

Memorandum

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

From: DeChà Reid
Senior Director, Financial Aid Services

Date: August 18, 2022

Subject: State Financial Aid Reminders, Process and Resource Updates

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

Reminders

FY 2022 Financial Aid Database (FAD) Cycle Two Validation

All institutions are required to submit and validate data for Financial Aid Database (FAD) cycle two by Aug. 22, 2022. Institutions are not required to reconcile state aid programs during cycle two. Please refer to the [Financial Aid Database \(FAD\) Reporting Cycle Two - FY 2022 \(2021-22\) memo](#) for more information.

Comptroller Closure

As a reminder, the Texas Comptroller's office payment system USAS, will be down from 7 p.m. Aug. 31 through 7 a.m. Sept. 1, 2022, for year-end processing. The THECB will resume processing all grant, loan, scholarship, and exemption program funds on Sept. 6, 2022, after the Labor Day holiday. Please refer to the [State Financial Aid Processing Schedule Update memo](#) for more information.

Funds Request Process

Grant Programs

Institutions can begin submitting FY 2023 funds requests through [CBPass - Grant Payment Portal \(GPP\)](#) for the three state grant programs which

include Toward EXcellence, Access and Success (TEXAS) Grant, Texas Educational Opportunity Grant (TEOG) and Tuition Equalization Grant (TEG).

Please note that the additional funding (Strategy B.1.10) that was communicated in the final allocations for each program can be requested using a dedicated [2022-23 \(FY 2023\) B.1.10 Strategy - Funds Request Form](#). Institutions **must** utilize their original allocation in GPP prior to requesting any B.1.10 funding.

Special Programs

Institutions can begin submitting funds requests for FY 2023 for the Educational Aide Exemption (EAE) and the Bilingual Education Program by submitting the applicable online form available on the Student Financial Aid Programs webpage under [Program Resources](#).

- [2022-23 \(FY2023\) Educational Aide Exemption \(EAE\) Funds Request Form](#)
- [2022-23 \(FY2023\) Bilingual Education Funds Request Form](#)

Work-Study Programs

Institutions participating in Texas College Work-Study (TCWS) or Work-Study Student Mentorship Program (WSMP) will receive FY 2023 funds as a lump-sum payment.

Note: All requests and payments for FY 2023 will be processed by Financial Aid Services after the first day of the new fiscal year, Sept. 1, 2022.

Institutional Resources

Electronic Funds Transfer (EFT) Instructions

The [EFT Information](#) that institutions use to return funding has been updated to include the B.1.10 Grants and GEER Texas Transfer Grant with the applicable Program Code Account (PCA). ***Please share with other departments that may benefit from this information.***

Institutional Calendar

The [Fall 2022 Calendar](#) edition (Sept. – Dec. 2022) is now available on the SFAP webpage under [Stay Connected](#) under the **Calendar of Program Deadlines**.

Program Guidelines

A comprehensive version of the program guidelines can be found on the SFAP webpage under [Program Resources](#). In addition, the webpages under the [Exemptions and Waivers](#) for the two exemption and waiver programs listed below were modified. ***Please share with other departments that may benefit from these resources.***

- [FY 2022-23 State Financial Aid Program Guidelines](#)
- [Firefighters Enrolled in Fire Science Courses](#)
- [Good Neighbor Program](#)
- [Peace Officers and Firefighters Disabled in the Line of Duty](#)
- [Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses](#)

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