WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

PASSPORT TO CAREERS

ADMINISTRATIVE GUIDANCE FOR COLLEGE CAMPUSES

FOR THE PASSPORT TO COLLEGE SCHOLARSHIP AND
ELIGIBLE CAMPUS-BASED APPRENTICESHIP

OPPORTUNITY PROGRAM PATHWAYS

2025-26

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Passport to College Scholarship
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Program Manual 2025-26

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

For matters not explicitly addressed in the Passport Program Manual, refer to the Washington College Grant Program Manual for guidance.

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 and using it in its electronic format allows you interactively click 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 click on the FAA Resources link. See the tab for Program Manuals, MFI & Award Charts. 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 anemail 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.

Information for Applicants, Participants, and Community Members

- The Passport to Careers Guide website ([www.wsac.wa.gov/passport/guide)](http://www.wsac.wa.gov/passport/guide) has program information written for participants and community members. Please referapplicants to this website.

- There are many additional web resources included on this website that both applicants and financial aid staff may find useful.

New for 2025-2026

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

Date	Chapter/Section	Topic/Reason

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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 Washingtonstudents, 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:

1. **College Scholarship Pathway** — provides college scholarships for degrees and certificates, as well as campus-based registered apprenticeships and recognized pre-apprenticeships that are eligible for state financial aid. Supportservices are also available.

2. **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.

The 2024 Legislature expanded eligibility for the Passport program. Through this expansion, students may receive the scholarship for up to 18 quarters, or the equivalent. Additionally, the maximum age limit (age 27) has been removed from the program.

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, 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) administers the Passport to Careers program. Additional student eligibility verification, intervention, and retention services are provided in agreements and contracts with:

- ➢ Washington State's Department of Children, Youth and Families (DCYF), the Department of Social and Health Services (DSHS) and tribal social services offices to determine student eligibility.

- ➢ The Office of the Superintendent of Public Instruction (OSPI) to assist with eligibility determination for high school seniors who have experienced unaccompanied homelessness.

- ➢ College Success Foundation for knowledge sharing, professional development, and networking; on-boarding training for Campus Champions; facilitation of the Passport Leadership Team; and providing emergency funding for students.

- ➢ WSAC for Passport Apprenticeship Opportunities Program administration, including fund management and support services for eligible clients participating in 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 Scholarship Pathway

- Provides funds to students in eligible campus-based degrees, certificates and apprenticeship programs that are eligible for state college financial aid.

- The campus (institution of higher education) must have a current participation agreement with WSAC.

- Provides 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 Scholarship Pathway

Quick Look Chart – Passport to College 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 afterage 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, or during the current academic year, before age 22.
How the youth's eligibility is determined	Youth who experienced foster care are identified in the WSAC Portalfor financial aid offices. **State foster youth** are identified through a data sharing agreement between WSAC and DCYF. **Federal foster youth**, served through the Federal Unaccompanied Refugee Minors Program , is administered by DSHS . Eligibility is verified by DSHS and shared with WSAC through student consent. **Tribal foster youth** eligibility is determined by WSAC through student consent and documentation from one of the 29 federally recognized tribes in Washington State. WSAC staff enter eligibility into the WSAC portal for financial aid offices. Verification may be provided by submitting a Tribal Verification Form, copy of thetribal court document, a letterfrom 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. Additionally, OSPI provides WSAC with students who experienced unaccompanied homelessness in their senior year of high school. That data is uploaded into the portal for financial aid offices. 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 Scholarship Pathway	
Administrative guidance for certificate programs, degree programs, and 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 and be approved on the Title IV Program Participation agreement with the US Department of Education. 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 the WSAC apprenticeship team.
	Students must enroll before the age of 22. An eligible student may receive Passport to College Scholarship for a maximum of 18 quarters after the student first enrolls with an institution of higher education.
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 campus-based registered apprenticeship or recognized pre-apprenticeship. • Eligibility determined by Financial Aid Administrator by FAFSA/WASFA application, WSAC Consent Form, Common Application, Tribal Verification Form (or substitute documentation from tribal representative), or Data Exchange with DCYF or OSPI. • Participant may not receive concurrent funding from the Passport to College 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 forparticipant	• Optional Passport Student Support Plan with Designated Support Staff. • College Success Foundation for contracted support services. • 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 orpre-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 collegethat participates in state financial aid, they will receive Passport to College funds from the campus financial aid office and support services from campus staff or Passport to College 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 atleast 600 clock hours, 16 semesters, or 24 quarter credit hours. Program must be approved by and listed on the Title IV Program Participation agreement with the US Department of Education.

➢ **Option 2:** This pathway is administered by the WSAC which willmanage funding and services for participants in an apprenticeship or pre- apprenticeship that is offered by a trade, union, 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 apprenticeshipor pre-apprenticeship program, and which pathway will provide support?	Community or technical college certificate or degree program that iseligible for funding from the Passport to College Scholarship pathway and other state aid programs.	Community or technical college program that is not eligible for state financial aid, or a trade or communityorganization or union apprenticeship program that does not havea community or technical college affiliation.
Which pathway will provide servicesand funding to the student?	Passport to College Scholarship pathway.	Passport to Apprenticeship Opportunities pathway.
Who will determine if the program iseligible for the Passport to Careers Funding?	Campus financial aid staff.	WSAC
Who will determine the student'sfinancial need?	Campus financial aid staff, after theparticipant completes the FAFSA orWASFA.	WSAC
Will the participant receive wages fromtheir 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 tosupport participants on campus (Student Support Funds)?	Passport Student Support Funds may be used for eligible purposes if the postsecondary institution has a viable Passport Student Support plan.	Determined on a case-by-case basis, after consultation with WSAC program staff.
Who can help?	WSAC Passport staff and campus financial aid office and DesignatedSupport Staff.	WSAC Apprenticeship staff , SETuP providers during firstyear after high school.

1.4.2 Quick Look Chart – Apprenticeship Opportunity Pathway

Quick Look Chart – Apprenticeship Opportunity Pathway *Administrative guidance for registered apprenticeships and recognized pre-apprenticeships that are notoffered on a campus or not eligible for state financial aid.*			
Former Foster Youth		**Unaccompanied Homeless Youth**	
Age in foster care	Former foster must have beenin care on or after their 13th birthday.	**Age when experiencing unaccompanied homelessness**	An unaccompanied youth must be verified as experiencing homelessness on or after July 1of the prior academic year, or during the current academic year, before age 22.
How the youth's eligibility is determined	Youth who experienced foster care are identified in the WSAC Portal. WSAC verifies eligibility with WSAC. **State foster youth** are identified through a data sharing agreement between WSAC and DCYF. **Federal foster youth**, served through the Federal Unaccompanied Refugee Minors Program , is administered by DSHS . Eligibility is verified by DSHS and shared with WSAC through student consent. **Tribal foster youth** eligibility is determined by WSAC through student consent and documentation from one of the 29 federally recognized tribes in Washington State. WSAC staff enter eligibility into the WSAC portal for financial aid offices. Verification may be provided by submitting a Tribal Verification Form, copy of thetribal court document, a letterfrom the participant's school counselor, foster parent, or tribal representative.	**How the youth's eligibility is determined**	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 WSAC. WSAC will provide a method such as the "Passport to Careers Student Housing Questionnaire" form, to be completed by the participant. Administrator follows federal guidance for determining eligibility as an independent client. If WSAC Apprenticeship staff cannot make a dependency determination using their standard process forstudents indicating Unaccompanied Homeless Youth, the participant will provide information on the "Passport to Careers Student Housing Questionnaire" to WSAC Passport staff.

	Quick Look Chart – Apprenticeship Opportunity Pathway
	Administrative guidance for registered apprenticeships and recognized pre-apprenticeships that are notoffered 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 theinterstate compact for the placement of children, refer the applicant to WSAC for verification.
	Specific information regarding tuition residency requirements can be foundon 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 beadministered on a campus but not eligible for state financial aid.
	Program must be a registered apprenticeship or recognized pre-apprenticeship.
	WSAC, will determine financial need eligibility using aWSAC-approved calculation based on each participant's provided information.
	WSAC 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 Scholarship and the Apprenticeship Opportunities programs.
Support services for participant	Provided by WSAC designated Apprenticeship staff. .
	SETuP Providers who can assist participants for one year after high school graduation.

