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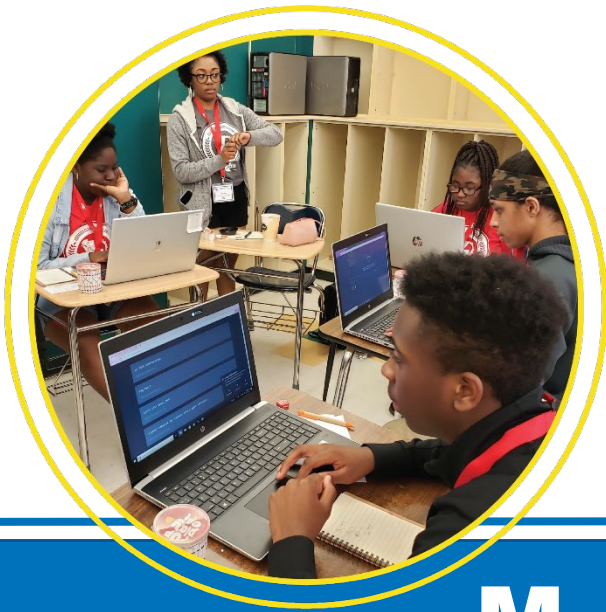
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Louisiana Office Of Student Financial Assistance
A Program of the Board of Regents

Programs



M.J. Foster Promise Program Roster and Payment Processing for Financial Aid Administrators Webinar

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BOARD of REGENTS
STATE OF LOUISIANA

M.J. Foster Promise Program

How to apply for



- 1 Complete the **FAFSA** application.
- 2 Complete the **MJ Foster Promise** program application.
- 3 Apply to the participating college of your choice.

Complete the FAFSA® Form

Use the Free Application for Federal Student Aid (FAFSA®) form to apply for financial aid for college or graduate school.

M. J. FOSTER PROMISE PROGRAM Application and Certification Form

Administered by the Louisiana Office of Student Financial Assistance, the MJ Foster Promise Program is designed to help students with high-demand jobs in growing industry sectors, such as information technology, healthcare, and manufacturing (including through short-term workforce training as well as more traditional four-year undergraduate and graduate degrees).

Field.

You must complete this application and certification in order to be eligible for the MJ Foster Promise Program. When you press the Next button to begin your application, you will be asked to create a user account.



FOR FAFSA ASSISTANCE, [CLICK HERE](#) TO SCHEDULE A VIRTUAL OFFICE HOURS APPOINTMENT

M.J. Foster Promise Program

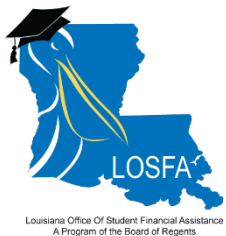
The M.J. Foster Promise Program is available to all eligible Louisiana residents (21 years or older) with individual student awards available on a first-come, first-serve basis. Students will qualify for financial support to earn credentials that align to high-demand jobs in growing industry sectors, such as:

- **Construction**
- **Healthcare**
- **Information technology**
- **Manufacturing**
- **Transportation and logistics**

M.J. Foster Promise Program

- The M.J. Foster Promise Program will serve as a “last dollar” award, which means all applicants will be required to complete the 22-23 FAFSA to determine or demonstrate eligibility for other sources of federal aid.
 - Student loans and federal work study are excluded as a source of aid.
 - The award amount will be applied to any balance for tuition and required fees after all federal, state, and institutional aid has been applied, **so award amounts will vary by student.**
 - Students **cannot receive a refund from the M.J. Foster Promise Program.**
- The annual award amount for a student enrolled full-time is \$3,200.
 - Students can receive a maximum of \$6,400 over a period of 3 years.
 - A student may receive the maximum award amount of \$6,400 in one year for certain high-cost programs.

Eligibility Determination & Roster



Eligibility Determination

<https://mylosfa.la.gov/applications/award-system/>

FAAs will choose “Award System”.

FAAs will login to the Award System to retrieve the **MJ Application Status Roster** and locate eligible applicants.

There will be a role specific to M.J. Foster that the admins can assign.

And as per procedure, the College Admin and College roles will automatically pick up the M.J. Foster features.

