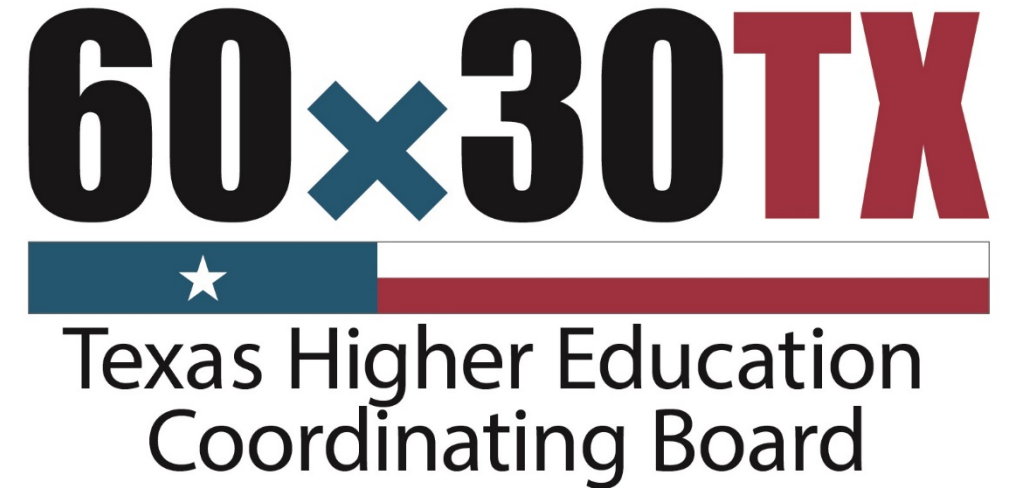


State Financial Aid Webcast

Student Financial Aid Programs
May 11, 2021



TOPICS OF DISCUSSION



2021-22 Program Guidelines: Updates

Work-Study Student Mentorship Program (WSMP): New Reporting Portal

Updates, Training and Deadline Reminders

2021-22 Program Guidelines: Updates

Annual Updates



Program Years



Award Amounts



Deadline Dates



Priority EFC

2021-22 Program Guidelines Toward EXcellence, Access, & Success Grant (TEXAS Grant)



Student Financial Aid Programs
Texas Higher Education Coordinating Board

Annual Updates



Program Years



Award Amounts



Deadline Dates



Priority EFC

NEW SUMMER AWARDING

All basic eligibility requirements remain the same for summer terms, including the student's minimum enrollment status. Since summer terms vary in length and in the number of hours a student can enroll, summer terms or modules can be combined to establish the student's enrollment hours for eligibility purposes.

SEMESTER MAXIMUM ([19 TAC, SECTION 22.261](#))

Students receiving a TEOG cannot exceed the **semester** maximum. Students may be issued a total of 3 awards (Fall, Spring, and Summer) in an academic year.

2021-22 AWARD MAXIMUMS			
Students may be issued a total of 3 awards (Fall, Spring, and Summer) in an academic year.			
INSTITUTION TYPE	YEAR MAX (Fall, Spring, and Summer)		SEMESTER MAX
PUBLIC STATE COLLEGES	\$6,429		\$2,143
PUBLIC TECHNICAL INSTITUTES	\$9,714		\$3,238
PUBLIC COMMUNITY COLLEGES	\$5,133		\$1,711

ALERT: Enrollment Status at Census Discontinued

A student's enrollment status at census is no longer a determining factor when calculating the award amount (see [Proration Requirement Removed](#)).

Annual Updates



Program Years



Award Amounts



Deadline Dates



Priority EFC

Financial Report and Annual Outcome Report		
Report	Reporting Period	Due Date
<ul style="list-style-type: none">Financial Report<ul style="list-style-type: none">Upload Title III Eligibility Letter if applicable	September 1 - May 31, 2022	June 5, 2022
<ul style="list-style-type: none">Financial ReportAnnual Outcome Report<ul style="list-style-type: none">Upload Off-Campus MOU if applicable	September 1 - August 31, 2022	September 5, 2022

Note: Failure to meet the program reporting requirements may result in the loss of funding.

Annual Updates



Program Years



Award Amounts



Deadline Dates



Priority EFC



ALERT: Priority Expected Family Contribution (EFC)

The **priority EFC** set by the THECB should serve as a method for prioritizing initial year awards for eligible students and is not an eligibility requirement to receive an award. The calculated priority EFC for 2021-22 is **\$6,234**.

Enhancements



Links to TEC and TAC Rules in each of the relevant section headings were added back.



