



NORTH CAROLINA
STATE EDUCATION
ASSISTANCE AUTHORITY

FAFSA Summer Help Initiative

Information Session for Participants



- 01 Roles and responsibilities
- 02 How to submit timesheets
- 03 How to track outreach efforts
- 04 FAFSA & Resources

Overview



FAFSA Summer Help Overview

- Program will run from June 16th through July 30th.
- Participants can work up to 40hrs per week.
- Participants will be responsible for conducting outreach to recent high school graduates, current college students, and adult learners.
- NCSEAA will provide participants with a list of students to contact based on available CFNC data.
- There will be two pay periods for participants. They are responsible for submitting timesheets by the due dates.
- Participants can access all documents and training materials on [CFNC website](#).



Roles & Responsibilities

Host Sites

- Provide participants with contact information for a Host supervisor.
- Provide access to campus and space for participants to assist students/families with their FAFSA.
- Provide a phone for participant to call those that have completed a college application but not a FAFSA.
- Provide necessary set up (computer/internet access, key card access as needed).
- Work with participant to agree on a schedule (e.g. Monday-Thursday, 30 hours/week).
- Recommended: Provide a campus-specific list of students who have completed a college application but not a FAFSA for counselor to reach out to. (Counselor will also work off a list provided by CFNC).
- Provide supervision and oversight of the participant, including signing off on hours worked and outreach efforts to earn stipend. Notify NCSEAA if host site supervisor determines a counselor isn't meeting expectations and wishes to terminate the engagement.
- Provide the participant with whom to escalate an issue to, in the event they have a problem with a student/parent that they cannot handle.
- Host site is responsible for the security of any Host systems or PII data that participants are given access to at their site.

Participant's Responsibilities

- Attend/watch recording of training
- Report to host site on agreed upon working days/times (e.g. Monday-Thursday).
- Track time, outreach efforts.
- Have Host supervisor sign off on time/outreach documentation for stipend (weekly).
- Work through the provided outreach list, noting attempts to reach students.
- Document number of students assisted.
- Help with college/university FAFSA completion events/activities as needed.
- Assist walk-in students and parents with FAFSA completion and correcting errors.



Timesheets

Timesheet

Participants must get host site supervisor signature before submitting timesheets.

- Download and print timesheet form from [CFNC site](#).
- Accurately report days and hours worked.
- Site supervisor must sign off / approve timesheet.
- Upload timesheet through secure link (provided to each participant).
- Note: The stipend maximum is \$7,000 paid at a rate of \$25/hr. Make sure participants do not exceed the maximum stipend amount.

Timesheet Due Dates:

Month Hours Worked	Timesheet Submission Due Date	Direct Deposit Date
June	7/2/25	7/9/25
July	8/4/25	8/8/25



Please contact NCSEAA if there are any issues with timesheets.

Timesheet Due Dates:

Month Hours Worked	Timesheet Submission Due Date	Direct Deposit Date
June	7/2/25	7/9/25
July	8/4/25	8/8/25

Timesheet

Be sure to track your hours daily. Upload your signed timesheet at the end of the month. Be sure to upload your approved (signed by your site supervisor) timesheet to the [appropriate folder](#).

Week 1

Date	Hours worked
Total	

Supervisor Approval: _____

Week 2

Date	Hours worked
Total	

Supervisor Approval: _____

Week 3

Date	Hours worked
Total	

Supervisor Approval: _____

Week 4

Date	Hours worked
Total	

Supervisor Approval: _____

Total hours worked for the month: _____

Counselor Name: _____

Signature: _____

Site Supervisor Name: _____

Signature: _____

Supervisor Title: _____

Please make sure to upload form to the [correct folder](#) and that all handwriting is legible



Tracking Outreach Efforts

Tracking Outreach Efforts

- Participants are required to track outreach efforts using the provided form. Participants can access the tracking form through [CFNC site](#).
- Participant must log each individual effort. Outreach attempts should be individual and not in bulk (i.e., no bulk emails or texts).
- If working off list provided by institution, outreach attempts should also be reported on the tracking sheet individually.
- No outside tracking methods are accepted.



2025 Outreach Tracking Form

Form Date Field *

Select Institution Name *

Method used for contacting the student? *

☐ Email ☐ Phone ☐ Student was a walk-in

Who is the student? *

☐ Incoming Freshman ☐ Current College Student ☐ Adult Learner

Which attempt at contacting the student is this? *

☐ 1st ☐ 2nd ☐ 3rd ☐ Student was a walk-in

Did you help the student submit the FAFSA? *

☐ Yes ☐ No

Is the student college bound? If not, what are their plans? *

Submit

[Privacy Notice](#) | [Report Abuse](#)

How to Access Outreach List

- You will receive a list of students in your institution's area of service who have submitted a college application through CFNC.org but not completed their FAFSA.
- You will receive a secure link with access to the specific folder for your institution.
- Reach out to Martha.Haley@cfi.org to request access if you lose the link or have trouble accessing the file.