The screenshot displays the LOSFA website. At the top, a yellow banner contains links for the COVID-19 Plan, Hurricane Ida Questions and Answers, public comment submission, current year TOPS Award Amount, CIP Codes list, LEX meeting, Message Center, and calendar of events. Below the banner is a navigation bar with the LOSFA logo and links for News, About, Applications, Resources, and COVID-19 Response. A search bar is also present. The main content area features a large image of a building with the text "Award System" overlaid. To the right, a text block states: "The Louisiana Award System provides 'real-time' access to data for ALL LOSFA-administered financial aid programs and is intended for financial aid professionals. LOSFA's programs include TOPS, GO Grant, and the Rockefeller State Wildlife Scholarship." Below this, there are two yellow buttons: "Award System" and "Student Hub". To the right of the "Student Hub" button is a photo of two graduates in caps and gowns. The footer contains contact information for the Baton Rouge office, links to the Strategic Plan, Careers, and Privacy Policy, and social media icons. It also includes the text "A Program of BOARD of REGENTS STATE OF LOUISIANA", a copyright notice for 2022, and a "NEED HELP?" button.

Eligibility Determination & Roster



LOSFA
LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE

M.J. Foster Promise Applicant Roster

From App Rcvd Date:

To App Rcvd Date:

From Roster Creation Date:

To Roster Creation Date:

From Status Update Date:

To Status Update Date:

Enter LOSFA ID:

Program Year:

Status:

Error Codes:
ELVL~ Applicant exceeds education level requirements
GRAD~ Applicant does not meet the High School graduation or co-enrol
MDIS~ Applicant does not meet the military service discharge requirem
MMCZ~ Citizenship data conflict between FAFSA and online application
MMRS~ Residency data conflict between FAFSA and online application
NOFA~ No FAFSA found
NOSG~ FAFSA is not signed
NT21~ Applicant does not meet the age requirement
NTCZ~ Applicant does not meet the US Citizenship requirement
NTPE~ Applicant does not meet the Louisiana residency requirement

Select Output Type:
☒ Browser ☐ Printer (PDF)
☐ Spreadsheet (XLSX) ☐ Download

Click here for a PDF of the file format definition for the Download option:
https://mylosfa.la.gov/wp-content/uploads/MJFP_AppRoster_Export_def.pdf

Run Report

FAAs can access the MJ Application Status Roster on the Award System under the “Reports” tab and choose “MJFP Applicant Status Roster”.

When determining eligibility for payment processing, FAAs should select “Eligible” under the Status menu and choose run report to generate a report of all eligible M.J. Foster Promise Program applicants.

Eligibility Determination & Roster

- There are two categories of eligible applicants:
 - Eligible
 - Eligible-waitlisted
- FAAs should only bill for those applicants who are Eligible. Eligible-waitlisted applicants are not funded and should never be billed for.
- Eligible students have until January 30th, 2023 to be enrolled in an eligible program at an eligible school before funds are reallocated to an Eligible-waitlisted student.

Eligibility Determination & Roster

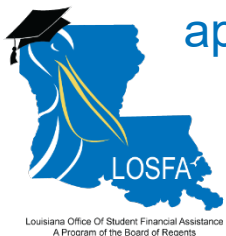
- Check **Years Paid** to ensure that the program is not received for more than 3 years.
- Check **Annual Amount Paid**
 - 1 year or more cannot exceed \$3200.
 - Less than 1 year may exceed \$3200.
- Check **Lifetime Limit** to ensure does not exceed \$6400.
- Verify that the applicant is enrolled in an MJ Foster approved program based on [MJ Foster CIP Codes](#).
- Proceed to payment processing.
- Error codes will only be present for applicants with an ineligible status.

