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OSFA-STATE: #25-26:16

MEMORANDUM

TO: Financial Aid Directors at Postsecondary Institutions
Participating in the Open Door Grant Program

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: November 5, 2025

SUBJECT: Open Door Grant Program Now Available on the Disbursement
Eligibility Report (DER) in the State Student Financial Aid Database (SSFAD)

The Open Door Grant Program (ODG) is a financial aid program available to students who attend a school district postsecondary technical career center, a Florida College System institution, or a charter technical career center. The program's goal is to incentivize current and future workers to enroll in career and technical education programs that lead to a credential, certificate, or degree.

The Florida Department of Education, Office of Student Financial Assistance (OSFA), is pleased to announce that postsecondary institutions may now report student-level records on the Disbursement Eligibility Report (DER) within the SSFAD. This technical update aligns the disbursement reporting process with other state scholarship and grant programs administered through OSFA. Institutions may now include ODG student records when reporting via Secure File Transfer Protocol (SFTP) for batch processing or via the online SSFAD website for manual submissions, which can be accessed at <https://www.FloridaStudentFinancialAidsg.org>.

OSFA requests that participating institutions have ODG system updates in place by the beginning of the spring 2026 term to enhance the efficiency of ODG student-level reporting for the remainder of the 2025-26 academic year and beyond. In the meantime, OSFA will:

- Submit prior-year student-level data into SSFAD on behalf of each participating institution; and
- Communicate with each participating institution to verify that prior-year data has been recorded correctly.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

OSFA encourages each participating institution to carefully review the attached DER Technical Guide and File Layout for reporting accurate ODG student-level data. The guide:

- Provides an overview of best practices and uniform guidelines to ensure that data is complete and error-free when reporting; and
- Identifies required fields that must be reported for ODG records and the correct data formatting.

Training Sessions

OSFA will host informational training sessions for personnel at participating institutions to better understand the disbursement reporting process as outlined in this memorandum and to address questions related to the ODG. Each session will be limited to the first 250 registered attendees. OSFA will host additional sessions as needed.

Available Scheduled Session Dates (choose one):

- Thursday, November 13, 2025 – 1:00 p.m. to 2:00 p.m. (EST)
- Friday, November 14, 2025 – 10:00 a.m. to 11:00 a.m. (EST)

To request attendance during one of the available sessions listed above, please send an email to Pedro.Hernandez@fldoe.org with the following information:

- Session date;
- Attendee's first and last name;
- Email address;
- Phone number; and
- Postsecondary institution.

If you have any questions, you may contact one of the following individuals for assistance:

- Robert Buccellato, Robert.Buccellato@fldoe.org, 850-245-1899; or
- Madeline (Rain) Christensen, Madeline.Christensen@fldoe.org, 850-245-1820.

SH/rb

Attachment

cc: Lou Anne Standley, Assistant Deputy Commissioner, Division of Finance and Operations
Robert Buccellato, Program Specialist, Office of Student Financial Assistance
Rain Christensen, Program Specialist, Office of Student Financial Assistance