



State Financial Aid Manual Grants for Students with Intellectual and Developmental Disabilities

December 23, 2019

Author**Jacquelynn Mol Sletten**

Financial Aid Administrator

Tel: 651-355-0609

jacquelynn.mol.sletten@state.mn.us

About the Minnesota Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding up to \$207 million in need-based grants to Minnesota residents attending accredited institutions in Minnesota. The agency oversees tuition reciprocity programs, a student loan program, Minnesota's 529 Institution Savings Plan, licensing and early institution awareness programs for youth.



Table of Contents

Introduction	1
Program Objectives	1
Program Overview	1
Application Process	1
Eligibility Requirements	2
Postsecondary Institutions	2
Student Eligibility	2
Award Process and Formula	3
Award Calculation	4
Tuition and Fees	4
Federal Pell Grant	4
Minnesota State Grant	5
Institutional Aid	5
Award Adjustments	5
Disbursement Process	5
Reporting Requirements	6
Refund Process	6
Accounting and Audit Requirements	7
Documentation of Student Eligibility	7
Documentation of ID Grant Receipts, Disbursements and Refunds	7
Reconciliation	8
Reconciling ID Grant Disbursement Records	8
Return of Excess Funds	8
Utilization of ID Grant Fund Interest Earnings	8
Prohibition Against Charging Student Fees	8
Student Account Requirement	9
Summary of State Audit Requirements: Institutional Documentation for the ID Grant Program	9
Appendix A	10
Minnesota Statutes Governing Grants for Students with Intellectual and Developmental Disabilities	10
Appendix B	11
Federal Regulations Governing Financial Assistance for Students with Intellectual Disabilities	11
Appendix C	12

ID Grant Estimated Award Roster	12
Appendix D	13
Refund Return Form	13

Introduction

This manual is written for institutions participating in the Grants for Students with Intellectual and Developmental Disabilities (ID Grant) program and is subject to all subsequent changes in both federal and Minnesota state laws and regulations governing the ID Grant program. This manual is updated on an annual basis. Institutions are required to read all e-mail and written correspondence from the Office of Higher Education (Agency) to keep informed of any changes in policy or guidance. Program changes announced during the interim have the full force and effect of the State Financial Aid Manual. All participating institutions are responsible for designating an ID Grant contact on campus and notifying the Agency about changes to the institutional contact information; including name, e-mail address, and phone number.

Program Objectives

The objective of the ID Grant program is to provide financial assistance to eligible Minnesota resident students with intellectual and developmental disabilities who attend eligible Minnesota postsecondary institutions (see [Appendix A](#)).

Program Overview

The ID Grant program provides postsecondary students with intellectual and developmental disabilities with financial assistance in meeting the tuition and fees of Comprehensive Transition & Postsecondary (CTP) programs at eligible Minnesota postsecondary institutions. Each academic year, the Agency determines which institutions will be eligible according to program statutes and rules. The Agency is responsible for issuing program guidance and providing funding allocations to postsecondary institutions. Postsecondary institutions are responsible for meeting program deadlines set by the Agency, identifying applicants, calculating awards, award notifications, disbursements, award adjustments and refunds.

Application Process

A student applies for an ID Grant by completing the Free Application for Federal Student Aid (FAFSA) [online](https://studentaid.ed.gov/sa/fafsa) (https://studentaid.ed.gov/sa/fafsa). In order to access the application online and provide an electronic signature on the FAFSA, the student and parent(s) should apply for a FSA ID at <https://fsaid.ed.gov/npas/index.htm> or while completing the FAFSA online. Alternatively, the student may choose to file the FAFSA by completing a [PDF FAFSA](#) (https://studentaid.ed.gov/sa/fafsa/filling-out#options) to be mailed for processing or request

a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243). If a student is hearing impaired, the student may contact the TTY line at 1-800-730-8913.

An undocumented student who is not a citizen or eligible non-citizen applies for an ID Grant by completing the Minnesota state financial aid application at www.ohe.state.mn.us/MNDreamAct. Alternative means of submitting the Minnesota state financial aid application can be discussed by calling the Agency toll free at 1-800-657-3866.

FAFSA and Minnesota state financial aid applications complete prior to July 1 of the upcoming academic year receive priority to be eligible for the ID Grant program. For example, an application complete prior to July 1, 2019 for academic year 2019-2020 (July 1, 2019 – June 30, 2020) will have priority in the awarding process. Students with incomplete applications prior to July 1 or applications completed after July 1 may be added to an institutional wait list as determined by the institution.

