



Louisiana Office of Student Financial Assistance (LOSFA)

Welcome to the LFOS Training Workshop

Day 1

LOSFA's Vision is to be Louisiana's First Choice for College Access



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College Match and Fit



**UNLOCK MY
FUTURE**

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Supplementing versus Supplanting

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The Icebreaker

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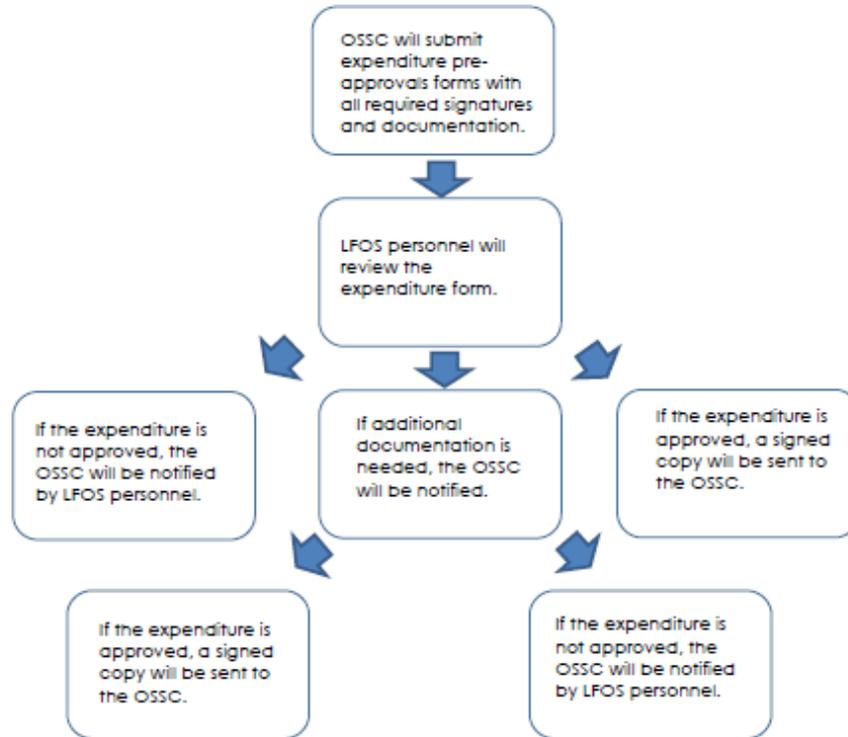
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Travel (PPM 49) and Stipends

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Pre-Approval Process



The expenditure pre-approval process should take place **PRIOR** to items being purchased. The OSSC should not spend any LFOS funds before he or she has received a signed approval form.



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The Audit Process

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LOSFA Program Reviews

HIGH SCHOOLS

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Purpose of the HIGH SCHOOL Program Review:

- TOPS To ensure that the student data submitted to STS by Louisiana high schools is accurate and correctly represents each student's eligibility for TOPS.

- TTES To ensure that students recipients of TTES funding are eligible.



Selecting High Schools to be audited:

- Approximately 30 high schools are selected each year for a program review (TOPS and TTES)
- Schools are selected based on a risk assessment analysis, which uses several elements including student enrollment, time since previous program review, findings cited in previous reviews, etc.



Selecting the audit sample:

- The audit scope (period reviewed) is generally 2 years.
 - TOPS – previous 2 graduating classes
 - TTES – award recipients during the previous 2 academic years.

- The audit sample is 30 for each program reviewed.
 - TOPS Population – Graduates who submitted a FAFSA
 - TTES Population – Award recipients
 - Students in the populations are assigned a random number, from which the 30 records are selected for review (sample)



During the review process for **TOPS**:

Each selected student's school record/transcript is compared to his/her STS record (Q07 Report), course by course.

The TOPS review attributes that are examined include:

- Courses (name and course code)
- Credit Attempted / Credit Earned
- Grades and Quality Points Awarded
- Course Type Code
- Semester Code and Course Part Number
- Course Sponsor Code and Course Site Code



During the review process for **TOPS TECH EARLY START**:

Each selected student's school record/transcript is compared to his/her STS record (Q07 Report), course by course.