Questions?



FAFSA

Information Needed to Complete the FAFSA

- StudentAid.gov Account
- Contributor Information
- 2023 Federal Income Tax Returns
- Records of Untaxed Income
- Records of Assets
- List of Colleges



Studentaid.gov Account

- All contributors must have an FSA ID.
- FSA ID will be used to match parent accounts to their student's FAFSA.
- Two-factor authentication.
- www.studentaid.gov/FAFSA.

Studentaid.gov Account – Contributors Without SSN

- Check the box “I do not have a Social Security Number”.
- Must input mailing address.
- Contributors whose identity is not automatically verified will be able to complete the FAFSA, but will have to enter all financial information manually.



Create an Account

Step 1 of 7

Personal Information

I understand that I'll be required to certify that the information I provide to create an account is true and correct and that I'm the individual who I claim to be.

If I'm not the person I claim to be, I understand that I'm not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be subject to a fine, prison time, or both.

First Name

Jesse

Middle Initial

C

Last Name

Faden

Date of Birth

Month Day Year
09 07 1991

Social Security Number

☒ I don't have a Social Security number.

Cancel

Continue

Consent

If the student or their contributor(s) does not consent to having federal tax information (FTI) imported from IRS...

The student's FAFSA will **NOT** be considered for federal aid.

Who's a Contributor for Dependent Students?

1. Are your biological or adoptive parents married to each other? Did they file taxes jointly?

- **Filed jointly:** Only one parent
- **Filed separately:** Both parents

2. Do your biological or adoptive parents live together, but are unmarried?

- **Both parents**

3. Did one parent provide more financial support than the other over the past 12 months?

- **Yes:** That parent contributes
- **No:** Choose the parent with the higher income/assets

Independent Students


Provisionally Independent Students- Do unusual circumstances prevent the student from contacting their parents or would contacting their parents pose a risk to the student?

[Federal Student Aid](#) – Dependent or Independent Resource.

FAFSA Submission Summary (FSS)


- SAI
- Estimated federal aid
- FAFSA form answers
- College/university info
- Next steps (make corrections)


FAFSA[®] FORM 2024–25 FAFSA Submission Summary

Student  Raya Tran

Application Received
Sept. 10, 2024

Application Processed
Sept. 12, 2024


Data Release Number 
2572

Viewing: Submission 1 


Eligibility Overview

FAFSA Form Answers

School Information


 Next Steps

Estimated Federal Student Aid

Federal Pell Grant 


Up to **\$4,556**

A **Federal Pell Grant** is awarded to undergraduate students who have financial need and who have not earned a degree or are in a teacher certification program. Federal Pell Grants don't need to be repaid.

Federal Direct Loans 

Up to **\$4,556**

A **federal direct loan** is money lent by the government to you that you must repay with interest.


Federal Work-Study 

You May Be Eligible

Federal Work-Study is a way for students to earn money to pay for school through part-time jobs on or off campus.

Amounts shown here are only estimates of federal student aid based on full-time enrollment and the average cost of attendance. Your school will determine how much student aid to offer you, which may include additional aid from your school or state.

[Learn more about financial aid](#)

 **Keep in mind, this is only an estimate**
Always refer to your school's financial aid offer for a final determination of financial aid available.

View All of Your Federal Student Aid in One Place


View detailed information about your federal loan and grant aid, including your enrollment history, payment history, and subsidized usage.

[Visit Aid Summary](#)

Find the Right College or Career School


Use the College Scorecard to compare schools by size, location, graduation rate, and more.

[Visit College Scorecard !\[\]\(e45444ed610a813cff3d085e6efea352_img.jpg\)](#)



Your Student Aid Index (SAI)

Your SAI is a number used by your school to determine your federal student aid eligibility and to build your financial aid offer

-355 

[What does this mean?](#)



Resources

Helpful Resources:

- [FAFSA Walkthrough for counselors](#)
- [CFNC FAFSA 101](#)
- [FSA Contributor Infographic](#)
- [A Practitioner's Guide to Reporting Assets on the FAFSA](#)
- [FAFSA Prototype](#) – Use access code: prototype2526

Thank you!

Questions?

