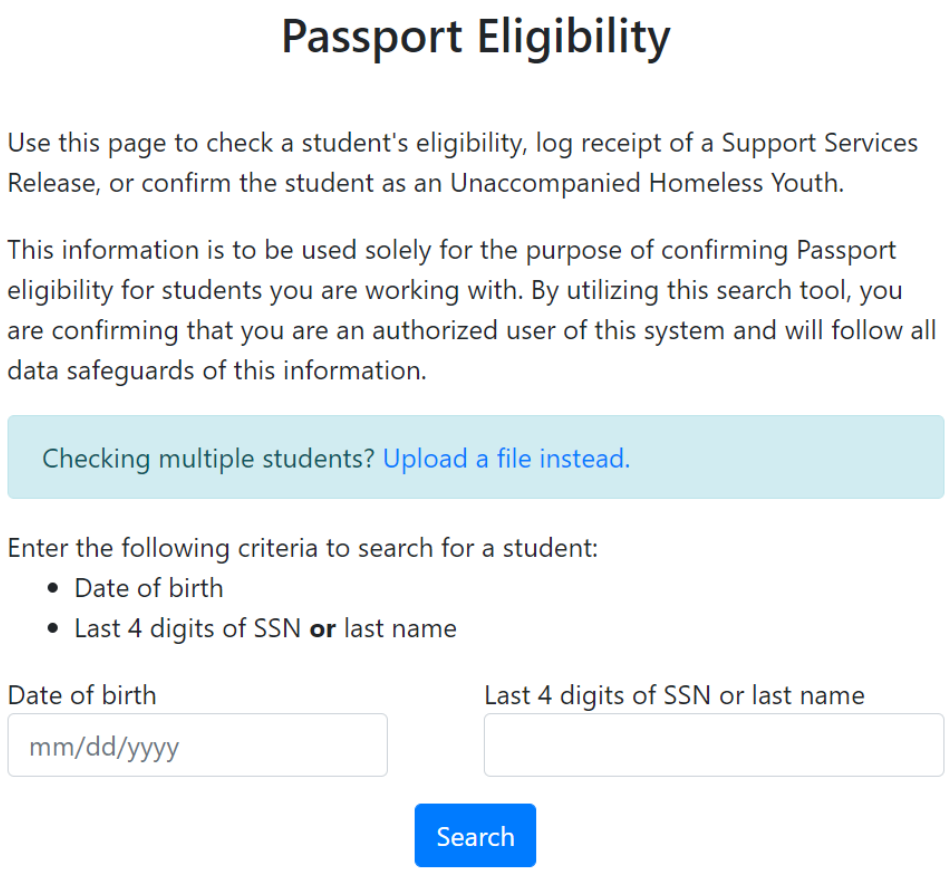
By submitting the form(s), students consent to the sharing of information between the Department of Children, Youth & Families (DCYF), Washington's federally recognized tribes, Washington Department of Social and Health Services (DSHS), ANEW, WSAC, SETuP providers, and participating institutions of higher education for the processing of financial aid and for support services on campus. Youth in the care and custody of DCYF will have their eligibility posted to the WSAC Portal through an automatic data exchange.

All Passport to Careers students must either complete a Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA). By completing the FAFSA or WASFA, the student agrees that the information provided may be verified by WSAC.

WSAC Passport to Careers program staff will send students an electronic letter via email notifying them of their Passport eligibility status.

2.3 Documentation of Foster Care Status for Financial Aid Purposes

A student's eligibility is determined by DCYF, DSHS, a federally recognized tribe, and the institution and documented on the WSAC Portal.



Screenshot from WSAC Portal

For instructions on accessing the Eligibility Checker, refer to page 50. 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 or unaccompanied homelessness.

The Portal information also can be used to determine priority funding for the State Work Study program. 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.

2.4 Unaccompanied Homeless Youth Eligibility Criteria

Beginning in the 2019-20 academic year, Passport to College expanded to serve unaccompanied homeless youth. The applicant must have been an unaccompanied homeless youth during the prior year.

1. **Timeline:** The Passport program law says that the youth must have experienced unaccompanied homelessness on or after July 1 in the year prior to their postsecondary enrollment or apprenticeship participation.

2. **Definition of an Unaccompanied Homeless Youth:** "Unaccompanied" means a youth or young adult experiencing homelessness while not in the physical custody of a parent or guardian and lacking a fixed, regular, and adequate nighttime residence.
3. **Determining Unaccompanied Homeless Youth Status:** For most cases, WSAC will rely on the financial aid office to determine Passport eligibility when the student has indicated their status on the FAFSA or WASFA. This does not deviate from past and current financial aid practices for determining a student's independent status for unaccompanied homeless youth. (The National Center for Homeless Education provides a tool for Financial Aid Administrators regarding making unaccompanied homeless youth determinations.)

   Institutions are authorized to make a one-time Passport eligibility determination for students experiencing unaccompanied homelessness. The student's eligibility for the Passport to Careers program does not need to be re-determined annually, unless there is a break in the student's enrollment (with the exception of summer term). Any missed term due to a state of emergency does not count as a disruption of enrollment.
4. **Residency:** Be a resident of Washington State. In general, the applicant must have resided in Washington State for other than educational purposes for one year prior to attending college, graduated from a Washington high school, or earned a GED in Washington. Specific information regarding tuition residency requirements is available on the WSAC website. For detailed definitions go to RCW 28B.15.012(2).
5. **Enrollment:** Enroll at least half-time in an eligible institution of higher education or a pre-apprenticeship or apprenticeship in Washington before their 22nd birthday.
6. **Eligible Degrees:** Be working toward earning their first bachelor's degree, and not be pursuing a degree in theology.

   Note: In the rare circumstance the financial aid office is unable to determine a student's Passport to Careers program status, institutions should refer the student to WSAC. A *Participant Housing Questionnaire* form will be provided to the student, and WSAC will determine Passport program eligibility. Institutions may choose to use the WSAC Participant Housing Questionnaire to document a student's file.
7. **Award Amounts:** At this time financial aid administrators should estimate awards based on current award values.
8. **Passport Student Support Payments (formerly Incentive Grants):** Those institutions who have signed Passport addendums and submitted a viable student support plan to WSAC are eligible for Passport Student Support Payments that include serving unaccompanied homeless youth.

2.5 Passport to College Promise Scholarship Processing

Financial aid administrators must access the WSAC Portal to confirm student eligibility, post eligibility for unaccompanied homeless youth, and enter awards.

The Portal is a web-based tool used by WSAC, institutions, and DCYF determine student eligibility and to post awards. It is also a medium for communication.

2.6 Passport to College Promise Scholarship Requirements

Students meeting the initial eligibility for Passport must complete a FAFSA or WASFA annually and have documented financial need; however, they do not have to reapply to the program every year.[1]

Once enrolled at least half-time, as defined by the institution, Passport students must maintain Satisfactory Academic Progress (SAP) per their school's state 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 fifteen quarters (or the equivalent) 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.

Eligibility Area	Passport
Washington Residence Status	Students must be Washington Residents. Undocumented students may also be eligible
Submit an Approved Application	FAFSA or WASFA, or Passport Consent Form, or auto-enrolled through DCYF data exchange.
High School Graduation Required	High School graduation or equivalent such as GED®
Initial Enrollment Timeframe	Prior to 22nd birthday
Usage Timeframe	If enrolled by age 22, thru age 26
Is There a Family Income Limitation?	The student must have financial need as determined by the financial aid office
Maximum Terms of Usage	15 quarters/10 semesters of full-time usage (not prorated for part-time)

[1] 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. It is also permissible to file a WASFA based on the personal choice to only apply for state aid, although this is not encouraged.

2.7 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:

- Leads to a baccalaureate, associate, or undergraduate professional degree.
- 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. Remedial credits are not counted in determining an eligible program as outlined in 2.7 Programs of Study.

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.

2.8 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 3 – CALCULATE PASSPORT TO COLLEGE PROMISE SCHOLARSHIP AWARDS, INCLUDING ELIGIBLE CAMPUS-BASED APPRENTICESHIPS AND PRE-APPRENTICESHIPS

3.1 Award Amounts

Passport to College Promise Scholarship awards are based on legislative appropriations. In the 2020-21 academic year, the maximum Passport Scholarship is $2,000. Award amounts may be reduced based on the availability of funds. Students who attend summer quarter may receive an award if funds are available. Institutions are encouraged to contact WSAC regarding the availability of funds for summer term.

Note: Passport to College Promise Scholarship awards are considered part of the state's commitment to eligible College Bound Scholars (CBS). More information about this commitment is provided in Chapter 2 of the 2020-21 Washington College Grant and College Bound Scholarship Program Manual.

3.2 Financial Need

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

Award amounts may be reduced if a student's remaining unmet financial need is less than a full award after considering other aid awarded.