PDF copies of the statutes and rules used to create the guidelines were published and archived for future reference.



Frequently Asked Questions (FAQ) are now included as an appendix.

2021-22 Program Guidelines Toward EXcellence, Access, & Success Grant (TEXAS Grant)



Student Financial Aid Programs
Texas Higher Education Coordinating Board

Enhancements



Links to TEC and TAC Rules in each of the relevant section headings were added back.



PDF copies of the statutes and rules used to create the guidelines were published and archived for future reference.



Frequently Asked Questions (FAQ) are now included as an appendix.

HARDSHIP PROVISIONS (19 TAC, SECTION 22.259)

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate for satisfactory academic progress, or enrollment less than half-time (due to an unforeseen circumstance) may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB, upon request.

SATISFACTORY ACADEMIC PROGRESS (SAP) (19 TAC, SECTION 22.257)

At the end of the first academic year, a student must meet the SAP requirements set by the institution to be eligible for a first RY award.

At the end of the second academic year, and all subsequent years, a student must have completed 75 percent of total attempted hours and have a minimum 2.5 cumulative GPA or its equivalent.

The chart below reflects these requirements, which must be monitored to ensure compliance.

ACADEMIC YEAR	SAP REQUIREMENTS	
END OF 1ST ACADEMIC YEAR	Institutional SAP policy	
END OF 2ND ACADEMIC YEAR AND ALL SUBSEQUENT YEARS	Complete 75% of attempted SCH in the most recent academic year	2.5 cumulative GPA on a 4-point scale or its equivalent

ADDITIONAL INFORMATION

MAXIMUM HOURS OF ELIGIBILITY

While a hardship exception may be granted to allow an award in excess of 75 attempted semester credit hours (SCH), the total number of hours *paid for* with TEOG funds **cannot** exceed 75 SCH.

FIRST YEAR APPEALS

If a student completes their first year on academic warning, probation, or on an approved plan, the student can be considered meeting SAP if the institution's policy includes such provisions. However, at the end of the second year, the student must meet the program SAP

Enhancements



Links to TEC and TAC Rules in each of the relevant section headings were added back.



PDF copies of the statutes and rules used to create the guidelines were published and archived for future reference.



Frequently Asked Questions (FAQ) are now included as an appendix.

APPENDIX 2: QUICK REFERENCES

CONTACT FINANCIAL AID SERVICES	
By phone: (844) 792-2640	
Contact us by completing an online inquiry form and select "Financial Aid Question" as the Contact Reason.	
PROGRAM RULES AND STATUTES	
Texas Program Statutes	Texas Education Code TEC, Chapter 56, Subchapter M [PDF]
Texas Program Rules	Texas Administrative Code 19 TAC, Chapter 22, Subchapter A [PDF] 19 TAC, Chapter 22, Subchapter L [PDF]
WEBSITES, PORTALS AND GUIDES	
General program information for institutions	Student Financial Aid Programs Information Webpage
General college enrollment and financial aid information for students	College for All Texans
Request and return funds, modify student count, and search student award history	CBPass Grant Payment Portal CBPass Quick Start Guide [PDF]

Enhancements



Links to TEC and TAC Rules in each of the relevant section headings were added back.



PDF copies of the statutes and rules used to create the guidelines were published and archived for future reference.



Frequently Asked Questions (FAQ) are now included as an appendix.



SAMPLE PROGRAM GUIDELINES

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 19 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program.

NEW: Statutes (TEC) and rules (TAC) periodically change and may affect the links referenced in this document. Copies of statutes and rules used to create these guidelines are available in [Appendix 2](#).

PROGRAM AUTHORITY AND PURPOSE ([19 TAC, SECTION 22.21](#))

Enhancements



Links to TEC and TAC Rules in each of the relevant section headings were added back.



PDF copies of the statutes and rules used to create the guidelines were published and archived for future reference.



Frequently Asked Questions (FAQ) are now included as an appendix.

APPENDIX 1: FREQUENTLY ASKED QUESTIONS

1. Can institutions change disbursement amounts after a loan has been certified?

Yes, institutions can process changes to pending disbursements up to the original certified amount through the HelmNet loan portal during the loan period.

Institutions can make the following changes on pending disbursements during certain stages of the loan life cycle:

- Cancel disbursement(s)
- Change disbursement date
- Change disbursement amounts
- Change disbursement status

For instructions on how to process loan changes, refer to the [HelmNet Change Transactions Instruction Guide](#).

Note: To reinstate a loan, refer to [Requesting Loan Changes](#) section.

