



## Memorandum

To: State Grant Manager Users  
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Subject: State Grant Manager for 2020-2021

Date: July 1, 2020

Colleagues,

Please review the annual reminders below as well as the What's New section; there have been a handful of changes to the State Grant Manager for 2020-2021. To avoid issues, please read this memo in its entirety prior to setting up your version of State Grant Manager for the year.

### Annual Reminders

- Please use and refer to the resources that have been created for you- the State Grant Manager User Guide and the State Grant Manager Instructional Videos
- Review and follow the Sequential Steps for Using the State Grant Manager beginning on page 4 of the User Guide. Since you are already registered for the State Grant Manager product, you can skip Step 1. You should review users for your school under *Manage Users*. Delete users who are no longer employed at your school. Add new users if need be.
- Begin setting up for 2020-2021 on step 3. As a reminder, you must have your 2020-2021 setup complete (aid year set up, terms, programs and term variables) prior to importing 2020-2021 ISIR records.
- The Minnesota Office of Higher Education no longer has a contract with SEI Consulting. State Grant Manager users should not directly contact employees with SEI Consulting. Users should contact Nancy Johnson at [nancy.a.johnson@state.mn.us](mailto:nancy.a.johnson@state.mn.us) or (651) 355-0611. If the users need should be elevated to IT, Nancy will log a ticket with our MNIT staff at the Office of Higher Education.
- You may access the State Grant Manager via the SG Web Access portal, or directly via <https://www.ohe.state.mn.us/SSL/MSGC>

## New for 2020-2021

- Many schools struggled to select the correct aid year when importing ISIRS, this caused issues with ISIRS being loaded to the incorrect aid year, and then an IT staff would have to back out and reload data. This delayed processing for the school and created wait time while IT staff processed work tickets. These issues may have been related to the system defaulting to a certain aid year. We have changed the system so that there is not a default aid year and the user will now be forced to select an aid year. Below, please find a partial screen shot from the *Import Students* screen:

Aid Year  
-- Please select --

Email Address

Please select an item in the list.

Email Address is not required, the system will send out an email once the file has been processed.

Choose File No file chosen

Additionally, MNIT staff at OHE has created a backend process to check if the correct aid year was selected, based on the aid year specified in the ISIR record itself.

- As noted in the February 6, 2020 DDS Record Layout Memo for 2020-2021, we have added a new field to the layout to capture if at the time of enrollment, the student will be confined at a Minnesota adult correctional facility. Each Department of Corrections (DOC) facility has its own education director or principal who determines a list of students and coordinates directly with the appropriate staff at the partner postsecondary college or university. DOC has stated they plan to expand these educational offerings and partnerships with schools. Schools will likely need to coordinate with other staff at their institution in order to populate the new field, such as Admissions or Senior Leadership. If your school enters a partnership with DOC, the Financial Aid Office is responsible to know and report on this information. As a reminder, according to [136A.121](#) Subd. 6 (1) (c) The recognized cost of attendance for a student who is confined to a Minnesota correctional institution shall consist of the tuition and fees component in paragraph (a), with no allowance for living and miscellaneous expenses (LME). This means the student has a \$0 LME when calculating State Grant eligibility. Schools can make the assumption students are not incarcerated unless DOC has contacted the school. On the *Student Details* screen, we have added a new field to capture this information. Below, please find a partial screen shot image of the new field:

## Incarcerated

Incarcerated/Confined to a MN adult correctional facility:

Y = DOC has notified school that student is incarcerated.

Blank = DOC has not notified the school.

Submit

- Also noted in the February 6, 2020 DDS Record Layout Memo for 2020-2021, there are two other new fields added for 2020-2021 related to the federal programs that utilize “zero EFC treatment”, namely, the Iraq and Afghanistan Service Grant (IASG) and the Children of Fallen Heroes (CFH) Scholarship. The “zero EFC treatment” required to package federal student aid for students who meet the criteria for Children of Fallen Heroes and Iraq and Afghanistan Service Grants and have a Pell eligible EFC only applies to federal student aid. The zero EFC treatment means that students, who have a Pell eligible EFC and are flagged on their ISIR as eligible for IASG or CFH, are to receive the full Pell Grant for their enrollment level. The student’s EFC does not actually change. We do not have this same language in our state statutes; therefore these students will be awarded State Grant taking into account the full Pell Grant they are awarded and using the students calculated EFC. To accommodate this, we have added two new fields in the State Grant Manager that will be populated by the student’s ISIR record. The fields will also be taken into account when packaging State Grant with the State Grant Manager. Below, please find a partial screen shot from the *Student’s ISIRS* screen:

### Children of Fallen Heroes Indicator

### Iraq and Afghanistan Service Grant

You can find out more about these fields by reviewing the 2020-2021 DDS Record Layout found [here](#) and/or the 2020-2021 ISIR Guide from Federal Student Aid [here](#).

- Finally, due to the Tax Act of 2018, several fields will no longer be necessary on the 2020-2021 DDS record layout. For example, exemptions claimed. Other fields have been combined. For example, IRA Distributions and Untaxed Pensions. These changes have been incorporated into the ISIR screens in the State Grant Manager.

If you have questions regarding the content of this memo, please contact me. If you have questions about set up, please refer to the tools we have created for you. If after that, you have remaining set up questions, please contact Nancy Johnson.

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