If a student does not have any remaining financial need for the Passport to College Promise Scholarship 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 Passport student support payments for the recruitment and retention of these $0 students.

3.3 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.

3.4 Age and Quarters of Eligibility Remaining (QER)

Students must enroll in an eligible college before their 22nd birthday. An eligible student may receive a Passport to College Promise Scholarship for a maximum of fifteen quarters (or the equivalent) after the student first enrolls with an institution of higher education, or through age 26, whichever occurs first. If a student turns 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 through age 26, whichever occurs first.

Students are eligible to receive the Passport to College Promise Scholarship 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 (Quarters of Eligibility Remaining) can be viewed in the Portal in each student's award screen.

Recipients may utilize the Passport to College Promise Scholarship 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 to College Promise Scholarship 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 to College Promise Scholarship students is done differently than the determination of QER for WCG or CBS students who are enrolled during a term as part-time students.

3.5 Passport Scholarship Self-Help Requirement

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

3.6 Order of Awards

If a student is eligible for multiple 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:

- Federal Pell Grant
- Washington College Grant
- Passport to College Promise Scholarship
- Other state aid
- College Bound Scholarship
- Education and Training Voucher (ETV) federally funded and administered by Children's Administration

3.7 Passport to College Promise Scholarship Financial Need

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

3.8 Packaging

Passport to College Promise 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 Passport to College Promise Scholarship is designed to ensure the student's financial need is met, and to reduce reliance on student loans, whenever possible.

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

Information on these programs is provided in the 2020-21 Washington College Grant & College Bound Scholarship Program Manual.

Packaging Examples:

See the 2020-21 Washington College Grant & College Bound Scholarship Program Manual for more information.

- **EXAMPLE 1:** Student's financial need is met by grants and scholarships, if Passport to College Promise Scholarship award is reduced to fit within financial need.

COA	$18,000	Pell Grant	$5,775
-EFC	-$1,000	Governors'	$3,000
NEED	**$17,000**	WCG	$7,600
		Passport	$1,225
		TOTAL FA:	**$17,000**

- **EXAMPLE 2:** 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 Passport Student Support Funds(formerly Incentive Grant)

COA	$15,000	Pell Grant	$5,775
–EFC	-$1,000	Governors'	$3,000
NEED	**$14,000**	WCG	$5,225
		Passport	$0
		TOTAL FA:	**$14,000**

In this circumstance, administrators should enter the student into the Portal as a "zero award" to document the student's attendance and to ensure receipt of the Passport Student Support Fund payment (formerly Institutional Incentive Grant) for the individualized support of the student.

- **EXAMPLE 3:** Student is an eligible College Bound Scholar (CBS)
  - Typically, students who are Passport to College Promise Scholarship and CBS eligible have their CBS state aid commitment met by WCG and Passport to College Promise Scholarship awards.
  - Assuming a maximum CBS eligibility of $8,100 in the example below, the CBS commitment is met with WCG (at $7,600) and Passport to College Promise Scholarship ($2,000), because the student is an eligible CBS student. The student is able in this case to receive the maximum WCG and Passport to College Promise Scholarship totaling $9,600, but can only receive additional CBS funding of $1,500.

COA	$21,000
- EFC	-$1,000
NEED	**$20,000**

Pell Grant	$5,775
WCG	$7,600
Passport	$2,000
Inst. Scholarship	$2,125
College Bound	$1,500
TOTAL FA:	**$20,000**

CHAPTER 4 – DETERMINE SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT

Institutions are responsible for monitoring each recipient's ***Satisfactory Academic Progress (SAP)***, according to the institution's WSAC-approved institutional SAP policy.

There are differences between state and federal SAP requirements, including:

- A required **per term** SAP review for state aid.
- 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.

4.1 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 is 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 WCG and CBS programs)*

4.2 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.

4.3 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.[2]

- 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, the 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, the 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, the 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 Passport to Careers to a student who is in warning status.

4.4 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.

4.5 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.

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[2] To avoid confusion with the federal definition of "probation," the term "warning" is used for state aid administration.

4.6 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.

4.7 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.

4.8 Professional Judgment/Appeals

The Financial Aid Administrator (FAA) 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 FAA 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.

4.9 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.

4.10 Notifying Students of SAP Policies

Institutions must make information available to state aid recipients of the state SAP policies that impact 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 to all state aid recipients.

CHAPTER 5 – PAYMENTS, REPAYMENTS, AND REPORTING REQUIREMENTS

5.1 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.

5.2 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.

5.3 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 to College Promise Scholarship, WCG, 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 Forms 8.3.

- 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.

5.4 State of Washington Conditions of Award Statement

Prior to disbursement, the institution must inform the state aid recipient of their responsibilities to the program through a *State of Washington Conditions of Award* statement. A copy of this statement is located in Forms 8.3.

A student only needs to receive one statement that covers the following four state aid programs: Passport to College Promise Scholarship, Washington College 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 student does not need to sign the Conditions of Award, as long as the institution maintains documentation that the conditions were presented to the student each year.

5.5 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 to College Promise Scholarship awards funds, and the student may only receive Passport to College Promise Scholarship funds at one institution at a time.

5.6 Scholarship Repayment

Students who fail to attend classes or who receive funding based on fraudulent information will be required to repay 100% of the funds received.

Students who have received state aid (aid disbursed prior to the start of the term) and who change enrollment status prior to the first day of the term, must have their state aid eligibility recalculated to reflect their enrollment status as of the start of the term.

The student who decreases enrollment status prior to the first day of the term will owe a repayment of the overpayment amount.

Note: *For this section, "state grant" refers to all state grant and scholarship programs.*

For the full state financial aid repayment policy, see Chapter 5 of the 2020-21 Washington College Grant & College Bound Program Manual.

5.7 Reporting

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

Institutions are required to provide WSAC with an annual Passport Student Support Fund report. WSAC will provide a report template to the institution. 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 Student Support 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.

Per the *Passport to College Promise for Foster Youth Addendum* that participating institutions sign and submit to WSAC, institutions are encouraged to use Passport Student Support Funds (formerly incentive grants) in the academic year they are received.

However, if not all funds are used, the institution must provide a plan for future Passport Student Support Funds (formerly incentive grants) use. Passport Student Support Funds received must be expended within two years of receipt.

CHAPTER 6

PASSPORT STUDENT SUPPORT PLAN (FORMERLY VIABLE PLAN) AND PASSPORT STUDENT SUPPORT FUNDS (FORMERLY INCENTIVE GRANTS)

6.1 Purpose

The Passport to College Promise Scholarship program provides financial incentives for postsecondary institutions if they agree to have a *viable student support plan* for the enrollment and persistence of students from foster care and eligible unaccompanied homeless youth.

The Passport Student Support plan (formerly 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 to College Promise for Foster Youth Addendum* to the institutional participation agreement.

Passport Student Support payments (formerly Incentive Grants) are provided to the institution for the recruitment and retention of students from foster care and unaccompanied homeless youth. 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.

6.2 Elements of a Passport Student Support Plan (formerly Viable Plan)

Institutions must execute *a viable Student Support Plan* containing the elements below. Additional details can be found in 8.3 Forms, in the Passport addendum to the institutional participation agreement.

a) **Passport Student Support Plan (formerly Viable Plan):** Agree to design and implement a *viable Student Support Plan* to deliver specialized support services promoting and increasing access, persistence, and completion of postsecondary education.

b) **Identification:** Include on the institution's 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, or an unaccompanied homeless youth.

c) **Collecting Student Consents:** Collect student consent forms related to program eligibility.

d) **Verifying Eligibility:** Verify student eligibility electronically through the WSAC Portal.

e) **Leadership Commitment:** Demonstrate commitment from a person in a leadership role for 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 Passport eligible students receive a full range of support services and other college preparation information.

i) **Financial Aid.** Review each Passport to College Promise Scholarship 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) **Passport Student Support Funds (formerly Incentive Grant).** The institution's request for a Passport to College Promise 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 program and related student resources.

6.3 Student Support Funds (formerly Incentive Grant) Disbursements

A limited pool of funds is available for Student Support Funds in the 2020-2021 academic year. Student Support Fund payments will not be automatically disbursed to schools. Instead, institutions are asked to submit an application to receive funds after spending down prior balances of Student Support Funds (Incentive Grants) received in prior years.

Institutions will use an online application to request funds. The application is available at https://www.surveygizmo.com/s3/5671923/2020-21-Passport-Student-Support-Request-Form

Once the online application is completed, institutions must send an email to passport@wsac.wa.gov to alert WSAC of the submission. WSAC will review submitted applications and respond within three business days, and payments will be made on a weekly basis, or as needed.