State of Louisiana
Office of Student Financial Assistance
M.J. Foster Promise Applicant Roster
Date Run: 05/23/2022 at 13.56.53

Academic Year	Status	Verification Number	Student Name	Student Birthdate	Person ID	Application Received Date	Roster Creation Date	Years Paid	Annual Amount Paid	Lifetime Amount Paid	Status Update Date	Error Codes
2023	Eligible	3	[REDACTED]	02/01/1994	[REDACTED]	2022-03-16 09:48:30.786000	2022-03-30 09:10:46.915000	.00	.00	.00	2022-03-16 09:48:30.786000	
		8	[REDACTED]	02/01/1995	[REDACTED]	2022-03-16 10:26:03.805000	2022-03-30 09:10:46.915000	.00	.00	.00	2022-03-16 10:26:03.805000	

State of Louisiana
Office of Student Financial Assistance
M.J. Foster Promise Applicant Roster
Date Run: 05/23/2022 at 13.56.53

Academic Year	Status	Verification Number	Student Name	Student Birthdate	Person ID	Application Received Date	Roster Creation Date	Years Paid	Annual Amount Paid	Lifetime Amount Paid	Status Update Date	Error Codes
2023	Ineligible	66	[REDACTED]	04/22/1988	[REDACTED]	2022-03-16 18:11:23.864000	2022-03-30 09:10:46.915000	.00	.00	.00	2022-03-16 18:11:23.864000	NOFA~
		67	[REDACTED]	06/09/1976	[REDACTED]	2022-03-16 18:09:04.005000	2022-03-30 09:10:46.915000	.00	.00	.00	2022-03-16 18:09:04.005000	NOFA~P300~



BOARD of REGENTS
STATE OF LOUISIANA

QUESTIONS?

Payment Processing in the Award System

Payment Processing in the Award System

FAAs will login to the [Award System](#) for payment processing →

Payment processing for **manual** payments will be located under “Payments” and select M.J. Foster Promise Program.

The screenshot shows the 'Payments' tab selected in the top navigation bar. Below the navigation bar is a dropdown menu labeled '(Payment Menu)'. Underneath, a text label states 'The following Payment functions are provided'. A grid of nine blue buttons is displayed, each representing a different payment function.

TOPS Payment Requests	Refunds	SCA Payment Requests
Rockefeller Payment Requests	Chafee Payment Requests	Regional Contract Program Payment Requests
TOPS Tech Early Start Payment Requests	Invoices	BESE Tuition Program for Teachers Payment Requests

FAAs will login to the [Award System](#) for payment processing →

Payment Processing for **batch** payments will be located under “Upload Files” and select M.J. Foster Promise.

The screenshot shows the 'Upload Files' tab selected in the top navigation bar. Below the navigation bar is a dropdown menu labeled 'Upload Files'. A form is displayed with three required fields: 'Program', 'Upload Type', and 'Add file:'. The 'Program' dropdown menu is open, showing a list of programs with 'MJ FOSTER PROMISE' highlighted. A note on the right indicates that an asterisk (*) denotes a required field.

* Program	(Select a Program)
* Upload Type	(Select a Program)
* Add file:	

- COMPLETERS GRANT
- GO GRANT
- GO GRANT NON-CREDIT
- MJ FOSTER PROMISE**
- SUPPLEMENTAL COURSE ALLOCATION
- TOPS
- TTES
- VOCATIONAL EDUCATION

* Indicates a required field

Payment Processing in the Award System

1. FAAs will need to report student Personally Identifiable Information (PII):

- Social Security Number
- Name
- Date of Birth

2. Report College Code

3. Term Code:

Proprietary

- 1P: September 1– November 30
- 2P: December 1-February 28
- 3P: March 1-May 31
- 4P: June 1-August 31

2-year

- 1S: Fall
- 2S: Spring
- 3S: Summer

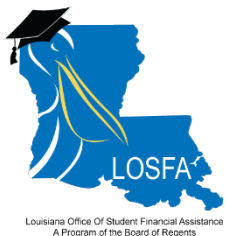
4. 2-year schools will report a start and end date for non-credit programs and bill under the semester closest to the start date of the non-credit program.

- Example: A program with a start date of September 1st should be billed under the 1S term.

