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Report Name	State Grant On-Line Student Eligibility Questionnaire Report
Report Origin	Records are created when students access the State Grant On-Line Student Eligibility Questionnaire via the student’s original FAFSA on the Web confirmation page state link or, for those who missed the state link, through a follow-up email from OHE containing a student-specific link to the state questionnaire site. Once a student has a successfully completed on-line state questionnaire on file, the student can no longer access the state on-line questionnaire. Participating campuses create reports by logging into the SG Web Access screen and choosing the ‘State Grant On-Line Student Eligibility Questionnaire Report’ option.
Distribution	Each school’s on-line state questionnaire report is limited to financial aid administrators at that campus, as well as OHE grant unit staff.
Frequency	The State Grant On-Line Student Eligibility Questionnaire database is updated in real-time as students access the system and complete questionnaires. Reports of student on-line questionnaire records may be created at any time by financial aid administrators at participating campuses and will reflect real-time student data.
Purpose	The State Grant On-Line Student Eligibility Questionnaire system was created to capture information from Minnesota FAFSA applicants about state residency and amount of postsecondary attendance after high school. The information collected is stored and made available to participating campus financial aid administrators when they create a report from the system for their campus. The information on the report, as well as other documentation collected on the FAFSA or by financial aid administrators, will be used to determine if applicants meet program eligibility requirements for the Minnesota State Grant program, as well as other state financial aid programs requiring Minnesota residency or a limit on postsecondary attendance.
General Description	<p>The report created by the financial aid administrator will display the student’s responses to the questions on the on-line state questionnaire, as well as relevant data from the student’s most current Institutional Student Information Record (ISIR) for the aid year. There may be multiple on-line state questionnaire transactions for students who logged into the questionnaire on multiple occasions but did not complete the questionnaire until the most recent transaction. There may also be multiple transactions when a previously completed on-line state questionnaire was subsequently invalidated by a newer ISIR transaction (see description of this under ‘Guidance’ section below).</p> <p>When students reach the on-line state questionnaire page, screen-out logic is used to bypass the entire on-line state questionnaire if the student’s FAFSA data indicates</p>

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the student will not meet program eligibility requirements:

- The student will be 20 years old as of the start of the aid year (July 1st) and the student either answered: ‘yes’ to having a bachelor’s degree; ‘yes’ to being a graduate/professional student; or that s/he was pursuing a graduate/professional degree (ISIR credential value of ‘8’);
OR
- The student had a value of ‘3’ (neither U.S. citizen or eligible non-citizen) for the citizenship question;
OR
- The student’s ISIR did not contain at least one college code for a MN college participating in the State Grant On-Line Student Eligibility Questionnaire system;
OR
- The student has already successfully completed the on-line questionnaire and there are no new participating MN college codes on the ISIR.

For students who are not immediately screened out and do access the on-line state questionnaire, skip logic is used to bypass the screen containing state residency questions if the student’s state residency status can be easily determined by data supplied on the ISIR. In both of the cases below, the ‘State Residency Status’ field on the student’s on-line state questionnaire record is set to ‘Confirmed’:

- A student whose FAFSA high school state = ‘MN’ and who indicated MN was the state of residence at the time of high school graduation on the on-line state questionnaire screen;
OR
- A dependent student whose parents’ state of legal residence on the FAFSA = ‘MN’.

A description of the data appearing on each student’s on-line state questionnaire record is described in the annotated version of the MN State Grant Student Eligibility Questionnaire Record at the end of this document.

Guidance

In many cases, financial aid administrators are not required to collect additional documentation beyond what appears on the student’s on-line state questionnaire record to determine a student’s Minnesota residency status and/or amount of previous postsecondary attendance ***unless there is conflicting information in the student’s file.***

The following are examples of cases where no additional documentation would be required.

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If the 'State Residency Status' field is set to 'Confirmed,' the student would be considered a Minnesota resident absent conflicting information.

If the 'Student Successfully Completed State Grant Questionnaire' field is set to 'Y,' and:

- the 'State Residency Status' field is set to 'Unconfirmed,' the school must review all of the information provided under 'State Residency Questions' on the student's on-line eligibility questionnaire to determine if the student meets the state residency requirement. It is only if the school is unable to make a determination based on the student's on-line questionnaire responses that the school would need to collect additional documentation from the student.

NOTE: If the only way a student can establish Minnesota residency is to reside in Minnesota for 12 consecutive months without being enrolled in college on a half-time basis or more, and the student was unable to establish that period due to unusual circumstances (refugee, active duty in MN, spouse/dependent of resident veteran or college interrupted by natural disaster), OHE will email the student for documentation, make a residency determination and notify the student and financial aid office.

- the 'Indicated No Attendance Beyond High School,' field is 'Y,' and the 'Transcripts Required' field is set to 'N,' the school is not required to request academic transcripts from the student absent conflicting information.
- the 'Indicated No Attendance Beyond High School,' field is set to 'N,' and postsecondary attendance is listed but the 'Transcripts Required' field is set to 'N,' the school is not required to request academic transcripts from the student absent conflicting information.

In some cases, the school will need to collect additional documentation beyond what is collected on the on-line state questionnaire. The following are examples of when the school would either need to collect additional information or watch for another on-line state questionnaire record.

- The 'Student Successfully Completed State Grant Questionnaire' field is set to 'N' for No, which means the school can either give the student the link to the on-line state questionnaire so the student can complete an on-line questionnaire or collect information directly from the student using the paper state questionnaire or similar form developed by the school. Directing the student to the on-line state questionnaire link will only work if the student does not meet the screen out logic used by the on-line state questionnaire.