WSAC strongly encourages the institution to use Student Support Funds within the academic year in which they are received. However, in extenuating circumstances where Student Support Funds 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 Student Support Funds use. Student Support Funds received must be spent within two academic years of receipt.

Institutions are asked to complete an annual report demonstrating how Student Support Funds were used to support eligible students. This report is sent to the Passport to College Promise Scholarship designated support staff person for completion and is due in August, prior to the beginning of the next academic year.

6.4 Passport Student Support Fund (formerly Incentive Grant) Use

Passport to College Promise Scholarship designated support staff on campuses report the Passport Student Support Funds (formerly Incentive Grant funding) have been invaluable to improving the coordination of services and involvement with community-based programs. Building a rapport with students early is essential and is especially helpful during a time of crisis.

If the student has a need that is considered education-related (defined by the institution) and is requesting additional support through Passport Student Support Funds, the institution may increase the student's Cost of Attendance/budget to adjust the student's financial aid to include the additional Passport Student Support Funds.

If the need is not education-related in nature (for example, a medical expense), the institution can provide the Student Support Funds (formerly incentive grant funds) to the student and notify the student that the funds will need to be reported as "other untaxed income" on their FAFSA for the base year in which it was received.

For example, a student receives non-education based Student Support Funds (formerly incentive grant funds) in 2018. When that student completes the FAFSA in 2020-21, based on the U.S. Department of Education's use of prior-prior year income for FAFSA filing, the student will use 2018 calendar year income for that application and report it then.

In the unusual circumstance that Passport Student Support Funds (formerly incentive grant) are used to enhance a student's financial aid award, the funds must be reported as financial aid received by the student in the Unit Record Report (URR). For example, if the student received a $2,000 Passport to College Promise Scholarship and a $500 Support Fund payment to supplement their financial aid award, the institution should report that the student received a $2,500 Passport to College Promise Scholarship on the URR.

Institutions report that Passport Student Support Funds (formerly incentive grant 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 Passport Student Support Funds are as follows:

Targeted Services	***General Uses***
☐ 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 ☐ Designated computer lab and private study area for program participants ☐ Quarterly meetings and celebrations ☐ Opportunity for hands-on learning with a registered dietician	☐ 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

6.5 Institutions Participating in the Passport Student Support Plan (formerly Viable Plan)

If your institution is not listed as a Passport Student Support Plan school committing to creating a viable plan for supporting Passport students, and you would like information on what is required to participate, please contact Passport to College Promise Scholarship program staff.

Student Support Funds (Formerly Incentive Grants)

Payment/Refund Policy

Summary:
Passport to Careers Student Support Funds (formerly Incentive Grants) are provided to the postsecondary institution (by WSAC) or apprenticeship program (by ANEW) and are used for the recruitment and retention of Passport eligible students.

Student Support Fund Payment Process (for postsecondary institutions only):

1. Institutions are first asked to spend down any reserve of Student Support Funds (incentive grants) received in the prior years. Reminder: You have to spend those funds within a two-year window and provide a plan for the second-year usage if you did not spend them in year 1.
2. Once reserve funds have been spent, and there is a need for Student Support Funds, institutions are asked to submit an application to access the limited pool of funds.
3. Once the application has been completed at https://www.surveygizmo.com/s3/5671923/2020-21-Passport-Student-Support-Request-Form, institutions will need to send an email to passport@wsac.wa.gov, to alert WSAC of the application's submission.
4. WSAC will review the applications submitted and respond within three business days.
5. Student Support Fund payments will be processed on a weekly basis, or as needed.

Student Support Fund Refund Policy (WSAC only):

1. If the student on whose behalf funds are requested does not enroll in or attend any classes, scholarship and student support funds must be returned to WSAC.
2. If the student enrolls, but does not attend, scholarship and student support funds will need to be returned to WSAC.
3. If the student enrolls and attends classes, but withdraws, does not make SAP, or discontinues attendance and the institution has done their due diligence to recruit and support the student, WSAC will not require student support funds to be returned. In these cases, the institution has upheld their agreement to participate through the Passport Addendum and has earned the student support funds.

   NOTE: Scholarship funds should be returned based on the state's repayment calculation policy and scholarship payments to the student are subject to repayment.

Student Support Fund Repayment Process (Institutions only):

When a Passport student scholarship is returned in full, the institution should document the student support fund return to WSAC and providing the following payment information:

1. Student name
2. Year
3. Term for the refund
4. Type of funding (scholarship or student support)

Student support payment refunds need to be submitted to WSAC within the fiscal year of which they are paid for. For example, if funds were paid in Fall 2019 and through the reconciliation process, the student scholarship portion was returned for non-enrollment, the student support funds should also be returned at that same time and within the same fiscal year for that student.

CHAPTER 7 – CONTRACTED SERVICES

7.1 College Success Foundation Outreach and Support Services

Washington Student Achievement Council (WSAC) has contracted with the College Success Foundation (CSF) to improve higher education outcomes for students from foster care in Washington State.

Note: Services provided are to be determined upon completion of the 2020-21 contract.

7.2 ANEW Apprenticeship Opportunities Pathway

WSAC has contracted with a nonprofit agency, Apprenticeship and Nontraditional Employment for Women (ANEW), to provide the following assistance to former foster youth and unaccompanied homeless youth participating in state-approved, federally registered, or reciprocally recognized pre-apprenticeship and apprenticeship programs that are not based on a campus or eligible for state financial aid:

1) Outreach identifying apprenticeship programs available to them, how to apply, and how to apply for and obtain financial aid when appropriate.
2) Provide financial assistance to meet pre-apprenticeship or apprenticeship program minimum qualifications and occupational-specific costs and support services necessary to apply for and complete recognized programs.
3) Measurably increase the number of foster and homeless youth accessing and completing a registered apprenticeship programs and support as they successfully enter and retain employment.

Note: If an eligible pre-apprenticeship or apprenticeship program is campus-based and eligible for state financial aid, funding and support services will be provided to eligible youth via the Passport to College Promise Scholarship Pathway.

7.3 SETuP - Supplemental Education Transition Planning Program

The purpose of the SETuP program is to assist foster youth and unaccompanied homeless 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.

CHAPTER 8 – ADDITIONAL INFORMATION

8.1 Important Website Resources

WSAC

- Passport to Careers Guide: Passport information for students and providers.
- WSAC's Passport website: general overview and policy information about the Passport to Careers program.
- Portal for Financial Aid Administrators
- WASFA: financial aid application for undocumented individuals.
- Ready, Set, Grad: student and family information about state financial aid programs.

Partner Websites

- Independence for Washington State Foster Youth: Managed by the Department of Children Youth and Families (DCYF) provides resources for foster youth regarding employment, education, financial aid, housing, financial literacy, and health. Students may also apply online to the ETV and Passport to College Promise Scholarship programs through this site.
- Washington Passport Network: Managed by the College Success Foundation, with guidance from the Passport Leadership Team. Provides information for administrators and contracted practitioners about Passport resources and trainings.
- College Success Foundation (CSF): Provides information on CSF services and support.

Other Websites

- Apprenticeship Programs in Washington
- Interstate Compact on the Placement of Children
- Pre-Apprenticeship Programs in Washington
- National Center for Homeless Education: provides a tool for Financial Aid Administrators regarding making unaccompanied homeless youth Determinations.
- Unaccompanied Refugee Minors Program: administered by Washington State Department of Social and Health Services.
- Washington Governor's Office of Indian Affairs

8.2 Step-by-Step Guides

8.2.1 Eligibility Checker User Guide

WSAC has developed a comprehensive data sharing agreement with the Department of Children, Youth and Families (DCYF) to verify Passport eligibility for foster youth who experienced a Washington state dependency. WSAC also works with the Department of Social and Health Services to verify Passport eligibility for federal foster youth / unaccompanied refugee minors. Passport eligibility for tribal foster youth are verified by an official at the student's tribe.

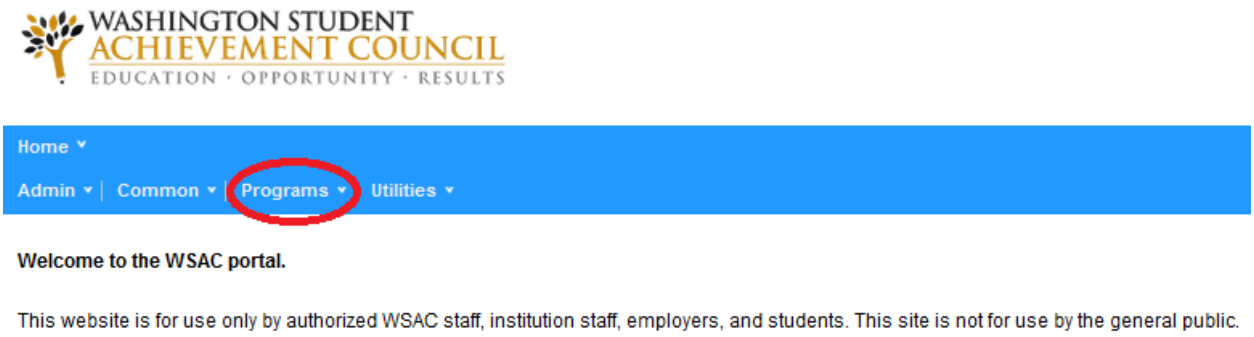
Since a student's eligibility is determined by DCYF, DSHS, and the tribes, information provided through Passport to College Promise Scholarship on the Portal should be used as documentation of a student's foster care status. This information can also be used to determine priority funding for the State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

Log into the WSAC Portal. Your email address is your username. If you are not a user, contact your financial aid director to become an authorized user at your institution. You may also contact WSAC Passport staff at passport@wsac.wa.gov for assistance.

