ISAC Update & An Overview of ISAC’s Military Programs

June 27, 2018
Agenda

- ISAC Update
- Illinois National Guard Grant
- Illinois Veteran Grant
- Combining Benefits
- Questions/Comments
July 1: Final Close-out Date for 2017-18

- Submissions of all 2017-18 payment requests and/or data for benefits used (including initial claims and supplemental claims) for ISAC-administered gift assistance programs must be received on or before July 1, 2018
Reconciliation Reminders

- Complete data reconciliation as soon as possible
  - Report MAP adjustments for all terms – including initial claims, increases and decreases to previously-submitted claims, and cancellations – via the MAP system
  - Reconcile on a student-by-student basis
  - As part of the MAP payment offset process, new payment requests will be compared to outstanding amounts owed to ISAC and payment will be made accordingly

- After July 1, all colleges with an outstanding amount owed to ISAC will receive a notice indicating the total amount to be returned
  - A Gift Assistance Refund Check Form must be completed and submitted along with the payment
  - Additional details will be provided in school notices after July 1
Refunds and Unpaid Claims

Upon receipt of disbursements, schools must verify each recipient’s enrollment status for the term for which payment was made. When it is necessary for schools to return scholarship and grant program funds to ISAC, it must be done in a timely manner. A Gift Assistance Refund Check Form must also be completed and submitted along with the payment.

In regard to unpaid claims, schools or students can seek recourse at the end of the year through the Court of Claims. Appropriate documentation must accompany all claim forms. All correspondence must be written, and filing a claim does not guarantee payment. As of July 1, 2000, there is a two-year time limit to file Court of Claims.
Additional Reminders

- June 1, 2018 was the last day 2017-18 Institutional Student Information Record (ISIR) data was received at ISAC and accepted for MAP
- During the month of August 2018, the 2017-18 MAP component of the GAP Access portal will become available for historical view only
2018-19
<table>
<thead>
<tr>
<th>ISAC Program</th>
<th>FY19 Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monetary Award Program (MAP)</td>
<td>$401,341,900</td>
</tr>
<tr>
<td>Grant Programs for Dependents of Police, Fire or Correctional Officers</td>
<td>$1,237,400</td>
</tr>
<tr>
<td>Golden Apple Scholars of Illinois Program</td>
<td>$6,498,800</td>
</tr>
<tr>
<td>Minority Teachers of Illinois (MTI) Scholarship Program</td>
<td>$1,900,000</td>
</tr>
<tr>
<td>Illinois Teachers Loan Repayment Program</td>
<td>$439,900</td>
</tr>
<tr>
<td>Nurse Educator Loan Repayment Program</td>
<td>$264,000</td>
</tr>
<tr>
<td>Veterans’ Home Medical Providers’ Loan Repayment Program</td>
<td>$26,400</td>
</tr>
</tbody>
</table>
2018-19 MAP

- ISAC Commissioners approved the 2018-19 MAP recompute formula at its June 14 Commission Meeting
  - It is the same as the start-up formula that was approved in November 2017
  - Effective maximum annual award is $4,869
    - The formula includes a 2% reduction factor
      - Set maximum of $4,968 \times 0.98 = $4,869
- The current 2018-19 MAP suspense date is Feb. 28, 2018
  - Applicants whose initial 2018-19 FAFSA® was received by CPS on or after Wednesday, February 28, 2018 are in suspended status
  - MAP records in suspense status are reflected in GAP Access with a MAP Suspend Code of “S”
2018-19 Illinois National Guard Grant

- The 2018-19 ING Grant application is available for students to access at isac.org
  - On the Applications page
- Eligibility data is being provided to schools in the ING Grant system in the GAP Access portal
IVG Student Info in Student Portal

- Illinois Veteran Grant (IVG) applicants and benefit recipients can now access their information in ISAC’s Student Portal.
  - studentportal.isac.org

- In addition to being able to submit an IVG application online, students who create a profile in the Student Portal profile, will now be able to:
  - Check on the status of their IVG application
  - Verify the number of IVG eligibility units they have remaining
  - View IVG eligibility notifications
  - Print copies of their information, as needed.
ISAC’s Teacher Programs

- Initial Certifications for 2018-19 Minority Teachers of Illinois Scholarship Program applicants are available for schools to complete in My Zone
  - Must be completed regardless of whether the student is eligible or ineligible
  - The only way an applicant will receive a notification letter from ISAC is if the Initial Certification is submitted via My Zone
  - Please complete and submit Initial Certifications as soon as possible to ensure that all of your students will be included in all rounds of awarding that may take place

- Initial Certifications for 2018-19 Golden Apple Scholars are expected to be available in My Zone in August
ISAC Annual Data Collection

- Data collection process is completed in GAP Access
  - Gift Assistance Program Budget Data for 2018-19 (FY19)
    - For MAP, IVG and ING
    - School refund policy should also be submitted
    - Was due by June 1, 2018
      - Estimated figures should be submitted if finalized budget data is not yet available and the financial aid director should contact School Services with an estimated date as to when finalized data will be provided
  - MAP Advising Support Program Data for 2017-18 (FY18)
    - Update previous year’s data as needed
    - Submit by July 20, 2018
  - Course Completion Data for 2016-17 (FY17)
    - Community colleges do not need to complete
      - ICCB will work with ISAC to provide CC data
    - Submit by July 20, 2018
ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
   - Yes
   - No

2. Does your school require mandatory advising for first-year students?
   - Yes
   - No

3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?
   - Yes
   - No

Please supply data for the following forms:

- Freshman/First-Year Academic Advising Activities
- General Academic Advising Activities
- Support Programs Offered
- MAP Recipient Course Completion Data

Certify MAP Advising Data
Please supply data for the following forms:

**Freshman/First-Year Academic Advising Activities**

General Academic Advising Activities  Support Programs Offered  MAP Recipient Course Completion Data

Please provide information regarding your freshman/first-year academic advising activities. Your freshman/first-year advising activities may consist of several programs. Please consider the whole of your freshman/first-year academic advising efforts as a single program.