1.5 *Definitions and acronyms related to Passport to Careers*

▪ **Apprentice** means a person enrolled in a state-approved, federally registered, or reciprocally recognized apprenticeship program.

▪ **Apprenticeship** means an apprenticeship training program approved or recognizedby the state apprenticeship council or similar federal entity.

▪ **Campus** refers to an institution of higher education that has a participationagreement 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 campuspersonnel in these areas to assist referred Passport students. Note: Only campusesthat elect to have a Passport Student Support 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 must be approved and on the Title IV Program Participation agreement with the US Department of Education.

- **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 eligibilityfor 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 immigrationand nationality act.

- **Financial need** means the difference between a student's cost of attendance and thestudent's total family contribution as determined by the FAFSA or WASFA.

- **Homeless** or **homelessness** means without a fixed, regular, and adequate nighttimeresidence as set forth in the federal McKinney-Vento homeless assistance act, 42 U.S.C. Sec. 11301 et seq.

- **Passport Student Support Funds** are provided to colleges that have developed a Passport Student Support 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 theNorthwest 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 aparticipation agreement with WSAC.

- **Occupational-specific costs** means the costs associated with entering an apprenticeship or pre-apprenticeship, including but not limited to fees, tuition forclasses, 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 strategiesfor 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 bythe 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 insuccessfully 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, andincludes 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 operatedunder 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 dependencyorder 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 whilenot in the physical custody of a parent or guardian.

- **WASFA** is the Washington Application for State Financial Aid for undocumentedindividuals and others 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 thenew name in 2019-20.

1.6 Contact Information for WSAC and Partner Programs

Washington Student Achievement Council (WSAC) Staff			
Stacia Schienbein, ProgramCoordinator	360-485-1076	stacias@wsac.wa.gov	Contact for payment inquiriesand general information, student eligibility determination
Dawn Cypriano-McAferty, Assistant Director	360-515-3116 Fax: 360-704-6246	dawnc@wsac.wa.gov	Contact for all program relatedpolicies and procedures, and participant eligibility questions
Shannon Venezia, Director of Student Financial Assistance	360-485-1065	shannonv@wsac.wa.gov	For questions related to policy and general WSAC services
Inez Olive, Director of Adult Pathways		inezo@wsac.wa.gov	For questions related to apprenticeship administration
Lyle Irimata, Assistant Director		lylei@wsac.wa.gov	For all apprenticeship program related support and client eligibility.
CoDesignated Support Staff on Participating Campuses			
Varies by Campus: View Directory	College staff who have a Passport Student Support Plan and can direct youth in the areas offinancial aid, academic guidance, personal issues, career counseling/advising.		
College Success Foundation Foster Youth Services			
Adrienne Beebe, Director of Statewide Capacity Building		abeebe@collegesuccessfoundation.org	
Gisselle Blanco, Program Officer		gblanco@collegesuccessfoundation.org	
Laura Lydia, Program Manager of Statewide Initiatives		llydia@collegesuccessfoundation.org	

Education and Training Voucher (ETV) Program, Dept. of Children Youth and Families (DCYF)		
Kathy Ramsay, ETV Program Manager	360-870-9827	kathy.ramsay@dcyf.wa.gov
Aubry Schlottmann, ETV Program Coordinator	360-464-0179	aubry.schlottmann@dcyf.wa.gov
Veneza Tena, ETV Program Coordinator	360-464-0636	veneza.tena@dcyf.wa.gov
Sherrie Flores, Emerging Adulthood Program Manager	360-489-5280	sherrie.flores@dcyf.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: YMCA – Seattle		
Jenny Robinson		jrobinson@seattleymca.org
Claire Calvert	206-749-7598	cecalvert@seattleymca.org

SETuP: Pierce County Alliance – Tacoma		
Sojim Huckleberry		hucklesb@p-c-a.org

SETuP: Community Youth Services – Olympia		
Amanda Phinney	360-489-2974	aphinney@CommunityYouthServices.org

SETuP: Volunteers of America – Spokane		
Sara Mack		SMack@VOASpokane.org

SETuP: Catholic Charities of the Diocese of Yakima		
Whitney Carlson		wcarlson@catholiccharitiescw.org

Unaccompanied Refugee Minors Program – DSHS		
Molly Daggett, ProgramManager	360-790-0839	molly.daggett@dshs.wa.gov

Unaccompanied Refugee Minors Program – Catholic Community Services (Tacoma & Vancouver)		
Samantha Garcia	253-337-0498	sgarcia@ccsww.org

Unaccompanied Refugee Minors Program – Lutheran Community Services Northwest (Seattle)		
Rose McMahon	206-920-0193	rmcmahon@lcsnw.org

Unaccompanied Refugee Minors Program – Lutheran Community Services Northwest (Spokane & Kennewick)		
Julie Robinson	509-343-5037	jrobinson@lcsnw.org

CHAPTER 2 – ELIGIBILITY DETERMINATION

2.1 Eligibility Changes and Expansion Timeline

Beginning in 2018-19, students who were under the care of the state, tribal, or federal foster care systems or the jurisdictionof the interstate compact on the placement of the children became eligible.

Beginning in July 2019, verified unaccompanied homeless youth, and youth who were in foster care at any point after their 13th birthday, also became eligible. The age for eligibility determination for foster youth status is 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	Passport to Careers - includes Passport to College Scholarship and Passport to Apprenticeship Opportunities.		
Foster care	Dependent of Washington State	In-state, tribal, or federal foster care systems in WashingtonState.		
Time in care	Spent one year incare after age 16 and in care at age17.5	In foster care afterage 15.	In foster care afterage 14.	In foster care afterage 13.
Unaccompanied Homeless	Not Eligible		Verification of unaccompanied homeless event during prior or current academic year, before age 21.	
Residency	In general, the student resided in Washington for other than educationalpurposes 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, 2020, they must have been in care at any point after age 13.

2. **Definition of Foster Care:** Have been in the care of tribal, federal, or WashingtonState 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 toattending 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 refer to RCW 28B.15.012(2).

4. **Enrollment:** Is enrolled or will 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 through a data sharing agreement between WSAC and OSPI, orsubmit the following:

- Passport to Careers Consent Form
- Students with a dependency established through a tribal court must complete a Tribal Verification Form.

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), 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. Students need to contact WSAC if there are changes to their email or phone number.

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.

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	Last 4 digits of SSN or last name
mm/dd/yyyy	

Search

Screenshot from WSAC Portal

For instructions on accessing the Eligibility Checker, refer to page 43. Information provided through the Eligibility Checker on WSAC's Portal should be used as documentation of a student's foster care status because it is provided directly to WSAC from DCYF, DSHS, or a federally recognized tribe. WSAC also has a data sharing agreement with OSPI to identify students who experience unaccompanied homelessness in their senior year of high school.

Similarly, if a student is marked as eligible for Passport through WSAC's data sharing agreement with OSPI within the past year, that information (posted in the Portal) can be used as verification of the student's unaccompanied homeless youth status.

The Portal information also can be used to determine priority funding for the State WorkStudy 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 Youth Experiencing Homelessness Eligibility Criteria

Beginning in the 2019-20 academic year, Passport to College expanded to serve unaccompanied youth experiencing homelessness. The applicant must have been an unaccompanied youth experiencing homelessness during the prior year for which they are being awarded.

1. **Timeline:** The Passport program law says that the youth must have experienced unaccompanied homelessness on or after July 1 of the year prior to their awarding of the Passport scholarship. Students who experienced homelessness during the same year of their award are also eligible for the program.

2. **Definition of an Unaccompanied Youth Experiencing Homelessness:** "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 Status:** For most cases, WSAC willrely on the financial aid office to determine Passport eligibility when the student hasindicated 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 make a one-time Passport eligibility determination for students experiencing unaccompanied homelessness. The financial aid office does not re-determine the student's eligibility for the Passport to Careers program 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.

   For federal guidance regarding the documentation of students who have experienced foster care or unaccompanied homelessness, refer to the Dear Colleague Letter (DCL ID: GEN-22-15) dated November 4, 2022.

   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 toWSAC. A *Participant Housing Questionnaire* form will be provided to the student, and WSAC will determine Passport program eligibility. Institutions may choose to use theWSAC Participant Housing Questionnaire to document a student's file.

