



Early Childhood Access Consortium for Equity (ECACE) Scholarship Program

2023-24

User Guide



Table of Contents

TOPIC	PAGE
Program Overview	3
ECACE Administration Process	
• Eligibility Requirements	3-4
• Application Procedure	5
• Application Process	6
• Prequalification Process	7
• Certification & Payment Request Process	8-9
• Disbursements of Funds	9
• Payment Offset and Reconciliation	9
Access and Navigation	
• GAP Access User Administration	10
• Navigation into GA System	10
ECACE Student List Eligibility	
• Student List Eligibility: View Screen	11
• Student Detail: Eligibility Screen	12-13
• Student Eligibility List: Filter Screen	14
• Student Eligibility List: Sort Screen	15
• Student Eligibility List: Columns Screen	16
Overview of the ECACE Payment Process	
• Student Payment List: View Screen	17
• Student Detail: Payments	18-19
• Batch Payment Request	20
• Payment Request Entry	21
• Submit Payment Requests	22
ECACE Reports	
• ECACE Payment Reports	23-26
• Reports & Invoice Vouchers	27
ECACE Codes	
• Payment Result Codes	28
ECACE Frequently Asked Questions (FAQs)	29-34

Overview of the ECACE Administration Process

Program Overview

Provides funds for those currently working or have worked in the early childhood education field and are seeking additional credentials and degrees.

Must be an undergraduate or graduate student at a public or non-profit private 2- or 4-year Gateways-entitled and Early Childhood Access Consortium for Equity member institution.

A recipient may receive an award amount up to total cost of attendance, after all other financial aid has been applied (last payer).

The ECACE scholarship is not need-based aid.

Recipients are expected to continue or return to teaching or direct services in the early childhood care and education field in Illinois after completion of their program of study.

This will be the third year of this federally-funded program.

Enhancements to eligibility have expanded access to the program for the 2023-24 award year.

Eligibility Requirements

To qualify an applicant must:

- be a U.S. citizen or eligible noncitizen (federal definition)
- be a member of the incumbent workforce, currently working or having worked in the early childhood industry (in either a licensed or license-exempt facility), including home-based child care (e.g., family, friend, neighbor), center-/community-based care, Preschool for All programs, school-based preschool settings, and Head Start programs, that serve children from birth to age 5. Acceptable positions include teachers, assistant teachers, directors, family child care providers and assistants
 - applicants must provide documentation confirming their current membership in the Gateways to Opportunity® Registry

Overview of the ECACE Administration Process

Eligibility Requirements (Con't)

- be enrolled or accepted for enrollment on a full- or part-time (at least 3 credit hours) basis at the undergraduate or graduate level at a public or non-profit private 2- or 4-year Gateways-entitled and Early Childhood Access Consortium for Equity member institution, and pursuing at least one of the following:
 - an Associate of Applied Science degree (or related certificate) in early childhood education *or* an associate degree with a concentration in early childhood at an approved college
 - a bachelor's degree in early childhood education, with or without a Professional Educator License; or
 - for those who already hold a bachelor's degree:
 - courses to make them eligible for a lead teacher position in a licensed program;
 - Director, Early Childhood or Infant Toddler Credentials;
 - a Professional Educator License with an Early Childhood Endorsement;
 - for those who already have a Professional Educator License with an Early Childhood Endorsement, additional endorsements or letters of approval in Bilingual, English as a Second Language, or Special Education; or,
 - *for those seeking licensure, and/or an additional endorsement*, a Master's degree in early childhood
- maintain satisfactory academic progress as established by the college
- complete the application process by submitting an Early Childhood Access Consortium for Equity Scholarship Program application and a Free Application for Federal Student Aid (FAFSA®) on or before the ISAC-established date for priority access to funding
- be certified as meeting eligibility requirements by the college
- not be in default on any student loan, nor owe a refund on any State or federal grant

Overview of the ECACE Administration Process

Application Procedure

Applicants may access the ECACE Scholarship Program application via the Program Applications & Status Checks area of the ISAC Student Portal <https://studentportal.isac.org/>

An applicant must:

- apply each academic year
 - along with a FAFSA for the same academic year they are applying for the scholarship
- complete and submit both the ECACE application and the FAFSA on or before the date for priority access to funding
 - the priority date is announced when the application is made available
 - untimely applications (i.e., those received after the priority consideration date) will continue to be considered for as long as funding remains available after all timely, qualified applicants have been awarded
- provide on the ECACE application the job title for their most recent position, which must match what is listed on the Eligibility Verification Form
 - information about the Eligibility Verification Form: <https://registry.ilgateways.com/>
- provide proof of employment as part of the incumbent workforce
 - incumbent workforce is defined as having worked in the early childhood industry (in either a licensed or license-exempt facility), including home-based childcare (e.g., family, friend, neighbor), center-/community-based childcare settings, Preschool for All programs, school-based preschool settings, and Head Start programs, that serve children from birth to age 5
 - acceptable positions include teachers, assistant teachers, directors, family childcare providers and assistants
- download and/or print and then upload the Eligibility Verification Form from the Gateways Registry website: <https://registry.ilgateways.com/>
 - applicants will not be allowed to proceed through the application without uploading the required documentation

Registry members will enter through the Dashboard Login to access the form

- If an individual is not already a member, they can complete their registration on the site and then obtain their verification form

An applicant must be a current Gateways Registry member to qualify for the scholarship

Eligibility Verification Form contains members' employment history, with assigned position codes

For the Eligibility Verification Form Eligible Codes: <https://www.isac.org/isac-gift-assistance-programs/ECACE-scholarship/Application-Procedures/>

- For award consideration, at least one of the position codes must be an eligible code, and the job title for the applicant's most recent position reported on their ECACE application must match what is listed on the Eligibility Verification Form

Overview of the ECACE Administration Process

Application Process

After an application is submitted, the process is as follows:

- the applicant will immediately receive an e-mail confirming that their application was received at ISAC
 - application processing time may be up to 4 weeks
- if the application, including required documentation, is incomplete, the applicant will receive a Notice of Incomplete Application from ISAC explaining the reason(s) and advising how to resolve the issue
- after ISAC determines that **both** the ECACE Scholarship application **and** the FAFSA have been submitted, the applicant will receive a letter stating that their application is considered complete
 - different letters are sent to indicate if the application is considered timely or untimely, depending on whether it was received at ISAC by the date for priority access to funding
 - unless changes are needed for any of the application data, there is nothing more for the applicant to do at this point

If an applicant needs to change their response(s) to any item(s) and/or update any information after the application has been submitted, they will need to provide the information to ISAC as outlined in the Changes to Application Data section of the Students & Parents ECACE page

- Changes to Application Data link: <https://www.isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html#Changes>
- Students & Parents ECACE page: <https://www.isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html>

Overview of the ECACE Administration Process

Prequalification process

Following the application priority consideration date, prequalification and awarding takes place for program applicants, and eligibility and payment information is provided in GAP Access.

Colleges may view a listing of ECACE records by accessing the ECACE system and selecting the Student tab to display the “Student List Eligibility: View” screen. Data is displayed for all applications listing the institution as the college the student plans to attend.

Prequalification results are available in the ECACE system in GAP Access twice each week – on Wednesday and Friday mornings.

Only records for students who have completed the online application process and completing a Free Application for Federal Student Aid (FAFSA) and have met all initial eligibility requirements based on data provided to ISAC are considered for prequalification.

Once awarded, a scholarship award amount will display on the “Student List Eligibility: View” screen.

- The ECACE system will not calculate a set amount per student per term.
- The college will need to determine the amount for which a student is eligible for each term.
 - Based on the student’s cost of attendance and other financial aid they receive.
- Colleges submit payment requests (claims) for students who have completed the prequalification process.

A student may receive an ECACE award amount up to the full cost of attendance, after all other financial aid has been applied.

The maximum ECACE annual award is capped at \$33,558, which is based on the most expensive program of study in the early childhood education field at an Illinois public college.

- This is the maximum amount a student can receive at a participating non-profit private institution, and a student’s maximum annual award may be less than the cap at lower-cost institutions.

The maximum amount a student may receive in the 2023-24 award year may be divided among some or all terms in the award year (including summer).

- Summer term awards are to be administered/processed at the end of the award year.

Overview of the ECACE Administration Process

Certification and Payment Request process

For ECACE, the processes of certification of eligibility and payment request processing that must be completed by the colleges are combined.

By submitting a payment request to ISAC via the ECACE system, a college is certifying that the student meets all eligibility criteria. If a college determines that a prequalified applicant does not meet all eligibility requirements, they report the reason for ineligibility via the ECACE system.

Colleges must determine the term award amount(s) based on other financial aid the student is receiving, keeping in mind that the ECACE Scholarship is last payer, is not need-based aid, may be used to replace student loans that might otherwise have been part of the student's financial aid package, and can be used for any cost of attendance component.