With regard to freshman/first-year academic advising in particular, how is this service delivered to the students?

<table>
<thead>
<tr>
<th>Service</th>
<th>Avg % of an individual student’s time spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-on-One</td>
<td>50%</td>
</tr>
<tr>
<td>Group presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Online</td>
<td>5%</td>
</tr>
<tr>
<td>Social media</td>
<td>0%</td>
</tr>
<tr>
<td>Cell phone app</td>
<td>0%</td>
</tr>
<tr>
<td>Email</td>
<td>25%</td>
</tr>
<tr>
<td>Printed materials</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

MAP Recipient Course Completion Data

Individual community colleges are not required to provide course completion data; the Illinois Community College Board (ICCB) will collaborate with iSAC to compile these metrics on behalf of community colleges.

**School Name**: UNIVERSITY 001

First-Time Degree- or Certificate-Seeking Students

Full-Time Students, Academic Year 2016-17 Cohort:

Completion Rate = Course Credit Hours earned in Academic Year 2016-17 / Course Credit Hours Attempted in Academic Year 2016-17

<table>
<thead>
<tr>
<th>Hispanic/Latino:</th>
<th># of Course Credit Hours Attempted in 2016-17</th>
<th># of Course Credit Hours Earned in 2016-17</th>
<th>Course Credit Hour Completion Rate 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two or more races:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race and ethnicity unknown:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>
ISAC’s Record Retention Policy

- Effective July 1, 2018, records for ISAC-administered gift assistance programs will be required to be retained for three years from the end of the award year the student last attended the institution
  - This is a reduction in time from the previous requirement of five years
  - Consistent with ED retention policy
ISAC’s 2018-19 Administrative Rules

- A few minor proposed rule changes will go into effect on July 1, 2018
  - Part 2733.40 – Illinois Veteran Grant (IVG) Program
    - Revised to more clearly describe the annual establishment of priority claim dates by term
  - Part 2763 – Minority Teachers of Illinois (MTI) Scholarship Program
    - Revised to clarify the grade point average requirements for the program, and non-substantive revisions made to update teacher certification references to teacher licensure to align with terminology used by ISBE
  - Part 2764 – Golden Apple Scholars of Illinois Program
    - Non-substantive revisions made to update teacher certification references to teacher licensure to align with terminology used by ISBE
  - Part 2765 – Illinois Special Education Teacher Tuition Waiver (SETTW) Program
    - Non-substantive revisions made to update teacher certification references to teacher licensure to align with terminology used by ISBE
Upcoming Events & Activities

- **Monthly Webinars**
  - Wednesday, July 25 at 2 p.m. – ISAC Update and a Review of MAP and GAP Access
  - Wednesday, August 29 at 2 p.m. – ISAC Update on Benefit Request Processing

- **College Changes Everything® Conference**
  - July 19, 2018 at the Tinley Park Convention Center
  - [www.collegechangeseverything.org/](http://www.collegechangeseverything.org/) for more information and to register
Upcoming Events and Activities

- **Illinois Veteran Service Coordinators Conference**
  - July 9, 2018, at Illinois State University
  - Contact: Dan Wellman, IDVA
    - [Dan.Wellman@illinois.gov](mailto:Dan.Wellman@illinois.gov)

- **School Certifying Officials (SCO) Workshops**
  - July 17, 2018 at Lewis & Clark Community College
  - July 19, 2018 at Governors State University
  - Contact: Dan Wellman, IDVA
    - [Dan.Wellman@illinois.gov](mailto:Dan.Wellman@illinois.gov)
State Legislative Updates at isac.org

ISAC State Legislative Update

Katharine Gricevich
Director of Government Relations

June 11, 2018

Ending months of speculation about whether a timely deal could be achieved after a historic budget impasse and a fractious primary season, the General Assembly adjourned its Spring 2018 session on schedule, leaving the State House on May 31 with an approved budget and a plan to reconvene for the Veto Session on November 13.

On June 4, 2018, the Governor signed his first budget since taking office. Negotiators and leaders from all four caucuses, along with staff from the Governor’s Office of Management and Budget, won the support of overwhelming bipartisan majorities for the Fiscal Year 2019 budget (House Bill 109 – G. Harris/J. Cullerton – now Public Act 100-586) and the budget implementation bill, or “Blmp” (House Bill 3342 – G. Harris/Steans – now P.A. 100-587), which makes statutory changes to put the budget into effect. The Governor and legislators have described the budget as balanced and the product of compromise.