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 toattending 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 apre-apprenticeship or apprenticeship in Washington before their 22nd birthday.

6. **Eligible Degrees:** Be working toward earning their first bachelor's degree, and not bepursuing a degree in theology.

7. **Award Amounts:** Award maximums are $2,000 for the regular nine-month academic year. Summer term is in addition to the regular academic year and may exceed the award maximum, proportional for the term, such as a college with quarter terms would be $666 for the additional summer term at full time, subject to funds availability. Summer header schools are allowed to award Passport for 2025-26. We will revisit this for summer trailer schools as we navigate student enrollments and the legislative session.

8. **Passport Student Support Payments:** Those institutions who have signed Passport addendums and submitted a Passport Student Support Plan to WSAC are eligible for Passport Student Support Payments that include serving unaccompanied homeless youth.

2.5 Passport to College 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 Scholarship Requirements

Students meeting the initial eligibility for Passport must complete a FAFSA or WASFA annually and have documented financial need. Students do not have to resubmit a Passport housing questionnaire or consent form each year.

Note: Students who qualify for the program as foster youth do not complete a Passport Consent Form annually. Students qualifying for Passport as an unaccompanied homeless youth could experience a change in housing stability, but only need to be reconsidered for program eligibility by the financial aid office if there was a gap in enrollment (not including summer term). Refer to Chapter 2.4 for additional guidance.[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 4).

Students must enroll in an eligible college before their 22nd birthday. An eligible student may receive Passport to College Scholarship for a maximum of eighteen quarters (or the equivalent) after the student first enrolls with an institution of higher education.

Note: The Passport to Apprenticeship Opportunities program has a maximum of six years (the equivalent of 18 quarters) after first enrolling with a registered apprenticeship or recognized pre-apprenticeship.

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 automatically verified through DCYF or OSPI data exchanges.
High School Graduation Required	High School graduation or equivalent such as GED®
Initial Enrollment Timeframe	Prior to 22nd birthday
Is There a Family Income Limitation?	The student must have financial need as determined by the financial aid office
Maximum Terms of Usage	18 quarters/12 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 or other reasons. 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 600clock hours, 16 semesters, or 24 quarter credit hours.

Program must be an approved program and listed on the Title IV Program Participation agreement with the US Department of Education.

Note: It is permissible to count needed remedial coursework toward the Passport enrollment requirement. Remedial credits are not counted in determining an eligibleprogram as outlined in 2.7 Programs of Study. However, remedial credits attempted while receiving Passport funds count towards the maximum usage timeframe.

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 scholarshipbased upon an institutionally documented educational pathway that leads to an eligibledegree 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 adegree or longer certificate program.

Because students participating in the **Running Start** program are non-matriculated, have not graduated high school andare 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 ofWashington 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 ofinstruction 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 SCHOLARSHIP AWARDS, INCLUDING ELIGIBLE CAMPUS-BASED APPRENTICESHIPS AND PRE-APPRENTICESHIPS

3.1 Award Amounts

Passport to College Scholarship awards are based on legislative appropriations. In the 2025-26 academic year, the maximum Passport Scholarship is $2,000 and is dependent on legislative funding. Award amounts may be reduced based on the availability of funds. Students who attend summerquarter 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 Scholarship awards are considered part of the state'scommitment to eligible College Bound Scholars (CBS). More information about this commitment is provided in Chapter 2 of the [Washington College Grant and College Bound Program Manual](#).

3.2 Financial Need

Passport to College Scholarship award amounts are based on financial need andother financial aid 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 thana full award after considering other aid awarded.

If a student does not have any remaining financial need for the Passport to College 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 maystill receive Passport student support payments for the recruitment and retention of these $0 award 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 attendanceand financial situation during the academic year. The aid administrator must maintain documentation of the reason for the variance in the student's file.

Institutions may choose to ask students to complete a [Justification for Budget Increase](#) form, or other institutional forms, to document their expenses.

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 Scholarship for a maximum of eighteen quarters(or the equivalent) after the student first enrolls with an institution of higher education.

> **Note**: The Passport to Apprenticeship Opportunities program has a maximum of six years (18 quarters or the equivalent) of eligibility after first enrolling with a registered apprenticeship or recognized pre-apprenticeship.

Students are eligible to receive the Passport to College Scholarship for a maximum of eighteen

quarters, or twelve 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 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 six years with the highest annual tuition and state-mandated fees in the state.

> **Note**: Passport to College Scholarship payments are not prorated for part-timeattendance; however, students are required to be enrolled at least half-time.

3.5 Passport Scholarship Self-Help Requirement Eliminated

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 Scholarship
- Other state aid
- College Bound Scholarship(generally CBS commitment is fulfilled by WCG/PTC)

3.7 Passport to College Scholarship Financial Need

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

3.8 Packaging

Passport to College Scholarships are based on legislative appropriations, andcombine 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 Scholarship is designed to ensure the student's financialneed is met, and to reduce reliance on student loans, whenever possible.

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

Information on these programs is provided in the [Washington College Grant and College Bound Scholarship Program Manual.](#)

Packaging Examples:

See the [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 toCollege 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

- 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(formerlyIncentive 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 Scholarship and CBS eligible have their CBS state aid commitment met by WCG and Passport to College Scholarship awards.
    - ▪ Assuming a maximum WCG/CBS eligibility of $8,832 in the example below, the student is able to receive the maximum WCG ($8,332) and Passport to College scholarship ($2,000) for a combined total of $10,000 (provided it is within need). However, the student is not eligible to receive the CBS funding of $500 because the full CBS commitment is met through other state dollars with WCG and PTC.

COA	$24,000		Pell Grant	$7,395
- EFC	-$1,000		WCG	$8,332
NEED	**$23,000**		Passport	$2,000
			Inst. Scholarship	$4,805
			College Bound	$0
			TOTAL FA:	**$22,532**

3.9 Retroactive & Late Awards and/or Payments for Previous Terms for Eligible Students

A retroactive award occurs when:

a. Student completes their financial aid application late, but previously enrolled or is currently attending.

b. Financial aid application review by the institution occurs after a term has passed.

Retroactive awards and/or payments **must** be made for all programs (for example: WCG, CBS, PTC) which a student is eligible for a prior term(s) as long as they:

1. Are for the current year, and

2. Other program rules are followed.

The value of the retroactive award and/or payment(s) must be based on the student's rate of satisfactorily completed credits (at least three credits or the equivalent) determined by the institution at the end of the term(s). Students who have graduated must be retroactively awarded as long as it is within the same fiscal year, and they meet all program requirements.

If an institution retroactively awards funds to a student who completed fewer credits for that term than they would have been awarded had the award been made at the beginning of the term, the student's CSAW enrollment status for the term must be updated to reflect the enrollment status for which the payment was actually made.

Late Award Definition: Late awards occur when an institution awards Washington College Grant (WCG), and does not award Passport (or other WSAC state aid programs) at the same time.

It is imperative that all awards are offered to the student and subsequently entered into the WSAC Portal at the same time. Institutions not awarding all programs at the same time are considered to be out of compliance. WSAC monitors institutions for late awarding practices.

If an institutional error was made and the awards for WCG and Passport were not made at the same time, to ensure students are being held harmless, students should be awarded at Passport at the same level that the initial WCG award was made, regardless of the number of credits completed, or the student's enrollment status.

Additional information about retroactive and late awards can be found in the WCG Program Manual.

CHAPTER 4 – DETERMINE SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT

Institutions are responsible for monitoring and responding to changes in student eligibility. WSAC will now align the State SAP policy with the Federal SAP policy beginning with the 2024-25 academic year.

While institutions can implement this policy as early as 2024-25, there is flexibility for institutions to adjust their policy to fit the needs of their student population: the minimum standard for the State SAP policy being the same as the Federal SAP policy.

Refer to [WCG Program Manual](#) (Chapter 3) for more about the SAP policy and for changes in student status occurring after the receipt of an award.

4.1 Quantitative Standard for Students in Quarter and Semester Credit Programs

To meet minimum satisfactory academic progress standards, a student must successfully complete a minimum number of credits for each term in which the grant was received.