Eligibility Requirements

Postsecondary Institutions

To be eligible to award an ID Grant, a postsecondary institution must meet all of the following conditions:

- Be located in Minnesota
- Offer a comprehensive transition and postsecondary (CTP) program (degree, certificate, non-degree, or non-certificate program), as defined in Code of Federal Regulations, title 34, section 668.231 (see [Appendix B](#))
- Meet the definition of eligible institution, as defined in [Minnesota Statute 136A.103](#) (<https://www.revisor.mn.gov/statutes/cite/136A.103>)
- Have the necessary administrative computing capability to administer the program on campus and electronically report student data records to the Agency
- Provide to the Agency student-level data; and federal, state, and institutional financial aid.

Student Eligibility

To be eligible for an ID Grant, a student must meet all of the following:

- Have an intellectual disability, as defined in Code of Federal Regulations, title 34, section 668.231 (see [Appendix B](#)):
 - cognitive impairment characterized by significant limitations in:
 - Intellectual and cognitive functioning; and

- Adaptive behavior as expressed in conceptual, social, and practical adaptive skills; and
 - currently, or was formerly, eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA), including a student who was determined eligible for special education or related services under the IDEA but was home-schooled or attended a private school.
- Be enrolled in and attend a CTP program at an eligible Minnesota postsecondary institution
- Apply using the FAFSA or Minnesota state financial aid application
- Have tuition and fees not covered by the Federal Pell Grant, Minnesota State Grant, or institutional aid
- Be a Minnesota resident as defined in [Minnesota Statutes 136A.101, Subd. 8](https://www.revisor.mn.gov/statutes/cite/136A.101) (https://www.revisor.mn.gov/statutes/cite/136A.101)
- Be a graduate of a secondary school/GED recipient or be at least 17 years of age at the time of disbursement (high school students enrolled in postsecondary courses prior to receiving their high school diploma are not eligible for an ID Grant)
- Not be in default on a student educational loan
- Not be more than 30 days in arrears for child support payments owed to a public child support enforcement agency unless the student is complying with a written repayment plan

Award Process and Formula

Institutions are responsible for submitting estimated grant awards via the Estimated Award Roster (see [Appendix C](#)) each academic year by July 1. For example, institutions submit the roster on July 1, 2019 for academic year 2019-2020 (July 1, 2019 – June 30, 2020). The Estimated Award Roster includes but is not limited to:

- Student name
- Cost of Attendance (COA)
- Expected Family Contribution (EFC)
- Tuition and fees
- Pell Grant
- Minnesota State Grant
- Institutional aid
- Other government aid
- Private aid

Based upon the Estimated Award Roster and available funds, the Agency will determine and notify institutions of maximum grant and annual allocation amounts by July 15th.

Institutions are responsible for calculating and notifying students about ID Grant awards. All awards should be for an even dollar amount with cents rounded to the nearest dollar. The minimum award is \$50 per term.

Award Calculation

Program tuition and fees for semester

- Federal Pell Grant (actually received by student)
- Minnesota State Grant (actually received by student)
- Institutional Aid
- = ID Grant (\leq Maximum ID Grant)

Tuition and Fees

When calculating the ID Grant, institutions must use actual program tuition and fees charged as of the date of disbursement, end of drop/add period, or award adjustment end date, whichever is later. The date used to determine actual program tuition and fees must be applied to all ID Grant recipients. Institutions choosing an award adjustment end date must follow related guidelines in the Minnesota State Grant program.

Course-specific fees may be included. Tuition and fees does not include the purchase of books and supplies; transportation; housing; or other educational related expenses.

In the instance where a student elects to enroll and attend courses outside of the CTP program, there is no requirement for the institution to award only for the credits applied to the CTP program. However, the institution may opt to include only the tuition and fees of the credits applied directly to the CTP program.

To receive the ID Grant, a student is not required to pursue or elect to use a waiver program. If the student receives a waiver of tuition and fees from the institution or third party, the amount of tuition and fees waived cannot be used in the award calculation for the ID Grant.

Federal Pell Grant

The Federal Pell Grant used in the calculation of the ID Grant is based on the award amount shown for the student's EFC and enrollment level on the Federal Pell Grant disbursement schedule for the aid year.