ISAC Contact:
Katharine Gricevich, Government Relations

katharine.gricevich@illinois.gov
General Assembly Website: ilga.gov
An Overview of ISAC’s Military Programs
ISAC’s Military Programs

- Illinois National Guard (ING) Grant Program and Illinois Veteran Grant (IVG) Program
  - Entitlement programs
    - Awarded to all eligible applicants regardless of funding level
  - Specified by Illinois statute
    - Chapter 110, Higher Education Student Assistance Act
    - Assistance to be granted as long as federal government provides educational benefits to veterans
  - Available at all four-year public universities and public community colleges
ING Grant and IVG Eligibility Units

- Students receive 120 units of eligibility*
  - Equivalent to four academic years of full-time enrollment
  - Units are based on the enrolled hours for a term:

<table>
<thead>
<tr>
<th># of Hours</th>
<th>Semester School</th>
<th>Quarter School</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>12 units</td>
<td>8 units</td>
</tr>
<tr>
<td>9 – 11.99</td>
<td>9 units</td>
<td>6 units</td>
</tr>
<tr>
<td>6 – 8.99</td>
<td>6 units</td>
<td>4 units</td>
</tr>
<tr>
<td>3 – 5.99</td>
<td>3 units</td>
<td>2 units</td>
</tr>
<tr>
<td>0 – 2.99</td>
<td>1 unit</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

* Members of the Illinois National Guard who have served at least 10 years in the Guard may be eligible to receive up to 180 units (6 years) of eligibility for the ING Grant.
ING Grant Benefits

- No minimum enrollment requirement
- Academic year begins with fall term
- Pays “tuition and certain fees”
  - Fees specifically included in statute:
    - Registration
    - Graduation
    - General Activity
    - Matriculation
      - Typically charged only to new students when they have been both admitted and enrolled
    - Term
  - Students are not responsible for out-of-district or out-of-state tuition charges
ING Grant Benefits

- A student who withdraws after a school’s refund date can receive the grant for costs incurred up to the term award.

- If a recipient ceases to be an active member of the Guard during a term, benefits cease and the student is responsible for costs attributed to the remainder of the term.

- If a recipient becomes eligible during a term, benefits will be prorated for the remainder of the term
  - Proration calculation: total tuition cost divided by total instructional days = cost per day x days of eligibility = total proration
ING Grant Eligibility

- Must have served at least one year with the Illinois National Guard
- Must be in active status
- Available to any enlisted member or officer
- Must maintain an acceptable grade point average
  - As determined by the institution
Applying for ING Grant

- Online application process at isac.org
  - Application deadlines dates:
    - October 1 — first term
    - March 1 — second semester, second and/or third quarter
    - June 15 — summer term
  - Students will receive a confirmation page upon completing the application
  - Student must re-apply each year
  - Application process involves certification from the Illinois Department of Military Affairs
  - Qualified applicants receive a notice of eligibility from ISAC by mail
Illinois National Guard (ING) Grant

Welcome to the online application process for the Illinois National Guard (ING) Grant.

Important information regarding this program including the eligibility requirements, may be accessed by selecting from among the options that appear in the menu at the right margin of the Application Certification Statement page. Be sure you read and understand this information prior to submitting an application.

Launching the ING application below will open the Student Portal, where you may create a profile or continue as a guest to complete your application. If you create a personal profile, the system will automatically use that information to fill in part of your application, and then process it after you complete the rest.

Create a profile now and you’ll be ready when we expand the Student Portal. In the future, we’ll begin growing the portal to give you access to college resources unique to you, as well as the ability to apply for ISAC grants and scholarships, and keep track of the status and usage of your ISAC programs.

Launch the Illinois National Guard Grant application
Illinois National Guard (ING) Grant Application

Illinois National Guard member? You're in the right place to apply for a grant that pays tuition and fees at Illinois 2- and 4-year public colleges.

First time here and want to learn more? Click to find out about the ING Grant Program.

Remember to file an application each academic year before the term deadline dates.

Please note the ING Grant application cannot be completed and submitted through your mobile or tablet device. From a Wi-fi-enabled desktop or laptop, visit the Student Portal of isac.org to complete the application.

I certify, under the penalties of perjury as provided by law, that all information that I will be submitting on this application is true and correct and that I meet the eligibility requirements itemized within the Eligibility Requirements section of this application. I certify that I do not owe a refund on a federal or state grant. I certify that I am not in default on any educational loan or, if in default, have reinstated my eligibility for ISAC administered programs in accordance with ISAC Rules. I certify that I am in compliance with federal Selective Service registration requirements. I will read all sections of this application before submitting it. Further, I give my consent to the Department of Military Affairs Illinois (DMAIIL), federal Selective Service and the college I attend to release information to ISAC concerning my eligibility for the Illinois National Guard (ING) Grant Program. I understand that, if I fail to complete my service obligation, I may be required to repay to the Department of Military Affairs Illinois (DMAIIL) some or all of the funds that I have received through the Illinois National Guard (ING) Grant Program.

☑️ I agree to the terms.

START APPLICATION
ING Grant Award Notification

- Qualified student applicants receive a Notice of Eligibility from ISAC
  - Ineligible applicants also receive written notification
- Schools receive eligibility information in the ING Grant system in GAP Access
  - When a student submits an ING Grant application to ISAC, a record is added to the school’s database in the ING system
    - Only the school listed on the student application receives the information
  - Data will be added whenever there is a new or updated eligible record for the school
  - It is recommended that schools check GAP Access at least once a week for new data that may have been posted for the award year
  - Can use online data to verify eligibility rather than requiring the student’s Notice of Eligibility
Accessing the ING Grant System

- ISAC Gift Assistance Programs (GAP) is the portal through which the Illinois National Guard Grant program is administered.
- A secure authentication process is required to access the ING Grant system via GAP Access.
- Each school's GAP Access Primary Administrator is responsible for authorizing GAP Access users.
  - Refer to the GAP Access User Guide for general questions, user name and password maintenance, and technical information about GAP Access.
Accessing the ING Grant System

- To access the ING Grant system:
  - Log in to the GAP Access system and select ING from the Program list
    - The GAP Access system is accessible at [https://isacportal.isac.org/](https://isacportal.isac.org/)
  - Select the academic year

- The system is available each day from 7 a.m. to 10 p.m. (CT)
- To access functions within the ING Grant system, select the appropriate tab based on sorting and viewing needs and preferences
ISAC Gift Assistance Programs (GAP) Access

Assigning an Administrator

GAP Access User Guide
GAP Access Login
Functionality Available via GAP Access

ISAC Gift Assistance Programs Access (or GAP Access) is the portal through which online interactions for the purpose of data inquiries, eligibility announcements, and payment requests for ISAC-administered programs are conducted. Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access can be granted.