The maximum award amount that may be claimed during the academic year populates in the "Max Annual Award Amount" field of the ECACE system as part of the prequalification process.

2023-24 maximum award amounts are:

\$33,558 at four-year institutions

\$18,262 at community colleges

For students who plan to attend different types of institutions during the award year, the ECACE system will automatically calculate an eligible award amount based on the student's type of school listed on their application each term.

For example, an award amount of \$25,910 would show as the maximum eligible award amount for a student who is attending a community college in the Fall (first) term and then a four-year institution for the remaining academic (award) year.

- This is calculated by dividing \$18,262, which is the max award at a community college by 2 (= \$9,131) since the student is only attending there for the first term.
- The rest of the award is calculated by dividing \$33,558, which is the max award at a four-year institution by 2 (= \$16,779).
- $\$9,131 + \$16,779 = \$25,910$

Once the term priority payment request deadline date has been announced, colleges are encouraged to submit payment requests and to indicate if prequalified students will not be accepting their award as soon as possible.

Overview of the ECACE Administration Process

Applications with Timely New, Timely Renewal, Untimely New and Untimely Renewal designations are all considered *complete*.

Schools are encouraged to submit payment requests for complete prequalified students as soon as possible. The timely submission of payment requests allows ISAC staff to monitor program funding levels and ensure that available dollars are best leveraged to award as many scholarships as possible without exceeding the appropriation.

To ensure that awarding remains within the allotted appropriation, the EFC value is used in the awarding process, starting with the neediest (0 EFC) and continuing as appropriation allows. The Scholarship award is not need-based, and the EFC value is only used for prioritizing in the awarding process. The EFC is not used to determine eligibility for the Scholarship.

Submitting payment requests is a two-step process, which involves *generating* the request and then *submitting* the request. Submit claims for individual ECACE Scholarship recipients via the "Student Detail: Payment" screen or in batches for a group of students via the "Payment Request Entry" screen.

Payment results are available in the ECACE system each morning. A Payment Result Summary and Invoice Detail Report can be viewed or printed by selecting the report tab in the ECACE system. The report includes Payment Results and Payment Exceptions as well as Invoice Detail about the payment claim. The Payment Results/Exceptions report should be reviewed regularly to see which requests, if any, did not process as expected. Retain a copy of the report for each payment request submitted, so that the invoice number on the report can be matched with the voucher and the funds received from the State Comptroller's Office. After payment requests are processed, vouchers are generated and sent via e-mail to financial aid directors.

Disbursement of Funds

The disbursement of funds is processed by the State Comptroller's Office, and payments are made on a monthly basis. Allow four to six weeks for payment processing (i.e., from the date a claim is submitted until funds are received at the college). Refer to the State Comptroller's Website page for information on how to track payment.

Payment Offset and Reconciliation

Payment offset and reconciliation procedures apply to ECACE Scholarship payment processing. Refund checks should not be sent for cancellations/adjustments made throughout the award year. Funds should only be returned to ISAC after a final reconciliation has been completed at the end of the regular school year.

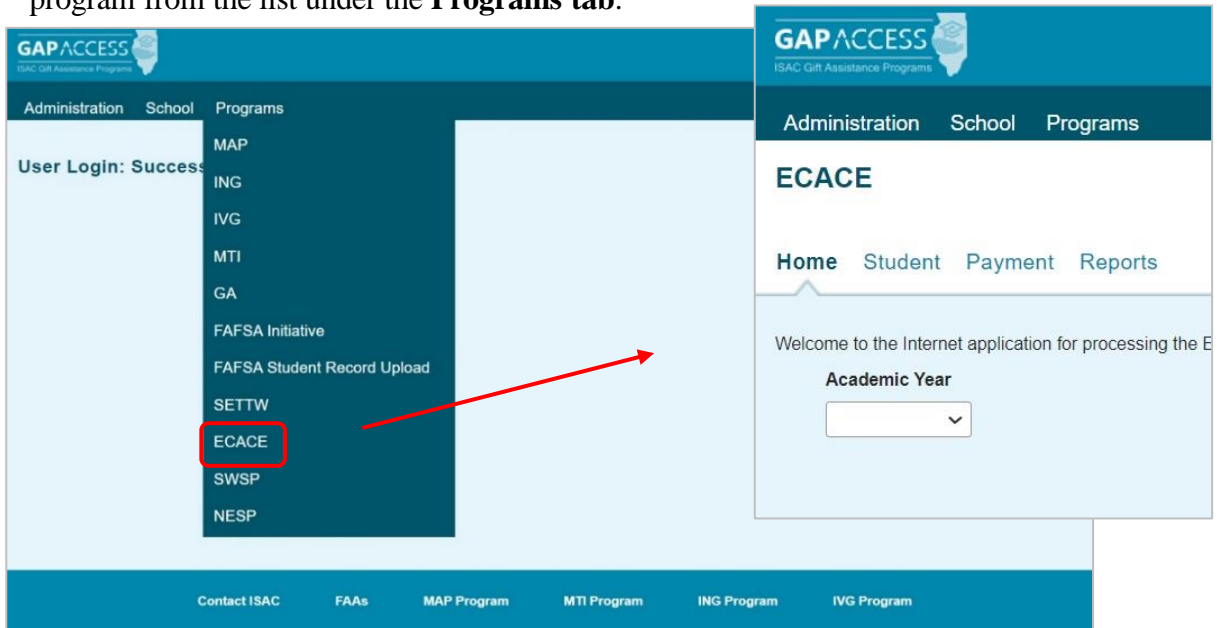
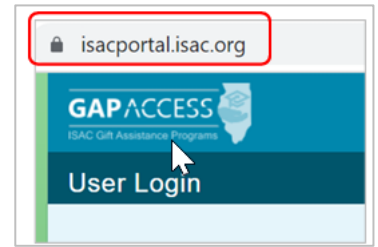
For more information about the program and eligibility, visit:

- isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html
- isac.org/isac-gift-assistance-programs/ECACE-scholarship/

Access and Navigation

The system to administer the Early Childhood Access for Consortium Equity (ECACE) Scholarship Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>.

All users need a valid GAP Access ID and password to access the system. Once a school user has successfully logged in to GAP Access, the ECACE information can be accessed by selecting the program from the list under the **Programs** tab.



ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each program in the system.

Program functions are contingent upon each user's program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- "None" does not allow any access to ECACE records.
- "Update" grants the ability to both edit and view ECACE records.
- "View" grants view only access to ECACE data (no editing ability).

Visit www.isac.org/gap-access/ for more information on using GAP Access, including guidance on activating and updating user accounts.

Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.

ECACE Student List Eligibility: View Screen


Once you have navigated to the ECACE Program in GAP Access, you can view the list of eligible students who successfully completed the ECACE application process along with a completed a FAFSA and listed your school as the college the applicant plans to attend.

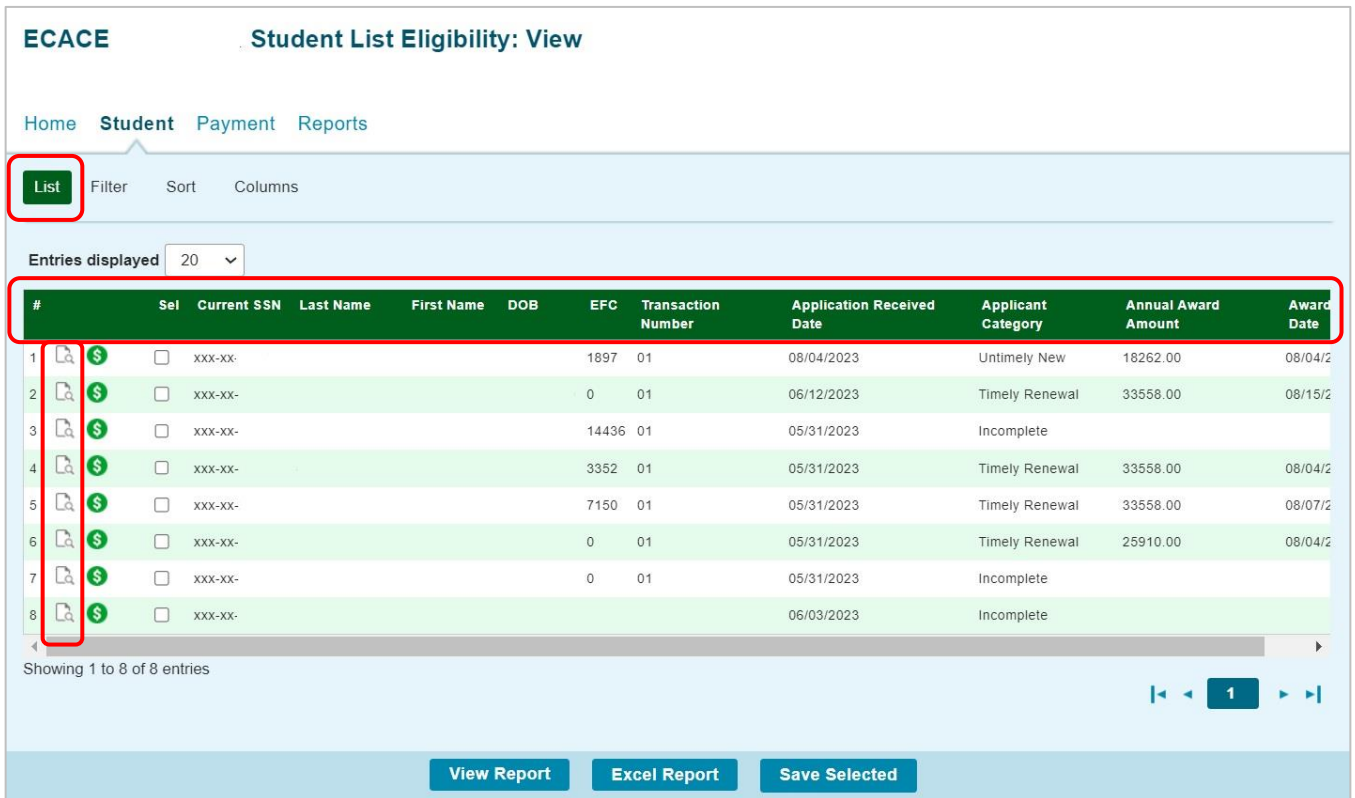
The list will initially appear in alphabetical order; however, you may use the **Filter, Sort** and **Columns** functionality to customize your view as needed.

