



# TEXAS HIGHER EDUCATION COORDINATING BOARD

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TO: Directors of Financial Aid  
Texas Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid  
Director, Financial Aid Services

DATE: Aug. 20, 2020

RE: Student Financial Aid Programs (SFAP) FY 2021 Resources and Updates

As we begin the new 2021 fiscal year, the Office of Student Financial Aid Programs (SFAP) would like to provide institutions with resources and updates that can be used throughout the year.

## Resource Updates

**Institutional Calendar:** The 2020-21 institutional calendar is updated for the fall semester and can be found on the SFAP webpage under Stay Connected ➔ [Institutional Calendar](#).

**User Access Form:** The System Authorization Form has been revised and renamed the "User Access to Web Portals Form" and is located on the right-hand banner on various Program Resources webpages. Institutions should begin using the [new form](#) and discard any prior versions, which will no longer be accepted by the THECB for portal access/update requests. A walk-through of the form can be found on the Aug. 11, 2020 webcast posted online on the SFAP webpage under Stay Connected ➔ [Webcast Archives](#).

**Online HelmNet Reporting:** A new HelmNet Online Reporting tool launched Aug. 3, 2020, and provides institutions a secure method to run and export real-time data for the College Access Loan (CAL), Texas Armed Services Scholarship Program (TASSP), and B-on-Time (BOT) programs. Administrators can access program summaries as well as borrower-specific details from application to final disbursement. The [Online HelmNet Reporting instruction manual](#) is located on the SFAP webpage under **Program Resources** on both the Loans and Scholarships webpages on the right-hand banner.

**SFAP Webpage Updates:** We are reorganizing and consolidating information on the [SFAP webpage](#). Some of these changes include:

- Adding the **Webcast Archives** page to the Learning Resources page.
- Removing the **Online Resources** page and incorporating the existing information into the appropriate Program Resource pages.
- Removing the original **Work-Study Student Mentorship (WSMP)** page and relocating it to the SFAP webpage under **Program Resources**.
  - On Aug. 31, 2020, the current WSMP webpage will no longer be available. The information related to WSMP will be available under the Work-Study and Scholarship page. Current users need to update any favorites or bookmarks to route to the new location.

## Important Updates and Reminders

**Loan Processing Schedule:** The Texas Comptroller's Uniform Statewide Accounting System (USAS) will be offline from **Aug. 31–Sept. 1, 2020** for year-end processing. The THECB will make no loan disbursements between **Aug. 28 through Sept. 4, 2020**, but will resume disbursing all grants, loans, scholarships, and other program funds on Sept. 8, 2020, after the Labor Day holiday.

**Pre-Disbursement Changes in HelmNet:** Currently institutions are unable to make pre-disbursement changes in HelmNet for College Access Loan (CAL) and Texas Armed Services Scholarship Program (TASSP). This issue may affect your institution's ability to change disbursement dates and amounts prior to disbursement. We are working diligently and will notify institutions when the issue is resolved. For changes, send an email through [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).

**Funds Request Forms—Educational Aide Exemption (EAE) and Bilingual Education Program:** Eligible institutions must submit a Funds Request Form (FRF) to receive allocated funds for these programs. Each form now includes a link to instructions that aid with completion of the form. Access the FRFs by selecting the applicable program under **Program Resources** on the SFAP webpage.

**2019-20 (FY 2020) Financial Aid Database (FADs) Report:** The FAD report for Cycle Two must be validated by **Aug. 28, 2020**. Note: Institutions will not be required to reconcile state aid programs during Cycle Two; reconciliation will occur during reporting Cycle Three.

If you have questions, send an email through [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).