Each school's policy for measuring the progress of state aid grant recipients must define satisfactory as the student's completion of the minimum number of credit or clock hours for which aid was disbursed.

The minimum number of credits standard for enrolled students, whose aid was calculatedand 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 completiontypically 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[2] 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 wascalculated and disbursed.

- 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 9-11 credits, the student must successfully complete at least 4.5 but less than 9 credits to be placed on 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.

- For a half-time student at 6-8 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 3-5 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 requires that each school's policy must deny further disbursements of all state aid at the conclusion of any term in which the student fails to complete at least one-half of the minimum number of credits within an enrollment band or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institutions satisfactory progress policy.

This status also may be given to a student who has remained in warning status for more terms than the institution's policies allow.

1. For a full-time student at 12 credits, this means that if the student successfully completes less than 6 credits, the student is to be placed in a denied status beginning with the following term.

2. For a three-quarter time student at 9-11 credits, a student must successfully complete less than 4.5 credits to be placed on a denied status.

3. For a half-time student at 6-8 credits, a student must successfully complete less than 3 credits to be placed on denied status.

Refer to the WCG Program Manual (Chapter 3) for additional information.

4.5 Quantitative Standard for Students in Clock Hour Programs

Students enrolled in Clock Hour programs must enroll as full-time students and complete300 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-hourstudents; however, a school may petition WSAC to allow a warning status.

4.6 Qualitative Standard

The institution's satisfactory academic progress (SAP) policy must contain a qualitativestandard. 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 tofulfill 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 specificrequest to do so from the student.

For example, the FAA may decide to grant a student continued access to state aid if failurein 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 theinstitution 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. Thismust 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 howand 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. Itdoes 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 retroactivepayment 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. Note: There is one exception related to late awarding due to institutional error outlined in the Chapter 3.

5.2 Student Payments

After the institution's financial aid administrator identifies an eligible student and postsan 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 paymentsshould be requested in a timely manner for the current quarter or semester. If an institution does not submit the payment request in a timely manner and program funds are exhausted, WSAC is unable 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 decisionon where to apply their financial aid payment, which then applies to all state aid programs such as Passport to College 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 thestudent directive, see Forms 8.3.

- Institutions must not coerce or influence the student's choice on where toapply 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 continuouslyenrolled.

- Institutions must allow students to change their minds at any time, prior todisbursement, and follow their current directives at all times.

- Institutions must remind students once a year that their current directive isstill 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 state aid programs: Passport to College Scholarship, Washington College Grant, Washington Bridge Grant, College Bound Scholarship, American Indian Endowed 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 andis 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 schools must enter into a written consortium agreement with each other.

The student's home institution is responsible for processing and disbursing Passport to College Scholarship awards funds, and the student may only receive Passport toCollege 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 informationwill 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 guidance, see Chapter 5 of the Washington College Grant & College Bound Program Manual.

5.7 Reporting

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

Institutions who have elected to participate as a Passport institution with a viable student support plan and have signed the Passport addendum, making them eligible to receive Passport Student Support Fund payments are required to provide WSAC with an annual Passport Student Support Fundreport. At the end of the academic year, WSAC will request reports from institutions on a pre-developed report template developed by WSAC, with the support of the Passport Leadership Team. For a sample report template from the 2024-25 year, see student support section.

Reports will address the institution's use of the Student Support Funds received, theamount of funds spent, and—if funds were not fully spent in the academic year—theplanned use for the remaining balance.

Per the *Passport to College for Foster Youth Addendum* that participating institutions sign and submit to WSAC, institutions are encouraged to use Passport StudentSupport Funds in the academic year they are received.

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

5.8 Emergency Funding – Passport Student Support

WSAC will align with the updated federal policy which states that "emergency financial assistance provided to the student for unexpected expenses that are a component of the student's cost of attendance, and not otherwise considered when the determination of the student's need is made, shall not be treated as other financial assistance" (OFA).

Components of the cost of attendance would include unexpected expenses for food, housing, materials, etc. Colleges must have a policy and process for students to request emergency financial assistance and document the request including the unexpected expense for each student. The expenses must not already be included in one of the student's COA components. Volume 3, Chapter 3 of the 2024-25 Federal Student Aid Handbook provides additional guidance.

Emergency funding for students in not to be factored into need-based calculations. When completing Unit Record Reports, the award/code type will be reported as non-need based, not considered when determining need-based aid eligibility.

For those campuses participating in the Passport to Careers program and receive Passport Student Support Funds (PSSF), these funds could be used to address Passport student emergencies and need to document it like any other emergency funding. However, if PSSF is utilized as other financial assistance, standard rules need apply. Emergency funds are not subject to need, but other financial assistance   is subject to need.

CHAPTER 6 – PASSPORT STUDENT SUPPORT PLAN
AND PASSPORT STUDENT SUPPORT FUNDS

6.1 Purpose

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

The Passport Student Support plan template was developed by the Passport Leadership Team and is based on known best practices. Institutions agreeto 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 who have experienced foster care or unaccompanied homelessness. Funds shall be used for individualized student supportservices 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

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 :** Agree to design and implement a *viable Student Support Plan* to deliver specialized support servicespromoting and increasing access, persistence, and completion of postsecondaryeducation.

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 leadershiprole 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 fullrange of support services and other college preparation information.

i) **Financial Aid.** Review each Passport to College 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 .** The institution's request for a Passport to College Scholarship payment signifies satisfactoryacademic 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 Disbursements

The amount of the Student Support Fund payment is determined annually by WSAC, based on program appropriations. 2025-26 Academic Year payments are based on amounts received in 2023-24 and will be re-evaluated once student enrollment is analyzed. Typically, Student Support Funds are set at $500 per quarter or $750 per semester for each Passport to College Scholarship student. Occasionally, participating institutions may receive additional payments to help advance equitable opportunity for eligible students.

One disbursement for the full year will be made after fall interim reports are finalized. No additional action is needed by the institution to request Passport Student Support Fund payments. This is unique to the 2025-26 academic year.

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 maybe 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 CollegeScholarship 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 Use

Passport to College Scholarship [designated support staff](link) on campuses report thePassport Student Support Funds have been invaluableto 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 to thestudent 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 in 2025. When that student completes the FAFSA in 2027-28, basedon the U.S. Department of Education's use of prior-prior year income for FAFSA filing, the student will use 2025 calendar year income for that application and report it then.

Emergency funding for students in not to be factored into need-based calculations. When completing Unit Record Reports, the award/code type will be reported as non-need based, not considered when determining need-based aid eligibility.

For those campuses participating in the Passport to Careers program and receive Passport Student Support Funds (PSSF), these funds could be used to address Passport student emergencies and need to document it like any other emergency funding. However, if PSSF is utilized as other financial assistance, standard rules need apply. Emergency funds are not subject to need, but other financial assistance   is subject to need.

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

Institutions report that Passport Student Support Funds 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 □ Equipment or tools needed for their certificate or trade program. □ Enhancing student financial aid awards	□ Emergency loan fund □ Wages for work study, mentors, graduate student assigned towork with Passport students □ Textbooks and a lending library □ Computers and assistance with technology needs such as a hotspot □ 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 and rent □ Medical bills □ Assistance with utility payments or internet

6.5 Institutions Participating in the Passport Student Support Plan

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

Student Support Funds

Payment/Refund Policy

Summary:
Passport to Careers Student Support Funds are provided to the postsecondaryinstitution (by WSAC) or apprenticeship program and are used for the recruitment and retention of Passport eligible students.

Student Support Fund Payment Process (for postsecondary institutions only):
1. Institution awards student scholarship in the portal.
2. Institution requests scholarship funds from WSAC, WSAC processes scholarship payment through CSAW.
3. Student Support Fund grant is automatically "posted" in the portal.
4. WSAC processes student support fund grant payment *after* the close of quarterly WCG/SNG interim reporting and sends funds to the institution in bulk.
5. Institutions are first asked to spend down any reserve of Student Support Funds received in the prior year. Reminder: You have to spend those funds within a two-yearwindow and provide a plan for the second-year usage if you did not spend them in year one.

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 and scholarship funds are requested by the institution, scholarship and student support funds will need tobe 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 2023 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 young people who have experienced foster care or unaccompanied homelessness in Washington State.

