

New Jersey Financial Aid Management System (NJFAMS)

EOF Selection, Awarding and Certification Process

The following information is intended to provide EOF campus programs with instructions on how to select, award, and certify identified EOF eligible candidates during the academic year. The EOF selection, awarding and certification process is a three step process. The first two steps (selection and awarding) can only occur within the EOF portal. The final step (certification) must occur within the institution's Financial Aid portal of NJFAMS. The EOF portal is a separate part of NJFAMS. Access to the EOF portal is facilitated by the EOF Central Office. It is the responsibility of the EOF campus program Director to identify and submit to the EOF Central Office a list of who should be granted access to the EOF portal. EOF campus program Directors should also be aware that each participating institution's Financial Aid Office (FAO) only has access to its institutional portal within NJFAMS and will need to be provided access to the EOF portal at the request of the campus EOF program Director.

General Summary of the EOF selection, awarding, and certification process

Step 1: Within the EOF portal of NJFAMS, the EOF campus program must review, select and award each candidate that will be supported during the academic year. Details regarding how to complete this process are contained within this document on pages 2 – 10. After this process has been completed, the EOF campus program must submit to the EOF Central Office a signed certification sheet and a copy of the program's "Approved and Eligible" roster. This roster should contain the list of EOF eligible students that the campus program is seeking to support.

Step 2: Once the signed certification sheet and reviewed EOF "Approved and Eligible" roster has been received by the EOF Central Office, the EOF Central Office will review each candidate and will look to move those students that the EOF campus program has given an Academic Year (AY) Article III undergraduate grant to from a "Qualified" status to "Awarded" status. Once the EOF Central Office has reviewed all students on a program's roster, a notification will be sent to the EOF program Director informing them of their ability to have their institution move forward with the completion of Step 3.

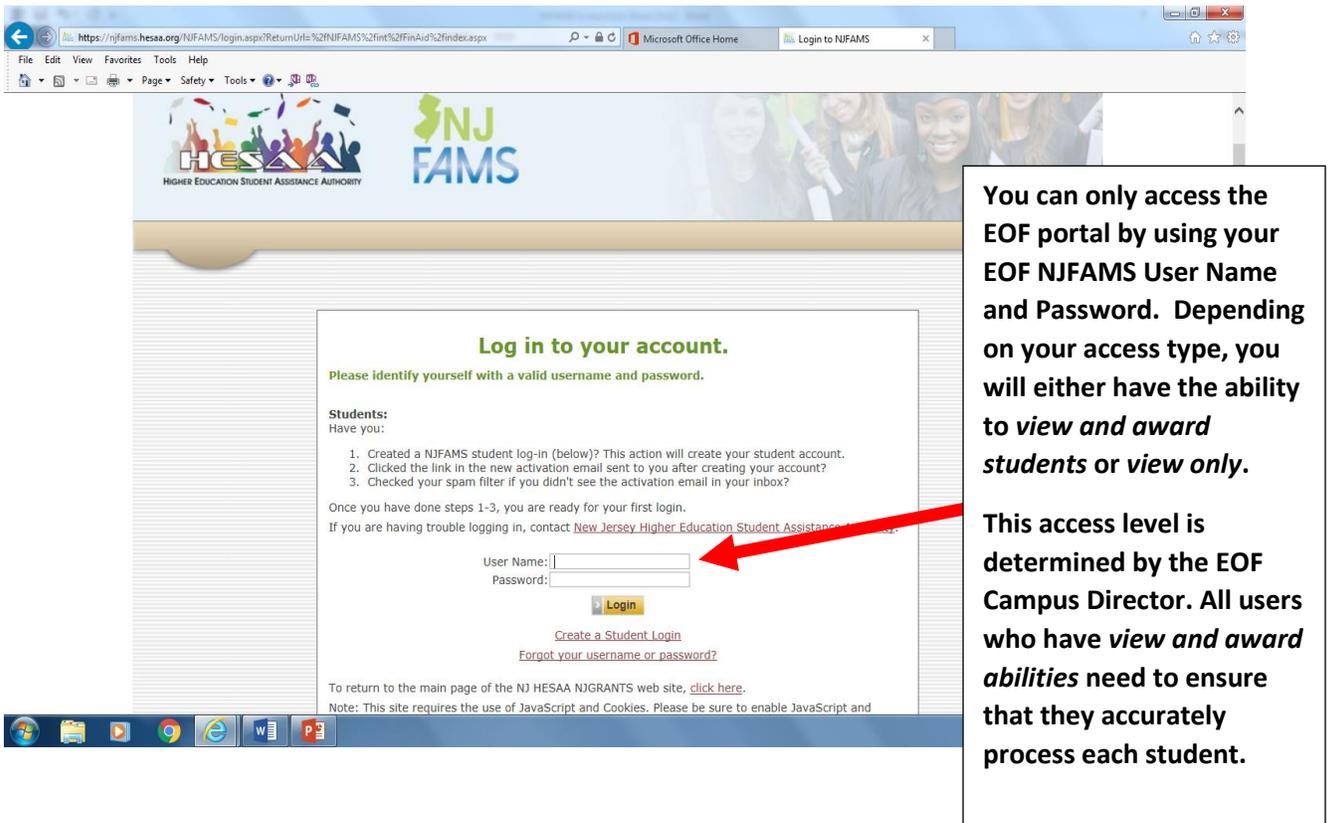
Step 3: After the EOF Central Office has completed its review and processing of a program's roster, the EOF campus Director must work with the Financial Aid Office (FAO) at their institution to complete the final step of the certification process. This step can only be completed within the institution's FAO portal of NJFAMS. Details regarding how to complete this process can be found on pages 12 – 13.