Assigning an Administrator

The links to each chapter of the GAP Access User Guide below provide step-by-step instructions for activating accounts for administrators and users of the GAP Access portal. ISAC will rely on an administrator (contact person) at each institution to authorize users. The GAP Access Administrator will ultimately be responsible for monitoring passwords, staff access, and security for a variety of ISAC programs. The initial request for institutional access should be made by the Financial Aid Director or High School Principal.

Ultimately, one entry point, user name and password will be used to gain access to all programs to which a user has been granted access by their school’s administrator. As additional ISAC gift assistance programs are added to the GAP Access portal, the administrator must access the User Maintenance area and update the program access and level for each user.

GAP Access User Guides

User Guides for all GAP Access functionality are below. General questions, user name and password maintenance, and technical information about GAP Access are answered in the Activating and Authentication User Guides.

- Activating Your GAP Access Primary Administrator Account
- Activating Other GAP Access Administrators
- Activating GAP Access User Accounts
- GAP Access 2-Step Authentication Instructions

DEAA

Digital Education Achievement Award
2013 Honorable Mention
Functionality Available via GAP Access

Monetary Award Program (MAP)

All MAP electronic processing and management of information by colleges takes place through the GAP Access portal, including access to student eligibility data and submission of requests for payment.

Resources include PDF versions of the PowerPoint presentations used during webinars discussing the various MAP processing functions, located on the Partner Training page, and the MAP User Guide, accessible through the MAP Electronic Processing page.

MAP Advising Data

The MAP Advising Data option of GAP Access provides a streamlined and standardized means of reporting descriptions of advising and support programs that are available on college campuses. The User Guide for reporting MAP Advising data.

State Scholar Program (SSP)

One option that high schools can use for submission of the sixth semester processing is to submit individual records via the GAP Access portal. Refer to the Required Sixth Semester Data page for a list of the required data and the user guide that includes instructions.

ILlinois National Guard Grant (ING) Program

Effective with the 2015-16 academic year, ING Grant processing will take place through ISAC's Gift Assistance Program (GAP) Access portal, replacing the processing that had previously been done via the My Zone system. ING Grant processing is the latest ISAC Gift Assistance program to be added to GAP Access portal, the Internet application that allows schools to electronically process and manage information for the ING Grant.

When a student submits an ING Grant Application to ISAC, a record is added to the school's database in the ING system that can be viewed by the school on the Student List Eligibility view which displays in the same format as is used in the MAP program. Colleges can then create and submit BEF requests for eligible applicants in the same manner as MAP claims. Refer the ING Grant User Guide section for details regarding Student Eligibility and Benefit Usage Processing.

Access ING Grant System

Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access to the ING Grant system can be granted. ISAC will rely on a contact person, or Administrator, at each institution to authorize users at his/her school. Refer to the GAP Access User Guide for general questions, user name and password maintenance, and technical information about GAP Access. Contact a School Services Representative with questions that are not addressed in the Guide.
Hours of Operation
The ING Grant system is available each day between 7 a.m. and 10 p.m. (CT).

ING Grant User Guide
The ING Grant User Guide is broken down into smaller PDF chapters by function, which can be viewed online, printed or saved to your computer for future reference. The user guide provides detailed information about ING Grant functions and processing routines.

- Student Eligibility
- Benefit Usage Processing

ING Grant File Specifications
File specifications pertinent to colleges utilizing the file extraction feature of the ING Grant system, or sending ING Grant term benefits used to ISAC via File Transfer Protocol (FTP) are available here and on the Electronic Tools page. The file extraction feature is available with the release of the Benefit Usage functionality beginning February 29, 2016. The availability of the FTP functionality will be announced on the ING Grant Program News page.

Helpful Hints
- The ING system via GAP Access works best using Internet Explorer 8.0 or higher.
- Adjust the screen resolution if needed.
- For optimum printing of screens, set the printing option to landscape.
- Enter a date range to reduce the processing time of an extraction file. Entering a date range means fewer records are included, thus reducing the amount of time it will take to process the file; and
- Schedule reports to run when ING is not needed for other functions (for example, at the end of
## Student List Eligibility: View

### ING 2018-2019: Student List Eligibility: View

**Select School and ING Code**

- COLLEGE

**COLLEGE 001**

<table>
<thead>
<tr>
<th>#</th>
<th>Benefits</th>
<th>Sel</th>
<th>Current SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>ISAC Dflt</th>
<th>ING Units Used</th>
<th>Application Receipt Date</th>
<th>Certified Date</th>
<th>Certified Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$</td>
<td></td>
<td>xxx-xx</td>
<td>IS</td>
<td>N</td>
<td>24</td>
<td></td>
<td></td>
<td>06/22/2018</td>
<td>06/26/2018</td>
<td>Y</td>
</tr>
<tr>
<td>2</td>
<td>$</td>
<td></td>
<td>xxx-x</td>
<td>BI</td>
<td>N</td>
<td>24</td>
<td></td>
<td></td>
<td>06/11/2018</td>
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<td>3</td>
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<td>05/20/2018</td>
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<td></td>
<td></td>
<td>05/18/2018</td>
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<td>Y</td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries
Student Detail: Eligibility

ING 2018-2019: Student Detail: Eligibility
COLLEGE 001

Person Details

Current SSN
Go

Address
IL 61244

Date of Birth

Appl Receipt Date
06/22/2018

Certification Date
06/26/2018

Last Update
06/26/2018

Details

Branch
Army

Base

Certified Eligible
Y

Eligible Until

Eligible On or After
10 Year

ING Units Used
24

ISAC Default
N

Eligibility As Of Date
06/26/2018
The required benefit request process for the ING Grant is completed using GAP Access.