Note: Services provided are to be determined upon completion of the 2025-26 contract, but can be expected to be similar to services provided in the 2024-25 year including knowledge sharing, professional development and networking, onboarding training for campus champions, facilitation of the Passport Leadership Team, and emergency funding for Passport students.

7.2 Apprenticeship Opportunities Pathway

WSAC will 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 programsthat are not based on a campus or eligible for state financial aid:

1) Outreach identifying apprenticeship programs available to them, how to apply, andhow to apply for and obtain financial aid when appropriate.

2) Provide financial assistance to meet pre-apprenticeship or apprenticeship programminimum 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 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 [five 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 youthprogress 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 thePassport to Careers program and student, family, and adult supporter information about WSAC financial aid programs.

- [Portal for Financial Aid Administrators]()

- [WASFA](): Washington Application for State Financial Aid - financial aid application for undocumented individuals and others not eligible for federal financial aid.

Partner Websites

- [Foster Youth Services](): Managed by the Department ofChildren 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 program through this site.

- [Washington Passport Network](): Managed by the College Success Foundation, withguidance from the Passport Leadership Team. Provides information for professionals working to support students from foster care, or those experiencing unaccompanied homelessness. The website provides information and tools to improve practices and student outcomes. Information on training and the annual Passport conference are also included on the WPN website.

- [College Success Foundation (CSF)](): Provides information on CSF services, scholarships, andsupport.

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 AidAdministrators regarding making unaccompanied homeless youth Determinations.

- [Unaccompanied Refugee Minors Program](): administered by Washington StateDepartment 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 is 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 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.
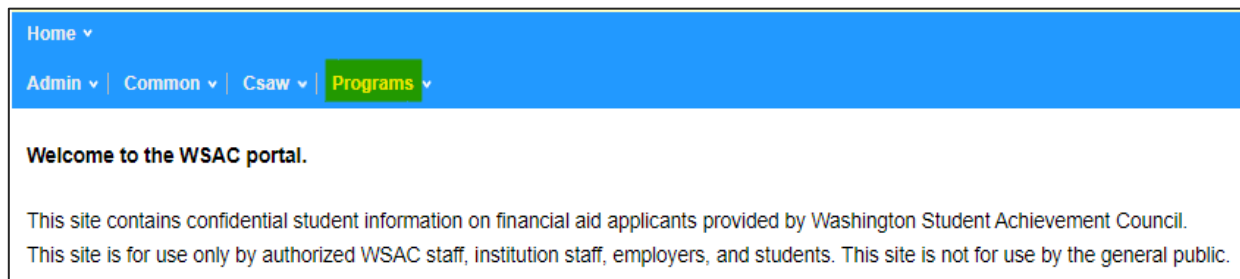
8.2.3 Searching for Students on the Portal

Click this link for an online guide for checking student eligibility:
https://scribehow.com/shared/Eligibility_Check__-WecOWgdSOKqfnFSCZJ-hg

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

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.
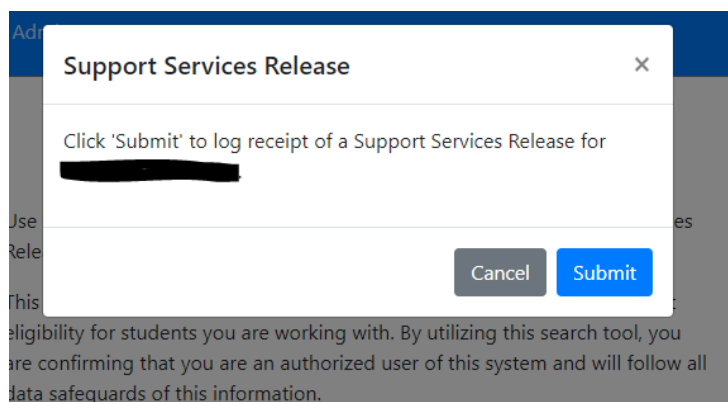
8.2.4 Cancelling Eligibility for Unaccompanied Homeless Youth

If a student was previously identified by the institution as an unaccompanied homelessyouth (UHY), but was marked in error, or if their status has changed, making them no longer eligible for Passport as a student experiencing unaccompanied homelessness, you have the ability to cancel their eligibility in the Portal.

Click here for an online guide to cancelling Passport UHY eligibility.

8.2.5 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.

Log into the WSAC Portal. Your email address is your username. If you are not auser, 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.

Click here for an online guide to utilizing the secure messaging tool in the Portal.

8.2.6 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.

Click here for and online guide to utilizing the payment request screens in CSAW.

Step 2 – Upload File or Add Students Manually

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.**

There are two templates in CSAW:

- Full upload
- Incremental Upload CSV Template

A school should upload their entire file of students for the year using the full upload template. After the initial upload, they should use the "**incremental upload CSV template**" to upload only Passport awards or changes to their initial file.

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.

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

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

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**
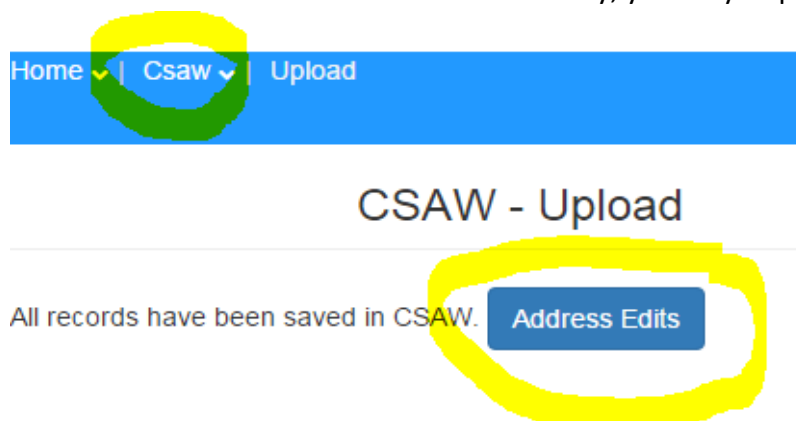
Funds under the CSAW drop-down box.

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.**

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.

8.2.7 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 boxin 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.**

Update Student for
2022-2023

SSN ⓘ *	SID	Birthdate *	ISIR/WASFA Transaction # *

Last *	First	MI

Income Info ⓘ

Family Size *	# in College *	Family Income *
3	1	

Awards

	Enrollment	Term Type	App Bacc?	WCG	Bridge 🔒	CBS	PTC
Summer 1							
Fall	Full time	Quarter	☐	3902 🗑	167		1667 🗑
Winter	Full time	Quarter	☐	3902 🗑	167		1067 🗑
Spring	Full time	Quarter	☐	3901 🗑	166		1067 🗑
Summer 2							

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 doneto these records, but review the lists to identify potential eligibility issues, forexample, if a student is nearing their QER.

(2) **Overridable** – Correct the **data** for each overridable edit. If you cannot address the edit by correcting data, but the student is eligible, enter an overridereason.

(3) **Non-Overridable** – 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 staffat
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	
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	

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

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 13 and before 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 Scholarship Conditions

Passport to Careers – Conditions of Award

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

1. Passport to College – supports students pursuing a college degree.
2. 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 $2,000 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 six years or the equivalent.
- If you withdraw from college during the term, you may owe a repayment of Passport funds you received during the term of your withdrawal.

Eligibility

- Awards are contingent until your financial aid office confirms your eligibility.
- The Passport 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: 6/13/25 dcm

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WASHINGTON STUDENT ACHIEVEMENT COUNCIL
Passport to Careers

Institutional Agreement to Participate
Washington State-Funded Financial Aid Programs

Passport to Careers Addendum

This agreement 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 youth who have experienced either foster care or unaccompanied homelessness 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 viable Passport

Student Support Plan (formerly referred to as the Passport Viable Plan) pursuant to RCW 28B.117 and WAC 250-100

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. 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. The INSTITUTION may elect to have students who have experienced unaccompanied homelessness complete the Passport Housing Questionnaire to help determine eligibility.

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. A role description for the Passport Campus Leader is in Appendix B.

   The person listed as the Passport Campus Leader is:

Leader Name	
Title	
Email	
Phone	

   In the event that the Passport designated campus leader changes, the INSTITUTION will notify the AGENCY in writing via email of the change within 30 days. Email may be sent to passport@wsac.wa.gov.

f) **Designated Campus Support Staff.** Designate a knowledgeable "home base" staff person who can direct students in the areas of financial aid, academic guidance, personal issues, and career counseling/advising. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students. A role description for the Designated Campus Support Staff is included in Appendix C.