I. **Selecting and Awarding Students within NJFAMS**

1. Access the EOF portal within NJFAMS by using the login credentials provided to your program by the EOF Central Office. User access must be provided by the EOF Central Office. Only the EOF campus program director can select which individuals at their institution may be granted access to the EOF portal (this includes members of the Financial Aid Office (FAO)). For any new EOF Directors, to obtain access, please contact your EOF program liaison: Hema Patel (hema.patel@oshe.nj.gov) or Dr. Stephanie Shanklin (stephanie.shanklin@oshe.nj.gov).

All users with EOF Portal Access can enter the EOF region by visiting the following webpage:

<https://njfams.hesaa.org/NJFAMS/login.aspx?ReturnUrl=%2fNJFAMS%2fint%2fFinAid%2findex.aspx>

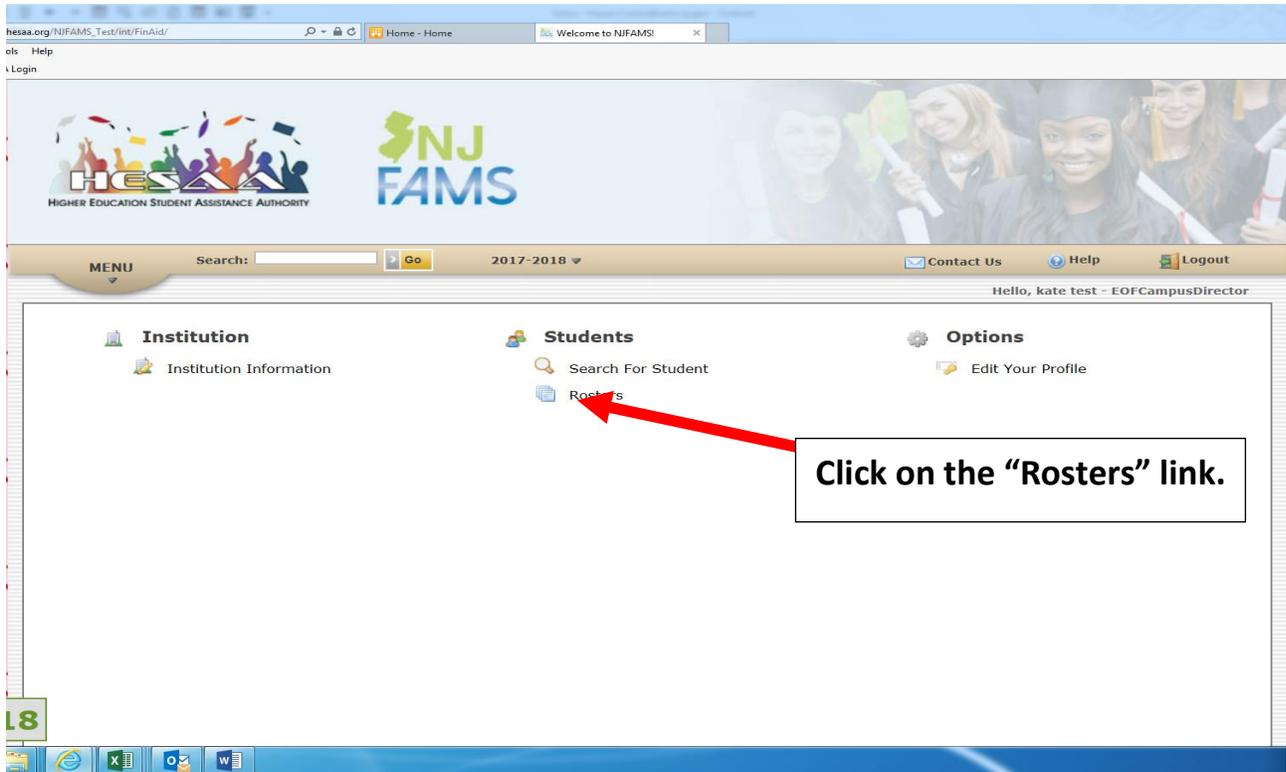


The screenshot shows a web browser window displaying the NJFAMS login page. The page header includes the HESAA logo and the NJFAMS logo. The main content area is titled "Log in to your account." and contains instructions for students. Below the instructions are input fields for "User Name:" and "Password:", followed by a "Login" button. A red arrow points from a callout box on the right to the "User Name:" input field. The callout box contains the following text:

You can only access the EOF portal by using your EOF NJFAMS User Name and Password. Depending on your access type, you will either have the ability to *view and award students* or *view only*.

This access level is determined by the EOF Campus Director. All users who have *view and award abilities* need to ensure that they accurately process each student.

2. Once you log in to the EOF Portal within NJFAMS, you will be directed to a screen that looks similar to the one below. Within the “Students” region, click on the “Rosters” link.



- Once you click on the “Rosters” link, you should be redirected to a page that looks like the one below.

On this page you will select “All Terms” within the Term field.

