



State of Wisconsin Higher Educational Aids Board

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Executive Secretary

Monthly Memo November 2019

In this issue:

- 2020-2021 Formulas
- New Employees
- Refund Processing
- Grant Updates – Committed and Spent
- Upcoming Event

2020-2021 Formulas

The following formulas for the Wisconsin grants were approved by the Higher Educational Aids Board at their November 1, 2019 board meeting.

Wisconsin Grant – Private, non-profit

UW Tuition: \$10,725

Base Maintenance: \$10,000

Inflation Factors: Dependent - 340%, Independent - 620%

Maximum Award: \$3,500

Minimum Award: \$1,000

Wisconsin Grant – UW

$\$7,500 - \text{EFC} \times 42\% = \text{Award}$

$\text{Student Budget} - \text{Expected Family Contribution} \times \text{Student Award Percentage} = \text{Award}$

Maximum Award: \$3,150

Minimum Award: \$798

Wisconsin Grant – Technical

$\$9,270 - \text{EFC} \times 11.70\% = \text{Award}$

$\text{Student Budget} - \text{Expected Family Contribution} \times \text{Student Award Percentage} = \text{Award}$

Maximum Award: \$1,084

Minimum Award: \$500

New Employees

Please welcome Brenda Stoffels, our Executive Staff Secretary and Peter Noll, IT Programmer. Brenda joined our staff on October 14th and Peter started on November 11th. Brenda's responsibilities include refunds, payments, accounts payable, receptionist and staff secretary. Peter joins Avelino as part of our programming staff. Brenda's contact information is brenda.stoffels@wisconsin.gov and 608-267-2206 and Peter's e-mail is peter.noll@wisconsin.gov.

Sending Refund lists securely via e-mail

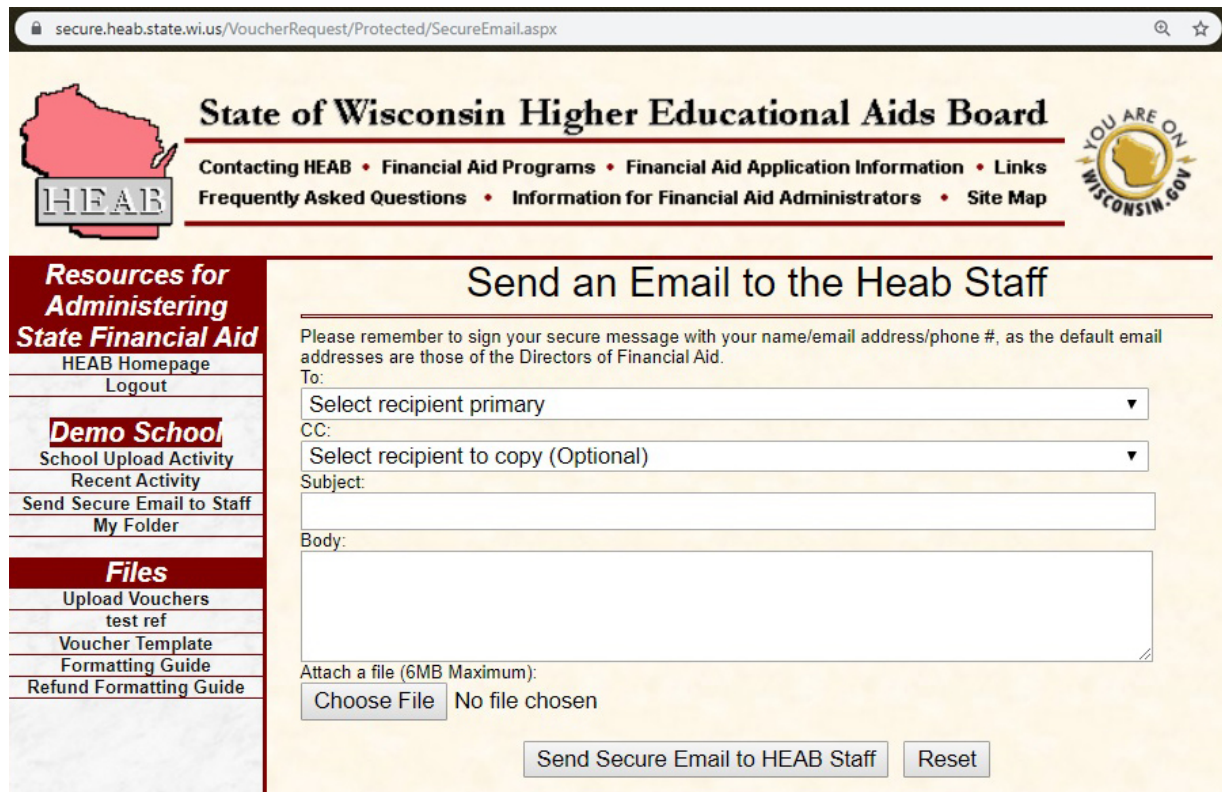
Please use these instructions when sending refund lists electronically.

