



Louisiana Office of Student Financial Assistance (LOSFA)

# LASFAA Upper Management Meeting

July 11, 2014



## 2014 Personally Identifiable Information (PII) Legislation

Legislation: House Bill 1076 (Act No. 837) by Representative John M. Schroder

- Defines PII as “two or more pieces of information that separately or when linked together can identify the person” including, but is not limited to “name, social security number, date place of birth, mother's maiden name, or biometric records” and any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information”
- Prohibits collection of various data, including SSNs without voluntary disclosure by parent or guardian
- Provides for limitations and prohibitions on the collection and sharing of student information and provides penalties for violations.
- Authorizes the release of PII to other public entities with the written consent of the parent or legal Guardian.
- By 8-1-14, students must be assigned student numerical identifiers different from SSNs.
- Provides for a criminal penalty for violation of the Section requirements.
- Requires parent to either consent to the release of SSN, full name, date of birth and transcript data to LOSFA for the purpose of obtaining financial aid OR withhold consent with an affirmation of understanding of the potential consequences.



## What Is LOSFA Doing to Comply?

- Encrypting the students' social security number (SSN) in all of our files
- Eliminating the display of SSN number in our Award System's screens and reports
- Only transmitting SSNs in an encrypted format
- Promoting the use of the LOSFA ID to identify a student



## Impact to the Post-Secondary Institutions:

- Currently investigating multiple options that will allow us to comply with Act No. 837 while providing the least impact to existing processes.
- Existing Transmissions

Uploads	Downloads
TOPS Payment Requests	TOPS Student (Master) Roster
GO Grant Payment Requests	GO Grant Master Roster
TOPS Grade Import	TOPS Payment Roster
	GO Payment Roster
	TOPS TECH Early Start (TTES) Payment Roster
	Chafee Payment Roster
	Payment Error Roster



## **Impact to the Post-Secondary Institutions:**

- Options for Transferring Data:
  - Manual Entry into the Award System
    - Award Systems screens modified to enter LOSFA ID at entry – with the ability to “Find Students” using name, address, etc. for verification
    - Payment Requests and Grade Import screens will continue to utilize the SSN for data entry only if LOSFA ID is unknown. Once SSN is entered, it will not be displayed on the screen



## Impact to the Post-Secondary Institutions:

- Options for Transferring Data:
  - Uploads/Downloads via Award System
    - New file layouts – which will remove the SSN and include the LOSFA ID, and other pertinent data – will be created and shared via bulletins
    - During a transitional period LOSFA will continue to accept the existing file format for uploads only (which includes SSN)
    - Data downloaded from the Award System will no longer include SSNs
  - Encryption (Preferred Method of Transmission)
    - LOSFA will continue to use the existing file formats (which includes SSN) if encryption keys are exchanged between the Post-secondary institution and LOSFA



# Louisiana Go Grant Program

## *Avoiding Audit Findings*

Is the student a Louisiana resident?

Did the student receive a Pell Grant?

Did the school take all Gift Aid into account?

Did the school calculate eligibility correctly?