In addition to the applicant data, the **Student List Eligibility: View** screen includes the application received date, application status, and the maximum annual award amount.

The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Current SSN
- Last Name
- First Name
- DOB (Date of Birth)
- EFC
- Transaction Number
- Application Received Date
- Applicant Category
- Annual Award Amount
- Award Date

Additional information can be obtained on the applicant's **Student Detail** screen by selecting the magnifying glass  icon in first column of the student record.



















ECACE Student List Eligibility: View

Home Student Payment Reports

List Filter Sort Columns

Entries displayed 20


#	Sel	Current SSN	Last Name	First Name	DOB	EFC	Transaction Number	Application Received Date	Applicant Category	Annual Award Amount	Award Date
1	 	<input type="checkbox"/>	xxx-xx-			1897	01	08/04/2023	Untimely New	18262.00	08/04/2
2	 	<input type="checkbox"/>	xxx-xx-			0	01	06/12/2023	Timely Renewal	33558.00	08/15/2
3	 	<input type="checkbox"/>	xxx-xx-			14436	01	05/31/2023	Incomplete		
4	 	<input type="checkbox"/>	xxx-xx-			3352	01	05/31/2023	Timely Renewal	33558.00	08/04/2
5	 	<input type="checkbox"/>	xxx-xx-			7150	01	05/31/2023	Timely Renewal	33558.00	08/07/2
6	 	<input type="checkbox"/>	xxx-xx-			0	01	05/31/2023	Timely Renewal	25910.00	08/04/2
7	 	<input type="checkbox"/>	xxx-xx-			0	01	05/31/2023	Incomplete		
8	 	<input type="checkbox"/>	xxx-xx-					06/03/2023	Incomplete		

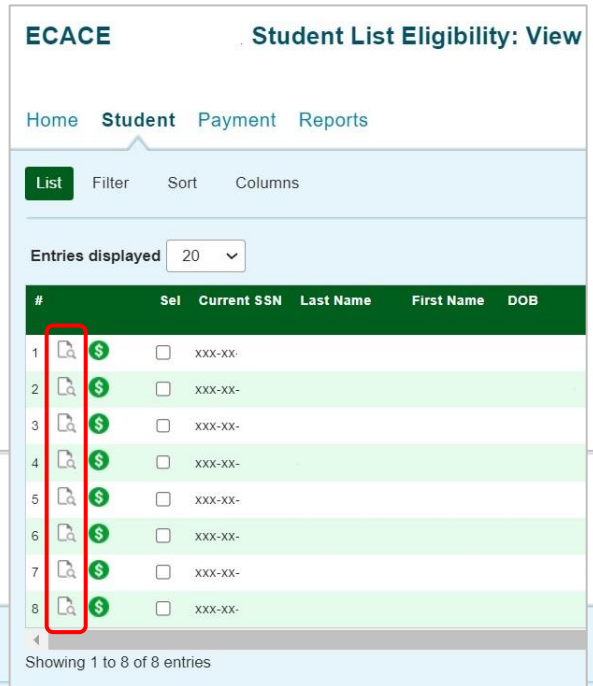
Showing 1 to 8 of 8 entries









View Report Excel Report Save Selected

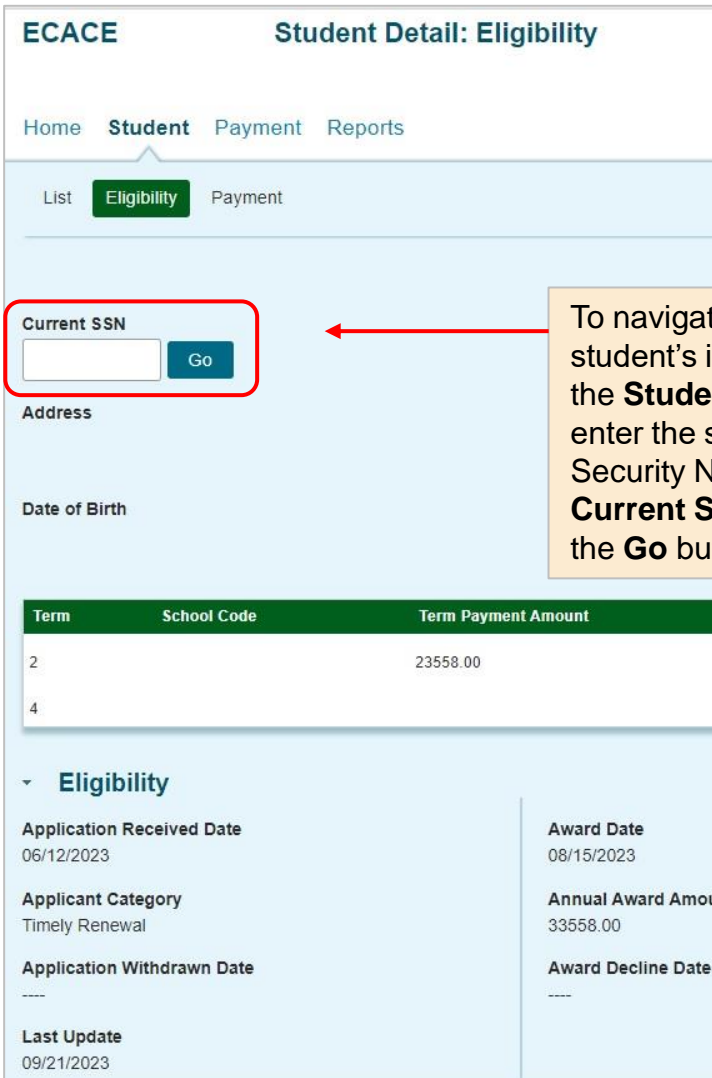
Student Detail: Eligibility Screen

The **Student Detail: Eligibility** screen allows schools to view an individual student's application and eligibility information.

This screen is accessed by clicking on the magnifying glass  icon that is on the same line as the student's name on the **Student List Eligibility: View** screen.



#	SeI	Current SSN	Last Name	First Name	DOB
1		\$	<input type="checkbox"/>	xxx-xx-	
2		\$	<input type="checkbox"/>	xxx-xx-	
3		\$	<input type="checkbox"/>	xxx-xx-	
4		\$	<input type="checkbox"/>	xxx-xx-	
5		\$	<input type="checkbox"/>	xxx-xx-	
6		\$	<input type="checkbox"/>	xxx-xx-	
7		\$	<input type="checkbox"/>	xxx-xx-	
8		\$	<input type="checkbox"/>	xxx-xx-	



Term	School Code	Term Payment Amount	Academic Level	Ineligible Reason
2		23558.00	Freshman	
4				

Eligibility

Application Received Date 06/12/2023	Award Date 08/15/2023
Applicant Category Timely Renewal	Annual Award Amount 33558.00
Application Withdrawn Date ----	Award Decline Date ----
Last Update 09/21/2023	

To navigate to another student's information from the **Student Detail** screen, enter the student's Social Security Number in the **Current SSN** field and click the **Go** button.