2. Can a student who is not meeting satisfactory academic progress (SAP) appeal their SAP status and receive a CAL?

Yes, if an institution has an appeal process for students who have not met SAP requirements, it must be approved. Students whose SAP appeal has been approved by the institution can receive a CAL.

3. Do institutions need to plan academic plans for students who are delinquent on state loans?

No, as of Nov. 1, 2019, the THECB no longer enforces academic standards on delinquent borrowers. Therefore, institutions should not place an academic hold related to THECB delinquency. The THECB believes this is an additional way to support students as they move through their education.

Beginning in 2021, the THECB introduced the MOVEit DMZ Cumulative Delinquency Report file (see [2021 State Financial Aid Resource Updates Memo](#)). Reporting can be used by institutions to help counsel students to reduce the likelihood of delinquency and to avoid restrictions from borrowing future state loan funding.

4. If a student has reached the maximum aggregate limits for Direct loans, are federal loan amounts considered when calculating the College Access Loan award amount?

No, while the CAL award amount calculation would deduct any financial assistance awarded to the student, it would not include the Direct subsidized or unsubsidized loans since this student would not be eligible once the aggregate limits have been reached.

Program Rule Changes

The following changes made the greatest impact on the **2021-22 program guidelines**:

- The removal of the *PRORATION* requirement in all grant programs.
- The removal of the *OVER AWARD* and *AWARD ADJUSTMENT* criteria as it applies to Texas College Work-Study Programs.
- The addition of *AUTHORITY TO TRANSFER* as it applies to Texas College Work-Study (TCWS) and Work-Study Student Mentorship Program (WSMP).



PRORATION REQUIREMENT REMOVED

In November 2020, provision pertaining to proration requirements were **removed** from the TEOG, TEXAS Grant and TEG program rules.

TEOG Proration

Institutions no longer have to prorate awards for students who:

- are enrolled less than 12 hours as of the census date
- are enrolled less than 6 hours due to hardship
- have a balance of less than 12 total attempted hours remaining
- have a balance of less than 12 eligible program hours remaining

Alert: The following sections related to proration from the 2020-21 Program Guidelines were removed:

- The recipient enrolled in less than full-time as of census date (Page 6 – Program Guidelines 2020-21).

2020-21 AWARD MAXIMUMS					
INSTITUTION TYPE	AWARD MAXIMUM PER YEAR	SEMESTER MAXIMUM BASED ON ENROLLMENT ON CENSUS DATE			
		FULL-TIME	3/4 TIME	1/2 TIME	< 1/2 TIME
PUBLIC STATE COLLEGES	\$5,961	\$1,490	\$1,490	\$994	\$0
PUBLIC TECHNICAL INSTITUTES	\$8,601	\$2,150	\$2,150	\$1,434	\$0
PUBLIC COMMUNITY COLLEGES	\$4,965	\$1,241	\$1,241	\$828	\$0

- The recipient enrolled in less than half-time due to impending graduation or hardship (Page 7 – Program Guidelines 2020-21).

HARDSHIP PRORATION SCHEDULE	ENROLLED < 6 HOURS	
	The maximum award for the semester divided by 12, prorated by the number of hours enrolled.	

- The recipient's balance of eligible or attempted SCHs is less than the number of SCHs the student is taking in the given semester (Page 7 – Program Guidelines 2020-21).

BALANCE OF TOTAL ATTEMPTED HOURS	Balance = 9-11 hours: 75% of max award Balance = 6-8 hours: 50% of the max award Balance = 1-5 hours: 25% of the max award
BALANCE OF ELIGIBLE PROGRAM HOURS	

TEXAS Grant Proration

Institutions no longer have to prorate awards for students who:

- are enrolled less than 9 hours due to hardship
- have a balance of less than 9 total attempted hours remaining
- have a balance of less than 9 eligible program hours remaining

Alert: The following sections related to proration from the 2020-21 Program Guidelines were removed:

- The student is enrolled less than 3/4 time but at least 1/2 time, with an extension of eligibility (due to a hardship circumstance). (Page 8 of the 2020-21 Guidelines)

HARDSHIP PRORATION SCHEDULE

Divide the maximum award for the semester by 12 and multiply by the number of hours enrolled (6-8 hours)

- The balance of either total attempted hours or eligible program hours while receiving grant funds is less than the total number of hours the student is enrolled. (Page 8 of the 2020-21 Guidelines)

BALANCE OF TOTAL ATTEMPTED HOURS (150 SCH)

BALANCE OF ELIGIBLE PROGRAM HOURS (150 OR 60 SCH)

Balance of hours = 6-8 hours: 50% of the maximum award
Balance of hours = 1-5 hours: 25% of the maximum award

Reminder: Students enrolled less than 6 hours CANNOT receive a TEXAS Grant award, regardless of the circumstances, including hardships.