The Federal Pell Grant is only subtracted if actually disbursed to the student. For example, an undocumented student may financially qualify for the Federal Pell Grant based on the student's EFC, but cannot receive the Pell Grant because the student does not meet the program eligibility requirement for U.S. citizenship or eligible non-citizen status. In such cases, the Pell Grant is not subtracted in the ID Grant award calculation. The same would apply to students who cannot receive a Pell Grant because the program in which they are enrolled does not meet minimum program length requirements for the Pell Grant program. Additionally, students who do not have enough remaining Pell Grant eligibility to cover the Pell Grant award for summer term will only have the amount of Pell Grant funds actually disbursed to the student for summer term subtracted in the ID Grant award calculation.

Minnesota State Grant

The Minnesota State Grant used in the calculation of the ID Grant is based on the State Grant Shared Responsibility award calculation.

The State Grant is only subtracted if actually disbursed to the student. For example, the student may financially qualify for a State Grant, but cannot receive the grant because the student missed the State Grant application deadline or the student's program does not meet minimum program length requirements used for the State Grant. In such cases, the State Grant is not subtracted in the ID Grant award calculation.

Institutional Aid

Institutional aid includes but is not limited to need and non-need based financial scholarships, grants and gift aid from the institution to the student. All institutional aid must be subtracted in ID Grant award calculation.

Award Adjustments

The ID Grant would only be adjusted if the actual tuition and fees charged date had not transpired when the student's Pell Grant, Minnesota State Grant, or institutional aid was subsequently adjusted due to changes in enrollment, EFC, need analysis, degree type, or award calculation budget.

Disbursement Process

The Agency will disburse ID Grant funds on an annual basis directly to eligible institutions via EFT. Periodically, the Agency will contact institutions to determine if there are any excess funds that can be returned to the Agency for reallocation to other institutions requesting additional

funds. Institutions are responsible for updating the Estimated Award Roster (see [Appendix C](#)) as instructed by the Agency.

Institution may not make a payment to a student for a payment period or term until the student has registered for classes during that payment period or term. Institution is liable for all funds disbursed to a registered student prior to the start of the enrollment period if that student fails to begin the enrollment period. Disbursements must be based on the student's status as of the date of disbursement or the add/drop date as stated in the institutions' catalog whichever is later. All related disbursement guidelines used for the Minnesota State Grant program apply including determination of disbursement date, acceptable methods of disbursement, student authorization for EFT transactions, student account balance requirements and other applicable guidelines described in the 'Disbursement Process' section of the Minnesota State Grant chapter in the Financial Aid Manual.

Reporting Requirements

Each institution shall provide to the Agency, on a term basis, an accurate and detailed account of ID Grants in a form provided by the Agency. Items to be reported include but are not limited to, recipient biographic information (name, social security number, date of birth, address); enrollment status; tuition and fees; federal, state, and institutional financial aid; and disbursed ID Grant amount. The Agency will provide institutions with a form for data collection and a secure upload process. The Agency may elect to utilize data from Estimated Award Roster in substitution of a separate report form.

Refund Process

Institutions are responsible for calculating ID Grant refunds within a reasonable amount of time and returning funds to the ID Grant account in a timely manner. All refunds should be for an even dollar amount with cents rounded to the nearest dollar. Institutions are also responsible for notifying students of ID Grant refunds.

All related full withdrawal guidelines for the Minnesota State Grant program apply to the ID Grant. Institutions are not required to refund ID Grant for partial withdrawals if they occur after the date of actual tuition and fees charged.

Any annual excess ID Grant funds must be returned to the Agency no later than August 31st following the close of the academic year or within 10 working days of a written request from the Agency. After the institution has returned the end of the year account balance to the Agency, any student refunds discovered after that point should be sent directly to the Agency along with the Refund Return Form (see [Appendix D](#)).

Accounting and Audit Requirements

Each institution must designate an employee(s) as the institutional representative to perform or supervise all financial and accounting activities related to the ID Grant program. Auditors from the Agency will periodically visit each participating institution to perform an audit. Institutions have the option of hiring a private auditing firm to conduct the audit of state aid programs in conjunction with an audit of federal financial aid programs. (See also 'Audits' under 'Common Definitions' chapter in [State Financial Aid Manual](http://www.ohe.state.mn.us/mPg.cfm?pageID=891) (<http://www.ohe.state.mn.us/mPg.cfm?pageID=891>.)

Each participating institution must establish a procedure by which an audit can be conducted by going to no more than three administrative offices within the institution. In most cases, these will be the financial aid office, the business office and the registrar's office, but that choice is made by the institution.