Even when ISAC does not receive appropriation to reimburse schools, the benefit request process must still take place so that benefit usage can be tracked and accurately assessed to students' accounts.

Schools must report enrollment hours and benefit dollar amounts for initial, supplemental (adjustments), in-district and out-of-district claims.

The benefit request process involves two distinct steps:

- Creating the request, which involves identifying student records for benefit usage and indicating their enrollment hours/status.
- Submitting the request, which sends the identified records to ISAC for processing.
Student Detail: Benefits
Reminders …

- A cumulative list of benefit request records is available for the entire fiscal year.
- New data for students eligible for benefits will be available whenever there is a new or updated eligible record for the college.
- It is recommended that colleges check GAP Access at least once a week for new student data that may have been posted for the current award year.
- The ING Grant system at GAP Access is available each day from 7 a.m. until 10 p.m. (CT).
- Students can access their eligibility information and benefit history through the ISAC Student Portal.
  - Must create an account and login to access their data.
IVG Benefits

- Covers tuition and mandatory fees
  - Students attending out-of-district community colleges receive in-district rates and are not responsible for the difference
- No minimum enrollment requirement
- Available to undergraduate and graduate students
- Academic year begins with summer term
IVG Eligibility Requirements

- Served at least one year federal active duty in the Armed Forces of the United States
  - Includes the Illinois National Guard and Reserve component of the Armed Forces
  - If less than one year, veteran may qualify if:
    - Service was in a foreign country in a time of hostilities in that country
    - Separation was for medical reasons directly connected to such service
    - Service was prior to August 11, 1967

- Separation characterized as honorable
  - If still in the Armed Forces, veteran must verify continued eligibility upon discharge
IVG Eligibility Requirements

- Student must meet one of these:
  - was a resident of Illinois at the time of entering federal active duty or within six months prior
  - was a student at an Illinois public university or community college at the time of entering federal active duty service

- AND one of these:
  - established or plans to establish Illinois residency within six months after separation from the Armed Forces
  - established Illinois residency within six months after spouse was separated from military service
Applying for IVG

- ISAC application available at isac.org
- Can be submitted anytime during academic year
- Only need to submit one time
- Applicants must also submit a copy of their Department of Defense Certificate of Release or Discharge from Active Duty (DD214 Member 4 copy) or its equivalent for all periods of active service
Illinois Veteran Grant (IVG) Program

Because this is an entitlement program, eligible recipients will receive their awards regardless of annual appropriations by the Illinois General Assembly and the Governor. Illinois public 2- and 4-year colleges are required to waive any eligible tuition and allowable fees that are not covered by state appropriations.

You may either scroll through this page, or click on any of the following links to go directly to a specific topic:

- Program Description
- IVG FAQs
- Eligibility
- Eligibility Units
- Using IVG with Other Tuition/Fee Benefits - IMPORTANT: Include programs in which you are eligible for Post-9/11 GI Bill benefits at less than 100% service and those benefits will be considered in your eligibility for the IVG program.

How to Apply

How to Apply (and Obtaining the Application)

How Funds Are Disbursed

Program Updates

How to Apply

The Illinois Veteran Grant (IVG) application is available online as an interactive application via the Student Portal. The online application has many benefits, including program information which is available at your fingertips, online edits which prevent errors, elimination of mailing time, and immediate confirmation that your application has been received at ISAC.

In order to ensure that your application is processed in a timely manner, be sure to carefully read the instructions, submit all required documentation (part of the interactive application process), and contact an ISAC Call Center Representative if you are uncertain about what documentation is needed.

For an equivalent copy of a DD Form 214 Member-4, contact the Illinois Department of Veterans’ Affairs, P.O. Box 19432, Springfield, Illinois 62794-9432 or phone 217.782.4652, or the National Personnel Records Center.

Applications for the IVG Program can be submitted any time during the academic year for which assistance is being requested, and need to be submitted only once to establish eligibility. Fully completed applications (including all required documentation) must be received at ISAC allowing sufficient time to complete the evaluation process.
Applying for IVG

- An applicant who is a member of the Armed Forces at the time of application must submit a letter from the commanding officer indicating:
  - that the applicant is a member of the Armed Forces
  - character of service
  - applicant’s home of record at the time of enlistment
  - length of time in each period of federal active duty
  - expiration date of current enlistment
- The student will be subject to verification of continued eligibility after each period of federal active duty service.
IVG Application

- ISAC launched an online application in October 2017
- Accessible through the ISAC Student Portal
- Edit checks have been built into the application
  - Will present required questions based on answers provided
- Provides the ability to submit electronic copies of DD214s and any required residency documentation
  - Acceptable formats are PDF, JPEG, DOC, DOCX files
  - If an electronic copy is not available, the applicant can mail the supporting documentation to ISAC
The paper application is still available at isac.org as well

- The current version has the date of 6/17 in the footer
- Please discard any older paper versions

Sign and date this certification section:

I certify, under the penalties of perjury as provided by law, that all information that I am submitting on this application and the required documentation is true and correct, and that I meet the eligibility requirements itemized within the Program Eligibility Requirements section of this application. I certify that I do not owe a refund on a federal or state grant. I certify that I am not in default on any federal student loan or, if in default, I understand that I must establish satisfactory repayment arrangements. I certify that I am in compliance with federal Selective Service registration requirements. I read all sections of this application before submitting it. Further, I give my consent to the federal and state departments of Veterans’ Affairs, the Armed Forces of the United States, National Guard, Reserves, federal Selective Service and the institution I attend to release information to ISAC concerning my eligibility for the Illinois Veteran Grant (IVG) Program.