Higher Education Student Assistance Authority

2017-2018

Search: Go

Contact Us Help Logout

Hello, kate test - EOFCampusDirector

HOME > Roster Selection

You are currently working with the 2017-2018 Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Term: **All Terms** ▼

EOF Approval Rosters - Action Required

	View and Print (PDF)	Approve Online	Download File (CSV)
EOF Approval	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
Approved and Eligible	PDF	Online	Download
Ineligible	PDF	Online	Download
All Students	PDF	Online	Download

Select “All Terms” to see both Fall and Spring term information.

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- For institutions with more than one EOF program, in order to locate your program’s identified EOF eligible renewal and initial students, you must select the “All School Programs” option from the School Program drop down menu. This menu box should appear directly above the “Term” box. In addition, you will need to select the “All Terms” option from the Term drop down menu.

- Once you have selected the appropriate information from the drop down menu at the top of the page, you can begin to locate students who are financially eligible for EOF. These students should appear on your EOF Approval Roster.

To begin searching the EOF Approval Roster, go to the “Approve Online” column to the right and, select the link labeled “ONLINE”. This should take you to a page where you will see a list of all students who meet the EOF income eligibility requirements for the current academic year. If an Initial or Renewal student does not appear on this roster, check to see if they are located within the Informational Rosters section on either the “Ineligible” roster or the “All Students” roster.

Please be advised that students found on the “EOF Approval” roster must still be reviewed for all other EOF eligibility requirements. If a student does not meet all of the eligibility requirements for the EOF program at your institution then you should not select the student.