The TTES review attributes that are examined include:

- Required Grade Level (must be in the 11th or 12th grade)
- High School Grade Point Average (2.0 or higher)
- ACT scores
 - Sub-scores of 15 in both Math and English
 - Test date is prior to taking the TTES course
- TTES Course is recorded on student's transcript
 - and, Course Type Code is recorded as "DE"



Audit Process Observations

Common Issues In HS Reviews:	Course Type Code (Honors or Regular)
	Missing or Incorrect Courses
	Duplicate Courses
	Grade Differences
	Course Part Number Misuse
	Incorrect Course Sponsor Codes and Course Site Codes
Common Causes of Audit Findings:	Human Error
	Counselors inputting incorrect data into the school's records
	Submission Error
	Data is submitted with erroneous codes
Corrective Actions:	LOSFA requires that schools correct errors that may impact a student's TOPS eligibility. Schools must contact their LEA and DOE to submit corrections to STS (prior year graduates).
	Once corrections are made by the school, LOSFA will re-run eligibility to identify any changes to TOPS eligibility.



What Can Be Done to Lessen Errors?

- More communication between HS personnel and Data Coordinators
- Review of reports in STS for errors by HS personnel
- Designate someone to spot review STS transcripts.
 - Are there duplicate courses?
 - Are there missing courses?
 - Check semester codes – are they all S1?
- Encourage HS personnel to consult with Data Coordinators when questions arise.
- Training for new HS counselors/personnel



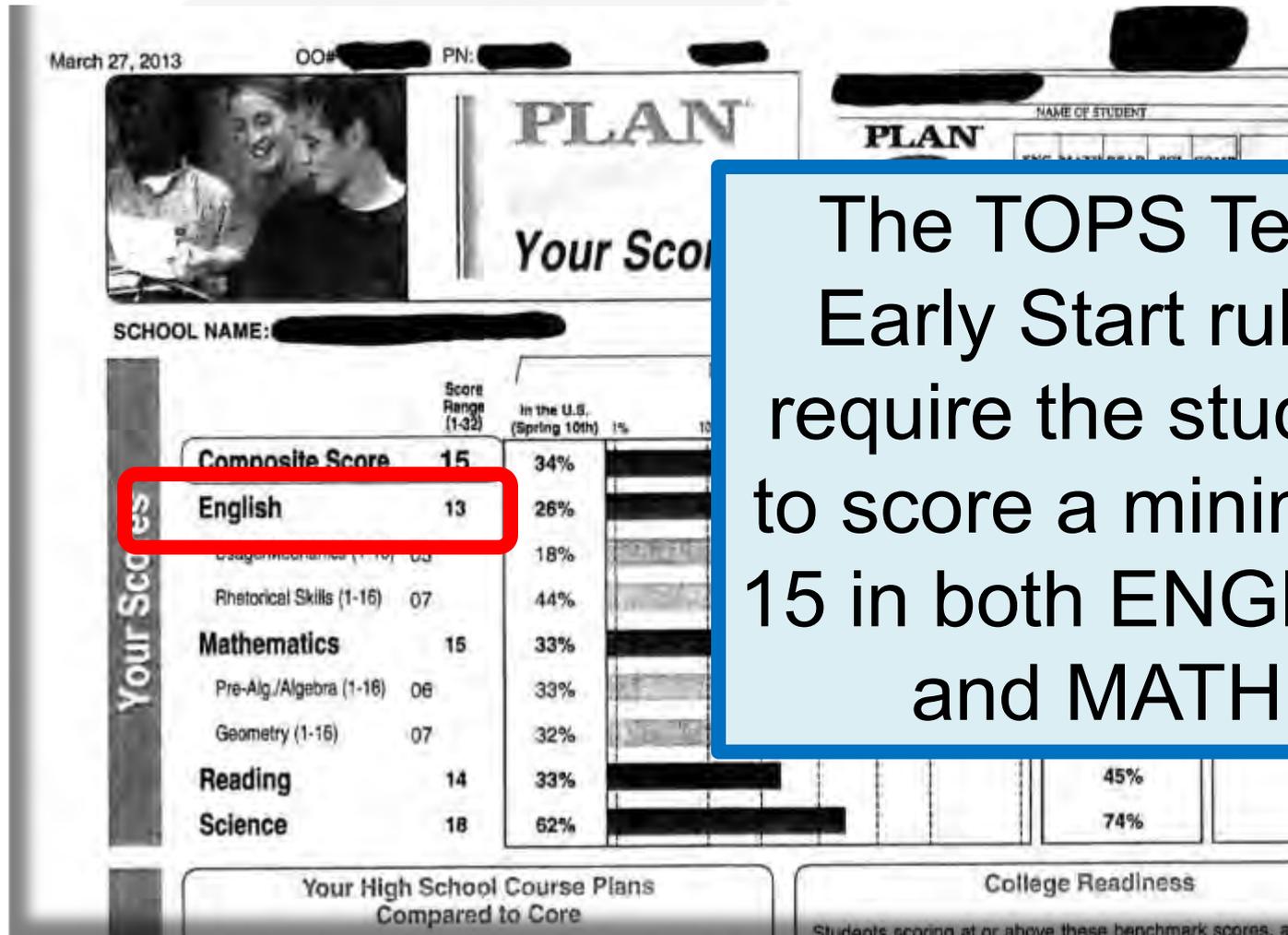
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Common Audit Issues Examples.....