   The person listed as the designated support staff is:

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Person Name	
Title	
Email	
Phone	

In the event that the Passport designated support staff changes, the INSTITUTION will notify the AGENCY in writing via email of the change within 30 days. Email may be sent to passport@wsac.wa.gov.

Designated Financial Aid Staff. Designate a financial aid staff member who can guide and support Passport students through the financial aid process. A role description for the Passport Financial Aid Staff is included in Appendix D.

The person listed as the financial aid support staff is:

Person Name	
Title	
Email	
Phone	

In the event that the Passport designated financial aid staff changes, the INSTITUTION will notify the AGENCY in writing of the change within 30 days. Email may be sent to passport@wsac.wa.gov.

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 SETuP case managers, and other non-profit agencies serving youth who have experienced foster care or unaccompanied homelessness 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. Student Support funds received must be expended within two years of receipt. If unspent funds remain, the INSTITUTION will provide a plan for future Student Support Fund use.

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 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), WASFA, 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. The INSTITUTION must use the portal to provide secure electronic communication that contains a student's personally identifiable information.

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

e) **Student Lists.** At least annually, WSAC will provide INSTITUTIONS with a list of students determined eligible for the Passport to Careers program and has shared an interest in attending a college on their federal financial aid application. This list is shared with both the Passport Financial Aid Administrator for aid packaging, and the Passport Designated Support Staff for outreach and support. Institutions may request the list from WSAC on a quarterly basis, or more frequently, as needed.

f) **Verification of Eligibility.** Student eligibility will be verified with the 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 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.

g) **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.

h) **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 and other 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 payments to institutions based on recruitment, retention, and support of Passport eligible students. The payment is available only to institutions agreeing to provide specified student support services outlined in this agreement. Institutional participation in the Passport student support fund is voluntary. An otherwise

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eligible student can receive a Passport scholarship to attend an eligible college even if the institution does not participate in the Passport student support fund option. Each party herein constitutes the consideration for this agreement. To the extent that funds are allocated for this purpose, the amount of Passport student support fund payments to the INSTITUTION will be reviewed and determined annually by the AGENCY based on projected enrollments, appropriations and other relevant factors.

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, 2024, 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 30, 2023 (for effective date of contract through June 30, 2023)

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

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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

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 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 theprogram(s).

10. If I fail to cash my check containing state funds or pickup any remaining funds by the close of the academic year, the funds shall be returned to the program at WSAC and treated as funds declined by me.

The state of Washington is offering you financial assistance to help support your educational expenses. Please visit www.opportunitypathways.wa.gov to receive moreinformation about financial aid, scholarships, work study, and student loans.

You may choose to voluntarily make financial contributions to WSAC in recognition ofthe 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 accountor 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 andthat 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 andpassword 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 <u>all</u> 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

Passport Student Housing Questionnaire   Page 2 of 2

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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 CollegePromise 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 andhealth 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 Careers Program [Title 250-100 WAC](#)

The Passport to Careers Program WAC was updated and became effective on July 1, 2022.

Chapter 250-100 WAC
PASSPORT TO CAREERS PROGRAM

[250-100-010](#)	Purpose.
[250-100-015](#)	Definitions.
[250-100-020](#)	Institutional eligibility.
[250-100-030](#)	Identification of eligible foster youth.
[250-100-040](#)	Student eligibility for passport scholarship.
[250-100-050](#)	Determining the amount of the passport to college promise scholarship.
[250-100-060](#)	Passport student support fund to provide student support services.
[250-100-070](#)	Payment of passport to college promise student scholarship and student support funds.
[250-100-075](#)	Passport to apprenticeship program.
[250-100-080](#)	Institutional fund management requirements.
[250-100-090](#)	Program administration and audits.
[250-100-100](#)	Request for review and student complaints.
[250-100-110](#)	Suspension or termination of institutional or nongovernmental entity
[250-100-120](#)	Appeal process.
[250-100-130](#)	The agency's responsibilities.

8.4.3 Legislative Reports

A comprehensive report on the Passport to College program can be found on the
[Washington Student Achievement Council](#) website:

- Click on the Financial Aid & Affordability tab.

- Select the *Passport to College Promise: Program Update.*

CHAPTER 9 – DESIGNATED SUPPORT STAFF INFORMATION

9.1 Passport Roles

Passport Designated Support Staff (DSS)

The 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 is responsible for preparing campus personnel in these areas to assist referred Passport students.

The Passport DSS role is established at all institutions with a *Student Support Plan*. A detailed role description for this position is available at Washington Passport Network website, along with several other documents that are important resources for DSS.

Passport Campus Leader

Passport institutions identify a 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. A role description for the Passport Campus Leader was developed in Summer 2022 and can be found on the Washington Passport Network website.

Passport Financial Aid Administrator

The Passport Financial Aid Administrator is a financial aid staff member who can guide and support Passport students through the financial aid process. A Passport Financial Aid Administrator role description is also available on the Washington Passport Network website.

Passport Peer Mentor/Peer Advisor

WSAC has developed a role description for a Peer Mentor/Peer Advisor. The role description will be posted to the Washington Passport Network website.

9.2 Groups and Organizations for Passport Professionals

Washington Passport Network (WPN)

The Washington Passport Network is a statewide collective impact initiative committed to supporting students from foster care and the adult professionals they rely on. This includes professionals such as the Passport Designated Support Staff, campus leaders and financial aid staff supporting Passport students.

Professionals working to support students from foster care or those experiencing unaccompanied homelessness in accessing, persisting, or completing post-secondary education or apprenticeships in Washington state, can be considered as a member of the Washington Passport Network.

Members of the Washington Passport Network have access to free webinars, recorded trainings, the annual Passport conference, support resources on the Washington Passport Network website and other information that is pertinent to serving the Passport student population. To join or confirm membership in the Washington Passport Network, email passport@collegesuccessfoundation.org.

Passport Regional Service Coordination Groups (RSCG)

Led by members of local postsecondary institutions, the College Success Foundation, and non-profit organizations regional service coordination groups promote a cross-sector, student-centered approach to regional wraparound service delivery for students who have experienced foster care and unaccompanied homelessness through collaboration, service coordination, and intervention. To learn more about the RSCG or to join a group, email passport@collegesuccessfoundation.org.

Passport Leadership Team (PLT)

The Passport Leadership Team (PLT) is a 30-member advisory body representing postsecondary institutions, students, non-profit and state organizations from all areas of Washington state that advises WSAC on Passport to Careers policy and practice issues. The PLT convenes quarterly meetings, facilitated in partnership with, the College Success Foundation.

Project Education Impact (PEI)

A coalition of state agencies and nonprofit organizations began meeting about strategies to improve outcomes in October 2017. A 2018 budget proviso (Engrossed Substitute Senate Bill 6032)2 codified their charge, directing the Department of Children, Youth and Families (DCYF), in collaboration with the Office of the Superintendent of Public Instruction (OSPI), the Office of Homeless Youth (OHY), and the Washington Student Achievement Council (WSAC), to convene a workgroup with aligned nonprofit organizations to:

> *Create a plan for children and youth experiencing foster care and homelessness to facilitate educational equity with their general student population peers and to close the disparities between racial and ethnic groups by 2027.*

In January 2019, PEI released bold strategies to support children experiencing foster care and homelessness. The report can be found at: https://files.eric.ed.gov/fulltext/ED595805.pdf

9.3 Support Organizations Throughout Washington

There are organizations throughout the state that can help students with basic needs, such as food or housing support. Passport Designated Support Staff have provided WSAC with a list of community partners that have successfully provided assistance to Passport students. Some of these community resources are listed below:

Statewide
- Washington 2-1-1: https://wa211.org/
- Washington Connection: https://www.washingtonconnection.org/home/
- Janus Youth: http://www.janusyouth.org/programs/washington-state
- Childcare Aware Washington : https://childcareawarewa.secure.force.com/providerupdate/CCAWAOnlineLookUp
- Food Pantry Search Tool: https://www.foodpantries.org/