TEG Proration

Institutions no longer have to prorate awards for students who:

- are enrolled less than $\frac{3}{4}$ time due to hardship

 **Alert:** The following sections related to proration from the 2020-21 Program Guidelines was removed:

- Awards must be prorated if the student has been approved for an exception to the 3/4-time enrollment requirement due to a hardship circumstance.

UNDERGRADUATE HARDSHIP PRORATION SCHEDULE	ENROLLED 6-8 HOURS	ENROLLED < 6 HOURS
	50% of the maximum award amount	25% of the maximum award amount
GRADUATE HARDSHIP PRORATION SCHEDULE	ENROLLED 4-5 HOURS	ENROLLED < 5 HOURS
	50% of the maximum award amount	25% of the maximum award amount

Award Adjustments and Over Awards Removed

In November 2020, TAC provisions pertaining to **AWARD ADJUSTMENTS** and **OVER AWARDS** were updated and no longer apply to Texas College Work-Study programs.

Rule Removal - TCWS and WSMP

- Language in 19 TAC, Section 22.11 (d) and (e) was updated to apply only to grant programs.
- Unlike state grant programs, work-study funds are paid based on hours earned and therefore awards are not eligible for adjustments.

AWARD ADJUSTMENTS ([19 TAC SECTION, 22.11](#))

Institutions may be required to make award adjustments in the following circumstances (see ^{NEW}[19 TAC, Section 22.11](#)):

- Student officially withdraws from enrollment.
 - The institution will use the general refund policy to determine the amount of financial aid to be reduced.
 - A refund is not owed to the program if a student drops or withdraws after the end of an institution's refund period.
- Student's disbursement exceeds his/her eligibility amount.
 - Recalculate eligibility amount.

OVER AWARDS ([19 TAC SECTION, 22.11](#))

If an award has been disbursed and a student receives other assistance that exceeds the student's financial need, the institution is **not** required to adjust the award unless the sum of the excess resources is greater than \$300 (see ^{NEW}[19 TAC, Section 22.11\(d\)](#)).

Authority to Transfer Updated

In November 2020, TAC provisions pertaining to **AUTHORITY TO TRANSFER** were updated for the Texas College Work-Study programs.

Authority to Transfer - TCWS & WSMP

Institutions participating in both the TCWS and WSMP may **NOW** transfer up to **25%** between the two programs.

To request a transfer form, institutions must submit a [CONTACT US](#) by **July 1, 2022**.

THECB staff will respond and provide next steps for this process.

60x30TX Texas Higher Education Coordinating Board		Authority to Transfer Funds Texas College Work-Study & Work-Study Student Mentorship Program	
Institutions participating in both the Texas College Work-Study (TCWS) Program and Work-Study Student Mentorship Program (WSMP) may transfer up to 25% of the institution's total annual program allocation between these programs in a given fiscal year.			
TO BE COMPLETED BY THE FINANCIAL AID DIRECTOR AT THE REQUESTING INSTITUTION.			
Institution Name:		FICE Code:	Date:
Director of Financial Aid Name:		Phone:	
Email:			
TRANSFER DETAILS (SELECT ONE OPTION)			
Option A: <input type="checkbox"/>		Option B: <input type="checkbox"/>	
Transfer from a TCWS to WSMP		Transfer from WSMP to TCWS	
TRANSFER REQUEST			
From:	Allocation:	25%	
Transfer From		\$ 0.00	
To:	Transfer Amount: (UP TO 25% OF THE PROGRAM ALLOCATION)	FY:	
Transfer To			
CERTIFICATION: I HEREBY REQUEST AUTHORIZATION TO TRANSFER THE AMOUNT TO THE PROGRAM INDICATED.			
Financial Aid Director Signature		Date:	
A NOTIFICATION WILL BE SENT TO THE FINANCIAL AID DIRECTOR ONCE A DECISION HAS BEEN MADE.			
SUBMISSION			
To send the completed form:		SUBMIT	
<ul style="list-style-type: none">Click the SUBMIT buttonAn automatic email notification will open in a new window with an attached copy of the completed formAdd the six-digit FICE code_AuthTransferFunds_FY20XX in the subject line<ul style="list-style-type: none">Example: 012345_AuthTransferFunds_FY2021Click the SEND button to submit the form		NOTE: Compatibility issues with certain browsers may not allow the electronic version of this form to be submitted. Forms that cannot be sent using the SUBMIT button should be manually completed, scanned and emailed to FASOperations@highereds.texas.gov .	
For questions, send a website inquiry through CONTACT US (Select "Financial Aid Question" as the Contact Reason).			
To Be Completed by the THECB:			
FINANCIAL AID SERVICES (For Internal Use Only)			
Transfer Approved: <input type="checkbox"/>		Transfer Denied: <input type="checkbox"/>	
From: TCWS <input type="checkbox"/> WSMP <input type="checkbox"/>	To: TCWS <input type="checkbox"/> WSMP <input type="checkbox"/>	Reason:	
Amount	25% of Allocation: \$ 0.00		
Signature of Authorized Official:		Date:	
Authority to Transfer Funds - TCWS & WSMP		Updated as of 4/22/2021	

