

DCF Fee Assistance School User Award Process

- 1) Adding Student Records:
 - a. Click on the DCF Adopted and Foster Child Fee Assistance tab located on the left hand side of the MASSAid system, here you will find the 'Create DCF Fee Assistance Records' tab to begin processing student awards. Enter student award data for the appropriate semester (Fall and Spring only).
 - b. A school user can upload data using file upload function.
 - c. A user can manually enter each student using Student Search function.
 - i. Schools must manually enter nonresident students through the MASSAid system. (A copy of the each nonresident ISIR must then be submitted to OSFA to complete eligibility determination).
 - ii. Students who have an existing fall/spring payment record will automatically appear in the 'Search Results' section and can be awarded by clicking on the student SSN.
 - d. OSFA will set a deadline for both fall and spring submissions. Please submit student information prior to that deadline for review (these deadlines can be found on the Award Rules screen). Once the semester deadline passes, late students can be added but they will be ineligible for that term. OSFA has the ability to review and override this ineligibility depending upon available budget.
- 2) After adding DCF Fee Assistance student records:
 - a. Run the 'Ineligible Students Report' to see which students are missing DCF documentation on file at OSFA. (Students who have had their documentation previously submitted and have received an award payment will have the 'Eligibility Documentation on File' flag flipped to 'Yes'. This will carry forward for all subsequent academic years.)
 - b. Submit to OSFA a copy of all DCF eligibility documents for students who are missing them on the system.
 - c. Submit a hard copy FAFSA for any nonresident students; this must be received at OSFA to complete award eligibility review for each year of participation.
 - d. *Students who have other ineligibility reasons will be able to correct them in the same manner as with other MASSAid programs.*
- 3) Run the 'Eligible Students Report' to see which students are eligible to receive funding and compare this list to internal school information regarding Adopted and Foster students on your campus.
- 4) OSFA will generate payments for a semester once student information has been submitted and reviewed based upon budget availability. OSFA may be able to make payments on a rolling basis as school information is received.
- 5) Schools will have 30 days to reconcile payments once they are made. Click on the 'Reconcile Payments' tab on the quick view menu and indicate whether a student has been paid or if there are funds to be returned to OSFA.