West Side

Whatcom County/NW

- BTC Basic Needs: https://www.btc.edu/CurrentStudents/BasicNeeds/BasicNeeds.html
- Whatcom Community College Basic Needs: https://www.whatcom.edu/current-students/funding-support-programs/basic-needs

King County

- Emerald City Resource Guide: http://www.emeraldcityresourceguide.org/
- Highline College Basic Needs: https://educationnorthwest.org/sites/default/files/pdf/ecmc-bni-casestudy-highline508c.pdf
- Highline College Benefits Hub: https://supportcenter.highline.edu/benefits-hub/
- Neighborhood House (locations throughout King Co.): https://nhwa.org/
- YMCA Social Impact Center: https://www.seattleymca.org/social-impact-center
- Social Impact Center Counselling Services: https://www.seattleymca.org/social-impact-center/services/counseling-services

Pierce County

- UW Tacoma Resource List: https://depts.washington.edu/uwtslwebdev/ResourceTracker/

Cowlitz County/SW

- Housing Opportunities of Southwest Washington: https://hoswwa.org/
- Kelso Housing Authority: https://kelsohousing.org/
- Lower Columbia Community Action Program: https://lowercolumbiacap.org/
- Love Overwhelming: http://loveoverwhelming.org/
- Community food banks

  ➢ FISH (360-636-1100) for FOOD (must call) M-F 9AM-12PM & 1-4PM for other emergency need, such as filling prescriptions, dental needs, glasses, help pay overdue water &/or PUD bills, and buy boots or clothing required for starting a new job. (fishofcowlitzcounty.org)

  ➢ SALVATION ARMY (360-423-3990) M,W,TH 2-4PM & Grab & Go Meals M-F 11:45-12:45PM 1639 10th Ave Longview WA

  ➢ CAP HELP WAREHOUSE (360-425-3430) FOOD 3rd Tuesday of the Month 9AM-3PM & Emergency Food M-F 8AM-4:30PM. CAP also helps with *Rental &/or Energy Assistance (LIHEAP low-income home energy assistance programs) 1526 Commerce Ave Longview WA (lowercolumbiacap.org)

  ➢ ST VINCENT DE PAUL (360-577-0662) M,W,F 8:30-11:30AM & 1st and 3rd Tuesday 4:30-6PM 1222 Baltimore St Longview WA

  ➢ WIC (DEPARTMENT OF HEALTH) (360-423-7740) Monday-Friday 8AM-7PM 1717 Olympia Way Suite 206 Longview WA

  ➢ FAITH CENTER FOOD BANK (360-577-0620) Thursdays 10AM-1PM 1209 Minor Rd Kelso WA

- ➢ HIGHLANDS BAPTIST CHURCH (360-425-1960) Last Tuesday of Month 1-3PM 317 20th Ave Kelso WA
- ➢ KELSO RESOURCE CENTER (360-747-7240) Outdoors Tuesdays & Fridays 12-3PM 315 Three Rivers Mall Drive #212 Kelso WA *Follow on Facebook for Updates
- ➢ LEXINGTON NEW SONG CENTER (360-430-3575) 2nd Tuesday of Month 2-4PM 161 Aaron Drive Kelso WA
- ➢ CASTLE ROCK LIONS FOOD BANK (360-751-2826) Eagles Hall Thursdays 1-2PM 224 Huntington Ave S. Castle Rock WA
- ➢ KALAMA HELPING HANDS (360-673-2814) Kalama Residents Only Tuesdays 11AM-2PM191 Cloverdale Rd Kalama WA
- ➢ WOODLAND ACTION CENTER FOOD BANK (360-225-9998) Saturdays 9AM-5PM 736 Davidson Ave Woodland WA
- ➢ ST. VINCENT DE PAUL CATHLAMET (360-957-5676) 1st & 3rd Wednesdays 9AM-12PM 401 Columbia Cathlamet WA

Kitsap County
- Kitsap Community Resources: https://www.kcr.org/housing/
- Olympic College Student Life and Support: https://www.olympic.edu/student-life-support

East Side

Whitman County
- Whitman Community Action Center Crisis Housing: https://www.cacwhitman.org/crisis-housing/
- Alternatives to Violence of the Palouse: https://atvp.org/
- Whitman CAC Food Pantry: https://www.cacwhitman.org/foodbank/
- Whitman CAC SNAP Application Assistance: https://www.cacwhitman.org/basic-food/
- Pullman Child Welfare: https://www.pullmanchildwelfare.org/

9.4 Student Support

Passport Student Support Funds

Passport Student Support Fund payments 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 service. Accessing and distributing the Passport Student Support funds is a responsibility of the DSS. The Student Support Grant guidance can be helpful in understanding the uses of Passport Student Support funds and can be found at: https://www.washingtonpassportnetwork.org/wp-content/uploads/2023/09/2023-updated-Passport-Student-Support-Guide.pdf

The DSS may be asked to coordinate financial support paid to the student with the institution's financial aid office. It is recommended that the DSS collaborate with the Passport financial aid administrator before disbursing Passport Student Support Funds to the student.

There have been conversations related to the guidance issued by the US Department of Education and the treatment of emergency financial assistance. WSAC aligns with the updated federal policy which states that "*emergency financial assistance provided to the student for unexpected expenses that are a component of the student's cost of attendance, and not otherwise considered when the determination of the student's need is made, shall not be treated as other financial assistance.*" Components of the cost of attendance would include unexpected expenses for food, housing, materials, etc.

Colleges must have a policy and process for students to request emergency financial assistance and document the request including the unexpected expense for the student. The expenses must not already be included in one of the student's cost of attendance components.

Funding utilized as emergency financial assistance is not to be factored into need-based calculations.

For those campuses that participate in the Passport to Careers program and receive Passport Student Support Funds (PSSF), these funds could be used in this manner. Institutions are allowed to use PSSF funds as emergency financial assistance and need to document it like any other emergency financial assistance. However, if PSSF are utilized as other financial assistance, standard need rules apply. The emergency financial assistance would be reported as not subject to need, but other financial assistance needs to be included.

Student Support Fund Disbursements

Refer to Chapter 6 of this manual for additional information. 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 Scholarship Designated Support Staff person for completion and is due in August, prior to the beginning of the next academic year. Reports must be completed and submitted to WSAC before Passport Student Support Funds are disbursed for the following year.

Passport Student Support Fund Use

Passport to College Scholarship designated support staff on campuses report the Passport Student Support Funds 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 reflect additional costs and to adjust the student's financial aid to include the additional Passport Student Support Funds.

In the unusual circumstance that Passport Student Support Funds 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 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 Scholarship on the URR.

Institutions report that Passport Student Support Funds 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	☐ Emergency loan fund
	☐ Wages for work study, mentors, graduate student assigned to work with Passport students
☐ Pre-enrollment, academic, personal, financial, and career services	☐ Textbooks and a lending library
	☐ Computers and assistance with technology needs
☐ Special orientations and welcome functions	☐ Resource loan library, including laptops and calculators
☐ Admission into TRiO services	☐ College survival backpacks and school supplies
	☐ Gift cards to grocery stores, gasoline, transit passes and transportation costs to specific events
☐ Financial planning seminars	☐ Student incentives for meeting academic goals
☐ Designated computer lab and private study area for program participants	☐ Meals, healthy snacks, food bank and personal hygiene articles
	☐ Warm clothes, including socks, hats, boots, and gloves
☐ Quarterly meetings and celebrations	☐ Entrance placement tests, graduate school exams, and admission fees
☐ Opportunity for hands-on learning with a registered dietician	☐ Housing deposits
	☐ Medical bills

Passport Student Support Fund Report:

Participating institutions will need to submit a Passport Student Support Fund report each August, after the close of the academic year. Report questions were developed by the Passport data workgroup and were approved by the Passport Leadership Team.

This report may require collaboration between the financial aid office and the Passport Designated Support Staff (DSS) and is typically submitted to WSAC via a web-based survey site by the Passport DSS. The pages below provide you with questions asked in the 2022-23 Passport Student Support. Updates to the 2024-25 report will be made in July 2025 through a collaborative effort with the Passport Leadership Team's Data Workgroup.