You are currently working with the **2017-2018** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Campus:

School Program:

Term:

EOF Approval Rosters - Action Required

	View and Print (PDF)	Approve Online	Download File (CSV)
EOF Approval	PDF	Online	Download

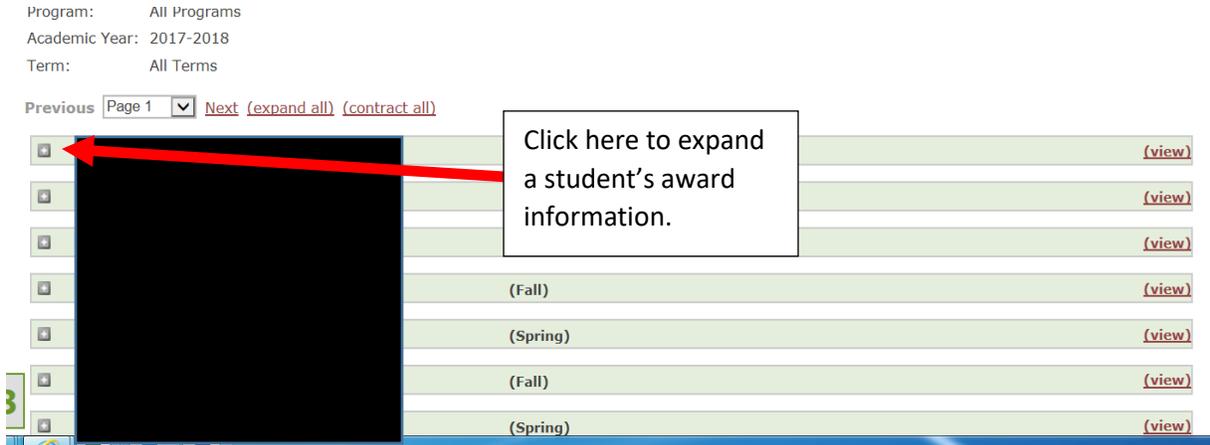
Informational Rosters

	View and Print (PDF)	View Online	Down File (C
Approved and Eligible	PDF	Online	Down
Ineligible	PDF	Online	Down
All Students	PDF	Online	Down

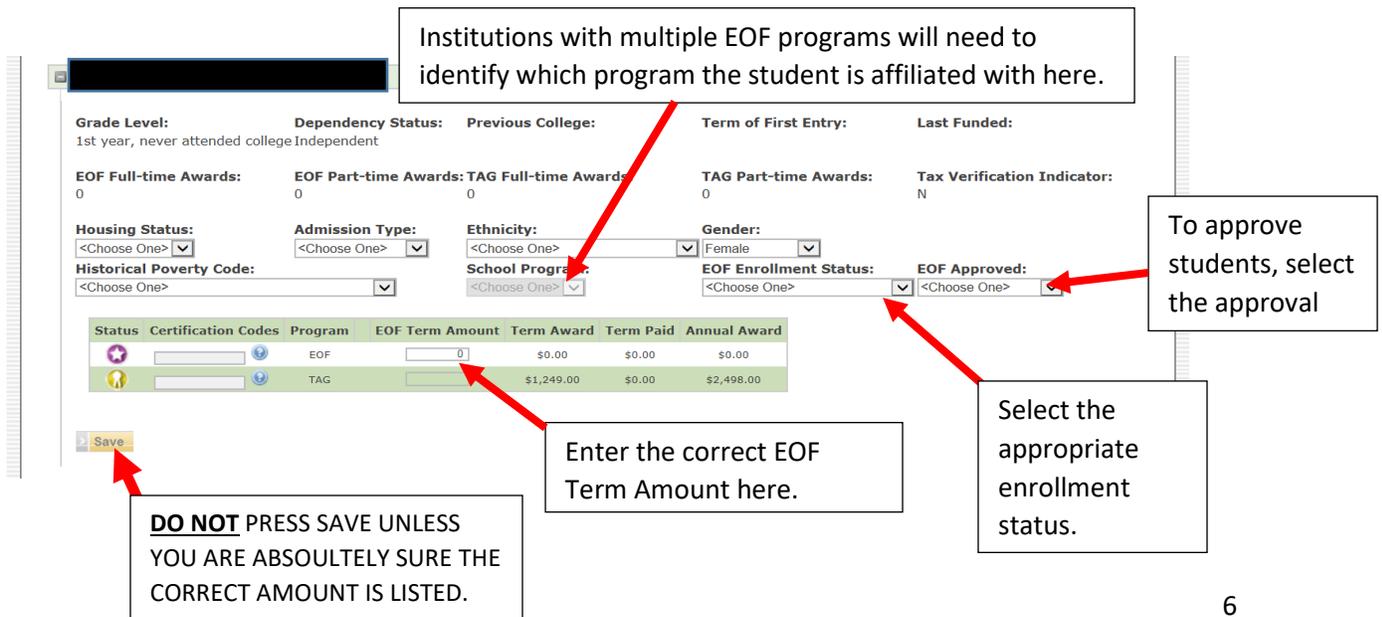
Select “All School Programs” and “All Terms”

