





QUESTIONS TO WHICH YOU'LL NEED TO KNOW THE ANSWER IN A FLASH:

What is the FSA ID and what is it for? – Username and password used by students, parents, and borrowers to login to Dept. of Ed websites and electronically sign documents. (Replaces PIN)


You will use it to:

- Apply for federal student aid every year www.fafsa.gov
- To receive a federal student loan (MPN, Entrance Counseling).
- To perform important activities as a federal loan borrower, such as choosing a repayment plan or applying for deferment.

Does my parent need one? - If you are a dependent student, then your parent will need an FSA ID in order to sign your FAFSA electronically.

IMPORTANT:

- You and your parent must have different FSA IDs.
- You must create your own!
- Your parent must create ONLY their own!
- You must use separate e-mails (you must each use your own e-mail address, two IDs cannot be under the same e-mail address).



BEST PRACTICES WHEN CREATING AN FSA ID: www.fsaid.ed.gov

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- Familiarize yourself with the FSA ID website
- Write EVERYTHING down and keep in a safe place

E-mail:
Applicant must have access to this e-mail account because FSA-ID@ed.gov will email an authorization code to applicant to establish the FSA ID.

Username:
Don't include personal information such as Date of Birth (DOB) or name.
If you get a message "Username taken, create a different username" then someone has already taken that username. Must create a different name.

Create a New FSA ID
An FSA ID gives you access to Federal Student Aid's online systems and you serve as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, meet answers for the questions below and select **CONTINUE**.

Important: When you are done click the **CANCEL** button to clear your data, since if you did not finish creating your FSA ID, just closing your browser window or going to another website may not be enough to prevent other people using the computer from seeing your information. End the session properly.

Create An FSA ID | Edit My FSA ID

Email:

Custom Email:

Username:

Password:

Confirm Password:

Are you 13 years of age or older?
☐ Yes, I'm 13 years of age or older
☐ No, I'm 12 years of age or younger

Always select "Show Text" to ensure accuracy

PERSONAL IDENTIFICATION INFORMATION:

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- Make sure your Social Security Number (SSN), DOB, and Name match EXACTLY what is on your Social Security Card.
- You MUST have a SSN to create an FSA ID.

LINK YOUR PIN (IF YOU HAVE ONE)

- If you applied for federal student aid before May 2015, then you most likely had a 4-digit PIN - you can link your PIN to your FSA ID on this screen.
- If you can't remember your PIN, you can select "Forgot My PIN" and answer a challenge question or you can continue without linking your PIN.

If you never had a PIN, you won't get this screen

Link Your PIN to Your FSA ID

Linking your PIN to your FSA ID will allow you to use your PIN to verify your identity when you log in to the FSA ID system. If you have a PIN, you can link it to your FSA ID. If you do not have a PIN, you can click "Forgot My PIN" to answer a challenge question or you can click "Continue Without Linking PIN" to skip this step.

SSN:

Date of Birth:

First Name, Middle Initial, Last Name:

Pin:

Pin Confirmation:

Always select "Show Text" to ensure accuracy

CHALLENGE QUESTIONS

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Answering your challenge questions is one way to unlock your account or reset your username and password.

Questions 1 and 2:

- Select a question from the dropdown menu and then enter your answer.

Questions 3 and 4:

- Make up your own question and enter your answer.
- Make sure the answers will be easy to remember.
- It can't have the same answer as a previous question or contain any of your personal identification information.

Question 5:

- Enter a significant date.
- It can't be your date of birth.