8.2.2 Using the Portal

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

Please note that changes to improve the portal functionality are in process, and information will be updated in this guide as the new features are available.



8.2.3 Searching for Students on the Portal

Click "**Eligibility Search"** to verify eligibility for Passport to College Promise Scholarship.

1. Go to https://portal.wsac.wa.gov/a/passport/eligibility.

Passport Eligibility

Use this page to check a student's eligibility, log receipt of a Support Services Release, or confirm the student as an Unaccompanied Homeless Youth.

This information is to be used solely for the purpose of confirming Passport eligibility for students you are working with. By utilizing this search tool, you are confirming that you are an authorized user of this system and will follow all data safeguards of this information.

Checking multiple students? Upload a file instead.

Enter the following criteria to search for a student:

- Date of birth
- Last 4 digits of SSN **or** last name

Date of birth

mm/dd/yyyy

Last 4 digits of SSN or last name

Search

2. Where prompted, enter a student's date of birth AND either their full last name or the last four digits of their Social Security Number. *Note: entering a partial last name will not show results.*

If a student is eligible, a green check mark will appear under the "Eligible" column.

SSN	Last Name	First Name	Eligible	Classification	QER	Support Services Release	
•••-••-[redacted]	[redacted]	[redacted]	✔	UHY	12	Log support services release	Cancel UHY

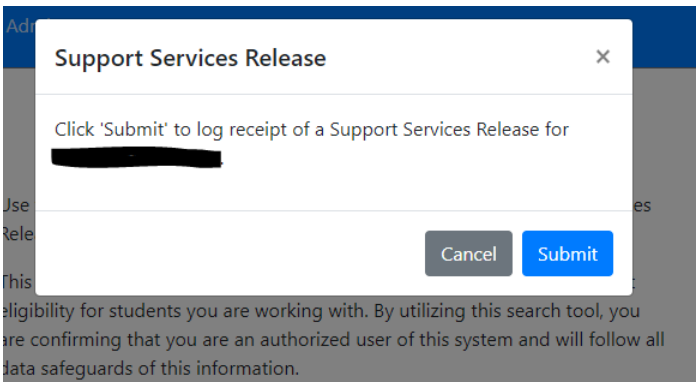
The "Classification" column identifies the student's type of foster care or unaccompanied homeless status, as a qualifier for Passport. There are four categories:

a. SFY = State foster youth
b. URM = Unaccompanied refugee minor
c. TRB = Tribal foster youth
d. UHY= Unaccompanied homeless youth

"QER" identifies the number of quarters of eligibility remaining. Financial Aid Administrators will also find this definition by hovering your mouse over the blue circle / "i" symbol.

The "Support Services Release" column provides the Financial Aid Administrator with the ability to document a student's release of information for outreach and support services by a WSAC contractor. Institutions can choose whether they WSAC will notify institutions of the selected contractor.

The box below will appear when the Financial Aid Administrator click the "Log student support services" link.



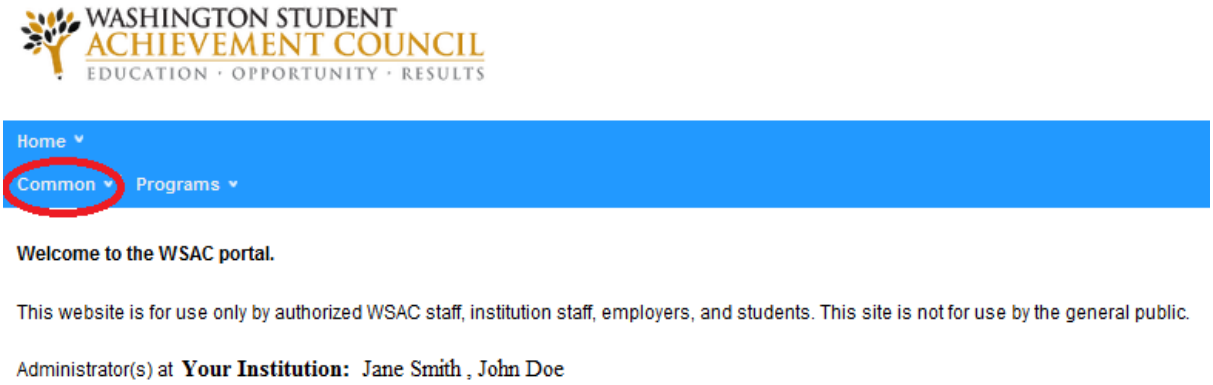
If a student was previously identified by the institution as an unaccompanied homeless youth, but was marked in error, or

8.2.4 Secure Email

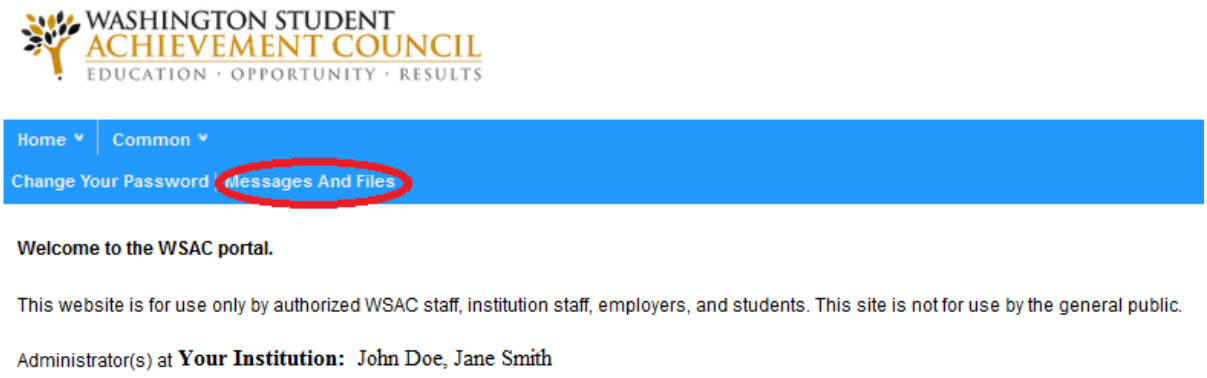
Institutions may send messages to the WSAC securely through the secure messaging function on the Portal. Administrators must use the secure email function if they are sending a message including personally identifiable information.

Step 1 – Log into the WSAC Portal. Your email address is your username. If you are not a user, contact your financial aid director to become an authorized user at your institution. You may also contact WSAC Passport staff at Passport@wsac.wa.gov for assistance.

Step 2 – Once successfully logged into the WSAC Portal, click **Common**.



