Today’s Agenda

- **Provide** a statistical update for the Ready to Succeed Scholarship (RTSS) Program
- **Highlight** anticipated RTSS Program Guideline updates
- **Review** the RTSS Program timeline
- **Preview** the refund and reconciliation process
  - State Grant Distance Education Pilot Program (SGDEPP)
  - RTSS Program
- **Recap** current and forthcoming resources
RTSS Program

RTSS is intended to follow the Pennsylvania State Grant Program with a few exceptions:

- Merit component
- Maximum income level
- Minimum academic level
- Administration through ‘student level’ model
**Processed Students**: 12,178
- Eligible students that have been nominated and processed through eligibility

**Eligible Candidates**: 12,878
- Students with total family income \(\leq \$110k\), GPA \(\geq 3.25\) & Academic Level \(\geq 2\)
- Students not nominated for any term included

**Candidates**: 63,847
- Student with only total family income \(\leq \$110k\)
RTSS Reporting

- **Student Recipients**: 3,331
  - Eligible candidates with an award

- **Unfunded Candidates**: 8,371
  - Eligible candidates with an award due to limited funding

- **Demand**: 11,702
  - Unfunded candidates + recipients
## RTSS Reporting

<table>
<thead>
<tr>
<th>Income Level</th>
<th>Recipients</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $50k</td>
<td>409</td>
<td>$258,798</td>
</tr>
<tr>
<td>$50k - $60k</td>
<td>122</td>
<td>$132,546</td>
</tr>
<tr>
<td>$60k - $70k</td>
<td>160</td>
<td>$188,270</td>
</tr>
<tr>
<td>$70k - $80k</td>
<td>444</td>
<td>$619,145</td>
</tr>
<tr>
<td>$80k - $90k</td>
<td>723</td>
<td>$1,179,574</td>
</tr>
<tr>
<td>$90k - $100k</td>
<td>785</td>
<td>$1,341,754</td>
</tr>
<tr>
<td>$100k - $110k</td>
<td>682</td>
<td>$1,179,801</td>
</tr>
</tbody>
</table>
## RTSS Reporting

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Recipients</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Year</td>
<td>1,448</td>
<td>$2,006,841</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Year</td>
<td>886</td>
<td>$1,422,008</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Year</td>
<td>931</td>
<td>$1,397,211</td>
</tr>
<tr>
<td>5&lt;sup&gt;th+&lt;/sup&gt; Year</td>
<td>60</td>
<td>$73,828</td>
</tr>
</tbody>
</table>
Verification (not Validation)

- Process with PA Department of Revenue
- No threshold in check with income eligibility
- Students are given 30 days to respond

December

- 131 students
- December 23; December 29 – February 9th

February

- Eight (8) students
- February 20th; February 23rd – March 25th
RTSS Guidelines Update

Reconciliation

- **Timeframe**
  - April 30\(^{th}\) – June 30\(^{th}\)

- **More than zero balance**
  - No students with refund due PHEAA
  - No students due certification
  - All students credited and match RTSS status with PHEAA
  - All corrections should be made prior to roster generation
RTSS Guidelines Update

PHEAA Collectables

- No PHEAA Collectables for RTSS Program
- State Grant Collectables for RTSS recipients
Refunds

- Student Level
- Offsetting
- Refund Groupings

Reminder: HOLD YOUR REFUNDS!
**Partner Interface**

- Review Refunds for RTSs Awards
  - A Refunds Total
  - B2 Refunds Needed

- View Refunds
  - B1 PDF Link for Refund Group

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**Transmissions**

- C RTSS Refund Transmission

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**Active Refund Group (Invoice) Statuses**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Invoice created</td>
</tr>
<tr>
<td>Changed</td>
<td>Invoice created before latest disbursement and at least one student’s refund amount was impacted</td>
</tr>
<tr>
<td>Received</td>
<td>Payment received but not processed</td>
</tr>
<tr>
<td>Under Review</td>
<td>Payment received and does not match invoice – PHEEAA will contact the school</td>
</tr>
</tbody>
</table>

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**Last disbursement determines refunds due PHEEAA at student level**

- **B1** School creates *Refund Group* (invoice)
  - **B2** Refunds Needed list shows only students not added to the invoice

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**School sends payment matching invoice total**

- **C** PHEEAA processes payment and invoice

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**Payment is posted at school level (FG3S)**

**Student records (FG7E) are updated with the refund amount**

**Notes:**
- Schools are only allowed one *active* Refund Group at a time (refer to table on left)
- Flow assumes the ACH payment matches the total invoice
Cancellation & Disbursement

- Last scheduled disbursement June 23rd
- Awards subject to cancellation
  - Schools reconciled by June 30 should continue to review RTSS students who need certified
- Certification required by July 31st
- Last possible disbursement Aug 3rd
April 30th - Recon Begins - This roster does not need to be requested and will include funds due institution

June 1st - Eligibility - This last scheduled eligibility run will only occur if funds are available

June 23rd - Last Scheduled Disbursement

June 30th - Reconciliation Due

July 31st - Last Certification

August 3rd - Last Disbursement
Refunds

Refunds due to PHEAA created when:
- Eligibility and enrollment changes AFTER disbursement
- Incorrect certification by the school

Review latest roster via Transmissions, PageCenter, or Partner Interface to determine refund balance due PHEAA

Remit payment via:
- Payment sent to PHEAA
- Recovery by reduction (or offset) of a future term for the same student in the same academic period
Refunds

- Remit payment to PHEAA via ACH Transfer
- Create a refund invoice to accompany the ACH Transfer for processing
  - Refund Transmission or Partner Interface
  - Ensure ACH Transfer and invoice match to prevent delays
Refunds

