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

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mylosfa.la.gov
How to apply for M.J. Foster Promise Program

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

FOR FAFSA ASSISTANCE, CLICK HERE TO SCHEDULE A VIRTUAL OFFICE HOURS APPOINTMENT

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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
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.
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

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Status</th>
<th>Verification Number</th>
<th>Student Name</th>
<th>Student Birthdate</th>
<th>Person ID</th>
<th>Application Received Date</th>
<th>Roster Creation Date</th>
<th>Years Paid</th>
<th>Annual Amount Paid</th>
<th>Lifetime Amount Paid</th>
<th>Status Update Date</th>
<th>Error Codes</th>
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<td>2022-03-16 10:26:03.80500</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.
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
6. Academic Standing:
   00 = Continuous Enrollment
   OA = No funds requested

7. Gender:
   Male or Female

8. Ethnic Code as defined by BOR:

<table>
<thead>
<tr>
<th>ETHNIC CODE (BOARD OF REGENT DEFINITIONS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - ASIAN</td>
</tr>
<tr>
<td>2 - AMERICAN INDIAN OR ALASKAN NATIVE</td>
</tr>
<tr>
<td>3 - BLACK, NON-HISPANIC</td>
</tr>
<tr>
<td>4 - HISPANIC</td>
</tr>
<tr>
<td>5 - NATIVE HAWAIIAN OR OTHER PACIFIC</td>
</tr>
<tr>
<td>ISLANDER</td>
</tr>
<tr>
<td>6 - WHITE, NON-HISPANIC</td>
</tr>
<tr>
<td>7 - FOREIGN/NON-RESIDENT ALIEN</td>
</tr>
<tr>
<td>8 - RACE/ETHNICITY UNKNOWN</td>
</tr>
<tr>
<td>9 - TWO OR MORE RACES</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Degree Level Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - ASSOCIATE’S DEGREE</td>
<td></td>
</tr>
<tr>
<td>C1 - CERTIFICATE PROGRAM (ONE YEAR)</td>
<td></td>
</tr>
<tr>
<td>C2 - CERTIFICATE PROGRAM (TWO YEAR)</td>
<td></td>
</tr>
<tr>
<td>A1 - CAREERTECH (1 – 8 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>A2 - CAREERTECH (9 OR MORE CREDITS)</td>
<td></td>
</tr>
<tr>
<td>DP - DIPLOMA PROGRAM</td>
<td></td>
</tr>
<tr>
<td>CV - CREDENTIAL OF VALUE</td>
<td></td>
</tr>
<tr>
<td>OR - ON RAMP CREDENTIAL</td>
<td></td>
</tr>
<tr>
<td>NC = NON-CREDIT COURSE</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
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 A 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.
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 hours/12 hours = 0.75%
  - 0.75($1600) = $1200
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?
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.