Student Detail: Eligibility Screen

ECACE Student Detail: Eligibility

Home Student Payment Reports

List Eligibility Payment

Current SSN Go

Address

Date of Birth

Term	School Code	Term Payment Amount
1		
2		
4		

Semester schools will display three terms of eligibility:

- 1 = Fall
- 2 = Spring
- 4 = Summer



ECACE Student Detail: Eligibility

Home Student Payment Reports

List Eligibility Payment

Current SSN Go

Address

Date of Birth

Term	School Code	Term Payment Amount
1		
2		
3		
4		

Quarter schools will display four terms of eligibility:

- 1 = Fall
- 2 = Spring
- 3 = Quarter
- 4 = Summer



Eligibility

Application Received Date
07/19/2023

Applicant Category
Timely New

Application Withdrawn Date

Last Update
08/08/2023

Award Date
08/17/2023

Annual Award Amount
18262.00

Award Decline Date

Additional student details appear at the bottom of the screen, including a date indicating if an award has been declined.



ECACE Student Eligibility List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the **Filter** tab.

ECACE Student Eligibility List: Filter

Home Student Payment Reports

List Filter Sort Columns

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Term
[Dropdown: - Select -]

Application Received Date Start End
[Date Picker] [Date Picker]

- Selected
- Awarded
- Eligible Unawarded
- Application Withdrawn
- Timely New
- Timely Renewal
- Untimely New
- Untimely Renewal

Ineligible Reasons

- Award Declined
- Incomplete
- Ineligible

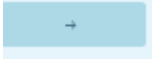
List Reset


Once you have selected/entered your criteria from the drop-down menus and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

A **Reset** tab is also available to clear multiple selections with one click.

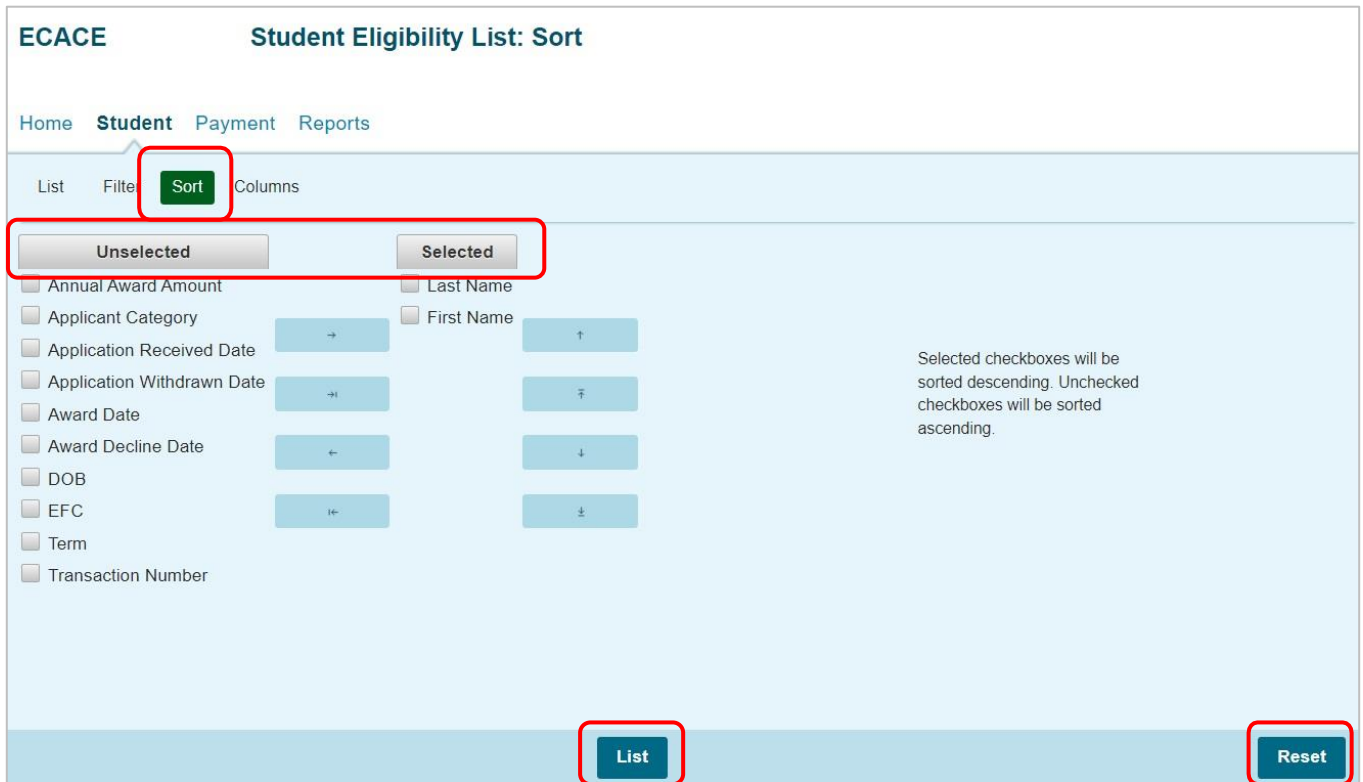
ECACE Student Eligibility List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the **Add** arrow to add them to the **Selected** list. 

Use the **Move Up** arrow  to put the data elements in the order in which to sort.

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



ECACE Student Eligibility List: Sort

Home Student Payment Reports

List Filter **Sort** Columns

Unselected **Selected**

Annual Award Amount Last Name

Applicant Category First Name

Application Received Date

Application Withdrawn Date

Award Date

Award Decline Date

DOB

EFC

Term

Transaction Number

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

List **Reset**

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

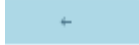
Once you've made all of sorting selections, click on the **List** tab to generate your customized list.


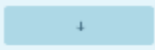
A **Reset** tab is available to clear multiple selections with one click.

ECACE Student Eligibility List: Columns Screen

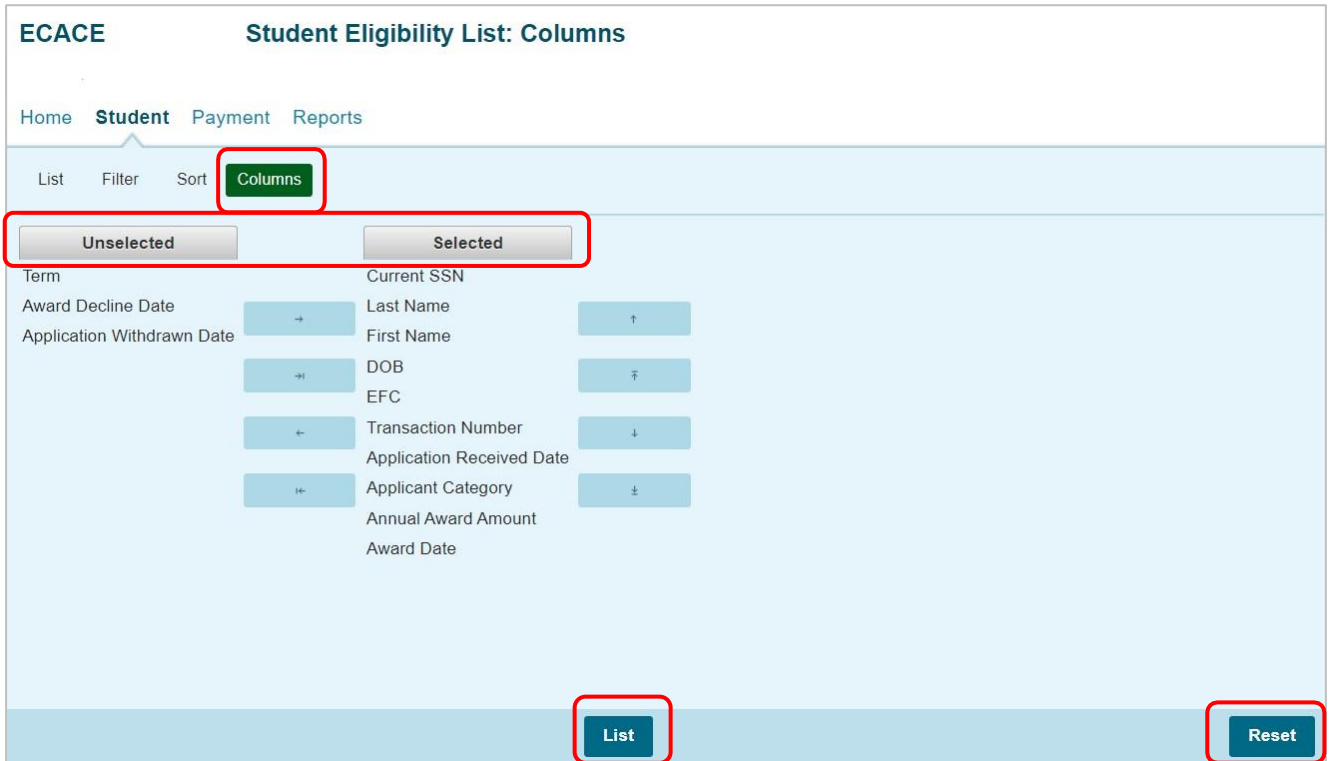
The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list. 

Similarly, to remove a column from the list view, select the column heading in the **Selected** list and then click on the **Remove** arrow to add it to the **Unselected** list. 

Use the **Move Up** and **Move Down** arrows to put the columns in the order in which you would like them to appear on the List screen.  