Applicant’s Signature

Date

ISAC #F103 6/17

Printed by authority of the State of Illinois
COLLEGE PLANNING MADE EASY.

Planning for college can seem pretty overwhelming, but it’s a lot easier with the right tools just a click away. And it’s even better when those tools are free! Use the ISAC Student Portal to help you choose a college, learn about careers, find scholarships, simplify the financial aid process, learn how to budget your money, and much more. You can even connect with one of our ISACorps counselors for one-on-one help or to find a workshop in your area.

ISAC PROGRAMS

Apply for and check the status of Illinois Student Assistance Commission (ISAC) financial aid programs.
Illinois Veteran Grant (IVG) Program Application

Welcome to the online Illinois Veteran Grant (IVG) Program application.

Please read this important information about the program and how to make sure your application is completed correctly before it is submitted. If you have any questions, please contact the Student Portal and click on Login.

The Illinois Veteran Grant covers tuition and mandatory fees for community college.

Program Eligibility Requirements

Because you will be providing confidential information about yourself while completing this application, be sure to protect your personal data by closing the browser when you are finished. In addition, do not set a bookmark for application pages.

Subscribe for updates

Get updates about the IVG Program and other service-related information by subscribing to our Military Service Members/Veterans e-Messaging service.

START APPLICATION
Personal Information

- First Name
- Middle Initial
- Last Name
- Prior Last Name
- Date of Birth (MM/DD/YYYY)
- City
- State (IL)
- Zip Code
- County if in Illinois
- E-mail
- Phone Number

Service Information

Use the information from your Department of Defense Certificate of Release or Discharge from Active Duty (DD Form 214) Member-4 copy(ies) to complete information in this section. You will be given the opportunity to scan and upload the required documentation. If you are unable or prefer not to submit your documentation electronically, you may instead send it via U.S. mail to ISAC Dept. D, 1755 Lake Cook Road, Deerfield, IL 60015-5209.

Current service

Are you currently serving on federal active duty as a member of the Armed Forces of the United States?

- Yes
- No

*If you answered ‘No’ above you must submit a DD Form 214 Member-4 or equivalent Department of Defense (DD) documentation for your most recent period of federal active duty service.*
Breaks in service

If you had breaks in service you must list each period of federal active duty service and submit a DD Form 214 Member-4 or equivalent Department of Defense (DOD) documentation for each period of federal active duty service.

Please enter a valid From Date, To Date and then upload a file.

From:  
To:  

Total Prior Active Service

Year(s)  Month(s)  Day(s)

DD Form 214 Member-4 Prior Years of Service

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Description</th>
<th>Date Received (MM/DD/YYYY)</th>
<th>From Date (MM/DD/YYYY)</th>
<th>To Date (MM/DD/YYYY)</th>
<th>Prior Years</th>
<th>Prior Months</th>
<th>Prior Days</th>
</tr>
</thead>
</table>

Please Upload documents after selecting file. Allowed formats are (PDF, JPG, JPEG, DOC, DOCX)

Upload File

ADD AN ADDITIONAL PERIOD OF FEDERAL ACTIVE DUTY SERVICE
IVG Notification

- Student receives Notice of Eligibility from ISAC
  - Students can also access information about their eligibility in the ISAC Student Portal
  - Applicant must notify the school of his/her eligibility no later than the last day of classes for the term for which the grant is requested

- Schools can access eligibility records via GAP Access
  - Your IVG system program privileges must be set to:
    - IVG "View" to be able to view IVG eligibility and benefits used information, and
    - IVG "Update" to request, edit or update IVG benefit usage data
  - Once you have successfully logged in to GAP Access, the IVG information can be accessed by selecting IVG from the list of programs
Student Benefit List: View

IVG 2017-2018: Student Benefit List: View

Select School and IVG Code:

COLLEGE

GO

COLLEGE 001

List Filter Sort Columns Add Student Benefit Request Entry Submit Benefit Requests

Entries displayed 100

| # | Sel | Req | Sel | Term Number | Current SSN | Last Name | First Name | IVG Number | IVG Code | Request Code | Enrollment Hours | In Dist Tuition | Out of Dist Tuition | Requested Amount | Post 9/11 GI Bill | Benefit Amount |
|---|-----|-----|-----|-------------|-------------|-----------|------------|------------|------------|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|
| 1 |     |     |     | 1-Fall     |              |           |            |            |            |             |                 |                 |                 |                 |                 |                 |               |
| 2 |     |     |     | 2-Spring   |              |           |            |            | RIV        |             |                 |                 |                 |                 |                 |                 | RIV            |
The initial student list that you will see when logging in to the IVG system will be a list of all students who have received an IVG benefit at your institution in the last three academic years.

You will then have the ability through the Add Student screen to search ISAC’s database for new, additional students who may want to use their IVG benefits at your school.

Once you’ve added a student to your list, you will be able to see an eligibility detail screen for them and create a benefit request for them.