After you select the appropriate drop down option from each of the items above, click here. This will provide you access to where your initial and renewal students should be listed.

- Once you have accessed the ONLINE EOF APPROVAL roster, you should see a screen similar to the one below. Where the black box is located is where you should see the names of your students listed.



- You will then go through this list to locate both your initial and renewal students. As you identify each student who you plan to enroll in your program, enter their demographic information (i.e. housing, admission type, ethnicity, gender, historical poverty code, etc.). Renewal students *may already* have an EOF award listed within the EOF Term Amount box. You must ensure that the award matches the award level that the student is eligible to receive based on their enrollment (full-time vs. part-time) and housing status (residential vs. commuter). Once you have double checked to make sure that all of the demographic and award information is correct, select that the student is approved by clicking on the “EOF Approved” box and press the “SAVE” button in the bottom left corner. **You will need to repeat this step for both the Fall and the Spring term for each student.** Once you press “SAVE”, the award information will show up on the student’s NJFAMS screen immediately. Additionally, the student’s term information will be moved from the “EOF Approval” Roster to the “Approved and Eligible” Informational Roster.



Students whose Income exceeds the maximum EOF financial eligibility scale, but whose incomes fall within the discretionary range. (This was formerly known as Reject A in the E-administrator system).

Occasionally, you may have a student whose income falls beyond the EOF Income Eligibility Scale, but their income falls within the Maximum Income Eligibility for Discretionary Students scale. As a reminder, please refer to the EOF regulations regarding the selection and awarding of students who fall within this range. In NJFAMS, these students will appear on a programs “Ineligible” roster. After reviewing the student’s income and asset information, if a program believes that the student should be considered for EOF funding, the EOF campus program director may submit an appeal to their EOF Central Office liaison. For more information regarding this process and to receive a copy of the appeal form, please contact your EOF program liaison.

Monitoring your program’s allocation

Programs are only permitted to award up to their current undergraduate Article III grant allocation level. Programs that experience a situation where your enrollment exceeds your allocation can either request their remaining students as non-funded, or can submit an email to their EOF Central Office liaison requesting consideration for additional funding. There is a form that programs must use when seeking to make this request. Please contact your EOF program liaison for a copy of this form and for additional information pertaining to your allocation increase request. Please be advised, programs may only make this request when it is clear and evident that nearly all current funds have been allocated to students and the student(s) for whom the program is seeking additional funds are eligible, not incomplete, or under verification within NJFAMS.

The purpose of the EOF certification process is to ensure that EOF campus programs are accurately evaluating their enrollment and payment requests within NJFAMS. As articulated within the EOF regulations, it is the responsibility of the EOF campus program to ensure that all students who have been selected to receive an EOF Article III Academic Year undergraduate grant have met the eligibility guidelines as articulated within the EOF regulations.

To initiate the EOF certification process, the EOF campus program director must submit both an electronic copy and hard copy of the **EOF certification page** and the associated **Approved and Eligible roster**. The Approved and Eligible roster is located within the EOF portal on NJFAMS and should be downloaded as a CSV file (excel).