Work-Study Student Mentorship Program: New Reporting Process

WSMP Institution Online Report Portal

- The WSMP Institutional Online Report Portal is available starting with the **June 5** reporting cycle to submit the institution's required program reports and supplemental documents.
- Instructions for the **NEW** Online Portal can be found on the Student Financial Aid Programs webpage under Work-Study & Scholarships.

Student Financial Aid Programs

GEER State Grant and Emergency Educational Grant

Stay Connected

Program Resources

Exemptions and Waivers

Grant Programs

Loan Programs

Tuition Set-Asides

Work-Study & Scholarships

SFAP Frequently Asked Questions

Public Community, Technical, & State Colleges

Public Universities & Health-Related Institutions

Private Postsecondary Institutions

OERTX Repository

Institutional Grant Opportunities

Work-Study & Scholarships

TEXAS COLLEGE WORK-STUDY (TCWS)

TCWS program funds are available to eligible students attending public and private/independent institutions of higher education, as defined in TEC Section 61.003(8). This program is authorized by [TEC Chapter 56, Subchapter E, Section 56.073](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 22, Subchapter G](#).

- [FY 2022 TCWS Guidelines \[PDF\]](#)
- [FY 2021 TCWS Guidelines \[PDF\]](#)
- [FY 2021 TCWS Allocations \[PDF\]](#)
- [FY 2020 TCWS Guidelines \[PDF\]](#)

WORK-STUDY STUDENT MENTORSHIP PROGRAM (WSMP)

The Work-Study Student Mentorship Program (WSMP) is authorized by [TEC Chapter 56, Subchapter E, Section 56.079](#). Rules establishing procedures to administer the program can be found in [Title 19 of the TAC, Chapter 22, Subchapter G](#).

The purpose of WSMP is to provide employment to eligible students with financial need to mentor, tutor, or advise students at participating institutions of higher education or high school students within local school districts and nonprofit organizations. The primary goal of the program is to improve and increase student access, success, and completion of higher education and to provide employed WSMP students with an opportunity to gain and strengthen career readiness skills. These student mentor, tutor, and advising positions are funded by a combination of state appropriations provided by the Texas College Work-Study (TCWS) Program and matching funds from participating institutions.

- [FY 2022 WSMP Guidelines \[PDF\]](#)
 - [WSMP Institutional Online Report Portal Guide](#)
 - [Financial Report Template](#)
 - [Data Report Template](#)
 - [Sample MOU](#)
- [FY 2021 WSMP Guidelines \[PDF\]](#)
- [FY 2021 WSMP Allocations \[PDF\]](#)

WSMP Institutional Online Report Portal Guide

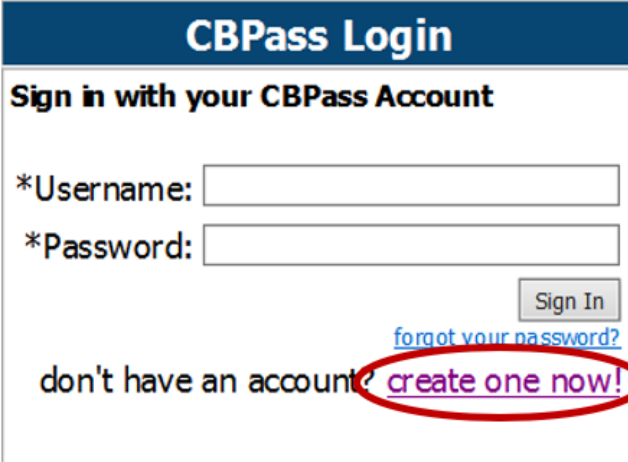
Requesting Access to the WSMP Report Portal

1. Log into your CPass Account.
2. Click on My Access tab.
3. Click Request Access to another application.
4. Select Work-Study Mentorship.
5. Click Request Access.