The academic terms are numbered in the IVG system as follows:
- 3 = Summer term
- 1 = Fall term
- 2 = Spring term
IVG in GAP Access

- To add a student to your school list, you must enter at least two of the three student identifiers.
- If your search does not provide a result, that means either the student is not eligible or is not in ISAC’s database.
  - For example, you will not be able to add a student whose IVG application is in process and has not yet been determined to be eligible or an applicant whose status may have changed from eligible to ineligible.
- If you are unable to locate a student who you believe should be in ISAC’s IVG database, please contact ISAC’s School Services Department for assistance at 866-247-2172 or isac.schoolservices@illinois.gov.
IVG Benefit Request Process

- Schools complete the benefit request (claim) process online in GAP Access
  - Transitioned from My Zone to GAP Access in February 2018
- Requests can also be submitted using the File Transfer Protocol (FTP) process
  - See the Electronic Tools page in the E-Library at isac.org
  - Contact School Services for set up information
- A User Guide and FTP File Specifications have been posted to isac.org for your reference
The benefit request process in the IVG system involves two distinct steps:

1. Creating the Request - which involves identifying student records for benefit usage and entering data about their enrollment hours/status and benefit amount
2. Submitting the Request - which sends the identified records to ISAC for processing

Step 1: Creating the requests -- can be done in one of three ways:
- In batches, or groups, of students together in the IVG system
- Individually, by student in the IVG system
- File Transfer Protocol (FTP) processing

Regardless of the way in which the benefit request is created in the IVG system (in batch or individually), you must also complete Step 2: Submitting the Request on the Submit Benefit Requests screen to complete the process.
Student Detail: Benefits

**Request options:**
- “Benefit” to create a benefit request
- “Cancel” to cancel a previously-submitted request
- “Delete” to delete a request that has been created but not yet submitted.
Crediting Student Accounts and Tracking Benefit Usage for ING & IVG

- Compliance reminders
  - Be consistent
    - Ensure that the amounts reported on student account is consistent with data reported to ISAC
      - Dollar amounts
      - Enrollment hours
  - Report benefit usage correctly
    - Report actual number of enrollment hours
    - Be sure to make all necessary adjustments
  - Do not include or combine institutional or other waiver programs with ING Grant or IVG benefit amounts on student or institution records
Illinois Veteran Grant (IVG) Electronic Processing

Overview
Access the IVG System
Hours of Operation
IVG User Guide
IVG File Specifications
IVG File Transfer Protocol (FTP)

Helpful Hints

Overview
The Illinois Veteran Grant (IVG) program benefit usage data is processed through ISAC’s Gift Assistance Program (GAP) Access Portal replacing My Zone beginning February 2018. Records of students for whom the college has reported benefit usage data within the past three years will display on the Student Benefit List: View screen. Colleges can create and submit benefit requests for eligible applicants in the same manner as MAP and ING claims. Refer to the IVG Program User Guide for details regarding Benefit Usage Processing.

Access the IVG System
Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access to the IVG system can be granted. All users, not just those who work in the financial aid office, need a valid GAP Access ID and password to access the IVG system. The FTP & ISAC User Guide offers more details.

IVG User Guide
Details about navigation, student eligibility, benefits request processing and results, reports and file extractions can be found in the IVG User Guide that can be viewed online, printed or saved to your computer for future reference. The user guide provides detailed information about IVG functions and processing routines.

IVG File Specifications
The 2017-18 IVG File Specifications, describing the file layout to be used to send data for the IVG Program to ISAC via File Transfer Protocol (FTP), are available within the Electronic Tools section of the e-Library. New for 2017-18 IVG spring-term processing, the file layout is 160-byte in length. Please make sure all files conform to this new format. To activate participation in the IVG FTP process, or to schedule the transmission of an IVG FTP test file, colleges must contact School Services.

File Transfer Protocol (FTP)
Enhanced security for ISAC’s File Transfer Website, requires a valid GAP Access user ID and password in order to submit benefits used files via transfer.isac.org. Additional information and instructions are provided in the FTP Process Using GAP Access Credentials Guide.
Combining Education Benefits
When Veterans Are Eligible for Multiple ISAC Programs

- Students eligible for MAP and IVG or ING must use IVG or ING benefits instead of MAP
  - A student cannot decline IVG or ING to use MAP
- Students eligible for IVG and ING can choose which program they would like to use
- Students can use IVG and ING together
  - The same amount of eligibility units will be charged to each program regardless of the amount of benefits paid
- Students can decline IVG, ING and/or MAP to use federal benefits that also provide tuition and fee benefits
Combining Post-9/11 GI Bill Program with State Benefits

- For veterans who are eligible for Post-9/11 GI Bill benefits at less than 100% and who use those benefits with the IVG or ING Grant programs in the same term, the Post-9/11 GI Bill benefits should be applied first (VA will be first payer), and any remaining eligible tuition and fee charges would be covered by the IVG and/or ING Grant.

- The number of IVG and ING Grant units used will be prorated based on the percentage of the charges that are covered by the ISAC programs.
Prorating IVG or ING Units When Combined with Post-9/11 GI Bill

- When the IVG or ING Grant is used with the Post-9/11 GI Bill and can be the “last payer,” ISAC will prorate eligibility units used based on the percentage of IVG or ING Grant benefits that are needed to cover remaining tuition and mandatory fees.

- To calculate, ISAC will multiply the number of credit hours the student is enrolled in by the percentage that the IVG or ING Grant is covering (after Post-9/11 GI Bill benefits have been applied) and the result will be converted to eligibility units using the units chart found in the program rules.

