

A+ Dual Credit/Dual Enrollment Scholarship Process Outline

To help better understand the implementation of the proposed program, the following outlines the semester process MDHEWD is considering for application through payment. The process is still in draft form and may change between now and the program's spring 2022 implementation. Details, including deadlines and the timing of certification, are still being worked out. This process will be updated as additional information becomes available. Please submit any comments or questions about this proposed process to Kelli Reed at kelli.reed@dhewd.mo.gov.

1. The student will complete the application, which will be available on MDHEWD's Journey to College website, and will submit it to MDHEWD for review by the established semester deadline.
 - a. Applications can be emailed, faxed or mailed.
 - b. The application will collect their family's Adjusted Gross Income information to help MDHEWD rank the students by financial need, in accordance with the statutory requirements. Students will only be required to submit their AGI information once per year.
 - c. Students with incomplete applications will be notified that additional information is required.
 - d. Students with complete applications will receive confirmation of submission.
 - e. Late applications will be considered based on funding availability.
2. The high school will provide MDHEWD a list of their dual credit/dual enrollment students who are juniors or seniors and who have met the scholarship's A+ related eligibility criteria (GPA, attendance, good citizenship, EOC).
 - a. The Excel template used to report this information will be available on MDHEWD's website.
 - b. In addition to verification of the student's eligibility, the template will also include fields for reporting the student's dual credit or dual enrollment provider(s), the estimated number of dual credit or dual enrollment hours the student is expected to take at each provider, and the estimated tuition rate for each provider.
3. MDHEWD will match the applications received to the high schools' lists.
 - a. Students who have both applied and appear on their high school's verification list will be processed.
 - b. MDHEWD will provide high schools with a list of the applicants that were not matched to their list of potentially eligible students (from Step 2).
 - c. High schools will notify the students who were unable to be matched.
4. MDHEWD will rank the matched students first by Adjusted Gross Income and then by earliest application received date.
 - a. Using the estimated cost information provided by the high schools, we will then walk down the list until all available funds are expended or all eligible students are accounted for, whichever comes first.
 - b. Students who cannot be funded initially will be considered if funding remains after the dual credit/dual enrollment providers have completed the final eligibility verification and disbursements have been made to all eligible students.

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5. MDHEWD will provide a certification roster of the awarded students (those who met the need cutoff) to the dual credit/dual enrollment providers for verification of eligibility and certification of the reimbursement amount.
 - a. Initially certification by, and disbursement to, the dual credit/dual enrollment providers will occur outside of FAMOUS, but will be incorporated into FAMOUS as resources allow.
 - b. We will provide each high school with a list of the awarded students who have been sent for eligibility verification so they can notify the students.
6. The dual credit/dual enrollment providers will complete the certification roster and submit it to MDHEWD.
7. MDHEWD will process the payment requests for the eligible students and will disburse the funds to the providers for delivery to the students' accounts.
8. If funding remains after the disbursement process is complete, steps 4-7 will be repeated until all available funding is expended or all eligible students have been paid.

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