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



ECACE Student Eligibility List: Columns

Home Student Payment Reports

List Filter Sort Columns

Unselected Selected

Term Current SSN

Award Decline Date Last Name

Application Withdrawn Date First Name

DOB

EFC

Transaction Number

Application Received Date

Applicant Category

Annual Award Amount

Award Date

List Reset

Once you've made all of selections, click on the **List** tab to generate your customized list.

A **Reset** tab is also available to clear multiple selections with one click.

ECACE Student Payment List: View Screen

The **Student Payment List: View** screen is accessed by selecting the **Payment** tab. It gives users the ability to select students and view payment-related items such as payment request amounts, payment result amounts, and payment result codes.

The following functions are available: **Filter**, **Sort**, **Columns**, **Payment Request Entry**, and **Submit Payment Requests**. The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- School Code
- Adjusted Amount
- Req Sel
- Request Code
- Result Code
- Term Number
- Enrollment Status
- Expanded Result
- Current SSN
- Academic Level
- Result Date
- Last Name
- Ineligible Reason
- Status Code
- First Name
- Requested Amount
- Invoice Number
- Annual Award Amount
- Amount Paid

The screenshot shows the ECACE Student Payment List: View screen. The 'Payment' tab is selected. The main table displays the following data:

#	Sel	Req Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Academic Level	Ineligible Reason	Requested Amount	Amount Paid
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			18262.00							
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			33558.00	P		Full time	Freshman			
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			33558.00							
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	xxx-xx-			33558.00	P		Full time	Freshman			00
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			33558.00							
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			33558.00							
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	xxx-xx-			33558.00							
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			33558.00							
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			33558.00							
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			25910.00							

The secondary table shows the following data:

Requested Amount	Amount Paid	Adjusted Amount	Result Code	Expanded Result	Result Date	Status Code	Invoice Number
4349.00	4349.00	4349.00	*		08/25/2023	P	
7131.00	7131.00	7131.00	*		08/25/2023	P	
9308.00	9308.00	9308.00	*		08/25/2023	P	

Depending on your computer monitor, and screen settings, you may need to use the horizontal scrollbar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student Payment List: View** screen.

Student Detail: Payments Screen

The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to payment requests for an individual student record. This screen is accessed by clicking on the dollar sign **\$** icon that is on the same line as the student's last name on the **Student Payment List: View** screen and by selecting the **Payment** tab from the **Student Detail: Eligibility** screen.

In addition to the **Payment** tab, the **Student Detail: Payments** screen contains the following navigation tabs:

- **List** – to return to the **Student Payment List: View** screen
- **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen

To navigate to another student, enter the student's Social Security Number in the **Current SSN** field and click the **Go** button.

ECACE Student Detail: Payments

Home Student **Payment** Reports

List Eligibility **Payment**

Current SSN
[Input Field] **Go**

Annual Award Amount
33558.00

Terms	2-Spring	4-Summer
School Code		
Request	Payment	
Enrollment Status	Full tim	
Academic Level	Freshm	
Program/Degree Pathway	Associe	
Ineligible Reason		
Requested Amount	\$	\$

Activity Date: 09/21/2023
Status: P
Result code:
Expanded Result: Y

Invoice #
School Code:
Result code:
Expanded Result: Y
Amount Paid:
Adjusted Amount:
Result Date: 09/21/2023

Save Changes **Discard Changes**

ECACE Student Payment List: View

Home Student **Payment** Reports

List Filter Sort Columns Payment Request Entry Submit Pa


Entries displayed: 20

#	Sel	Req Sel	Term Number	Current SSN	Last Name	First Name
1	\$		4	xxxx-xx-		
2	\$		2	xxxx-xx-		
3	\$		4	xxxx-xx-		
4	\$		1	xxxx-xx-		
5	\$		2	xxxx-xx-		
6	\$		4	xxxx-xx-		

Select:
• Payment -- to request a payment.
• Cancel -- to cancel a previously requested award.
• Ineligible -- to be selected for students who are ineligible.
• Delete -- to remove the payment request before submitting.

Student Detail: Payments Screen

When requesting payment from the **Student Detail: Payments** screen, these fields must be completed:

- **Request** (select: Payment, Cancel, Ineligible or Delete)
- **Enrollment Status** (select: Full time, Half time or At least 3 credit hrs)
- **Academic Level** (select: Freshman, Sophomore, Junior, Senior, Graduate/Post Baccalaureate)
- **Program/Degree Pathway** 
- **Ineligible Reason** (see options below)
- **Requested Amount** (enter dollar amount)

- Associate of Applied Science
- Associate Transfer Degree
- Bachelor's Degree
- Certificate
- Master's Degree
- Other Post-Baccalaureate Pathway

If the student is ineligible, an **Ineligible Reason** must be selected and a zero (0) should be entered in the **Requested Amount** field. Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

Note: Payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the **Submit Payment Requests** screen. Once payment requests have processed, status and results codes will be available at the bottom of the screen.

- Not enrolled this term
- Not a US citizen/eligible non-citizen
- Not a HS grad/no GED
- Defaulted student loan
- Not pursuing an early childhood education major
- Not making satisfactory academic progress
- Enrolled less than 3 credit hours
- Student is not accepting ECACE Scholarship
- No remaining unmet cost

Status Code	Definition
U	Updated
S	Submitted
P	Processed

Result Code	Definition
P	Paid
C	Cancel
I	Ineligible

Payment Request Entry

Batch Payment Request

When creating benefit requests for a large number of students, the batch request process may be a helpful option. To use this option, first select students for whom you want to submit payment requests by checking the **Req Sel** box on the **Student Payment List: View** screen and then click **Save Selected** at the bottom of screen.

Then navigate to the **Payment Request Entry** screen and select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which you will be creating a payment request. A list of your selected records will not display until you have selected a term.

ECACE Student Payment List: View

Home Student Payment Reports

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Entries displayed 20

#	Sel	Req Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Academic Level	Ineligible Reason	Requested Amount	Amount Paid
1	<input type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			18262.00							
2	<input type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			33558.00		P	Full time	Freshman			
3	<input type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			33558.00							
4	<input type="checkbox"/>	<input type="checkbox"/>	1	xxx-xx-			33558.00		P	Full time	Freshman			.00
5	<input type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			33558.00							
6	<input type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			33558.00							
7	<input type="checkbox"/>	<input type="checkbox"/>	1	xxx-xx-			33558.00		I			Defaulted student loan	.00	.00
8	<input type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			33558.00							
9	<input type="checkbox"/>	<input type="checkbox"/>	4	xxx-xx-			33558.00							
10	<input type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			25910.00							

Showing 1 to 10 of 10 entries

Save Selected **Req Select All** **Req Unselect All** **View Report** **Excel Report**

ECACE Payment Request Entry

Home Student Payment Reports

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Term

1-Fall
2-Spring
4-Summer

#	Current SSN	Last Name	First Name	Academic Level	Program/Degree Pathway	Ineligible Reason	Requested Amount	Annual Award Amount
No Records Found!								

Discard **Save**

Payment Request Entry

Select the appropriate academic term for the students selected using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

A list of your selected records will not display until you have selected a term.

Once a term has been selected, the list of students you selected on the **Student Payment List: View** screen for that term will display, and you can then begin to enter the required payment information for each student. Once that is complete, be sure to save the entries and then navigate to the **Submit Payment Requests** screen to complete the payment request process and submit the records to ISAC.

ECACE Payment Request Entry

Home Student **Payment** Reports

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Term

Entries displayed 20

#	Current SSN	Last Name	First Name	Request Type	Enrollment Status	Academic Level	Program/Degree Pathway	Ineligible Reason	Requested Amount	Annual Award Amount
1	XXX-XX-									
2	XXX-XX-									

Showing 1 to 2 of 2 entries

Discard Save

- Not enrolled this term
- Not a US citizen/eligible non-citizen
- Not a HS grad/no GED
- Defaulted student loan
- Not pursuing an early childhood education major
- Not making satisfactory academic progress
- Enrolled less than 3 credit hours
- Student is not accepting ECACE Scholarship
- No remaining unmet cost

Submit Payment Requests Process

The **Submit Payment Requests** screen allows the user to submit payment requests to ISAC for processing. The user can specify which payment request records will be submitted based on the **Term** selected.

This screen is accessed by selecting the **Submit Payment Requests** tab.

After payment requests have been submitted by clicking on the **Submit** button a message will be displayed indicating how many payment requests were submitted.

To submit payment requests to ISAC for ECACE payment, follow these steps:

- Choose the **Term** for which the request is being made from the drop-down menu.
- Click on the **Submit** button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.

The screenshot displays the 'ECACE Submit Payment Requests' interface. At the top, there is a navigation bar with 'Home', 'Student', 'Payment', and 'Reports'. Below this, there are tabs for 'List', 'Filter', 'Sort', 'Columns', 'Payment Request Entry', and 'Submit Payment Requests'. A dropdown menu for 'Term' is open, showing options: '1-Fall', '2-Spring', and '4-Summer'. At the bottom, there are 'Submit' and 'Reset' buttons.