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- The ‘Student Successfully Completed State Grant Questionnaire’ field is set to ‘I’ for Invalidated and the ‘State Residency Status’ field is set to ‘Reversed.’ This occurs when the residency fields on the previous ISIR transaction confirmed state residency without the student having to complete the full residency section of the previous on-line state questionnaire transaction, but the residency fields on the newest ISIR transaction do not confirm state residency. OHE will email the student a link to the on-line state questionnaire and once accessed, it will require the student to complete the full residency section on the questionnaire, generating another questionnaire record.
- The student lists 810 or more days of postsecondary attendance and the ‘Transcripts Required?’ flag is set to ‘Y,’ unless the 810 or more days includes future attendance listed by the student or the school has documentation proving the student did not attend 810 or more days of postsecondary education.

NOTE: For example, if the student listed a period of enrollment at the current institution as 08/15/2007 to 06/15/2009 (670 days), and a previous institution as 08/15/2006 to 01/15/2007 (153 days), for a total of 823 days, but the school knows the student didn’t attend summer term 2008 (90 days) at the current institution, the school would not be required to collect transcripts from the previous school, since the total days would equal 733.
- If the student indicates on the on-line state questionnaire that s/he is receiving tuition reciprocity benefits from a neighboring state, and the student is attending a Minnesota public postsecondary school, the school should follow-up to make sure the student is not receiving both state financial aid and tuition reciprocity benefits from another state. The student may turn down reciprocity benefits in order to qualify for state financial aid, assuming the student meets the state residency requirement.
- If the student’s response to ‘If you currently reside in another state/country, are you physically attending a Minnesota college?’ is ‘Y’ or ‘N’ rather than ‘N/A,’ the school should make sure the student is physically attending at least one class if the only way the student can meet the state residency requirement is by having graduated from a MN high school and the student currently resides in another state.
- If the student lists postsecondary attendance and indicates s/he withdrew for a major medical illness or active military duty, the school should request supporting documentation from the student and not count that term’s attempted credits towards the limit on postsecondary attendance.

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Annotated MN State Grant Student Eligibility Questionnaire Record

Aid Year: **2014** [last calendar year in aid year]

Date Generated: **01/18/2013 03:46PM** Source: FOTW (FAFSA interface), OHE email response (student used unique link in OHE follow-up email), OHE log-in (student logged in), OHE automated record (previous record copied for new school) Dep Status: I/Y=independent, D/X=dependent

Student: **LAST NAME, FIRST NAME** DOB: **MM/DD/CCYY** SSN: **XXX-XX-XXXX**

Insts: **002354, 002342, 002334** [school codes from current FAFSA/ISIR]

Screen-Out Variables

Graduate or Professional Student? **2** [1=Yes, 2=No – From current FAFSA/ISIR]

U.S. Citizen/Eligible Non-Citizen? **1** [1=citizen, 2=eligible non-citizen, 3=neither – From current FAFSA/ISIR]

Bachelor's Degree? **2** [1=Yes, 2=No – From current FAFSA/ISIR]

Degree/Credential Code: **5** [1=first bach, 2=2nd batch, 3-6 associate or certificate, 7=teach cred, 8=grad/prof, 9=undecided- from current FAFSA/ISIR]

Prior Year Questionnaire? **N** Prior Year(s) Found: **n/a** [from OHE search of database]

Student Successfully Completed State Grant Questionnaire? **Y** [determined by OHE]

Sent SELF Loan information? **N** [based on student's response on questionnaire]

State Residency Status: **Unconfirmed** [Confirmed = Student graduated from MN high school while residing in MN OR dependent student's parents' state of residence = MN on FAFSA]

State Residency Questions

Student's State of Legal Residence on FAFSA: **MN** [from current FAFSA/ISIR]

Parents' State of Legal Residence on FAFSA: [from dependent student's current FAFSA/ISIR]

State in Which Student's High School Located: **ND** [from current FAFSA/ISIR]

Student's State at Time of HS Graduation: [from OHE questionnaire if student graduated from MN high school]

Year of High School Graduation: **1980** [from OHE questionnaire only if student not MN high school graduate]

Year of GED: **1980** State of GED: [from OHE questionnaire only if student not MN high school graduate]

State/Country	[From OHE questionnaire]	From	To	Reason
MINNESOTA		06/2010	01/2013	Other
NORTH DAKOTA		06/2008	06/2010	Employment
TEXAS		06/1985	06/2008	Military Service
GERMANY		05/1983	05/1985	Military Service
NORTH DAKOTA		05/1974	03/1983	Orig Place of Res

Refugee who originally settled in MN: **N** [Y or N response from OHE questionnaire]

Stationed on active duty military service in MN: **N** [Y or N response from OHE questionnaire]

Child/spouse of a veteran who is a MN resident: **N** [Y or N response from OHE questionnaire]

Moved to Minnesota within 12 months of postsecondary education in other state being disrupted by a federally declared natural disaster: **N** [Y or N response from OHE questionnaire]

Tuition reciprocity benefits from another state? **N** [Y or N response from OHE questionnaire]

If you currently reside in another state/country, are you physically attending a Minnesota college? **N/A** [Y, N or N/A response from OHE questionnaire]

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[CON'T]

Previous Postsecondary Attendance

College	[from OHE questionnaire]	From	To	Enrollment Level
NORTH DAKOTA STATE UNIV		07/1980	05/1982	Full
NORTH HENNEPIN COMMUNITY		08/2012	05/2013	Full-time

Transcripts Required? **Y** [Default of N=No; Set to Y=Yes by OHE if student total days > 809]

Indicated no attendance beyond high school: **N** [Y=Yes – student indicated no postsecondary attendance, N=No]

Withdrew for major medical illness while under care of professional: **N** [Y or N response from OHE questionnaire]

Withdrew for active duty military service after 12/31/2002: **N** [Y or N response from OHE questionnaire]