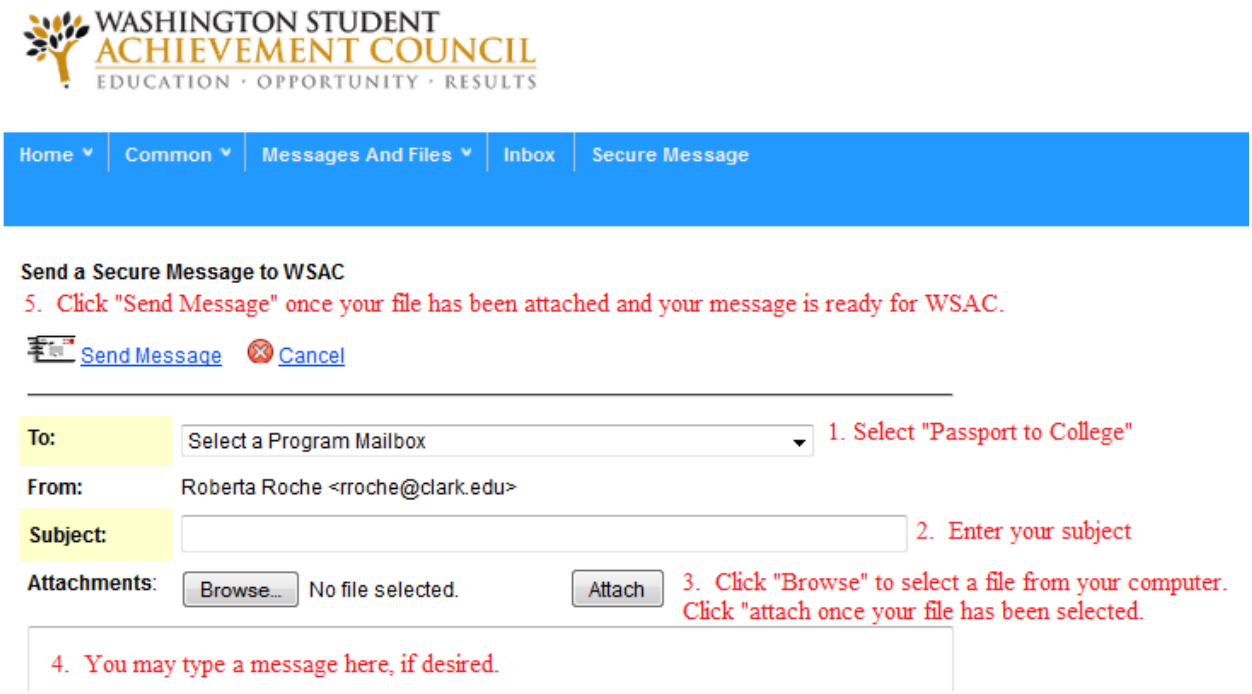
Step 3 – Click on **Messages and Files** from the drop-down selection.



Step 4 – Click on **Inbox** to create the email message.

Step 5 – Once you are in your inbox, you will be able to retrieve messages sent to you by WSAC, or create new messages by clicking **Create a new secure message to WSAC**.

Step 6 – Send a Secure Message to WSAC.



- Select the program you would like to send the message to.
- Enter your subject.
- Attach your document by browsing for the appropriate file on your computer.
- Type your message.
- Click **Send Message**. Your message will be sent to program staff.

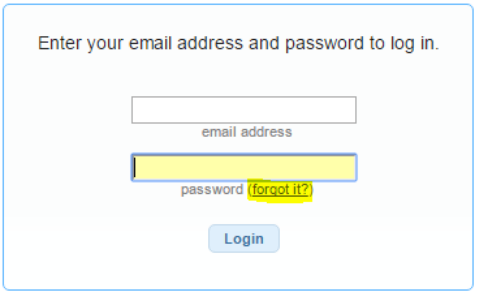
8.2.5 Requesting Passport Funds in CSAW

Basic Steps

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

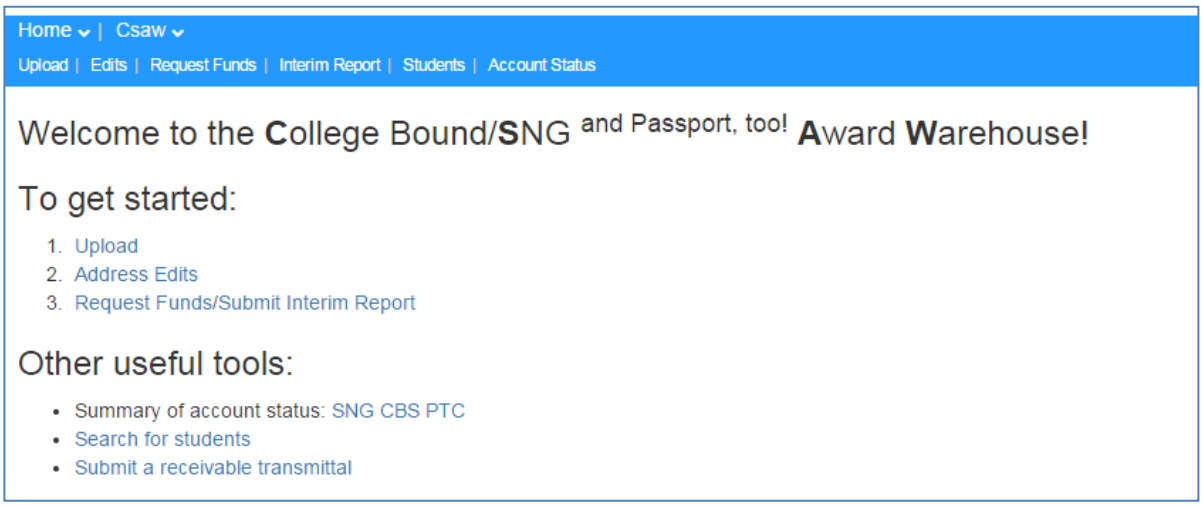
Step 1 – Log into the WSAC Portal.

Your username is your email address. If you do not know your password, click the **forgot it?** link for help.



Step 2 – Upload File or Add Students Manually

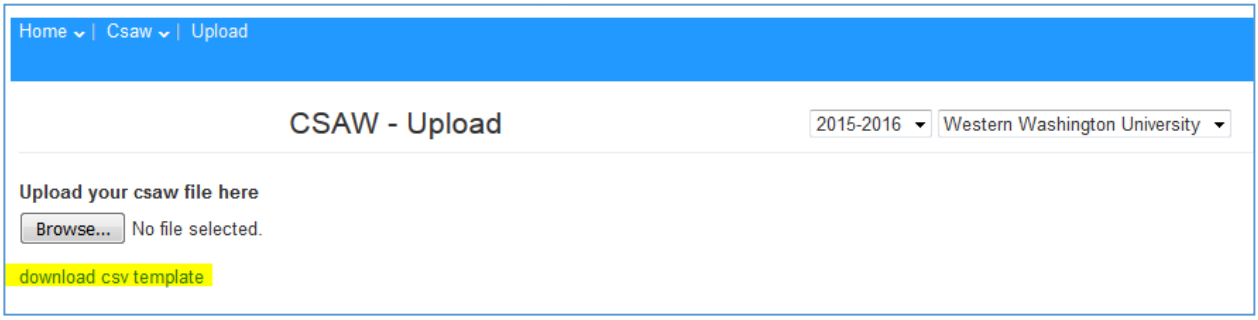
From the home page, select **CSAW** then click **Upload** under the **To get started** heading (if you are uploading Passport awards with WCG (formerly SNG)/CBS).



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. **Washington College Grant, College Bound, and Passport will always be in one file.**

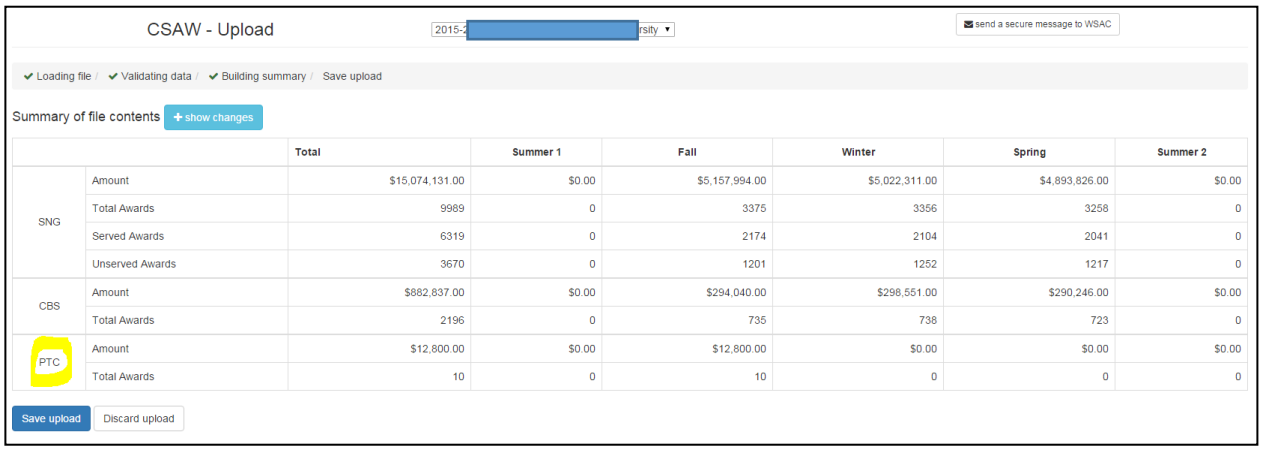
If you only want to pay Passport students, and not include College Bound or Washington College Grant (formerly the State Need Grant), see SECTION TWO below.



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 Washington College Grant, College Bound, and Passport students.