Payment Reports

All payment results can be obtained at various stages in the payment request process through system-generated reports. To create a report, navigate to the **Reports** tab, and then click on the **Create New Report**.

ECACE Reports: Eligibility Reports

Home Student Payment **Reports**

Refresh Create New Report

Entries displayed 10 Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/Exceptions	09/21/2023	5.153	ECInvoice
Completed	Payment Results/Exceptions	09/21/2023	5.081	ECInvoice
Completed	Payment Results/Exceptions	08/16/2023	5.088	ECInvoice

Showing 1-3 of 3 entries

The **Select Report** drop-down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. **Payment Date Range** fields are provided to allow you to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.

ECACE Reports: Eligibility Reports: Create New Report

Home Student Payment **Reports**

Select Report

Payment Start Date Range

Payment End Date Range


Request Report


- Payment Requests Not Submitted
- Payment Requests Submitted Without Results
- Payment Results
- Payment Exceptions
- Cumulative Payment Results
- Outstanding Payment Requests

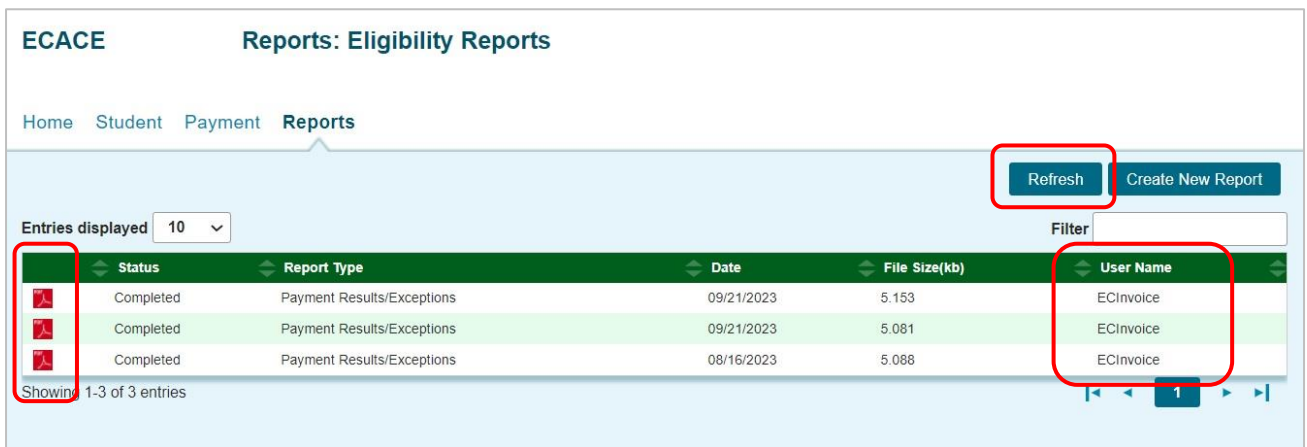
Payment Reports

After requesting a report, you will be returned to the **Reports: Eligibility Reports** screen where you will be provided with a list of reports that have been or are being generated for your school.

While the report is processing, the status will indicate *In Queue*. The **Refresh** button completes the report. When it is ready, the status will change to *Completed*. To open the report, click on either the **Microsoft Word** or the **Microsoft Excel icon**. Additional information about the report, including the **Date, File Size and Username** of the person who requested the report will also be listed.

Reports displaying the **pdf icon**  are ISAC-generated reports and identifiable by the **Username** *ECInvoice* in the last column of the report list. Typically, this report is made available on the next business day after your school's payment request has been processed and will remain available if space allows. It is suggested that you save requested and ISAC-generated reports to your systems for future reference.

Also available is an **Invoice Voucher** in which payment and warrant # information are identified by the **pdf icon**  in the first column and the Username of *ERPInsert* in the last column.



ECACE Reports: Eligibility Reports

Home Student Payment Reports

Entries displayed 10 Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/Exceptions	09/21/2023	5.153	ECInvoice
Completed	Payment Results/Exceptions	09/21/2023	5.081	ECInvoice
Completed	Payment Results/Exceptions	08/16/2023	5.088	ECInvoice

Showing 1-3 of 3 entries

Payment Results Summary/Invoice Detail


A **Payment Results/Exceptions Summary and Invoice Detail Report** will be generated by ISAC after your school's payment request has been processed. The report includes **Payment Results** and **Payment Exceptions**, as well as **Invoice Detail** about the payment claim.

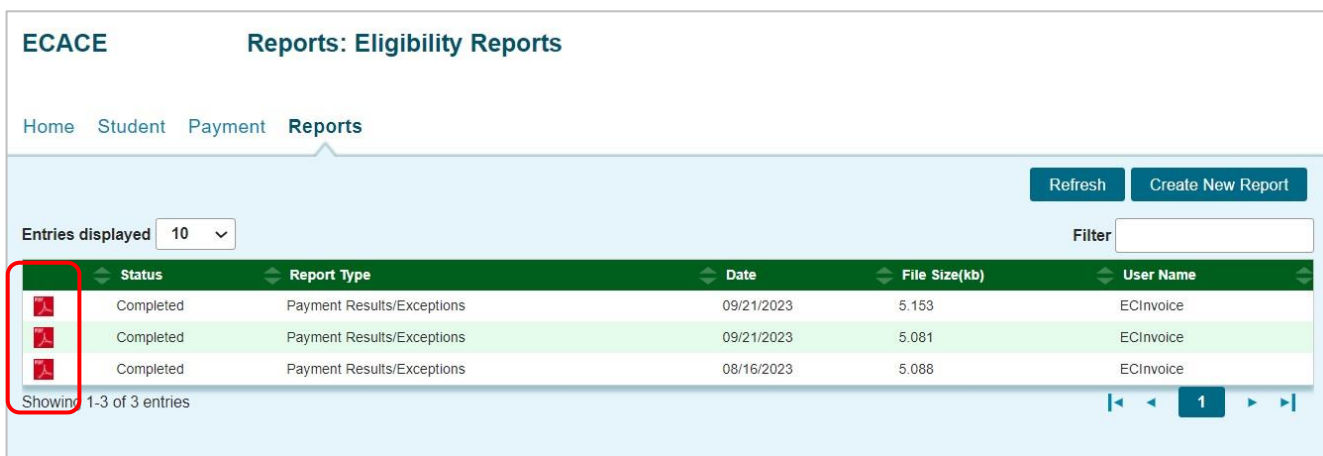
After your initial payment request submission for an award year, subsequent payment requests will process in GAP Access through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC due to claim adjustments, and payment is made accordingly. This process is designed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, funds should be returned to ISAC only after a final reconciliation has been completed at the end of the regular school year. All schools with an outstanding amount owed to ISAC at the end of the school year will receive a notice indicating the total amount to be returned.

Information about the **Payment Offset and Reconciliation** process, along with the Refunds and Unpaid Claims process are located in the Processes area of the FAA section at:

<https://www.isac.org/faas/processes/refunds-and-unpaid-claims/> and

<https://www.isac.org/faas/processes/refunds-and-unpaid-claims/payment-offset-and-reconciliation-map.html>.

When it becomes available, the **Payment Results/Exceptions Summary and Invoice Detail Report** will appear on the report list and can be identified by the pdf icon  in the first column in the list of reports on the **Reports: Eligibility Reports** screen. Please note that these may not be available until the next business day after submitting your request.



ECACE Reports: Eligibility Reports

Home Student Payment Reports

Refresh Create New Report


Entries displayed 10 Filter

Status	Report Type	Date	File Size(kb)	User Name
Completed	Payment Results/Exceptions	09/21/2023	5.153	ECInvoice
Completed	Payment Results/Exceptions	09/21/2023	5.081	ECInvoice
Completed	Payment Results/Exceptions	08/16/2023	5.088	ECInvoice

Showing 1-3 of 3 entries

The last page of the **Payment Results/Exceptions Report** provides invoice information, including amount due to the school and the invoice number. ISAC authorizes a voucher in the amount of the payment invoice and submits it to the State Comptroller for processing. The invoice number will be referenced on the voucher authorizing payment. Colleges can match the invoice number on the **Payment Results/Exceptions** report with the voucher.