5. Anticipated Completion Time (length of program):

L-Less than one year

M-One year or more



BOARD of REGENTS
STATE OF LOUISIANA

Payment Processing in the Award System

6. Academic Standing:

00=Continuous Enrollment

OA= No funds requested

7. Gender:

Male or Female

8. Ethnic Code as defined by BOR:

ETHNIC CODE (BOARD OF REGENT DEFINITIONS)

- | |
|---|
| 1 - ASIAN |
| 2 - AMERICAN INDIAN OR ALASKAN NATIVE |
| 3 - BLACK, NON-HISPANIC |
| 4 - HISPANIC |
| 5 - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER |
| 6 - WHITE, NON-HISPANIC |
| 7 - FOREIGN/NON-RESIDENT ALIEN |
| 8 - RACE/ETHNICITY UNKNOWN |
| 9 - TWO OR MORE RACES |

9. Payment Request Amount:

- If student is enrolled in a non-credit program for **less than 1 year**, the student is eligible for up to \$6400.
- If student is enrolled in a non-credit program for **1 year or more**, the student is eligible for \$3200 per year.
- If student is enrolled in a credit program, student is eligible for up to \$1600 per semester and \$3200 per year.

Payment Processing in the Award System

10. CIP Code:

A six-character code developed for the National Center for Educational Statistics, which corresponds to a major field of study.

[CIP Codes Specific to the M.J. Foster Promise Program](#)

11. Degree Level Code:

Degree Level Code

10 - ASSOCIATE'S DEGREE

C1 - CERTIFICATE PROGRAM (ONE YEAR)

C2 - CERTIFICATE PROGRAM (TWO YEAR)

A1 - CAREERTECH (1 – 8 CREDITS)

A2 - CAREERTECH (9 OR MORE CREDITS)

DP - DIPLOMA PROGRAM

CV - [CREDENTIAL OF VALUE](#)

OR - [ON RAMP CREDENTIAL](#)

NC = NON-CREDIT COURSE

12. Increment Key

Increment Key

A two-digit numeric key assigned by the Board of Regents' staff, which gives each academic program record a unique key. (See Inventory of Degree and Certificate Programs for details.) This field cannot be blank

13. Payment Request Date

Date entering payment.

QUESTIONS?

M.J. Foster Promise Program Billing

M.J. Foster Promise Program Billing

- Institutions should develop their own awarding process using Section 2201 G. of the M.J. Foster Promise Program rules as a guideline.
- The award amount shall be applied only to tuition and fees required for enrollment.
- Award amount is proportional to hours enrolled for credit hour programs.
- If the student has \$0 in remaining tuition and fees or a surplus after all sources of aid (excluding student loans and federal work study) have been applied to the fee bill, then the student is not eligible for M.J. Foster Promise funds.
- Students shall not receive a refund of M.J. Foster Promise funds.
- Students who are in default or owe a Title IV overpayment are eligible to receive the M.J. Foster Promise program.

M.J. Foster Promise Program Billing

- Billing is not retroactive and should only be submitted for programs beginning on or after July 1, 2022.
- Billing should only be submitted for programs occurring in the 22-23 AY.
- Proprietary schools may start billing beginning with the 1P payment period.
- Schools must **not include** any built-in costs such as books and supplies when determining the amount of M.J. Foster Promise Program funds that a student may be eligible for since the award will only cover tuition and required fees.

M.J. Foster Promise Program Billing

For a credit-hour program, students are eligible for up to:

- \$1600 per semester
- \$3200 per academic year
- \$6400 lifetime

For a non-credit program, students are eligible for up to:

- \$3200 per year for programs one year or more
- \$6400 per year for programs less than one year
- \$6400 lifetime

Billing Examples

M.J. Foster Promise Payment Examples

Student A is enrolled full time (12-15 hours) for Fall semester.

Tuition and fees:	\$4600
Federal Pell Grant:	\$3695
Remaining balance:	\$905

Student is eligible for \$905 in M.J. Foster Promise Program funds.

Student B is enrolled full-time (12-15 hours) for Fall semester.

Tuition and fees:	\$4600
Federal Pell Grant:	\$3695
Subsidized Staff:	\$2750

Student B is also eligible for \$905 in M.J. Foster Promise Program funds since student loans are excluded from consideration.

M.J. Foster Promise Payment Examples

Student C is enrolled part-time (9 hours) for Fall semester.

Tuition and fees	\$3200
Pell Grant	\$1695
Remaining Balance	\$1505

Since Student C is enrolled part-time, eligible amount must be prorated.