The institution must make available all pertinent books, documents, papers and records for audit and examination for three years after the last day of a fiscal year or until all audit exceptions for the period are resolved.

Upon request by the institution, the Agency will supply an updated ID Grant program audit guide.

Documentation of Student Eligibility

All institutions must have written documentation that the student meets all of the program eligibility requirements described in the '[Student Eligibility](#)' section in this chapter.

With respect to written documentation of enrollment status, the actual documentation, such as a fee statement or transcript, need not be kept at the financial aid office but must be readily available at the registrar's office or other responsible department within the institution.

Documentation of ID Grant Receipts, Disbursements and Refunds

All institutions must maintain an audit trail in the form of a general ledger by state fiscal year that tracks all of the following transactions:

- The date and amount of ID Grant funds sent by the Agency to the institution
- The date and amount of ID Grant funds disbursed by the institution to students. The institution should keep supporting documentation for disbursement entries that

identifies the amount of ID Grant funds disbursed to the student by check or deposited in the student's institutional or bank account by student name and ID number. The institution must reconcile financial aid records to business office records regarding the amount of Minnesota State Grant paid to each student.

- The date and amount of ID Grant refunds or repayments from students deposited back into the institution's ID Grant account on campus. The institution should keep supporting documentation for refund entries that identifies the amount of ID Grant funds deposited back into the institution's ID Grant account for each student by student name and ID number. The institution must also keep a copy of the refund calculation worksheet, or the institution's facsimile, used to calculate the ID Grant refund.
- The date and amount of ID Grant funds returned to the Agency by the institution at the end of each fiscal year.

Reconciliation

Reconciling ID Grant Disbursement Records

The financial aid office must reconcile its record of ID Grant disbursements with the institution business office's records of disbursement throughout the fiscal year and reconcile with the Agency's records of ID Grant disbursement at the end of each fiscal year.

Return of Excess Funds

The institution must return all excess funds to the Agency no later than August 31st after the close of the academic year using the top section of the Agency's Refund Return Form (see [Appendix D](#)). Institutions must also honor any requests for return of excess cash balances sent by the Agency throughout the aid year and return the requested amount within 10 days of receiving the request.

Utilization of ID Grant Fund Interest Earnings

Institutions are allowed to utilize any interest earnings on ID Grant funds advanced to the institution to offset administrative costs incurred by the financial aid office from administering the ID Grant program on a decentralized basis.

Prohibition Against Charging Student Fees

The institution shall not, under any circumstances, collect from ID Grant applicants or recipients any special fees for charges to directly cover the cost of administering the ID Grant program.

Student Account Requirement

An institution must maintain a student account for each student. The institution must provide the student with an itemized statement of the account at least annually and upon termination of enrollment.

Summary of State Audit Requirements: Institutional Documentation for the ID Grant Program

At a minimum, each institution must be able to produce the following for auditors:

1. Individual student financial aid files for ID Grant recipients
2. Documentation that students meet program eligibility requirements
3. Documentation of the federal methodology need analysis results, tuition and fee charges, Federal Pell Grant, Minnesota State Grant, and institutional aid used to calculate or adjust the student's ID Grant award
4. Documentation of the student's enrollment level in a qualifying CTP program at the time of ID Grant disbursement
5. Documentation of the disbursement dates of payments to individual award recipients
6. Written documentation of refund calculations for individual award recipients
7. Written documentation of individual student refund amounts and the date these ID Grant funds were returned to the institution's ID Grant account
8. Written definition of Satisfactory Academic Progress and a policy which conforms to both federal and state requirements
9. Written definitions of "full-time student," "three-quarter time student," "half-time student," and "less than half-time student" for purposes of Federal Title IV programs; and
10. Documentation of the unusual circumstances requiring a professional judgment change of dependency status or adjustment of EFC or cost of attendance.

Appendix A

Minnesota Statutes Governing Grants for Students with Intellectual and Developmental Disabilities

2019 Minnesota Statutes

136A.1215 GRANTS FOR STUDENTS WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES.

Subdivision 1. Establishment. A program is established to provide financial assistance to students with intellectual and developmental disabilities that attend a Minnesota postsecondary institution.

Subd. 2. Eligible students. A postsecondary student is eligible for a grant under this section if the student:

- 1) meets the eligibility requirements in section [136A.121, subdivision 2](#);
- 2) is a student with an intellectual disability, as defined in Code of Federal Regulations, title 34, section 668.231, and is enrolled in a comprehensive transition and postsecondary program under that section; and
- 3) attends an eligible institution, as defined in section [136A.101, subdivision 4](#).