Examples of dates:

- Favorite holiday
- Sibling or parent date of birth

Always select "Show Text" to ensure accuracy

Challenge Questions And Answers

Select a question to answer and enter your answer. If you forget the question, click the "Forgot My Question" button. If you forget the answer, click the "Forgot My Answer" button. If you forget both, click the "Forgot My Question and Answer" button.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Question 4:

Answer 4:


Question 5:

Answer 5:

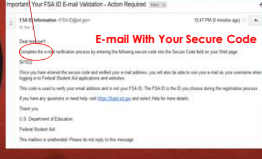
Always select "Show Text" to ensure accuracy

VERIFY YOUR E-MAIL

E-mail Verification Page



E-mail With Your Secure Code



- Once you verify your e-mail, you can use your e-mail address as your username when logging in to Department of Education websites


How to Verify Your E-mail

- Do not close the E-mail Verification page
- FSA-ID@ed.gov sends an e-mail with a secure code
- Log in to your e-mail account using a different tab or browser window or another device
- Look for an e-mail with the subject line, "Important: Your FSA ID E-mail Validation - Action Required"
- The e-mail will include a six-digit, numeric code that you will enter in the "Secure Code" data field

Submitted From: <http://twinkl.com> and Superhero mascot character, copyright: internet browser, desktop background

THE FSA ID IS CREATED...NOW WHAT?

FSA ID Created

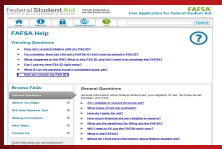


- You can log in to fafsa.gov and complete, sign, and submit a new (original) FAFSA
- If you didn't provide or link to a PIN, then your info will be sent to the Social Security Administration for confirmation
- SSA review will take 1-3 days
- Until your info is verified, you won't be able to take certain actions, such as correct your FAFSA, submit a renewal FAFSA, or sign a Master Promissory Note.
- You should receive an e-mail informing you of the results of the SSA review
- If there is an issue, log in at fafsa.gov using the "Edit My FSA ID" tab and review/update your profile info.
- If your information is correct, you'll need to contact the SSA (to find your local SSA office, call 1-800-772-1213 or go to www.ssa.gov)

Submitted From: <http://www.usdoe.gov/conditionalfid/governor/submit>


KNOW YOUR RESOURCES:

<https://fafsa.ed.gov/help.htm>



USE THE FINANCIAL AID TOOLKIT

<http://www.financialaidtoolkit.ed.gov/fk/search#YourSearchResults>



KNOW THE ANSWERS TO COMMON QUESTIONS:

- How can I avoid problems with my FSA ID?
- How can I fill out a FAFSA if I can't use my parent's FSA ID?
- What happened to the PIN?
- Can I use my FSA ID immediately?

And the most important answer...

- How do I unlock the FSA ID?

<http://twinkl.com/sample-bookings> and Superhero mascot character, copyright: internet browser, desktop background

CREATE AWARENESS CAMPAIGNS ON CAMPUS ABOUT THE NEW FSA ID CHANGES

FSA ID-What is it?? And Why Do I Need One?

Highlight tips on your website

FEDERAL PIN 1988-2015

HOW TO CREATE an FSA ID:

www.carroll.edu/finaid/fafsa.cc

CREATING AWARENESS CONTINUED...

Federal Student Aid FAFSA

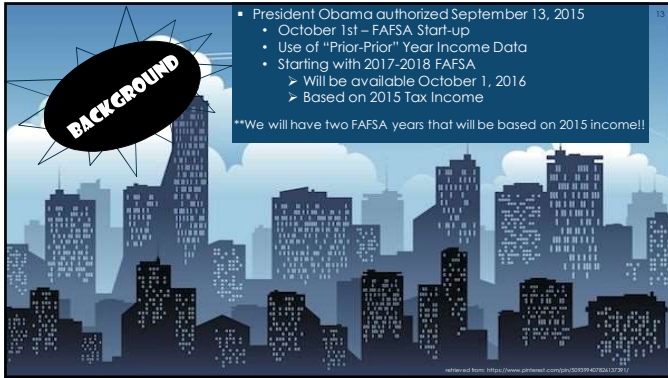
FSA ID Walkthrough

How to create an FSA USER ID INSTRUCTIONS

www.carroll.edu/finaid/fafsa.cc

PRIOR-PRIOR YEAR

www.carroll.edu/finaid/fafsa.cc



BACKGROUND

- President Obama authorized September 13, 2015
 - October 1st – FAFSA Start-up
 - Use of "Prior-Prior" Year Income Data
 - Starting with 2017-2018 FAFSA
 - Will be available October 1, 2016
 - Based on 2015 Tax Income

