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Memorandum

To: Public and Private/Independent Institutions of Higher Education

From: DeChà Reid
Director III, Student Financial Aid Programs Operations

Date: August 21, 2023

Subject: State Financial Aid Process Updates, Reminders, and Resources

The Office of Student Financial Aid Programs (SFAP) would like to provide institutions with some process updates, reminders, and resources to assist in the administration of state financial aid programs.

Process Updates

State Financial Aid Processing Schedule:

The Texas Comptroller's Office accounting system will be down from 7 p.m. **Aug. 31** through 7 a.m. **Sep. 1, 2023**, for year-end processing. The Texas Higher Education Coordinating Board will resume processing state financial aid program funds on **Sep. 5, 2023**, after the Labor Day holiday.

2023-24 Educational Aide Exemption Program Guidelines:

The number of Critical Shortage Areas, located in the Program Eligibility section on page 2, changed from four to three, based on an updated list from the Texas Education Agency.

Reminders

Inactive HelmNet Accounts:

For security purposes, all HelmNet accounts that have **NOT** been used in ninety consecutive days will be deactivated beginning **September 1, 2023**. Users must log into their HelmNet account at least once within a 90-day period for their account to remain active. For more information, please see the [memo from July 19, 2023](#).

State Financial Aid Programs Webcast:

Please join us on Thursday, August 24, 2023, at 1:30 P.M. (CST) to discuss the following topics:

- 2023-24 Program Guidelines
- Introduction to the Grant and Aid Processing Platform (GAPP)
- Deadlines & Reminders

To join visit [Stay Connected](#) on the SFAP information webpage.

For more information on the GAPP, please see the memo from [August 14, 2023](#).

Resources

Institutional Calendar:

The [Fall 2023 Calendar](#) edition (Sept. 2023 - Dec. 2023) is now available on the SFAP webpage under [Stay Connected](#).

State Financial Aid Program Guidelines:

The 2023-24 (FY 2024) edition of the program guidelines were updated to align with any changes to the Texas Education Code (TEC) and the Texas Administrative Code (TAC) along with improving guidance to assist institutions with the administration of state financial aid programs. The FY 2024 edition of guidelines can be found on the SFAP webpage under [Program Resources](#).

For questions, contact Financial Aid Services at 844-792-2640 or through [CONTACT US](#) (select “Financial Aid Question” under Contact Reason).