

Postsecondary Institution Resources

Allocation/Reallocation Request Process

Table of Contents

Mary McLeod Bethune Scholarship Program (MMB) Allocation Request 2

 View/Entering Participant information in the MMB Allocation Screen..... 2

Florida Work Experience Program (FWEP) Allocation Request 4

 Viewing the FWEP Allocation Screen & Entering Information..... 4

 FWEP Annual Financial Summary Report 5

Florida Student Assistance Grant (FSAG) 7

 Reallocation Request 7

 FSAG Reallocation Screen 8

Postsecondary Institution Resources

Allocation/Reallocation Request Process

Mary McLeod Bethune Scholarship Program (MMB) Allocation Request

This program is statutorily limited to four schools: Bethune-Cookman University, Edward Waters College, Florida Agricultural and Mechanical University, and Florida Memorial University. The institution may access this screen to submit information regarding its participation in the MMB Scholarship.

Information gathered through this screen includes:

- The institution's participation status for the academic year
- The institution's annual contribution

If funds remain from the previous term, the amount remaining and the data submitted are displayed.

The MMB Scholarship provides up to a \$3,000 award to selected applicants. The program is a 1:1 match. The total amount contributed to the MMB Scholarship is divided by \$3,000 to yield the number of students who may receive funding for the selected academic year.

View/Entering Participant information in the MMB Allocation Screen

1. From the '**Postsecondary Institution**' menu, under Allocation/Reallocation Requests, select MMB Participation and Allocation Request.
2. The MMB Participation and Allocation Request screen, shown below will appear. Select the appropriate **academic year** from the drop-down. The selection defaults to the current **academic year**.
3. If the institution will be participating in the MMB Scholarship fund for the year selected, choose **Yes**; otherwise choose **No**. If no is selected, click submit and no further action is required.
4. If yes, enter the amount the institution will contribute to the Office of Student Financial Assistance (OSFA) for the MMB Scholarship fund for the year selected in the **Pledged Matching Contribution** box.
5. The remaining fields are either entered by OSFA staff members or calculated fields.
6. When all data has been entered and reviewed for accuracy, click **Submit**.

Postsecondary Institution Resources

Allocation/Reallocation Request Process

Welcome to
**Florida Student Scholarship
& Grant Programs**

1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

MMB PARTICIPATION AND ALLOCATION REQUEST

[HELP](#)[log out](#)[printing instructions](#)

Questions/Fields marked with an asterisk (*) require a response.

Institution Code:
Academic Year: 2014-2015

Institution Name:

MARY MCLEOD BETHUNE SCHOLARSHIP

If **Yes**, indicate "Pledge Matching Contribution" then click "Submit."
If **No**, click "Submit."

* Will you participate this year? ☒ Yes ☐ No

* Pledged Matching Contribution
\$

OSFA Use Only

Prior Year Unused Match:
\$

Current Year Allocation
\$

Total Contribution: \$ / \$ = Total Scholarships Funded

Actual Contribution Received Date (MM/DD/YYYY):
/ /

Submit

Postsecondary Institution Resources

Allocation/Reallocation Request Process

Florida Work Experience Program (FWEP) Allocation Request

The institution may access this screen to submit information regarding its participation in FWEP. Information gathered through this screen includes the institution's participation status and the amount of funding requested for the upcoming academic year.

Viewing the FWEP Allocation Screen & Entering Information

From the 'Postsecondary Institution' menu, under Allocation/Reallocation Requests, select FWEP Allocation Request. The FWEP Allocation Request screen will appear (example shown below).

The screenshot shows the 'FWEP ALLOCATION REQUEST' form. At the top, there is a header with 'Welcome to Florida Student Scholarship & Grant Programs' and contact information for the Florida Department of Education, Office of Student Financial Assistance. The form includes fields for 'Institution Code', 'Institution Name', and 'Academic Year' (a drop-down menu currently showing '2014-2015'). Below these fields is the 'FLORIDA WORK EXPERIENCE PROGRAM' section. It contains two questions: '1. Will you participate this year?' with radio buttons for 'Yes' (selected) and 'No', and '2. What is your request for expenditures?' with a text box containing '\$ 20000'. A 'Submit' button is located at the bottom right of the form. A footer note reads 'Form FWEP-1, Rule 6A-20.038, Effective September 22, 2008'.

1. Select an Academic Year from the drop-down. The default selection will be the current academic year.
2. If the institution will participate in the FWEP program for the selected academic year, choose Yes; otherwise choose No. If no is selected, click submit and no further action is required.
3. If yes is selected, provide the amount of your **Request for Expenditures**.
4. After all information has been entered and reviewed for accuracy, click **Submit**.
5. The message "Form Successfully Submitted" will appear.

Postsecondary Institution Resources

Allocation/Reallocation Request Process

FWEP Annual Financial Summary Report

The **FWEP Annual Financial Summary Report** screen summarizes the FWEP Student Data Report on the **Report Disbursements** screen. The only field that can be modified on this report is the institution's administrative costs. The remaining fields are pre-filled with information reported on the institution's DER. Each item includes a detailed statement that will further explain the data that is expected for its corresponding field.

This summary is divided into five sections, A-E, shown below and on the next page.

Welcome to
**Florida Student Scholarship
Grant Programs**

1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

FWEP ANNUAL FINANCIAL SUMMARY REPORT

Questions/Fields marked with an asterisk (*) require a response.