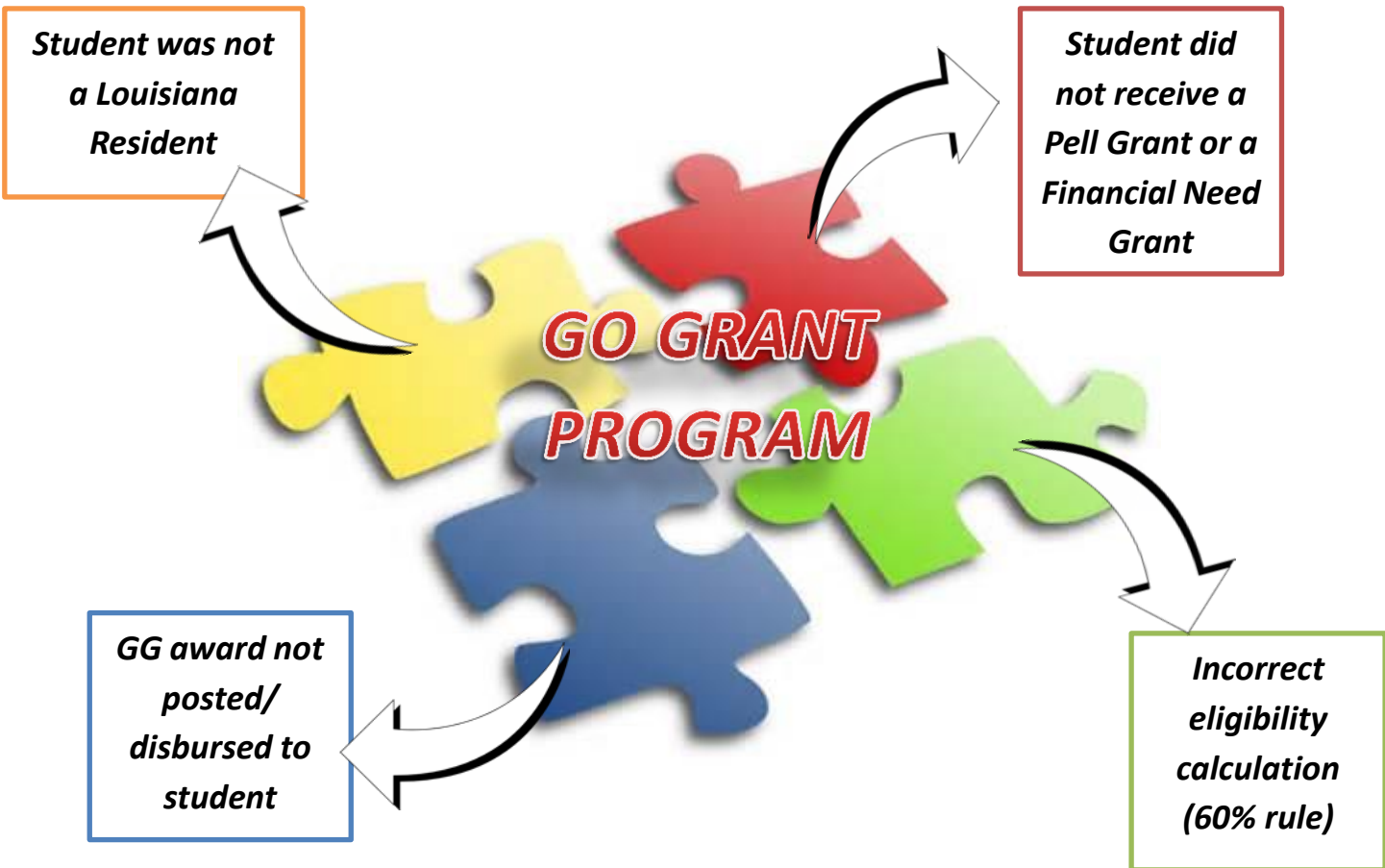
Is the Go Grant Packaging Policy in place?

Does the Go Grant Policy include all required elements?

Did the school follow its Go Grant Policy?



## Louisiana Go Grant Program Common Audit Findings







# **Go Grant Billing Deadlines**

**Fall Semester/Term – November 1**

(billing corrections – November 16)

**Winter Term – January 17**

(billing corrections – February 1)

**Spring Semester/Term – March 24**

(billing corrections – April 11)

*Deadlines will be the next business day if scheduled deadlines fall on a weekend or holiday.*

Late billings will require approval



# Go Grant Billing Reminders

- Bill for eligible students up to your school's allocation amount
- Payment requests are processed weekly on Thursday afternoon
- Payment Rosters and Error Reports are available on Award System after processing



## Go Grant Billing Reminders

- Check for error reports each time payment requests are submitted for processing and submit corrections timely
- Keep a record of eligible students enrolled in excess of your allocation in the event there are unused funds that can be redistributed after the final Spring billing date
- Contact LOSFA for assistance with any Go Grant related questions or concerns



## LOSFA Scholarship & Grant Go Grant Contacts

- Bonnie Lavergne  
Student Financial Aid Administrator  
225-219-7714, [Bonnie.Lavergne@la.gov](mailto:Bonnie.Lavergne@la.gov)
- Erica Hughes  
Student Financial Aid Specialist  
225-219-7707, [Erica.Hughes@la.gov](mailto:Erica.Hughes@la.gov)