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



CSAW - Upload

2015-2 [redacted] rsity

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

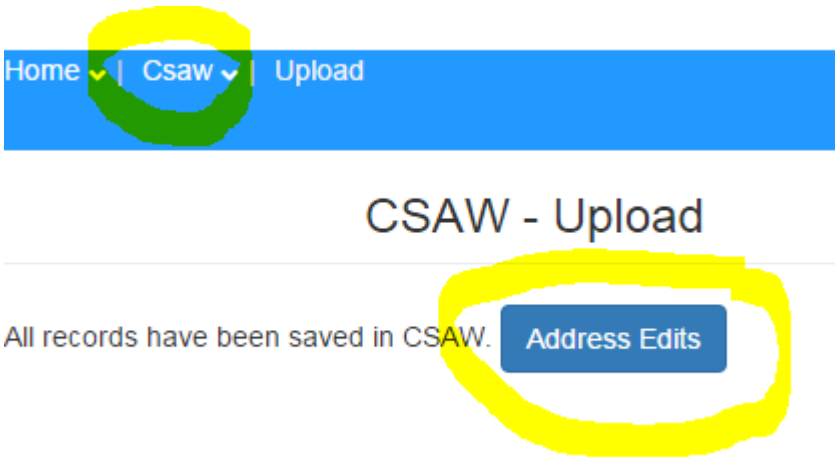
Save upload | Discard upload

If the information looks correct, click on **Save upload**.

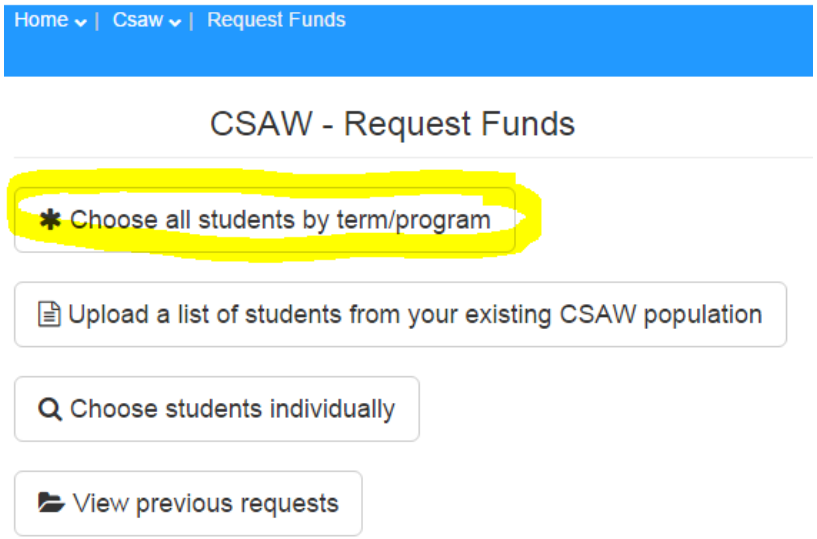
If it does not look correct, click **Discard upload** and upload a new file.

Step 4 – Address Edits

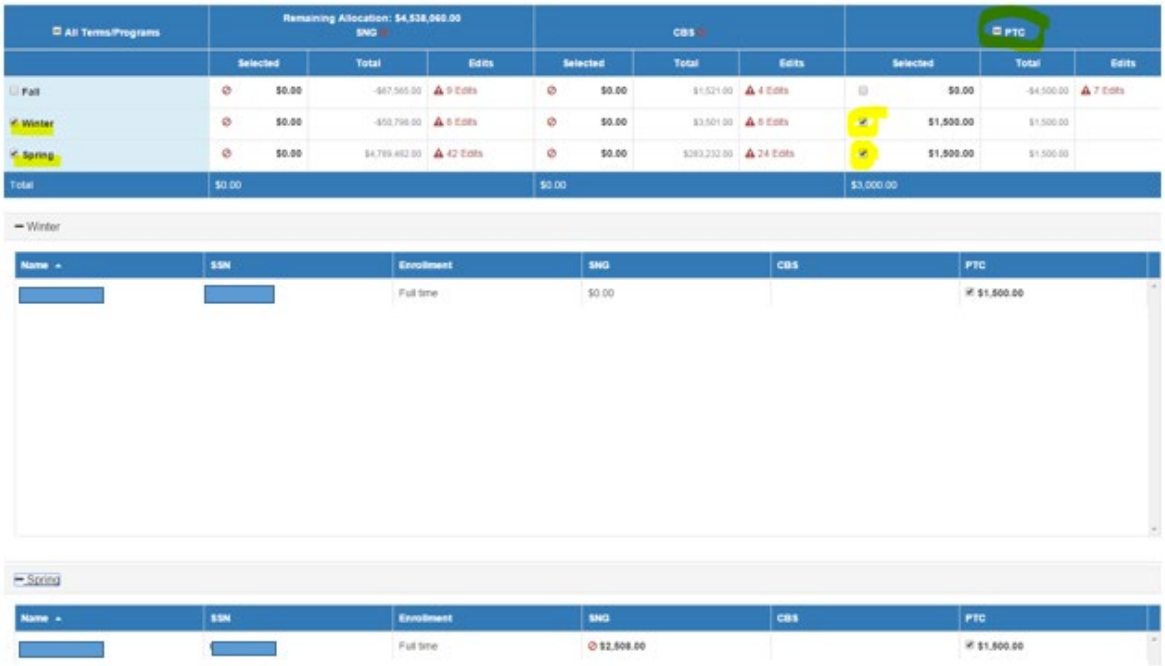
Once your records have been uploaded, you will have an opportunity to address your edits. If you do not want to address the edits immediately, you may skip to **Request Funds** under the CSAW drop-down box.



Step 5 – Review Students and Submit for Reimbursement



Select the TERM to be paid under the PTC heading.



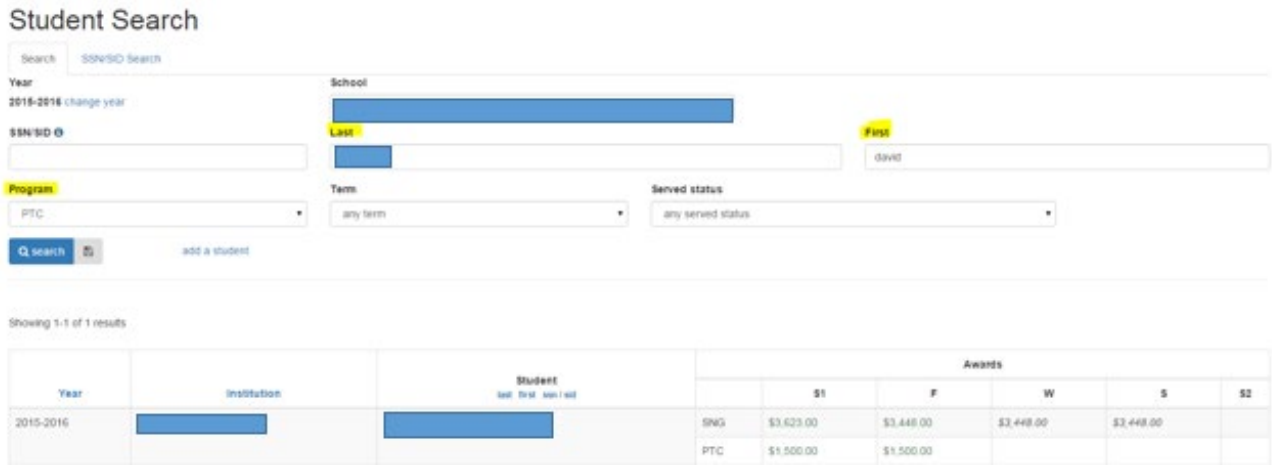
Verify student award amounts to be paid. Once verified, click on **I Agree, Request Funds.**

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.

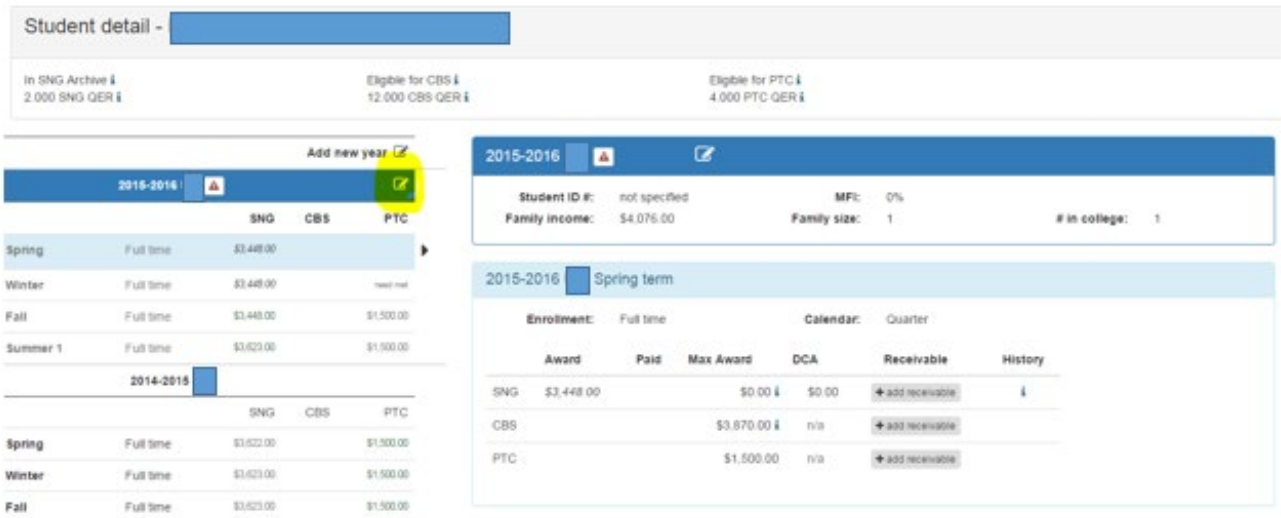
8.2.6 Search and Pay ONLY Passport to College Scholarship Students

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.