PSI Code: _____ PSI Name: _____

Academic Year: Last Date Reconciled: _____

Section A:

A1. Current Fiscal Year Allocation	\$	2,760.00
A2. Prior Year Balance	+ \$	0.00
A3. Total Fiscal Year Allocation	\$	2,760.00

Section B: Summary of FWEP expenditures for July 1 through June 30 fiscal year. Include state-funded expenditures only. Do not include employer contributions.

B1. FWEP funds expended as reimbursements for on-campus wages for students employed at the institution.	0.00
B2. FWEP funds expended as reimbursements for off-campus wages for students employed at public schools.	0.00
B3. FWEP funds expended as reimbursements for off-campus wages for students employed at places other than schools. (Minimum 0% - Maximum 70%)	0.00
B4. FWEP funds expended for institutional administrative costs. (Amount cannot exceed 10% of Section A3)	0.00
B5. Total FWEP funds expended for the Fiscal Year. (Total cannot exceed institution's total current year allocation as recorded in Section A3)	0.00

Section C:

C1. Total allocation from Section A3.	2,760.00
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Section D: Summary of FWEP employer contributions to student wages for FWEP placements.

D1. Total off-campus employer contribution for student employment. (Minimum 30% - Maximum 100%)	0.00
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Section E: Demographic data for students who participated in the FWEP Program during the fiscal year.

E1. Total number of initial participants.	0
E2. Total number of renewal participants.	0
E3. Average hourly wage.	0.00
E4. Average number of hours worked weekly.	0.00
E5. Demographic summary of FWEP students:	
Number of White	MALE 0 FEMALE 0
Number of Black	MALE 0 FEMALE 0
Number of Hispanic	MALE 0 FEMALE 0
Number of Alaskan/American Indian	MALE 0 FEMALE 0
Number of Asian	MALE 0 FEMALE 0
Number of Unknown	MALE 0 FEMALE 0
Total Number of Participants	0 0

Form FWEP-2, Rule 6A-20.038, Effective September 22, 2008

Postsecondary Institution Resources

Allocation/Reallocation Request Process

The Following table describes the sections associated with the FWEP Annual Financial Summary Report.

Section	Purpose
A	Allocation amounts for the current fiscal year, prior year balances, and the total fiscal year allocation amount.
B	Summary of FWEP expenditures for July 1 through June 30 fiscal year based on reported student disbursements and job location codes as well as the institution's administrative costs.
C	Total allocations, expenditures, and remaining balance.
D	Summary of FWEP employer contributions to student wages for FWEP placements based on reported student disbursements.
E	Demographic data for students who participated in the FWEP Program during the fiscal year based on reported student disbursements.

Postsecondary Institution Resources

Allocation/Reallocation Request Process

Florida Student Assistance Grant (FSAG)

Reallocation Request

The four FSAG sector grants represent the state's largest need-based program administered by the Florida Department of Education (FDOE), OSFA, State Programs. The program intent, awards, administrative directives, and the institutional student eligibility criteria are outlined in Sections 1009.50-52, Florida Statutes.

The reallocation of FSAG funds are sent to sectors from which they were returned.

The formula considers within each sector:

- Each Institution annual unduplicated otherwise eligible counts.
- Student Count Adjustments based on less than maximum award amounts.
- Minimum and maximum reallocation amounts requested.

If sufficient funds are available for reallocation institutions participating in FSAG are required to send refunds to OSFA by the **April 1** deadline to be used for the FSAG Reallocation. The institution may access the **FSAG Reallocation** screen to submit information regarding its participation in the FSAG Reallocation. After the **April 1** deadline, the screen is closed and institution will no longer have access to request funds or revise their initial request. Information gathered on this screen includes the institution's participation status for the academic year and the minimum and maximum amount of funds the institution will accept. The reallocation notice will be sent to the institutions no later than April 15 of each academic year.

Postsecondary Institution Resources

Allocation/Reallocation Request Process

FSAG Reallocation Screen

From the 'Postsecondary Institution' menu, under Allocation/Reallocation Requests, select FSAG Reallocation Request. The FSAG Reallocation Request screen shown below will appear. Select the appropriate academic year from the drop-down. The selection defaults to the current academic year.

The screenshot shows the 'FSAG REALLOCATION REQUEST' web form. At the top, it says 'Welcome to Florida Student Scholarship Grant Programs' and 'Florida Department of Education Office of Student Financial Assistance' with a phone number '1-888-827-2000'. There are links for 'HELP', 'log out', and 'printing instructions'. A note states: 'Questions/Fields marked with an asterisk (*) require a response.' The form includes fields for 'Institution Code', 'Institution Name', and 'Academic Year'. Below these are two bullet points: 'The FSAG reallocation formula is based upon sector refund amounts and an equitable redistribution to the institutions which takes into consideration average award amounts and the number of otherwise eligible (OE's) reported.' and 'Preliminary reallocation amounts are not available. The final reallocation will be available after April 15 on the FSAG Reallocation Report. The minimum amount of reallocation is \$100.' There are two questions: '1. *Will you participate this year?' with 'Yes' and 'No' radio buttons, and '2. *Minimum Requested Amount:' and '*Maximum Requested Amount:' with corresponding input boxes. A 'Submit' button is at the bottom.

If the institution is participating in the FSAG Reallocation for the year selected, select **Yes**; Otherwise select **No**.

If **No**, click **Submit** and no further action is required. **It is important that all institutions fill out the reallocation request, even if they are not planning to participate.**

If **Yes**, enter the minimum amount your institution will accept in the **Minimum Requested Amount** box and amount your institution will accept in the **Maximum Requested Amount** box. **Note:** If OSFA cannot meet the institution's minimum requested amount, the institution will receive no reallocation.