****We will have two FAFSA years that will be based on 2015 income!!**

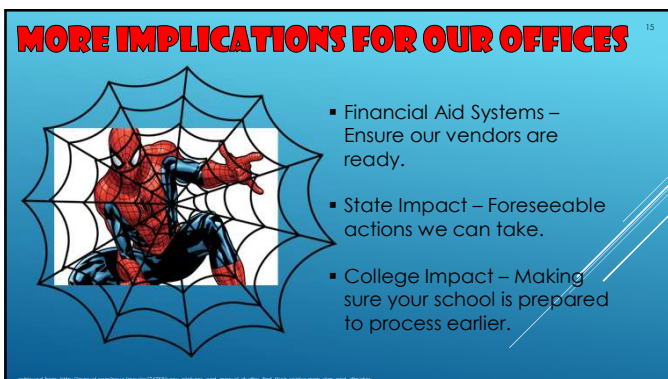
retrieved from: <http://www.priorprior.com/2015/09/13/>



IMPLICATIONS FOR OUR OFFICES

- Outreach – Spreading the Word
- Handling an increase of Professional Judgments
- Impact on Verifications
- Managing Conflicting Information

retrieved from: <http://www.priorprior.com/2015/09/13/>



MORE IMPLICATIONS FOR OUR OFFICES

- Financial Aid Systems – Ensure our vendors are ready.
- State Impact – Foreseeable actions we can take.
- College Impact – Making sure your school is prepared to process earlier.

retrieved from: <http://www.priorprior.com/2015/09/13/>

RESOURCES

- IFAP – Early FSA Electronic Announcement #1 – President's Announcement of FAFSA Filing Changes
- IFAP – Early FSA Electronic Announcement #2 – Preparing for 2017-2018 Early FAFSA and Prior-Prior Year
- IFAP – Early FAFSA Electronic Announcement #3 – Availability of the 2017-2018 Early FAFSA Information Page on the Information for Financial Aid Professionals (IFAP) website



Early FAFSA Resources

<http://ifap.ed.gov/EarlyFAFSA/EarlyFAFSAResources.html>

Early FAFSA – Webinars and Presentations

<http://ifap.ed.gov/EarlyFAFSA/EarlyFAFSATraining.html>


Early FAFSA – Dear Colleague Letters and Electronic Announcements

<http://ifap.ed.gov/EarlyFAFSA/EarlyFAFSADECLandEA.html>

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RESOURCES

- April 2016 – FSA will share 17-18 FAFSA materials via Financial Aid Toolkit-
www.financialaidtoolkit.ed.gov
-Updated Videos
-Updated Publications
-Social Media Information
- Mid-August 2016 – FSA will launch 17-18 FAFSA Integrated Communications Campaign



CONTINUED

- Outreach to students and parents (social media, in-person events, webinars)
- StudentAid.gov will include updated information
- Partnership with schools, states, etc. to share message with students and parents

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PROFESSIONAL JUDGMENT



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WHO/WHAT GIVES US THE AUTHORITY?

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HEA Sec. 479A(a) IN GENERAL—Nothing in this part shall be interpreted as limiting the authority of the financial aid administrator, on the basis of adequate documentation, to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. However, this authority shall not be construed to permit aid administrators to deviate from the contributions expected in the absence of special circumstances.

retrieved from: <http://www.finaid.org/financialaid/policies-procedures/479a-expected-contribution>

Villainous PJ Pitfalls

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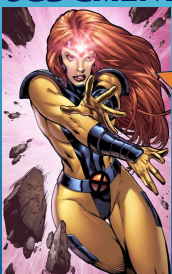
- DO NOT make general PJ adjustments to a class or group of students.
- DO NOT modify the formula or the tables used in the EFC calculation or adjust COA data elements just because you believe they are inadequate.
- DO NOT use PJ to waive general student eligibility requirements.
- DO NOT make unreasonable judgments.
- DO NOT forget about the Income Protection Allowance.
- DO NOT use newly adjusted EFC for Pell and old EFC for other aid eligibility.