Subd. 3. Application. To receive a grant under this section, a student must apply in the form and manner specified by the commissioner.

Subd. 4. Maximum grant amounts. (a) The amount of a grant under this section equals the tuition and fees at the student's postsecondary institution, minus:

- 1) any Pell or state grants the student receives; and
- 2) any institutional aid the student receives.
- 3) If appropriations are insufficient to provide the full amount calculated under paragraph (a) to all eligible applicants, the commissioner must reduce the maximum grant amount available to recipients.

Subd. 5. Reporting. By February 15 of each year, the commissioner of higher education must submit a report on the details of the program under this section to the legislative committees with jurisdiction over higher education finance and policy. The report must include the following information, broken out by postsecondary institution:

- 1) the number of students receiving an award;
- 2) the average and total award amounts; and
- 3) summary demographic data on award recipients.

Appendix B

Federal Regulations Governing Financial Assistance for Students with Intellectual Disabilities

2019 Federal Regulations

§ 668.231 Definitions.

The following definitions apply to this subpart: *Comprehensive transition and postsecondary program* means a degree, certificate, non-degree, or non-certificate program that:

- 1) Is offered by a participating institution;
- 2) Is delivered to students physically attending the institution;
- 3) Is designed to support students with intellectual disabilities who are seeking to continue academic, career and technical, and independent living instruction at an institution of higher education in order to prepare for gainful employment;
- 4) Includes an advising and curriculum structure;
- 5) Requires students with intellectual disabilities to have at least one-half of their participation in the program, as determined by the institution, focus on academic components through one or more of the following activities:
 - a. Taking credit-bearing courses with students without disabilities.
 - b. Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit.
 - c. Taking non-credit-bearing, non-degree courses with students without disabilities.
 - d. Participating in internships or work-based training in settings with individuals without disabilities; and
- 6) Provides students with intellectual disabilities opportunities to participate in coursework and other activities with students without disabilities.

Appendix C

ID Grant Estimated Award Roster

Minnesota ID Grant: 2020-2021

OHE ID Grant Students

Fiscal Year	Inst Code	First Name	MI	Last Name	Suffix	SSN	DOB	Current Street Address	City	State	Zip Code	EFC (9 mo)
2020												

F19 Credit Hours	F19 Tuition & Fees	F19 COA	F19 Federal Pell Grant	F19 State Grant	F19 Institutional Aid	F19 Other Government Aid	F19 ID Grant Need	F19 ID Grant Disbursed
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SP20 Credit Hours	SP20 Tuition & Fees	SP20 COA	SP20 Federal Pell Grant	SP20 State Grant	SP20 Institutional Aid	SP20 Other Government Aid	SP20 ID Grant Need	SP20 ID Grant Disbursed	TOTAL ID Grant	Notes (from Inst)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Appendix D

Refund Return Form

MN Office of Higher Education Refund Return Form

For Returning End of Year Balances or Returning Individual Student Refunds

Returning End of Year Balance or Interim Excess

(for use with ID Grant, Postsecondary Child Care Grant, State Grant, State Work Study)

Program Name	Aid Year	Amount of Refund
		\$
		\$
		\$
		\$
		\$

Returning Individual Student Refund(s)*

(for use with ID Grant, Indian Scholarship, MN Reconnect Scholarship, Postsecondary Child Care Grant, State Grant/Dream Act, State Work Study, Teacher Candidate Grant)

Student's Name	SSN	Program	Amount	Term	Aid Year	Reason Code	At Disbursement Enrollment Level	Current Enrollment Level
	XXX-XX-		\$					
	XXX-XX-		\$					
	XXX-XX-		\$					
	XXX-XX-		\$					
	XXX-XX-		\$					
	XXX-XX-		\$					
	XXX-XX-		\$					
	XXX-XX-		\$					

Reason Codes:
 NE = not enrolled for term/withdrawal before disbursement
 WI = total withdrawal from school after disbursement
 PW = withdrew from class but still enrolled
 CH = changed enrollment level, refunding full difference in awards
 OT = other (provide explanation above)

Return refund with form to:
 Minnesota Office of Higher Education
 Administrative Services Division
 PO Box 64449
 St. Paul, MN 55164-0449

Person Returning Funds:	
Name of College:	School Code:
Phone Number:	Date Completed: