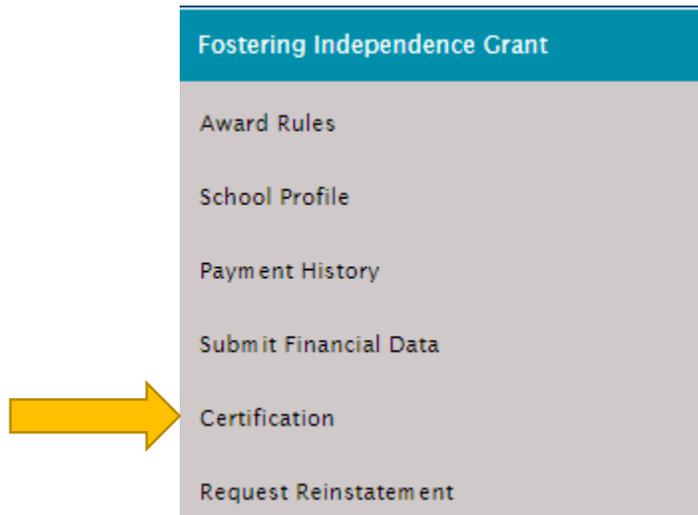


Certification – Fostering Independence Grant

The following are instructions for completing the “Certification” section in the Fostering Independence Grant (FIG) module in MNAid.

OHE recommends completing this section of a student’s FIG record after all payments have been calculated and applied to the student’s account for the term you are reviewing. As a last dollar cost of attendance program, this should be the last award applied to a student’s account.

1. Click on “Certification” to view your roster.



2. Before certifying a student, click on “View” under “Financial Data”.

Certify	Name	SSN	Financial Data	Enrolled Credits	Award Amount
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	[REDACTED]	[REDACTED]	 View	14	\$7,000.00
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	[REDACTED]	[REDACTED]	View	14	\$3,800.00

3. Compare the financial data on this pop-up window with the information in your campus system. If any of the numbers have changed since you previously completed "Submit Financial Data", you will need to update the information. Please review the guidance below depending on whether or not you are a public institutions or private intuition.

- Public Institutions: The calculation remains the same and you will provide any updates to the financial data. The titles of the different data items have been changed to clarify information needed.

SPRING 2023-2024	
Enrolled Credits	15
Cost of Attendance (COA)	\$12,405.00
Portion of COA attributed to Housing	\$3,363.00
Expected Family Contribution (EFC)	\$1,982.00
PELL Grant	\$1,722.00
Minnesota State Grant	\$3,269.00
Federal SEOG	\$700.00
Tribal Scholarships	\$0.00
Other State/Federal Aid	\$0.00
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	\$0.00
Institutional Grants, Scholarships, Waivers (Public Only)	\$0.00
Extended Foster Care	\$0.00
DHS Education Training Voucher	\$2,500.00
Private Institutional Responsibility (calculated)	n/a

- Private Institutions: You are no longer asked to calculate the amount of your Institutional Responsibility. It is now the last item on this screen. Previously we asked private institutions to report the amount of institutional funds your school will provide if the difference of the student's actual COA was higher than the highest recognized public 2-year or 4-year COA. This was an unnecessary step for private institutions since it wasn't an optional amount, but a final number based on the student's COA and the highest public COAs. We are now displaying the amount your institution will be responsible to provide a student in the form of institutional grants, scholarships, or waivers instead of asking you to provide the number.

SPRING 2023-2024	
Enrolled Credits	15
Cost of Attendance (COA)	\$29,606.00
Portion of COA attributed to Housing	\$2,995.00
Expected Family Contribution (EFC)	\$0.00
PELL Grant	\$3,697.00
Minnesota State Grant	\$3,610.00
Federal SEOG	\$0.00
Tribal Scholarships	\$0.00
Other State/Federal Aid	\$0.00
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	\$0.00
Institutional Grants, Scholarships, Waivers (Public Only)	
Extended Foster Care	\$0.00
DHS Education Training Voucher	\$0.00
Private Institutional Responsibility (calculated)	\$11,502.00

4. To make any updates, look the student up under “Quick View” and click on the appropriate program year for the Fostering Independence Grant.

5. Scroll down to the “Financial Data” section and click on “Update Financial Data”.

Financial Data					
	Summer1	Fall	Winter	Spring	Summer2
Program Type	n/a	4-year	n/a	4-year	n/a
Enrolled Credits	0	15	0	15	0
Cost Of Attendance (COA)	0	34822	0	33436	0
Portion of COA attributed to Housing	0	4362	0	4825	0
Expected Family Contribution (EFC)	0	0	0	0	0
PELL Grant	0	3698	0	3698	0
Minnesota State Grant	0	3610	0	3610	0
Federal SEOG	0	250	0	0	0
Tribal Scholarships	0	0	0	0	0
Other State/Federal Aid	0	0	0	0	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	0	0	0	0	0
Institutional Grants, Scholarships, Waivers (Public Only)	0	0	0	8900	0
Extended Foster Care	0	0	0	0	0
Remaining Need (calculated)	0	10546	0	10796	0
DHS Education and Training Voucher (ETV)	0	0	0	0	0
Private Institutional Responsibility (calculated)	0	16718	0	15332	0

6. A screen will pop-up allowing you to update any term that has not already been paid. Make all necessary changes and then click "Save".

Update Financial Data
✕

	Summer1	Fall	Winter	Spring	Summer2
ProgramType	<input type="text" value=""/>	<input type="text" value="4-year"/>	<input type="text" value=""/>	<input type="text" value="4-year"/>	<input type="text" value=""/>
Enrolled Credits	<input type="text" value="0"/>	<input type="text" value="15+"/>	<input type="text" value="0"/>	<input type="text" value="15+"/>	<input type="text" value="0"/>
Cost Of Attendance (COA)	<input type="text" value="0"/>	<input type="text" value="34822"/>	<input type="text" value="0"/>	<input type="text" value="33436"/>	<input type="text" value="0"/>
Portion of COA attributed to Housing	<input type="text" value="0"/>	<input type="text" value="4362"/>	<input type="text" value="0"/>	<input type="text" value="4825"/>	<input type="text" value="0"/>
Expected Family Contribution (EFC)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
PELL Grant	<input type="text" value="0"/>	<input type="text" value="3698"/>	<input type="text" value="0"/>	<input type="text" value="3698"/>	<input type="text" value="0"/>
Minnesota State Grant	<input type="text" value="0"/>	<input type="text" value="3610"/>	<input type="text" value="0"/>	<input type="text" value="3610"/>	<input type="text" value="0"/>
Federal SEOG	<input type="text" value="0"/>	<input type="text" value="250"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Tribal Scholarships	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other State/Federal Aid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Institutional Grants, Scholarships, Waivers (Public Only)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8900"/>	<input type="text" value="0"/>
Extended Foster Care	0	0	0	0	0
Remaining Need	0			10796	
DHS Education and Training Voucher	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

CANCEL
SAVE

7. Close and then reopen the “Certification” roster. The changes you made will reflect in the FIG award amount.
8. If you have made updates to any of the financial data items and the student does not show up on the “Certification” roster it can be for one of two reasons.
 - The student is no longer eligible for FIG, or
 - The student is “ETV Eligible” and needs to be reviewed by the ETV Coordinator to determine if the changes you made to the financial data will impact the ETV award. Check your “Certification” roster a few days later to see what the updated information is after the ETV Coordinator has completed the review. You can review the current status at the top of the student’s FIG award year record. Students with the status of “Pending ETV Data” are being reviewed by the ETV Coordinator.
9. Open “View” under “Financial Data” again to see if there are any amounts for “Extended Foster Care” or “DHS Education Training Voucher”.

[REDACTED]	
FALL 2022-2023	
Enrolled Credits	14
Cost of Attendance (COA)	\$10,000.00
Portion of COA attributed to Housing	\$0.00
Expected Family Contribution (EFC)	\$0.00
PELL Grant	\$3,500.00
Minnesota State Grant	\$200.00
Federal SEOG	\$0.00
Tribal Scholarships	\$0.00
Other State/Federal Gift Aid	\$0.00
Private Grants/Scholarships	\$0.00
Other Institutional Aid/Waivers	\$0.00
Extended Foster Care	\$0.00
DHS Education Training Voucher	\$2,500.00

10. If there are no amounts for these two programs, you can move to certifying the payment request. If you see amounts for either program, OHE recommends the following:

- **Extended Foster Care:** This is used in the calculation of FIG, but does not count in a student’s COA as it is not considered Estimated Financial Assistance (EFA) by Federal Student Aid (FSA). This means, students can potentially receive student loans or work study for the amount listed.
- **DHS Education Training Voucher:** These funds are considered EFA by FSA. Typically, students receive these funds for college expenses through direct reimbursement to the student. This means they will likely not be sent to the college. OHE recommends creating a blocking award in the student’s award package to avoid overawards.

11. You will now choose one of the following actions:

- Select “Yes” under the Certify section. This is your institution’s formal request to OHE for the award amount listed. Add the award to the student’s account. Click “Save” to complete the request. A payment will be sent to your institution within a week.
- Select “No” if the student has earned a bachelor’s degree before payment or if the student is on SAP financial aid suspension. Click “Save” to remove the student from your Certification roster.
- Leave as “Pending” if you are not prepared to change the status, although this is only considered a temporary status.
- If the student never attended the term or is no longer attending at the time of certification, go back to Quick View, look the student up under the year specific FIG record, and change all financial data to zero. This will remove the student from your Certification roster.

Certify	Name	SSN	Financial Data	Enrolled Credits	Award Amount	Additional Options
<input type="radio"/> Pending						
<input checked="" type="radio"/> Yes	[REDACTED]	[REDACTED]	View	13	\$3,800.00	
<input type="radio"/> No						
<input type="radio"/> Pending						
<input checked="" type="radio"/> Yes	[REDACTED]	[REDACTED]	View	14	\$6,800.00	
<input type="radio"/> No						

CANCEL

SAVE