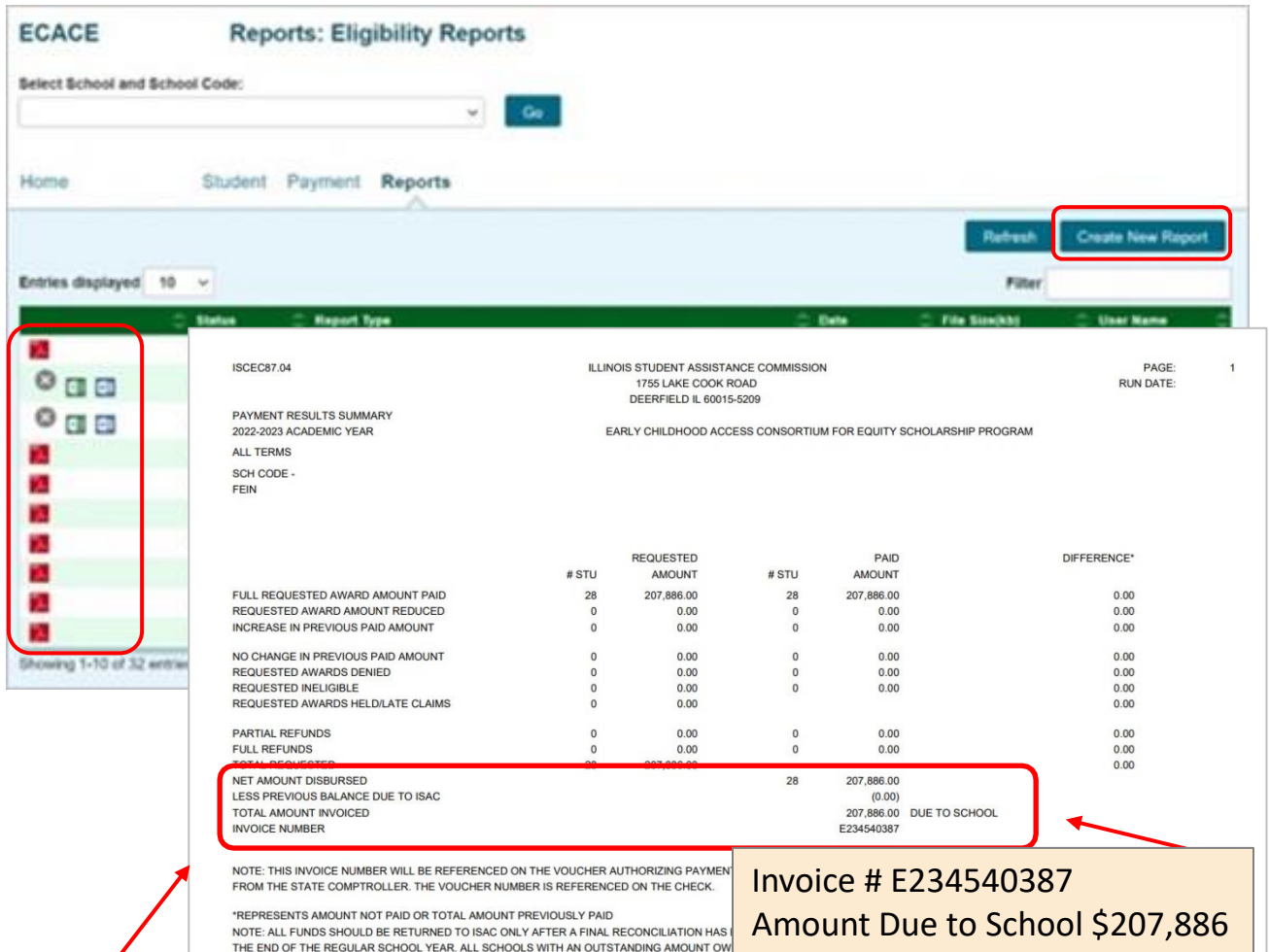
Payment Results Summary/Invoice Detail

The report is identified by the red PDF icon  and the **Payment Results/Exceptions Reports** provides a payment voucher and warrant information, dependent upon where the payment is in the process.

The report will appear in the **Reports Section** with the following title format: **Program-Voucher Inv-Date-School Code**. At this time, the **Warrant No.** and **Warrant Date** fields on the report will be blank. The **Warrant No.** and **Warrant Date** fields will populate on the report after the State Comptroller has authorized payment for the voucher. Once the State Comptroller has authorized payment a report will appear in the **Reports Section** with the following title format: **Program-Warrant Inv-Date-School Code**.

Typically, the **Payment Results/Exceptions Reports** will be provided in the **Reports Section** on the next business day after the request has been processed by ISAC and should be reviewed regularly to see which requests, if any, did not process as expected.

Retain a copy of the report for each payment request submitted, so that the invoice number on the report can be matched with the voucher and the funds received from the State Comptroller's Office.
















































ECACE Reports: Eligibility Reports

Select School and School Code:

Home Student Payment Reports

Entries displayed: 10

Status	Report Type	Date	File Size(KB)	User Name
				
				
				
				
				
				
				
				
				

Showing 1-10 of 32 entries

ISCEC87.04 ILLINOIS STUDENT ASSISTANCE COMMISSION 1755 LAKE COOK ROAD DEERFIELD IL 60015-5209 PAGE: 1
RUN DATE:

PAYMENT RESULTS SUMMARY
2022-2023 ACADEMIC YEAR
ALL TERMS
SCH CODE -
FEIN
EARLY CHILDHOOD ACCESS CONSORTIUM FOR EQUITY SCHOLARSHIP PROGRAM

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT	DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	28	207,886.00	28	207,886.00	0.00
REQUESTED AWARD AMOUNT REDUCED	0	0.00	0	0.00	0.00
INCREASE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00	0.00
NO CHANGE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00	0.00
REQUESTED AWARDS DENIED	0	0.00	0	0.00	0.00
REQUESTED INELIGIBLE	0	0.00	0	0.00	0.00
REQUESTED AWARDS HELD/LATE CLAIMS	0	0.00	0	0.00	0.00
PARTIAL REFUNDS	0	0.00	0	0.00	0.00
FULL REFUNDS	0	0.00	0	0.00	0.00
TOTAL REQUESTED	28	207,886.00	28	207,886.00	0.00
NET AMOUNT DISBURSED			28	207,886.00	
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)	
TOTAL AMOUNT INVOICED				207,886.00	
INVOICE NUMBER				E234540387	

NOTE: THIS INVOICE NUMBER WILL BE REFERENCED ON THE VOUCHER AUTHORIZING PAYMENT FROM THE STATE COMPTROLLER. THE VOUCHER NUMBER IS REFERENCED ON THE CHECK.


*REPRESENTS AMOUNT NOT PAID OR TOTAL AMOUNT PREVIOUSLY PAID
NOTE: ALL FUNDS SHOULD BE RETURNED TO ISAC ONLY AFTER A FINAL RECONCILIATION HAS THE END OF THE REGULAR SCHOOL YEAR. ALL SCHOOLS WITH AN OUTSTANDING AMOUNT OW

Invoice # E234540387
Amount Due to School \$207,886

The last page of this report provides invoice information, including amount due to school and the invoice number. The invoice number will be referenced on the voucher authorizing payment from the State Comptroller. The voucher number is referenced on the check.

Sample Reports

Once ISAC processes a payment request and sends it to the State Comptroller, the report will appear with the following information: **Voucher No.** and **Voucher Date**, along with an **Invoice No.** and **Invoice Date**, which will be the same number referenced on the voucher from the State Comptroller, authorizing payment. The invoice information is located on the last page of the **Payment Results/Exceptions Reports**, including the amount due to the school and the invoice number. At this time, the **Warrant No.** and **Warrant Date** fields on the report will be blank. The **Warrant No.** and **Warrant Date** fields will populate on the report after the State Comptroller has authorized payment for the voucher. The voucher number will be referenced on the check (payment).

 **ISAC**
Illinois Student Assistance Commission

FY2023

ECACE PROGRAM INVOICE - VOUCHER
Illinois Student Assistance Commission
1755 Lake Cook Road Deerfield, IL 60015-5209
800.899.ISAC (4722)
Website: www.isac.org

VENDOR DETAILS

Vendor or Payee

Voucher Information

VOUCHER NO.	24764456
VOUCHER DATE	03-30-2023
INVOICE NO.	E234540387
INVOICE DATE	02-23-2023
WARRANT NO.	
WARRANT DATE	

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

VOUCHER DETAILS

Early Childhood Access Consortium for Equity (ECACE) Scholarship

2022-2023 ACADEMIC YEAR

TOTAL AMOUNT


\$207,886.00

Invoice #
E234540387

Amount Due to
School \$207,886

No Warrant #
populated

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

 **ISAC**
Illinois Student Assistance Commission

ECACE PROGRAM INVOICE - VOUCHER
Illinois Student Assistance Commission
1755 Lake Cook Road Deerfield, IL 60015-5209
800.899.ISAC (4722)
Website: www.isac.org

VENDOR DETAILS

Vendor or Payee

Voucher Information

VOUCHER NO.	24764456
VOUCHER DATE	03-30-2023
INVOICE NO.	E234540387
INVOICE DATE	02-23-2023
WARRANT NO.	000000006340
WARRANT DATE	04-03-2023