retrieved from: <http://www.finaid.org/financialaid/policies-procedures/2019-2020>

PROFESSIONAL JUDGMENT

BEST PRACTICES

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- Knowing what constitutes a PJ
- Policies and Procedures - Forms
- Knowing who has the authority
- Identification
- Consistency and Documentation are KEY
- Establishing a good way to track PJs

retrieved from: <http://www.finaid.org/financialaid/policies-procedures/2019-2020>

THINGS TO REMEMBER ABOUT PJ:

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- Take your emotions out of it.
- Document, document, document!
- Take every opportunity to learn.
- Always case-by-case, but remain consistent.

retrieved from: <http://photos.state.gov/libraries/texas/452946>

IMPLICATIONS OF PPJ ON PROFESSIONAL JUDGMENT

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GEN-16-03 Dear Colleague letter recently released stated:

"A professional judgment adjustment may be warranted if a family member experienced a significant change of income, either upward or downward. For example, for an individual who has lost a job or has taken a significant salary cut beginning in August of 2015, the FAA may use the income for the 12-month period following the reduction in income (September 2015 through August 2016) instead of the prior-prior year income (calendar 2015) that was initially used in the EFC calculation. Alternatively, the FAA may choose to use more recent income..."

Pros: We can get actual proof of earnings for a PJ because by August 2017, both '15 & '16 will have already passed and w-2s and paystubs will be available to compare. Confidence, accuracy, and good documentation.

Cons: More PJs to process. Potential need to consider 3 years of income (2015, 2016, and 2017) to determine if PJ is appropriate.



retrieved from: <http://photos.state.gov/libraries/texas/452946>

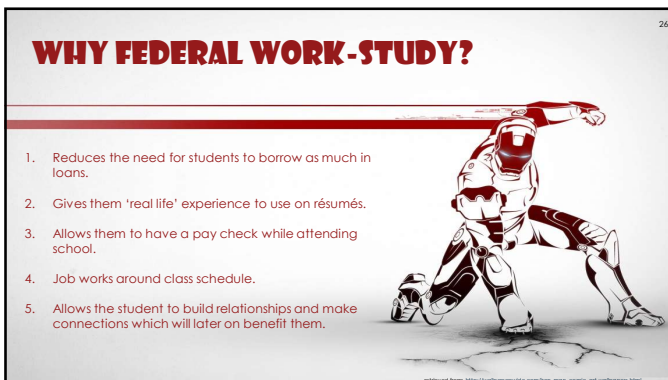
USE THE FORCE...AND USE IT WISELY

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retrieved from: <http://www.starwars.com/characters/yoda>








WAYS TO PROMOTE STUDENT PARTICIPATION



- Provide Federal Work-Study (FWS) or other student employment as a part of the student's total financial aid award.
- Have current students wear T-shirts to advertise that they have a student employment job.
- Make the application process as easy and seamless as possible.
- Hold a job fair at the beginning of the year.
- Make the jobs easily available for students to view (i.e. portal, job board).
- Reach out to organizations outside of the college to offer more opportunities for students.

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WAYS TO INCREASE WORK-STUDY SUCCESS




- Communicate with student employment supervisors as much as you can (surveys, e-mails, newsletters).
- Ask supervisors and students what worked and what didn't.
- Evaluations – both from supervisors and students.
- Celebrate your student workers during student employment appreciation week/month.
- Recognize students who excel in their position.
- If you can, give raises to those who are doing a great job.

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WORK-STUDY BEST PRACTICES

- Keep lines of communication open and flowing with the HR department.
- Allow student employees to actually assist and work in their jobs. There's more to a job than filing and shredding.
- Keep them involved and active in your area.
- Don't request X amount of hours if you do not have enough work for the student to complete.
- Follow your job descriptions and update them as often as needed.



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