Once approved, you will receive an email notification.

CPass registration steps for those who do not currently hold an account:

1. Access the [CPass login page](https://www1.thecb.state.tx.us/CPass/):
<https://www1.thecb.state.tx.us/CPass/>
2. Click on the **create one now** link.



CPass Login

Sign in with your CPass Account

*Username:

*Password:

Sign In

[forgot your password?](#)

don't have an account? [create one now!](#)

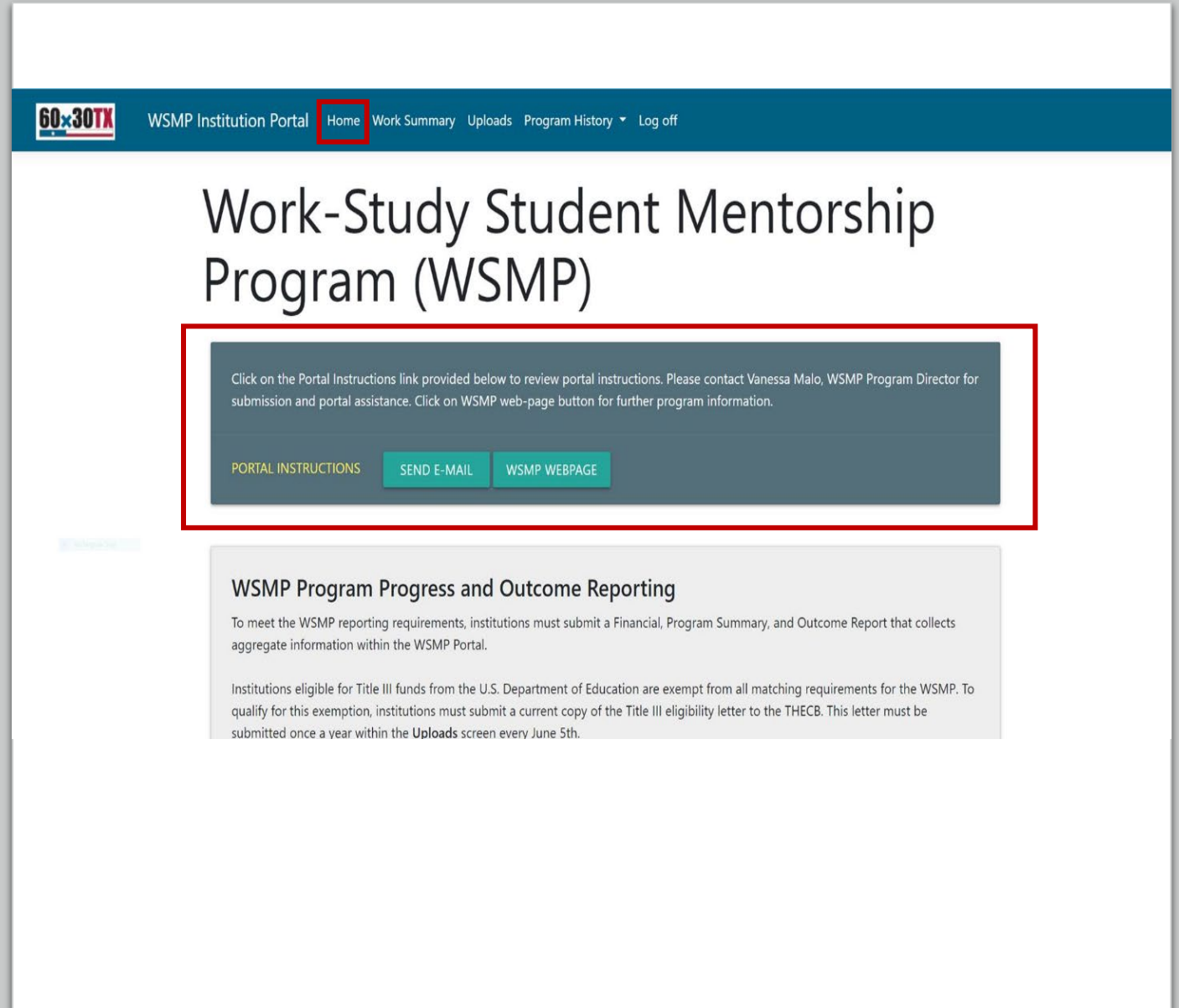
3. The CPass – New User Registration page displays.