Student will be eligible for \$1200 in M.J. Foster Promise Program funds.

- MJ Foster Promise Program eligibility = \$1600 per semester in a credit hour program:
 - $9 \text{ hours} / 12 \text{ hours} = 0.75\%$
 - $0.75(\$1600) = \1200

M.J. Foster Promise Payment Examples

Student D is enrolled in the Medical Assistant program with a completion time of 7.5 months.

Tuition & fees: \$10,000

Student D has no other sources of aid.

Student D is eligible for \$6400 in M.J. Foster Promise Program funds since this is a high-cost program that can be completed in less than 1 year.

The student has met their annual maximum and aggregate maximum at this point.

QUESTIONS?

Questions Submitted by Schools

Questions Submitted by Schools

1. How will we be able to see or locate the student who is approved for funding?

FAAs should check the MJ Foster Application Status Roster on the Award System.

2. What are the steps to request funds?

Locate student on roster and ensure student is eligible. If eligible, submit payment request on the Award System.

3. How will we submit documentation?

Records pertaining to an M.J. Foster Promise Program grant are subject to audit as required by the Board and the Louisiana Legislative Auditor. Eligible Louisiana institutions shall maintain all records for a minimum of three years from creation. All such records shall be made available upon request by the Board and/or the Louisiana Legislative Auditor.

Questions Submitted by Schools

4. When we receive a payment, will there be a reference number to the student?

FAAs should use LOSFA ID or SSN.

5. How will students know they are eligible for the funds?

Students are notified of preliminary eligibility approximately one week after completing an eligible MJ Foster application. Eligible students will be notified of final eligibility and given a six-month enrollment deadline starting July 30th.

6. What happens to the student's eligibility if they do not complete the community service hour requirements?

Award will be cancelled.

Questions Submitted by Schools

7. At any point in time, is it possible for a student to be required to repay grant funds received due to not meeting any requirement outlined?

No, the rules do not require students to repay if they do not meet the continuation requirements.

8. Who is responsible for tracking and maintaining records on a student's continued eligibility status?

Schools are required to track students for continuing eligibility. See section §2209 titled Responsibilities of Eligible Colleges of the M.J. Foster Promise Program rules. LOSFA is required to check initial eligibility and certification of community service completion which will take place on the M.J. Foster Promise application.

Questions Submitted by Schools

9. What is the formula for calculating students' eligibility for the grant (i.e. what must be awarded before the MJ Foster grant)?

Schools should calculate their own award amounts using Section 2201. G as a guideline which states:

G. Award amount. The award amount shall be applied only to tuition and fees required for enrollment. A student who is eligible for the Taylor Opportunity Program for Students (TOPS) as well as the M.J. Foster Promise Program shall receive the highest award available only.

- 1. For programs which exceed one year, the award amount shall not exceed three thousand two hundred dollars (\$3,200) per academic year for a student enrolled full time, or an amount proportional to the hours in which the student is enrolled if enrolled less than full time.*
- 2. For programs which can be completed in less than one year, the award amount may exceed the amount provided for in paragraph 1 of this subsection.*
- 3. In no case shall a student be awarded more than six thousand four hundred (\$6,400) over a three year period.*

Questions Submitted by Schools

10. Can a student receive M.J. Foster Promise Program and Completer's Grant? Yes.

11. How is Workforce Innovation and Opportunity Act (WIOA) awarded with M.J. Foster Promise Program?

WIOA is AFTER MJ Foster. WIOA is governed by federal law, and as a result, the regulations regarding that program take precedence.

QUESTIONS?

M.J. Foster Promise Program

Thank you!

M.J. Foster Promise Program Resources:

- Official contact for questions regarding M.J. Foster Promise Program is MJFoster.Promise@la.gov.
- Official rules for M.J. Foster Promise Program can be found [here](#).
- M.J. Foster Promise Program CIP Codes can be found [here](#).
- Files formats can be found under <https://mylosfa.la.gov/schools/postsecondary-schools/> and choosing MJ Foster File Formats drop down menu.
- Community Service Verification Form can be found [here](#).