You are currently working with the **2017-2018** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Campus:

Term:

EOF Approval Rosters - Action Required

	View and Print (PDF)	Approve Online	Download File (CSV)
 EOF Approval	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
 Approved and Eligible	PDF	Online	Download
 Ineligible	PDF	Online	Download
 All Students	PDF	Online	Download

Use the Approved and Eligible CSV file to verify which students your campus EOF program is certifying.

After you have downloaded the CSV file that is associated with your program’s “Approved and Eligible” roster, please review the roster carefully to ensure that all of the students are listed properly. If there is a student that does not appear on your downloaded Approved and Eligible-CVS roster but appears on your Approved and Eligible-Online roster, please send an email to Dr. Hasani Carter (hasani.carter@oshe.nj.gov) and include the name and HESAA ID# of these students.

For all other EOF roster issues, please feel free to reach out to Dr. Hasani Carter @ 609-341-3808. Please note, that if it is a matter involving TAG or any other non-EOF items, then you will need to speak with a HESAA representative.

Once you have downloaded and reviewed your Approved and Eligible roster, please remove the following fields when saving and sending both the electronic file and hard copy:

- 1) Program Short Name
- 2) SSN
- 3) Term Award Amount (Do not confuse this with the EOF Term Amount)
- 4) Paid Amount
- 5) Certification Code
- 6) Previous College
- 7) First Term of Entry
- 8) Last Funded
- 9) TAG Full-time Awards
- 10) TAG Part-time Awards
- 11) Tax Verification Indicator
- 12) Ethnicity
- 13) Gender
- 14) School Program
- 15) EOF Approved
- 16) TAG Program Status
- 17) TAG Term Award Amount
- 18) TAG Paid Amount
- 19) TAG Certification Code

You should only send the following information (i.e. the fields listed below) for each student:

- 1) Student ID, 2) Academic Year, 3) Term Description, 4) School Code, 5) School Name, 6) Last Name, 7) First Name, 8) Birth Date, 9) EOF Term Amount, 10) Grade Level, 11) Dependency Status, 12) # of EOF Full-time Awards, 13) # of EOF Part-time Awards, 14) Admission Type, 15) Housing Status, and 16) Historical Poverty Code

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Student ID	Academic Year	Term Description	School Code	School Name	Last Name	First Name	Birth Date	EOF Term Amount	Grade Level	Dependency Status	EOF Full-time Awards	EOF Part-time Awards	Admission Type	Housing Status	Historical Poverty Code
XXXXX	2017-2018	Fall	9999	A&U UNIV COLLEGE	FGHIJ	ABCDE	6/11/1996	\$75	3rd year/Junior	D	6	0	EOF Renewal	3	Resided in high-distress area
XXXXX	2017-2018	Spring	9999	A&U UNIV COLLEGE	FGHIJ	ABCDE	6/11/1996	\$75	3rd year/Junior	D	6	0	EOF Renewal	3	Resided in high-distress area

The EOF certification page must contain the signature of the EOF program director and the financial aid director. This document is located within the EOF STUDENT PAYMENT PROCESS section on the EOF Campus Program Resources webpage:

http://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml

The certification page must be emailed as a pdf, MSWORD, or jpeg (image) attachment. The Approved and Eligible roster that has been verified for certification must be emailed as an Excel document and a hard copy must be mailed along with the signed EOF certification page.

II. EOF Central Office Review

Once the EOF campus program has submitted the signed certification page and Approved and Eligible roster, the EOF Central Office will begin to review and move each student’s status from being “Qualified” to “Awarded”. Once a program’s roster has been reviewed and processed, the EOF program director will receive a notification from the EOF Central Office informing them that their roster has been processed and is available for them to review. When reviewing each student, you will note the change in the icon associated with the status of the student (see images below).

This icon indicates that the student is in a “Qualified” status.