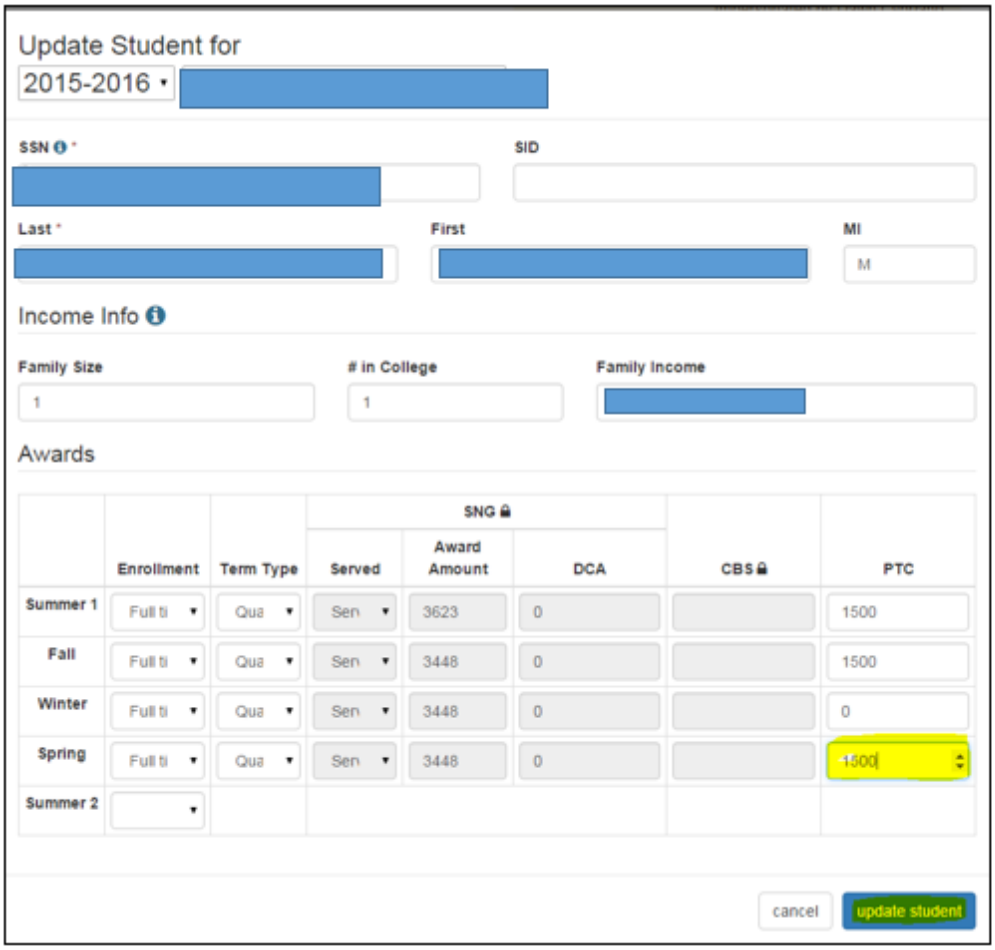
Click **Search**



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.



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.**



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 WSAC Passport staff at passport@wsac.wa.gov

8.3 Examples of Program Forms

These are examples only. View current forms online.

8.3.1 Passport to Careers Consent Form

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
Passport to Careers

Passport Consent Form

Eligibility Information

Please review Passport eligibility requirements on page 2.

I have experienced:

☐ **Unaccompanied Homelessness**

You do not need to complete this form if you are applying as an unaccompanied homeless youth. Contact the financial aid office of the college you wish to attend, or if you wish to pursue an apprenticeship, contact ANEW at 425-786-6512.

☐ **Foster Care** – *Indicate Placement Type:*

☐ ***State Dependent***	☐ ***Federal Refugee***	☐ ***Tribal Dependent***
State:	Service provider:	Tribe name:
Date of last placement:	Date of last placement:	Date of last placement:

Student Information

Name _____

Date of Birth _____

Mailing Address
Street _____

City, State, Zip _____

Home Phone Number
Include area code _____

Cell Phone Number
Include area code _____

May we text your cell phone? ☐ Yes ☐ No

Email Address
Required _____

Last 4 Digits of SSN
Optional _____

I am interested in: ☐ College ☐ Apprenticeship or pre-apprenticeship

Authorization to Release Information

I authorize the recognized staff of the Department of Children, Youth & Families; tribal foster care; federal foster care; SETuP; Labor and Industries; and any nonprofit organizations contracted with the Washington Student Achievement Council (WSAC) to provide verification of eligibility or services for the Passport to Careers program to release and receive information regarding my foster care status; college, pre-apprenticeship, or apprenticeship enrollment; financial aid; and academic standing to and from WSAC and Passport-eligible colleges, pre-apprenticeship programs, and apprenticeship programs. I understand I may be asked for additional information from WSAC, the program administrator.

Student Signature _____

Date _____

Passport Consent Form *Page 1 of 2*

Eligibility Requirements

The Passport to Careers program can provide you with a scholarship toward a college education or apprenticeship, as well as support services to help you meet your education and career goals.

You are eligible for Passport financial assistance and other support services if you experienced:

- Foster care at any point between the ages of 13 and 18.
- Unaccompanied homelessness during the prior academic year.

You must meet the following requirements to participate in Passport:

- Be a resident of Washington State.*
  ** If you are in ICPC and not a Washington resident, contact WSAC.*
- Enroll at least half-time in an eligible institution of higher education, or a recognized pre-apprenticeship or registered apprenticeship program in Washington State, before turning age 22.
- Not yet have earned a bachelor's degree.
- Not pursue a degree in theology.

Learn more online in the Passport to Careers Guide.

Program Contact Information

For more information, contact:

Washington Student Achievement Council (WSAC)
PO Box 43430
Olympia, WA 98504-3430
passport@wsac.wa.gov
Phone: 888-535-0747, *option 3, then select 1*
Fax: 360-704-6246

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

WASHINGTON PASSPORT TO CAREERS

Passport to Careers Program
Dependent/Ward of the Court Verification

Student Information

First name	Middle name	Last name	Date of birth
Date and age dependency was established	**Date and age dependency was dismissed**	**Amount of time spent in care**	**Date of last placement**
		Years *Months*	
Name of federally recognized tribe		**Tribal foster care contact phone number**	

This statement is to confirm the following:

- The above-named person was in the care of the tribal foster care system of the above-named tribe in Washington State, and placed in out-of-home care at any time since turning 14 and before turning 21.*

  ** Note: This is the current requirement. Beginning July 1, 2020, eligible persons can have been placed in care between turning 13 and turning 21.*

I certify that the information provided in this document is true and accurate.

Tribal Representative Information

Name of authorized tribal representative		Title	
Mailing address	**City**	**State**	**Zip code**
Authorized tribal representative signature		**Date**	

For more information, contact:
Washington Student Achievement Council
PO Box 43430, Olympia, WA 98504-3430
Email: passporttocollege@wsac.wa.gov
Phone: 1-888-535-0747, option 3, then select 1
Fax: 1-360-704-6246

8.3.2 Passport to College Promise Scholarship Conditions

PASSPORT TO CAREERS PROGRAM - CONDITIONS OF AWARD

Under the Passport to Careers program, there are two pathways:

- *Passport to College – supports student pursuing a college degree.*
- *Passport to Apprenticeship Opportunities – supports students in an apprenticeship or pre-apprenticeship program.*

This form covers those students in the Passport to College pathway. Program funding and eligibility requirements may be altered by legislative action.

Award

- The current maximum amount of a Passport to College 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.
- You must enroll at an eligible institution at least half-time before turning 22 years old.
- Your award is limited to fifteen quarters or the equivalent, or through age 26.
- If you withdraw from college during the term or reduce your enrollment to less than half-time, 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 to College 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.
  - ✔ Apprenticeship and pre-apprenticeship programs administered by a college may be eligible for the Passport to College Promise award.