<table>
<thead>
<tr>
<th>Number of Hours</th>
<th>Semester Term</th>
<th>Quarter Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more hours</td>
<td>12 units</td>
<td>8 units</td>
</tr>
<tr>
<td>9 - 11.99 hours</td>
<td>9 units</td>
<td>6 units</td>
</tr>
<tr>
<td>6 - 8.99 hours</td>
<td>6 units</td>
<td>4 units</td>
</tr>
<tr>
<td>3 - 5.99 hours</td>
<td>3 units</td>
<td>2 units</td>
</tr>
<tr>
<td>0 - 2.99 hours</td>
<td>1 units</td>
<td>1 units</td>
</tr>
</tbody>
</table>
## Sample Scenarios

- Enrollment status of 12 credit hours for a semester and tuition & fees are $10,000

<table>
<thead>
<tr>
<th>Post-9/11 GI Bill, 80% and IVG</th>
<th>Post-9/11 GI Bill, 40% and ING Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 \times .80 = $8,000 paid by Post-9/11 GI Bill</td>
<td>$10,000 \times .40 = $4,000 paid by Post-9/11 GI Bill</td>
</tr>
<tr>
<td>$2,000 (20%) covered by IVG</td>
<td>$6,000 (60%) covered by ING Grant</td>
</tr>
<tr>
<td>.20 \times 12 \text{credit hours} = 2.4%</td>
<td>.60 \times 12 \text{credit hours} = 7.2%</td>
</tr>
<tr>
<td>2.4 converts to 1 unit</td>
<td>7.2 converts to 6 units</td>
</tr>
<tr>
<td>Student would use 1 IVG unit and 4 months of Post-9/11 GI Bill benefits</td>
<td>Student would use 6 ING Grant units and 4 months of Post-9/11 GI Bill benefits</td>
</tr>
<tr>
<td><em>(Prior to the rule change, the student would have used 12 IVG units and 4 months of Post-9/11 GI Bill benefits)</em></td>
<td><em>(Prior to the rule change, the student would have used 12 ING Grant units and 4 months of Post-9/11 GI Bill benefits)</em></td>
</tr>
</tbody>
</table>
Compliance

Welcome to the IACRAO compliance page. This page provides links to information that can have an impact on Admission and Records professionals in Illinois.

Click a topic below to view the contents of that section.

- [AACRAO Advocacy Listserv](#)
- [General Provisions (5 ILCS 160) Records Act](#) – Impacts Public Universities. It is about records retention and disposal
- [Identity Protection Act (Public Act 096-0874)](#) – Impacts State and Local Government such as Public Universities. It is about using Social Security numbers
- [Voter Registration (Public Act 094-0492)](#) – Impacts public institutions of higher learning in Illinois. Sec. 1A-30 states that Voter Registration Information and forms are to be distributed as part of in-person student registration
- [Illinois Residency (110 ILCS/675/20-88)](#) - Guidelines for in-state tuition charge and residency
  - [Higher Education Veterans Service Act (Public Act 096-0133)](#) – Requires all public colleges and universities to conduct a survey of the services and programs provided for veterans, active duty military and their families. The survey is to be available on the institution homepage
  - [Students called to active military service (Public Act 094-0587)](#) outlines the expectations on how public universities and community colleges will treat currently enrolled students that are called to active service. Includes withdraw and registration information.
www.iacrao.org/compliance/

- **Higher Education (110 ILCS 805/) Public Community College Act** – Sec. 2-11 empowers colleges to develop articulation procedures.

- **AACRAO has an excellent page** on Federal Compliance Issues such as FERPA, Constitution Day, SEVIS, IPEDS, Student Right to Know, etc.

- **National Postsecondary Education Cooperative has a recommendation report** “Information Required to Be Disclosed Under the Higher Education Act of 1965: Suggestions for Dissemination.” Includes a summary of disclosure requirements in the HEA (as amended by the Higher Education Opportunity Act of 2008). A few items of interest to IACRAO may be sections on Transfer and Textbooks.

- **College Student Immunization Act** – Provides information regarding proof of immunizations against preventable communicable diseases that colleges/universities must request of students.

- **Educational Credit for Military Experience Act (Public Act 100-0195)** – Each institution of higher education shall adopt a policy regarding its awarding of academic credit for military training considered applicable to the requirements of the student’s certificate or degree program. Effective - 1/1/2018. Institutions must adopt the policy before June 1, 2018.

- **Credit for Prior Learning (Public Act 100-0261)** – Each public university and community college shall submit its policies and procedures for students to earn credit for prior learning to the Board of Higher Education. At a minimum, these procedures shall include a listing of the types of documentation acceptable to the public university and the dates of inclusion for which prior learning is acceptable. Effective - 1/1/2018

- **Human Relations (110 ILCS 205/9.21)** – Requires each public institution of higher education to include, in the general education requirements for obtaining a degree, coursework on improving human relations to include race, ethnicity, gender and other issues related to improving human relations to address racism and sexual harassment on their campuses, through existing courses.
A reminder that ISAC email addresses changed several months ago, removing the “isac” part from the address: (November 2017)

For example:

Kimberly.Eck@isac.illinois.gov

is now

Kimberly.Eck@illinois.gov

In general, applies to all ISAC staff e-mail addresses

- A few may have had to add a middle initial

Old addresses will continue to forward for a period of time, but will eventually be discontinued
ISAC Contact Information

School Services
866-247-2172
isac.schoolservices@illinois.gov

ISAC Call Center – Student Services
800-899-4722
isac.studentservices@illinois.gov

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Kim Eck, Training Services
217-785-7139
Kimberly.Eck@illinois.gov
Questions/Comments?

Thank you for participating today!