Fall of 2017-2018 Academic Year

Grade Level: 1st year, never attended college | Degree Program: 1st bachelor degree | Enrollment Status: Full-time | SAP: Yes | Prior BA: No | Prior AA: No | Campus ID:

ESL/Remedial: No | Graduating This Term: No | Type of Leave: None | Course of Study: Other | Transfer Orders Verified: <Choose One>

Dependency Status: | NJEI: 361

Projected Year Change: | Tax Verification Indicator: N - Not Selected for State Verification

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
	<input type="text"/>	EOF	<input type="text"/>	\$1,250.00	\$0.00	\$2,500.00
	<input type="text"/>	TAG	<input type="text"/>	\$6,343.00	\$0.00	\$12,686.00

> Save

This icon (for EOF purposes) indicates that the student is now in an “Awarded” status.

Fall of 2017-2018 Academic Year

Grade Level: 1st year, never attended college | Degree Program: 1st bachelor degree | Enrollment Status: Full-time | SAP: Yes | Prior BA: No | Prior AA: No | Campus ID:

ESL/Remedial: No | Graduating This Term: No | Type of Leave: None | Course of Study: Other | Transfer Orders Verified: <Choose One>

Dependency Status: | NJEI: 361

Projected Year Change: | Tax Verification Indicator: N - Not Selected for State Verification

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
	<input type="text"/>	EOF	<input type="text"/>	\$1,250.00	\$0.00	\$2,500.00
	<input type="text"/>	TAG	<input type="text"/>	\$6,343.00	\$0.00	\$12,686.00

> Save

The students who appear with an EOF grant amount listed on a program’s submitted Approved and Eligible roster are the students that the EOF Central Office will certify and approve.

III. Final Step of the EOF Certification Process: FAO Review and Certification

After the EOF Central Office has reviewed and approved a program’s roster of students (i.e. moved students from a “Qualified” status to an “Awarded” status) all of these students will now appear on the institution’s NJFAMS “Not Yet Certified Roster”. **PLEASE NOTE:** EOF campus directors will only have access to the institution’s NJFAMS roster if they were provided access by their institution’s financial aid officer. If you were provided access, you are using a different username and password to access the institutional NJFAMS rosters.

The next step requires the financial aid officer at each participating institution to certify the enrollment and SAP status of each EOF student who was moved to an “Awarded” status. This action should move the students from the institution’s NJFAMS Certification Roster to their “Offered and Certified” roster within the Informational Roster section. The financial aid officer will need to ensure that they are looking for these students within the appropriate roster category/program.

Please ensure that EOF has been selected.
EOF Awarded students should appear here.

Roster Category: Institutional
 Campus: All Campuses
 Program: EOF
 Term: All Terms

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
 Not Yet Certified Roster	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
 Offered Roster	PDF	Online	Download
 State Verification Not Complete	PDF	Online	Download
 Offered and Certified	PDF	Online	Download
 Certified and Not Paid	PDF	Online	Download
 Paid	PDF	Online	Download
 Refund Due	PDF	Online	Download
 Application Complete	PDF	Online	Download
 Ineligible	PDF	Online	Download
 Incomplete	PDF	Online	Download

Within the “Not Yet Certified Roster”, each participating institution’s financial aid officer will need to go in and certify all of the EOF campus program’s “Awarded” students accordingly.

The campus financial aid officer will need to enter the appropriate certification code here to certify.

Below is a screenshot of the various certification codes that can be entered. To certify, for EOF purposes, option “A - Certified” should be selected for payment purposes.

Once this step has been completed, each certified student should now appear on your institution’s NJFAMS Certified and Awarded roster as being “Awarded” for EOF purposes. This FINAL STEP must be conducted to complete the EOF NJFAMS roster certification process.

Please note: When an institution is attempting to certify an EOF student on the "Not Yet Certified Roster", if the enrollment status being certified does not match the enrollment status approved by the campus EOF office, the following error message will display: "Enrollment Status Does Not Match EOF Approval Enrollment Status." When this occurs, the financial aid officer assisting in the certification process should immediately contact the EOF campus program director. Both offices should review the student’s enrollment status and make the necessary changes that will reflect the accurate enrollment status for the student. Once this correction is made, the certification process can be completed.

Any questions regarding the EOF NJFAMS Selection, Awarding and Certification process, may be directed to EOF Statewide Director, Dr. Hasani Carter at hasani.carter@oshe.nj.gov or you can call 609-341-3808.