Support Services

- Your college or university has services available to support your academic success.

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

Revised: 5-31-2019 dcm

8.3.3 Institutional Agreement to Participate – Passport to College Promise Scholarship for Foster Youth Addendum

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
Passport to Careers

Institutional Agreement to Participate
Washington State-Funded Financial Aid Programs

Passport to Careers 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 Passport to Careers program helps former foster youth and unaccompanied homeless youth prepare for and succeed in college, apprenticeships, or pre-apprenticeship programs. Under the Passport to Careers Program, there are two subprograms:

- Passport to College
- Passport to Apprenticeship Opportunities

The purpose of this Agreement is to outline the responsibilities of the WSAC and the INSTITUTION in implementing the **Passport to College** program's Student Support Fund payments (formerly called Institutional Incentive Grant) for supporting Passport to College eligible students. This work will be conducted through the INSTITUTION's Passport Student

Support Plan (formerly referred to as the Passport 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 Passport Student Support payments from WSAC for the successful recruitment and retention of Passport eligible students.

a) **Student Support 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 a 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 Student Support 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, or experienced unaccompanied homelessness. 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) **Student Eligibility:** If the INSTITUTION has identified a former foster youth who is not 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. If the student was in tribal foster care, the INSTITUTION should also provide the student with a Tribal Verification Form.
The INSTITUTION will determine eligibility for students experiencing unaccompanied homelessness. In difficult to determine cases, the INSTITUTION may refer the student to WSAC for eligibility determination.

d) **Verifying Eligibility:** Verify Passport student eligibility electronically through the WSAC Portal. This verification shall suffice for documentation of the student's program eligibility as well as their independent status for the purpose of financial aid packaging and support services. When processing unaccompanied homeless youth, financial aid administrators will post the student's eligibility to the WSAC Portal.

e) **Leadership Commitment:** Create a lasting institutional commitment to serve current and former foster youth and students who have experienced unaccompanied homelessness by designating a president, chancellor, vice-president, or other position of leadership to advocate and take responsibility for the program's success.
INSTITUTIONS should 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 Role 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 Role Description example.

The person listed as the financial aid support staff is:
Person Name:_____
Title:_____
Email:_____
Phone:_____

g) **Connect with Social Services Providers**. Work with Department of Children Youth and Families social service providers and its contracted Independent Living providers, AGENCY contracted social service case managers, and other non-profit agencies serving foster youth and unaccompanied homeless youth to ensure youth 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) **Passport Student Support Funds (formerly known as Institutional Incentive Grants).** The INSTITUTION's request for scholarship payment signifies satisfactory academic progress has been verified and the student is eligible for the ensuing term. By August 30 of each academic year, the INSTITUTION will submit a report to the AGENCY on the use of the Passport Student Support Funds. Funds should be used to help remove barriers for Passport eligible students. WSAC encourages INSTITUTIONS to use Student Support funds in the academic year it is received, however, if not all funds are used, the INSTITUTION must provide a plan for future Student Support Fund use. Student Support funds received must be spent by the end of 2021-2022 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 care and unaccompanied homeless youth resources.

2. **Responsibilities of the Washington Student Achievement Council**

a) **Program Eligibility.** WSAC and the Department of Children, Youth and Families will enter into a data sharing agreement to identify state foster youth meeting Passport program eligibility. In serving federal foster youth and tribal foster youth, WSAC will work with the Department of Social and Health Services and Washington's Federally Recognized tribes to determine student eligibility for the Passport to College Scholarship program.

b) **Collecting Consent.** WSAC will collect student consent through the Free Application for Federal Student Aid (FAFSA), Common Application, Passport Consent Form, and Student Housing Questionnaire.

c) **Secure Portal.** Student-level data will be maintained in the WSAC's secure Portal for eligibility processing by state agency partners and INSTITUTIONS.

d) **Reports.** WSAC will collect student level data from INSTITUTIONS and compose program reports.

e) **Verification of Eligibility.** Student eligibility will be verified with Department of Children Youth and Families, Washington's federally recognized tribes, the Department of Social and Health Services and INSTITUTIONS. 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.

f) **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.

g) **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

Passport Support Fund Payments to Institution

Passport Student Support Funds are provided to the INSTITUTION for the recruitment and retention of eligible students. Funds 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 a Passport Student Support Fund payment will be determined annually by the AGENCY based on program appropriations.

Passport Student Support Fund disbursements will be made each term after scholarship payments have been disbursed and reconciled by the INSTITUTION. A scholarship payment request by the INSTITUTION verifies the student's enrollment. The AGENCY will disburse Student Support 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, 2022, or sooner if terminated by one or both parties in writing.

V. Reporting

The INSTITUTION shall produce Passport Student Support Fund reports or other deliverables on a template provided by WSAC by the dates indicated below:

- August 15, 2021 (for effective date of contract through June 30, 2021)
- August 15, 2022 (for July 1, 2021 through June 30, 2022)

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 Careers 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

8.3.4 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.

8.3.5 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 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 for more information.

8.3.6 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 Signature Date

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

NAME of Institution

Address

Address

Address

8.3.7 Participant Housing Questionnaire

Passport to Careers
Student Housing Questionnaire

Applicant Information

Name _____

SSN _____

Date of Birth
MM/DD/YYYY _____

Mailing Address
Street _____

City, State, Zip _____

Phone Number
Include area code _____

Email Address
Required _____

College(s) Attending _____

Class Standing ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Housing Declaration

An unaccompanied homeless youth is an individual under age 21 who is not in the physical custody of their parent or guardian, and lacks a fixed, regular, and adequate nighttime residence.

In order to qualify for Passport to Careers assistance as an unaccompanied homeless youth after July 1, 2019, a student's status as an unaccompanied homeless youth within the prior one-year period must be verified through review of the information provided below.

I live with a parent or guardian: ☐ Yes ☐ No

Living Situation (check all that apply):

- ☐ Hotel or motel
- ☐ Shelter or other temporary housing program
- ☐ Couch surfing
- ☐ Car, park, campsite or sleeping on the street
- ☐ Transitional housing
- ☐ Doubled up with another family due to hardship
- ☐ In a residence with inadequate facilities (no heat, water or electricity)
- ☐ Other_____

Supplemental Documentation – select one

☐ **Attaching documentation verifying unaccompanied homelessness**

By checking this box, you declare that you are able to provide verification of your status as an unaccompanied homeless youth from an authorized official such as a McKinney-Vento liaison, social worker, shelter manager, case manager, or church official. Please attach your documentation to this application.

☐ **Unable to obtain documentation verifying unaccompanied homelessness**

By checking this box, you declare you are unable to provide independent verification of your status as an unaccompanied homeless youth. In place of the verification, please attach a letter explaining your situation qualifying you as an unaccompanied homeless youth and explaining why you are unable to get documentation from an authorized official. Attach any information you may have in support of your statements. If you have chosen to leave your parents' home, you will need to demonstrate that you were at risk of harm if you continued living with your parents.

Notice of Verification

WSAC reserves the right to verify information provided by you on this application through the collection of additional documentation and personal interviews.

Student Consent

I grant permission to discuss my eligibility for the Passport to Careers program with the financial aid office and support staff at the college I attend. I also authorize the sharing and verification of the information provided in this application with appropriate officials, such as my McKinney-Vento liaison, social worker, shelter manager, case manager, church official, or any other person(s) in an official capacity.

By signing below, I certify that all the information provided on this worksheet and the attached documentation is complete and correct. I understand if I intentionally provide false or misleading information, I may be legally responsible and could be required to repay any state financial aid I receive.

_____ _____

Student Signature Date

Passport to Careers Program
PO Box 43430
Olympia, WA 98504-3430
Passport@wsac.wa.gov
1-888-535-0747

8.4 Program Regulations and Reports Links

8.4.1 PASSPORT TO CAREERS PROGRAM Chapter 28B.117 RCW

28B.117.005	Findings—Intent.
28B.117.010	Program created—Purpose.
28B.117.020	Definitions.
28B.117.030	Program design and implementation—Passport to College Promise Scholarship and Passport to Apprenticeship Opportunities—Student eligibility.
28B.117.040	Identification of eligible students and applicants—Duties of institutions of higher education, the department of social and health services, and the department of children, youth, and families.
28B.117.050	Internet web site and outreach program.
28B.117.055	Training for disadvantaged populations.
28B.117.900	Construction—2007 c 314.

8.4.2 Passport to College Promise Program Title 250-83 WAC

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.

8.4.3 Legislative Reports

A comprehensive report on the Passport to College Promise program can be found on the Washington Student Achievement Council website:

- On the Reports page, click on the Financial Aid & Affordability tab.
- Select the *Passport to College Promise: Program Update.*