1. Create your refund list
 - Always create your list of refunds with the following columns in an excel spreadsheet:
 - Last name, First name, SSN#, Disbursement Code, School #, Voucher #, Refund Amount, and include the Check # and Check Date if available.
 - Columns will autoformat where necessary when using our template

CELL NAME	EXPLANATION
Last Name	
First Name	
Social Security #	Enter numbers only, no spaces or hyphens (ie 123456798)
Disbursement Code	10=WG-UW, 15=WG-TC, 20=TIP, 30=WG-PNP, 35=WG-PNP-Aviation Grant, 45=Handicapped, 50=Indian, 55=WG-TR, 60=Minority Grant, 65=Minority Teacher Loan, 75=TVI Loan, 78=WI Covenant Foundation Grant, 79=Wisconsin Covenant Grant, 80=Nursing Student Loan, 90=AES, 92= TES, 95=Teacher Loan
School Code	Your 3-digit school code assigned by HEAB
Semester	Semester to which refund applies: Fall/Spr or 1/2; trimester schools = Fall/Win/Spr or 1/2/3
Academic Year	Academic Year to which refund applies (ie 97-98)
Voucher Number	Voucher number of original disbursement from HEAB
Refund Amount	whole dollars only [unless 0607 or prior]
Check Date*	mm/dd/ccyy
Check Number**	Number on check being returned

2. Draft an email to HEAB and attach your list using the secure site

Here is an image of what the secure email interface looks like:



- There must be text in both the subject line and in the body of the email before the system will allow a message to be sent.
- Please remember to sign your secure message with your name, email address and phone #. The default email addresses for the secure IDs are generally those of the Directors of Financial Aid and you will need to obtain the password information to use the site.
- Only one file may be attached to an email message.
- Send the refund file to the HEAB email address: HEABmail@wisconsin.gov
- You may send information securely to any staff member and CC any other staff member.
- All email use is tracked in your activity history and records when an email was sent and if there was an attachment.

If you have any questions about how to send a secure email for an electronic refunds list, contact Brenda Stoffels at 608-267-2206 or Brenda.Stoffels@wisconsin.gov

Processing Schedule

Notification List 19-20

Distributed Wednesday afternoons.

November 6, 13, 20 and 26.

December 4, 11, and 18.

AES/TES List

November 6, 13, 20 and 26.

December 4, 11, and 18.

Voucher Processing

Tuesdays and Fridays for files uploaded by noon.

November 1, 5, 8, 12, 15, 19, 22 and 26.

December 3, 6, 10, 13, and 17.

No Voucher requests will be processed on November 29, December 24 or 27, 2019.

Please check our calendar for the most current processing schedule updates:

<http://www.heab.wi.gov/finadmin>

Grant Updates

19-20 committed and spent as of 11/13/2019

	<u>Current</u>	<u>This Time Last Year</u>
Wisconsin Grant – Private, non-profit		
<i>Committed</i>	152.32%	160.67%
<i>Spent</i>	45.79%	44.16%
Wisconsin Grant - Tribal		
<i>Committed</i>	198.62%	135.51%
<i>Spent</i>	47.14%	34.42%
Wisconsin Grant – UW		
<i>Committed</i>	126.63%	131.69%
<i>Spent</i>	47.90%	47.60%
Wisconsin Grant – Technical		
<i>Committed</i>	176.72%	170.72%
<i>Spent</i>	49.10%	44.47%

Upcoming Events

Scheduled HEAB board meetings: February 14, April 10 and July 17, 2020.

HEAB training dates: January 16, 2020.

HEAB conducts one-day training programs for new and continuing financial aid administrators. The training session covers all aspects of the programs administered by HEAB, including:

- Goals of State Aid
- *Eligibility for State Aid*
- The Notification List
- *The Voucher Process*
- Return of State Funds
- *Submitting and Receiving Data to/from HEAB*
- Overviews of the Individual HEAB Programs

The program begins at 10:00 a.m. and ends no later than 3:00 p.m. It is held at the HEAB offices at 4822 Madison Yards Way, 7th floor North, Madison, WI [[google map](#)]. We have room for up to 6 people at each session. Please let us know if you are coming to training as materials are printed based on the number of people attending. To register for a session or for more information, please contact Brenda Stoffels at (608) 267-2206 or by email at Brenda.stoffels@wi.gov.

If you have any questions, concerns or comments please contact Connie Hutchison at (608) 267-2206 or by email at connie.hutchison@wi.gov. Thank you!