2023-2024 Passport Student Support Report

2023-24 Passport Student Support (Incentive Grant) Report

Passport Leaders,

Your institution provides services improving access and persistence of Passport students through submitting a Passport addendum to the state financial aid participation agreement. Over the past several years, your institution has also developed and submitted a "viable plan" for supporting Passport students. As we evaluate the program, we would like to highlight and share the work being done to support Passport students with other institutions and members of the legislature.

Student Support Funds (Incentive grants) may be used for individualized student support services that 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.

This report template will help you provide WSAC information about how your campus is supporting Passport students and how Student Support (incentive grant) funding is used to support them. The deadline to complete the survey is **August 29, 2024**.

1. College name *

2. Name of person completing this report

3. Email address

4. Phone number

5.
(OPTIONAL) Looking back, what was the total number of Passport-eligible students enrolled at any point during the **2022-23** academic year?

6. What number of Passport-eligible students were enrolled at any point during the **2023-24** academic year?

7.
Within the following groups of students, how many students do you estimate you have worked with over the past year?

Prospective students who are or may be Passport-eligible. This includes work with students who aren't yet enrolled in Passport but may benefit from learning about the Passport Program, your institution's admissions process, etc.

Passport-eligible students who have stopped out of college

Students who have lost their Passport eligibility for any reason

8.

In the past academic year, what percentage of Passport-eligible students are participating in programming offered by the Designated Support Staff? By participation we mean things such as receiving information/referrals to outside resources, participating in activities led by the DSS, individual or group check-ins, group meals, etc.

[   ]

9. What are some of the barriers to student participation in programming offered by the Designated Support Staff?

[   ]

10.

What percentage of Passport-eligible students completed their FAFSA or WASFA by your institution's priority financial aid deadline?

[   ]

11.

Which of the following SETUP providers have you worked with in the past year? Select all that apply

☐ Catholic Charities (Yakima / Tri-Cities area)

☐ Community Youth Services (Olympia area)

☐ Pierce County Alliance (Tacoma)

☐ Volunteers of America (Spokane)

☐ YMCA (Seattle)

12.

Please list the organizations that you have worked with in the past year on Passport-related services (e.g. making student connections, student support services, activities, emergency services, etc.)

[   ]

13.

How do you identify **unaccompanied homeless** students who are Passport eligible?

☐ Financial aid applications

☐ Admissions information

☐ Referral

☐ Student self-identification

☐ Other - Write In (Required) [   ] *

14.

How do you identify students who experienced **foster care** who are Passport eligible?

☐ Financial aid applications

☐ Admissions information

☐ Referral

☐ Student self-identification

☐ List from WSAC

☐ Other - Write In (Required) [   ] *

15.

Describe how your institution provides outreach and recruitment to prospective students (students who are not enrolled at your institution) about support services offered by the Passport program.

☐ Host on-campus events

☐ Attend summer bridge events

☐ Direct outreach through email/phone/text

☐ Meet one-on-one

☐ Social media

☐ Physical flyers / brochures

☐ Meeting with supportive adults

☐ Other - Write In (Required) [   ] *

16.

Describe how your institution provides outreach and information to <u>current students</u> (these are students who are currently enrolled at your institution and receive the Passport Scholarship OR students who are currently enrolled at your institution and are <u>not</u> receiving the Passport Scholarship but may be eligible for it) about support services offered by the Passport program.

☐ Direct outreach through email/phone/text

☐ Meet one-on-one (including virtual meetings)

☐ Social media

☐ Physical flyers / brochures

☐ On-campus partner collaboration (e.g.: advisers, financial aid staff, etc.)

☐ Off-campus partner collaboration (e.g.: Independent Living Providers, SETuP, non-profit staff, etc.)

☐ Peer mentorship programming

☐ Other - Write In (Required) [_____] *

17. When was your campus viable plan last updated? (Give month and year).

[_____]

18. Does your campus experience barriers serving Passport eligible students in any of the areas below?

☐ Identifying students

☐ Accessing incentive grant funds

☐ Administrative support

☐ Recruiting students to campus

☐ Engaging students on campus

☐ Under staffing

☐ Staff turnover

☐ Lack of faculty/staff awareness

☐ Lack of student awareness

☐ Lack of community partner awareness

☐ Other - Write In (Required) [_____] *

19. How were incentive grant funds used in 2023-2024? Check any that apply.

☐ School supply purchases (books, technology, etc)

☐ Technology/book lending library

☐ Salaries for professional staff

☐ Salaries for student staff

☐ Emergency funding

☐ Meals / snacks

☐ Community building events or programming

☐ Outreach events to eligible students

☐ Gas / grocery cards

☐ Student transportation

☐ Professional development funds

☐ Tutoring

☐ Other - Write In (Required) [_____] *

20. What was the dollar amount of incentive funds that were spent in 2023-24?

[_____]

21. Does your institution have an incentive fund balance from the funds received in the 2023-24 academic year?

○ Yes

○ No

Submit

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Program Forms

Students who do not have their eligibility posted in the WSAC portal must complete a Passport to Careers Consent Form. You may assist the student by emailing the completed Consent Form to WSAC via email. The Consent Form and other forms may be viewed here.

Tribal Dependents

If a student is a tribal dependent, they will also be required to submit a Tribal Verification Form in addition to the Passport Consent Form. Youth are considered tribal dependents if they were placed in foster care through a tribal court; not all tribal youth are tribal dependents.

Unaccompanied Homeless Youth

If a student is an unaccompanied homeless youth, do not use the Passport consent form to confirm their eligibility for the program. Instead, coordinate with the financial aid office at your institution to verify their eligibility.

If the financial aid administrator is unable to make a dependency determination using their standard process, the student may provide information on the unaccompanied homeless youth housing questionnaire directly to WSAC.

Using the WSAC Portal

Though more commonly used by Financial Aid staff, the Passport DSS may be required to use the WSAC Portal to check student eligibility or to send a secure message to WSAC. If you are the DSS at your institution and do not have access to the Portal, please contact the financial aid director at your institution to have an account created for you.

Refer to Chapter 8.2.2 for a guide to using the WSAC Portal.

Justification for Increase in Student Budget

Students are encouraged to complete this form with a supportive adult and should include documentation or receipts demonstrating their added expenses. Some examples of appropriate reasons to request a student budget review are:

- Unexpected medical expenses
- New or unexpected financial burden
- Additional transportation expenses
- Additional cost for program supplies, tools, or professional license
- Familial or other dependent responsibilities
- Change in income
- Increase in rent or housing expenses, or another change in housing
- Inability to meet basic needs such as groceries

Contact Information

Student Name	
Student ID	
Email	
Phone	
Mailing Address	
City, State, Zip	

Categories

Select **all** categories for financial need that apply to this request for an increase in your student budget.

☐ **Food/Groceries**
Monthly cost: _____

☐ **Equipment/Tools/Technology**
Monthly cost: _____

☐ **Books/School Supplies**
Monthly cost: _____

☐ **Housing**
Monthly cost: _____

☐ **Transportation**
Monthly cost: _____

☐ **Utilities**
Monthly cost: _____

☐ **Childcare**
Monthly cost: _____

☐ **Tuition**
Monthly cost: _____

☐ **Personal expenses**
Monthly cost: _____

☐ **Healthcare**
Monthly cost: _____

☐ **Other**: _____

Situation and Justification

Please provide any relevant information about your request that will help the financial aid office understand your situation. Why do you need to have your budget increased? Focus on your top three with the most effective supporting arguments.

Reason 1:
Reason 2:
Reason 3:

Cost Increase

Provide the actual or estimated cost for each of the reasons listed above. If you have documentation for the added cost, please attach a copy.

Reason 1:	
Reason 2:	
Reason 3:	

Notes to Consider

Students should consult with their financial aid office and Passport Designated Support staff if they are experiencing financial difficulty. Financial aid administrators may require students to complete a separate form from the college/university for an evaluation of the student's budget. The Justification for Increase in Student Budget form is intended to act as a resource in communicating student needs. Financial aid administrators will have final discretion in increasing student budgets. *Completing this form does not guarantee that a student's aid will increase.*

The Passport Addendum says financial aid administrators should review each Passport student's individual budget to recognize their 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.

If you have any questions regarding this document or its intended use, please reach out to the WSAC Passport team at passport@wsac.wa.gov or by calling 360-790-9145.