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TOPS Tech Early Start



The TOPS Tech Early Start rules require the student to score a minimum 15 in both ENGLISH and MATH



Spanish I

2010	220200	FREE ENTERPRISE SY		B2	C	0.50	0.50
2010	220501	CIVICS-1st SEMESTE		S1	C	0.50	0.50
2011	120332	ENGLISH II	1	S1	D	0.50	0.50
2011	120332	ENGLISH II	2	S2	B	0.50	0.50
2011	122501	SPANISH I	1	S1	F	0.50	0.00
2011	122501	SPANISH I	2	S2	C	0.50	0.50
2011	150301	BIOLOGY	1	S1			
2011	150301	BIOLOGY	2	S2			
2011	160323	GEOMETRY	1	S1			
2011	160323	GEOMETRY	2	S2			
2013	030332	FINE ARTS SURVEY	2	S2			
2013	120334	ENGLISH IV		B	A	1.00	1.00
2013	122501	SPANISH I	2	S2	C	0.50	0.50
2013	160346	ADVANCED MATHEMATI	1	S1	C	0.50	0.50
2013	160346	ADVANCED MATHEMATI	2	S2	C	0.50	0.50

**Course Part
Number
must match**



Fine Arts Survey

2012	220300	WORLD GEOGRAPHY	1	S1	A	0.50	0.50
2012	220300	WORLD GEOGRAPHY	2	S2	A	0.50	0.50
2013	030332	FINE ARTS SURVEY	1	S1	A	0.50	0.50
2013	030332	FINE ARTS SURVEY	2	S2	A	0.50	0.50
2013	040101	ACCOUNTING I		S2	B	1.00	1.00
2013	120333	ENGLISH III	1				
2013	220403	U. S. HISTORY	1	S1	A	0.50	0.50
2013	220403	U. S. HISTORY	2	S2	A	0.50	0.50
2014	030332	FINE ARTS SURVEY	1	S1	A	0.50	0.50
2014	030332	FINE ARTS SURVEY	2	S2	A	0.50	0.50
2014	050603	PUBLICATIONS I (YE	1	S1	A	0.50	0.50
2014	050603	PUBLICATIONS I (YE	2	S2	B	0.50	0.50
						1.00	1.00

Duplicate



English III

2012	100605	FAMILY LIFE EDUCAT		B3	C	0.50	0.50	4.00
2012	120331	ENGLISH I	1	S1	D	0.50	0.50	4.00
2012	120332	ENGLISH II	1	S1	C	0.50	0.50	4.00
2012	120332	ENGLISH II	1	Z1	C	0.50	0.50	4.00
2012	120332	ENGLISH II	2	S2	C	0.50	0.50	4.00
2012	150301	BIOLOGY	1	S1	B	0.50	0.50	4.00
2012	150301	BIOLOGY					0.50	4.00

**English III
incorrectly submitted
as English II**



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QUESTIONS?



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The Purchasing Process

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Time for Lunch

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Introduction to Nepris

For more information:

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Baton Rouge Area Chamber

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Visit

<https://brac.nepris.com/>



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Program Activities

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Standard Initiatives

- **Comprehensive Mentoring**
 - College Mentoring Sessions
 - Aspire to Inspire
- **TOPS/ FAFSA/ Financial Literacy Workshops**
 - FLY Tour
 - FAFSA Completion Workshop/ College Goal Sunday
- **College/ Career Counseling and Advising**
 - LCAAM
 - TOPS Check/Retention Workshop
 - Cross-curricular College Access Activities
 - Signal Vine
- **College/Career Access Support**
 - Campus/ Industry Field Trips
 - College Acceptance/ Award Recognition Days
 - Cross-Curricular Activities
 - Leadership Summit



Special Initiatives

- **College/ Career Access Support**
 - ACT Prep Support
 - AP/IB Support
 - Positive Behavior Support



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Initiatives for 8th Graders

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Review of Forms and Reporting Documents

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The Icebreaker

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Group Meetings and Strategy Sessions

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Recap and Questions

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ADJOURNMENT

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