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

VOUCHER DETAILS

Early Childhood Access Consortium for Equity (ECACE) Scholarship

2022-2023 ACADEMIC YEAR

TOTAL AMOUNT

\$207,886.00

Invoice #
E234540387

Amount Due to
School \$207,886

Warrant #
000000006340

ECACE PAYMENT RESULT CODES

ECACE Payment Result Code

Result Code	Pre Edit	Expanded Result Code	Reason
4	x		Request superceded by another request
J			Ineligible for payment due to calculated award amount of zero
G		Y	Full annual award amount already used
H			Previously paid to your school for requested term
U			Cancel requested; no prior payment has been made for this term
Q		Y	Ineligible reason processed - not eligible for this academic year
Q		T	Ineligible reason processed - not eligible for this term
R		Y	Payment reduced to maintain ECACE annual award amount limit
B			Payment increased
C			Payment decreased
*			Payment processed - no reported exception

ECACE - Frequently Asked Questions

- **What are the new enhancements for eligibility for the 2023-24 award year?**

Newly eligible students must:

- be enrolled or accepted for enrollment on a full- or part-time (at least 3 credit hours) basis at the undergraduate or graduate level at a public or non-profit private 2- or 4-year Gateways-entitled and Early Childhood Access Consortium for Equity member institution, and pursuing at least one of the following:
 - an Associate of Applied Science degree (or related certificate) in early childhood education *or* an associate degree with a concentration in early childhood at an approved college.
 - a bachelor's degree in early childhood education, with or without a Professional Educator License; or
 - for those who already hold a bachelor's degree:
 - courses to make them eligible for a lead teacher position in a licensed program;
 - Director, Early Childhood or Infant Toddler Credentials;
 - a Professional Educator License with an Early Childhood Endorsement;
 - for those who already have a Professional Educator License with an Early Childhood Endorsement, additional endorsements or letters of approval in Bilingual, English as a Second Language, or Special Education; or,
 - *for those seeking licensure, and/or an additional endorsement, a Master's degree in early childhood.*

This is what's stayed the same:

- Eligible students must still be incumbent early childhood workers (work or have worked in a congregate care setting like childcare or preschool that serves children from birth to age five).
- Institutions must continue to support currently eligible students, with an emphasis on those without an Associate or Bachelor's degree and specifically those who wish to transfer from a two- to four-year institution.
- Students must intend to work in an early childhood congregate care setting post-graduation.
 - **For more information regarding eligibility:**
<https://www.isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html#Eligibility>
 - **For more frequently asked questions and information:**
https://www.ecace.org/ECACE_FAQ.html

ECACE - Frequently Asked Questions

- **For which programs, credentials, and degrees may students use the ECACE Scholarship?**
 - To be eligible for the scholarship, a person must be working or have worked in certain positions in an early childhood congregate care setting, such as a child-care center, family childcare, preschool, Head Start, public school preschool, etc.
 - Eligible positions may include teachers, teacher assistants, teacher aides, directors, preschool classroom-based paraprofessionals, and others. Eligible position codes are listed on the ISAC website.
 - isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html
 - Students must attend eligible programs at Consortium institutions that are Gateways Entitled, if applicable. Eligible applicants may receive scholarships to work towards Gateways Credentials (ECE, Infant Toddler, and/or Director), an early childhood certificate, an associate degree in early childhood, a bachelor's degree in early childhood, with an optional Professional Educator License and endorsement, a master's degree in early childhood for those seeking licensure, and additional endorsements for a Professional Educator License.

- **Are universities required to transfer in the full AAS degree in early childhood? Can universities require additional coursework?**
 - **Public Act 102-0174** requires universities to grant junior level status in an early childhood education program to any student who graduated from an Illinois community college with an Associate of Applied Science degree in early childhood education if the student meets the requirements of the AAS degree program, is transferring from a program entitled to offer the Gateways ECE Credential Level 4 and earns a minimum grade point average of a 2.0 on a 4.0 scale.
 - A public university may not require students who meet these requirements to repeat courses taken and completed successfully at the community college and applied toward the associate degree, and all courses completed successfully in the AAS degree program must count toward baccalaureate degree completion.
 - Students entering with an AAS may not be required to take a total number credits greater than those students first starting in a baccalaureate degree program.
 - Additional coursework may be required if a student is seeking to add one or more endorsements to the student's Illinois Professional Educator License.

ECACE - Frequently Asked Questions

- **What costs can be covered by the ECACE Scholarship? Can it cover everything in the Cost of Attendance at an institution?**
 - The ECACE Scholarship can cover all Cost of Attendance (COA) components, after all other financial aid is applied. COA may include things like tuition, fees, books, transportation, room and board. An eligible student may receive scholarship funds in an award up to the full Cost of Attendance.
 - For those attending private institutions, funding will be capped at the Cost of Attendance for the most expensive early childhood program at a public university. Private institutions may supplement this funding with institutional grants and scholarships if they so choose. The maximum annual award amount for 2023-24 is \$33,553.
- **Is an institution required to award ECACE up to the COA less existing financial aid?**
 - Not necessarily. The intent is to financially assist students while enrolled in the ECACE program and to relieve them from having to use student loans.
- **Does the award amount have to be awarded evenly for each semester/term (like the MAP grant) or can we award a larger amount for the Fall term and a smaller amount for the other terms?**
 - This scholarship does not have to be awarded evenly for each semester/term. The amount to be awarded is based on the students need for each semester/term.
- **Why can't I see a student's application anymore in GAP Access?**
 - The student's application was in an incomplete status but is now in a pending status while ISAC reviews the additional documentation that's been submitted. When it goes into a pending status, the school will not see the student record on their list until the review is complete. Once that's complete, you'll see an updated status (Applicant Category column), indicating whether or not the student is eligible.

ECACE - Frequently Asked Questions

- **Consortium agreement: If a student lives out-of-district should institutions waive or discount to in-district OR award the higher amount of ECACE to cover the out-of-district cost?**
 - We would recommend that you follow whatever policies and procedures your school has established for out-of-district students and apply that consistently to ECACE applicants, unless your school has additional policies for this student population as part of your school's ECACE consortium agreement. Your school's consortium rep would be the person to contact for more information about the details of your ECACE consortium agreement.
- **Is the ECACE scholarship available for the Summer semester/term?**
 - The scholarship is available for the Summer semester/term, as the last term for the academic year
- **Can an institution switch a student to eligible if they are currently ineligible for ECACE scholarship?**
 - Yes, an institution can switch a student to be eligible if their SAP appeal was approved.
 - Ex: A student was on suspension due to not meeting SAP, but now is eligible due to SAP appeal approved.

ECACE - Frequently Asked Questions

- **I have a student on my report list with an annual award amount of \$25,910, but all my other students have \$33,558 annual award amount. Is the \$18,262 correct for the one student?**
 - For students who plan to attend different types of institutions during the award year, the ECACE system will automatically calculate an eligible award amount based on the student's type of school listed on their application each term.
 - The maximum award amount that may be claimed during the academic year populates in the "Max Annual Award Amount" field of the ECACE system as part of the prequalification process.

2023-24 maximum award amounts are:

\$33,558 at four-year institutions

\$18,262 at community colleges
 - For example, an award amount of \$25,910 would show as the maximum eligible award amount for a student who is attending a community college in the Fall (first) term and then a four-year institution for the remaining academic (award) year.
 - This is calculated by dividing \$18,262, which is the max award at a community college by 2 (= \$9,131) since the student is only attending there for the first term.
 - The rest of the award is calculated by dividing \$33,558, which is the max award at a four-year institution by 2 (= \$16,779).
 - $\$9,131 + \$16,779 = \$25,910$

ECACE - Frequently Asked Questions

- **If a school credits a student's account with their ECACE scholarship before receiving the funding from the state, and then the student withdraws or drops classes after the add/drop date, can the student still keep the scholarship, or do the funds have to be returned?**
 - The student could retain the scholarship funds to cover costs incurred. Although ECACE funds are not subject to Return of Title IV guidelines, students would not be eligible to receive funds for cost of attendance components they may no longer have as a result of their withdrawal from classes. (The intent of the scholarship is to provide the financial assistance students need to pursue a degree or credentials without having to incur or be left with debt as they work toward meeting their educational goals, and the scholarship may be used to ensure that doesn't occur, even for students who may not complete a term.)
- **Are schools required to disburse the balance of ECACE (after direct costs) to a student before we are paid?**
 - No. There are no specific requirements or timelines that schools must follow in their process for disbursing funds to students. However, schools are encouraged to provide funds to students in a timely manner so they have access to the resources they need to be successful. Schools may disburse credit balances resulting from ECACE funding in a manner that is consistent with a school's usual policies for disbursing aid to students after add/drop dates, withdrawal dates, and/or census dates.
- **In situations where a student's federal student aid is subject to Return of Title IV requirements due to dropping or withdrawing from classes, can ECACE be adjusted to cover costs which may no longer be covered by Title IV aid.**
 - Yes, ECACE funds could be used to pay a balance that a student may have as the result of R2T4 and the impact it may have had on other financial aid.