**USERS MUST HAVE
CBPASS ACCOUNT**

Home Page

The WSMP **Home Page** includes the following resources to ensure the appropriate reports are submitted based on the scheduled deadlines:

- Click **PORTAL INSTRUCTIONS** for step-by-step instructions.
- Click **SEND EMAIL** to direct questions to THECB.
- Click the **WSMP WEBPAGE** link for additional information and program guidelines.




The screenshot shows the WSMP Institution Portal interface. At the top, a dark blue navigation bar contains the 60x30TX logo, the text 'WSMP Institution Portal', and a menu with 'Home' (highlighted with a red box), 'Work Summary', 'Uploads', 'Program History', and 'Log off'. Below the navigation bar, the main heading reads 'Work-Study Student Mentorship Program (WSMP)'. A red rectangular box highlights a dark grey informational box containing the text: 'Click on the Portal Instructions link provided below to review portal instructions. Please contact Vanessa Malo, WSMP Program Director for submission and portal assistance. Click on WSMP web-page button for further program information.' Below this text are three buttons: 'PORTAL INSTRUCTIONS' (yellow text), 'SEND E-MAIL' (teal button), and 'WSMP WEBPAGE' (teal button). Below the red box, there is a section titled 'WSMP Program Progress and Outcome Reporting' with two paragraphs of text. The first paragraph states: 'To meet the WSMP reporting requirements, institutions must submit a Financial, Program Summary, and Outcome Report that collects aggregate information within the WSMP Portal.' The second paragraph states: 'Institutions eligible for Title III funds from the U.S. Department of Education are exempt from all matching requirements for the WSMP. To qualify for this exemption, institutions must submit a current copy of the Title III eligibility letter to the THECB. This letter must be submitted once a year within the Uploads screen every June 5th.'

Work Summary

To submit a report, click on the **Work Summary** at the top of the screen and select the applicable report.

The following reporting are available on the Work Summary Tab:

- **FSR Term 1** - Financial Summary Report (September – May)
- **PSR Term 2** - Program Summary Report (September – August)
- **POR Term 2** - Program Outcome Report (September – August)
- **FSR Term 2** - Financial Summary Report (September – August)

 WSMP Institution Portal [Home](#) **Work Summary** [Uploads](#) [Program History](#) [Log off](#)

Work Summary

Report Count: 2

Year	Term	Report Name	Status	Account Holder	Date	
2022	2	Program Summary	Drafted		04/05/2021 6:09 PM	REPORT DETAILS
2022	1	Financial Summary	Submitted		04/05/2021 5:38 PM	REPORT DETAILS

[CREATE FSR TERM 1](#) [CREATE PSR](#) [CREATE POR](#) [CREATE FSR TERM 2](#)

Remaining Balance

\$1,000.00

To be expended by end of biennium received and to be updated as needed. Any changes are to be noted in the report comment section.

Allocation Amount

\$50,000.00

If Applicable, Include updated amount.

Returned Funds

\$500.00

Provide if applicable and impacts report final totals.

Transfer Amount to a State Grant Program

(TEXAS Grant,TEOG,TEG) or to the Texas College Work-Study Program

Total Available Funds

\$50,500.00

Total Eligible Students Employed (To-date)

25

Total Earned Student Wages

\$20,500.00

Institution Match

The match is 10% of earned wages. Required if Title III eligibility letter not

Total for Financial Aid Database

\$20,500

This total is to be submitted into FAD based on the amounts entered within the total

Comments

Optional - The purpose of the comment section is to provide program updates, new team contact information, return fund explanation, and submission clarifications.

Title III Eligibility Waiver

Instructions: Institutions eligible for Title III funds from the U.S. Department of Education are exempt from all matching requirements for the WSMP. To qualify for this exemption, institutions must submit a current copy of the Title III eligibility letter to the THECB.

Do you have a current copy of the Title III eligibility letter? Click yes or no in the drop-down option. If yes, please submit a copy of the letter to the UPLOADS TAB.

I affirm that the financial summary report has been reviewed and confirmed accurate by the Financial Aid Director, Project Director, and Program Fiscal Authority. I affirm that the employed students are eligible to be employed by the WSMP in accordance with Financial Aid Texas Work-Study Eligibility regulations and are enrolled within your institution.

Please sign below:



SUBMIT TERM 1

PRINT

SAVE

Program Outcomes

Instructions: Program outcomes are submitted once a year (September 5th). Institutions will provide the persistence data of students served this year. Please complete each section. Any data that you are not able to provide, please make a note in the comment section and provide an explanation.

The Program Outcomes Report has a save while in the draft feature. Please press the save button as work is being completed to ensure work is not lost. After fifteen minutes, the system will automatically log out.