Refund Transmission Layout

- From **School** to PHEAA
- Identify **Program Type**
- Layout forthcoming; Added to *Document Library*

### State Grant and Special Programs

**Title:** Distance Education Pilot/Ready to Succeed Scholarship Refund Transmission Layout  
**System:** 2014-2015 Grants  
**Record Length:** 100

### 2014-2015 DE/RTS Refund Transmission Layout

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Position</th>
<th>Length</th>
<th>Type</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Social Security Number</td>
<td>1</td>
<td>9</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Student’s Last Name</td>
<td>10</td>
<td>14</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Student’s First Name</td>
<td>25</td>
<td>12</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Student's Middle Initial</td>
<td>37</td>
<td>1</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Academic Year</td>
<td>38</td>
<td>4</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>42</td>
<td>1</td>
<td>A</td>
<td>F = Fall, W = Winter, S = Spring, R = Summer</td>
</tr>
<tr>
<td>Program Type</td>
<td>43</td>
<td>3</td>
<td>A</td>
<td>DEP = Distance Education Pilot RTS = Ready to Succeed Scholarship</td>
</tr>
<tr>
<td>School Will Send Funds on or About Date</td>
<td>46</td>
<td>8</td>
<td>N</td>
<td>CCYMMDD</td>
</tr>
<tr>
<td>Refund Amount</td>
<td>54</td>
<td>11</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Unused</td>
<td>63</td>
<td>37</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>
## Refunds

### Process Distance Education Award

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Nominated (DE &amp; &lt;50%)</td>
<td>6</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Nominated (Pending Eligibility)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Awarded - Needs Certification</td>
<td>11</td>
<td>28</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>Awarded - Certified</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Rejects - Distance Education Funds Depleted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rejects - All Other Reject Types</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Nominated Students Total</td>
<td>37</td>
<td>35</td>
<td>35</td>
<td>37</td>
</tr>
</tbody>
</table>

### Complete Reporting for Distance Education Supplemental Information

<table>
<thead>
<tr>
<th>Status - All Participants</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete Reporting</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td></td>
</tr>
</tbody>
</table>

### View Refunds for Distance Education Awards

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refunds Needed</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

### View Refunds

<table>
<thead>
<tr>
<th>Name</th>
<th>No.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refunds - Pending</td>
<td>3</td>
<td>Pending</td>
</tr>
</tbody>
</table>

### Information found in 2 places on dashboard

- Refunds needed
- Refund status
Refunds

Lists all refunds due PHEAA
Review list and add selected students to an invoice
Refunds

Confirmation page will display

- Provides total of recently created invoice
- School will **enter EFT date** and submit
Refund information stored on SGDEPP or RTSS tab

- Four most recent invoices listed
- Invoice in 1 of 5 different statuses
Refunds

FIVE (5) REFUND STATUSES available:

şı PENDING = Funds have not been received from the school for the refund group, nor have there been any changes made to the group since the last disbursement

şı CHANGED = Funds for the refund group have not been received and changes made to student enrollment and/or eligibility on the most recent disbursement have caused the original refund amount to be changed

şı RECEIVED = Funds have been received and are pending processing

şı UNDER REVIEW = Funds have been received by PHEAA Financial Management and the funds received do not equal the Refunds Total listed on the active invoice

şı PROCESSED = Funds have been received for the refund group and posted for the appropriate student(s)
Refunds

Invoice changes are permissible and may be required when:
- Potential for offset occurs
- Mismatch between ACH Transfer and the pending invoice

Add students to pending invoice
- Add students from Refunds Needed list

Remove students from pending invoice

Refunds Grand Total: $3,230

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT, EMANUELE R</td>
<td>X</td>
<td>$333</td>
<td>-</td>
<td>-</td>
<td>$333</td>
</tr>
<tr>
<td>STUDENT, EMMALEE C</td>
<td>X</td>
<td>$666</td>
<td>-</td>
<td>-</td>
<td>$666</td>
</tr>
</tbody>
</table>

PHEAA Pennsylvania Higher Education Assistance Agency
Reconciliation Reminders

- Beginning **April 2015** for RTSS and SGDEPP
- Requires school to show “zero-zero” balance
  - No funds due school or refunds due PHEAA
  - Review **FG3S** for pending disbursements and refunds
    - Program Type “D” = SGDEPP
    - Program Type “S” = RTSS

- Deadlines:
  - **June 1, 2015 = SGDEPP**
  - **June 30, 2015 = RTSS**
Reconciliation Reminders

- **Return certification page** of reconciliation rosters
- **Not reconciled by deadline** = **Disbursement Holds**
  - ✤ **SGDEPP** – Will hold State Grant disbursements
    - State Grant holds will prevent SGDEPP disbursements
    - Holds carryover across years (ex: 2014-15 will hold 2015-16)
  - ✤ **RTSS** – No impact on State Grant disbursements
    - Holds carryover across years (ex: 2014-15 will hold 2015-16)
Resources

- Updated Materials
  - Program Guidelines
  - Transmission Layouts
  - Partner Interface
- Websites
  - www.PHEAA.org/SGDEPP
  - www.PHEAA.org/RTSS
  - www.PHEAA.org/Training
- Training Opportunities
  - Reconciliation and Refunds - TBD
Thank you for attending!

Contact State Grant and Special Programs Staff

Email: SGDEPP Questions: sghelp@pheaa.org
RTSS Questions: rtss@pheaa.org

Fax: 717-720-3786

Phone: 1-800-443-0646, Option 3, Option 1 or 1-800-443-0646, Option 4 (discuss transmissions)

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