You will be able to click on the Program History tab at the top of the page to be able to see, print, and save submitted reports. If there are any questions or concerns while the report is under review, you will be notified by the WSMP THECB Program Director and next steps will be provided at that time.

Secondary Outcomes

Please provide the persistence data of students served this year within the section provided below. The data provided will be based off of total students served unduplicated.

Any data that you are not able to provide enter zero and provide a note with an explanation in the comment section.

Total Students Served Unduplicated

Persisted the First Year to Sophomore Year

Persisted Sophomore Year to Junior Year

Persisted Junior Year to Senior Year

Graduated

Program Summary

Instructions: Program summaries are submitted once a year. WSMP requires MOUs to be in place with WSMP partnering school districts or nonprofit organizations. MOUs must be provided to the Coordinating Board, should clearly state the agreement period, and state with whom the agreement is with. An MOU sample template is provided within the WSMP Guidelines and within the MOU upload section of this report screen.

The Program Summary Report has a save while in the draft feature. Please press the save button as work is being completed to ensure work is not lost. After fifteen minutes, the system will automatically log out.

You will be able to click on the report history tab at the top of the screen to be able to see, print, and save submitted reports. If there are any questions or concerns while the report is under review, you will be notified by the WSMP THECB Program Director and next steps will be provided at that time.

Once you have completed the program summary report, please move forward, and complete the additional program outcome report (persistence of students served).

Program Structure and Students Served

Required

Type of Position Employed / Service Provided

Total Served

Uploads

The **Upload Tab** allows required or supplemental documents to be submitted.

To upload a document, click the Browse button, select the desired PDF file, and click **UPLOAD**. To view the file uploaded, click on the **DOWNLOAD** button. Once it's ready to submit to the THECB, click **SUBMIT** at the bottom of the screen.

Possible Supplemental Documentation:

- **Title III funds letter** from the U.S. Department of Education.
- Memorandum of Understanding (MOU) with **off-campus** entity.
- Any additional documents to share program accomplishments.

60x30TX WSMP Institution Portal Home Work Summary **Uploads** Program History Log off

Uploads

Instructions: Institutions will upload either required documentation or supplemental documents as requested or needed to this portal page. Refer to the reporting schedule within the home page for detailed report dates. To upload a document, press the upload button, locate the desired file, and press upload. Once documents have been uploaded and the submit button has been pressed, documents can not be deleted and will be sent to the THECB. Uploads will no longer be accessible upon submission. Submitted uploads are accessible through the Program History Tab.

Title III Eligibility Uploads

ALERT: Institutions eligible for Title III funds from the U.S. Department of Education are exempt from all matching requirements for the WSMP. To qualify for this exemption, institutions must submit a current copy of the Title III eligibility letter to the THECB.

select file Browse

UPLOAD

Upload Count: 1

Fice	Year	Document Name	Account Holder	Date		
003615	2022	MindsetsDweck.pdf		04/07/2021 8:53 AM	DELETE	DOWNLOAD

Uploaded documents must be in PDF format

Program History

The **Program History Tab** is available to view previously submitted reports or uploaded documents by year.

1. Click on the **Program History** dropdown and select the desired report:
 - Report History
 - Upload History
2. Search for **Report History** by year.
3. Click **Run** and then **Report Details** to view previously submitted information.

60x30TX

WSMP Institution Portal

Home

Work Summary

Uploads

Program History

Log off

Work-Study Student Mentorship Program (WSM)

Report History

Upload History

Report History

Filter:

Year:

All

Run

Year	Term	Report Name	Account Holder	Date	
2019	2	Program Summary		04/05/2021 6:09 PM	Report Details
2019	1	Financial Summary		04/05/2021 5:38 PM	Report Details

Updates, Training and Deadline Reminders

Updates

2020-21 Authority to Transfer – Deadline Jul. 1, 2021

- Up to 100% of Work-Study (TCWS and WSMP) → Grant program **(2020-21 only)**
- Up to 10% or \$20,000 (which ever is less) of Grant → Work-Study (TCWS and WSMP)
- Up to 25% between Work-Study Programs (TCWS and WSMP)

2020-21 Allocations

- 10-day data review – Coming Soon!!
- Final allocations – provided after legislative session ends

2020-21 Good Neighbor Program

- Selected students were emailed to program officials on **May 6, 2021.**

Training

- Next Monthly Webcast – **June 15, 2021**

Deadline Reminders

- TEG Engagement Report – Apr. 15, 2021
- Net Price Calculator – Apr. 16, 2021
- Financial Aid Database Cycle One – Apr. 23, 2021

Questions

