NORTH CAROLINA
STATE EDUCATION
ASSISTANCE AUTHORITY

FAFSA Summer Help Initiative

Information Session for Host Sites

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.

NCSEAA

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.

NCSEAA

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 Depost 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.

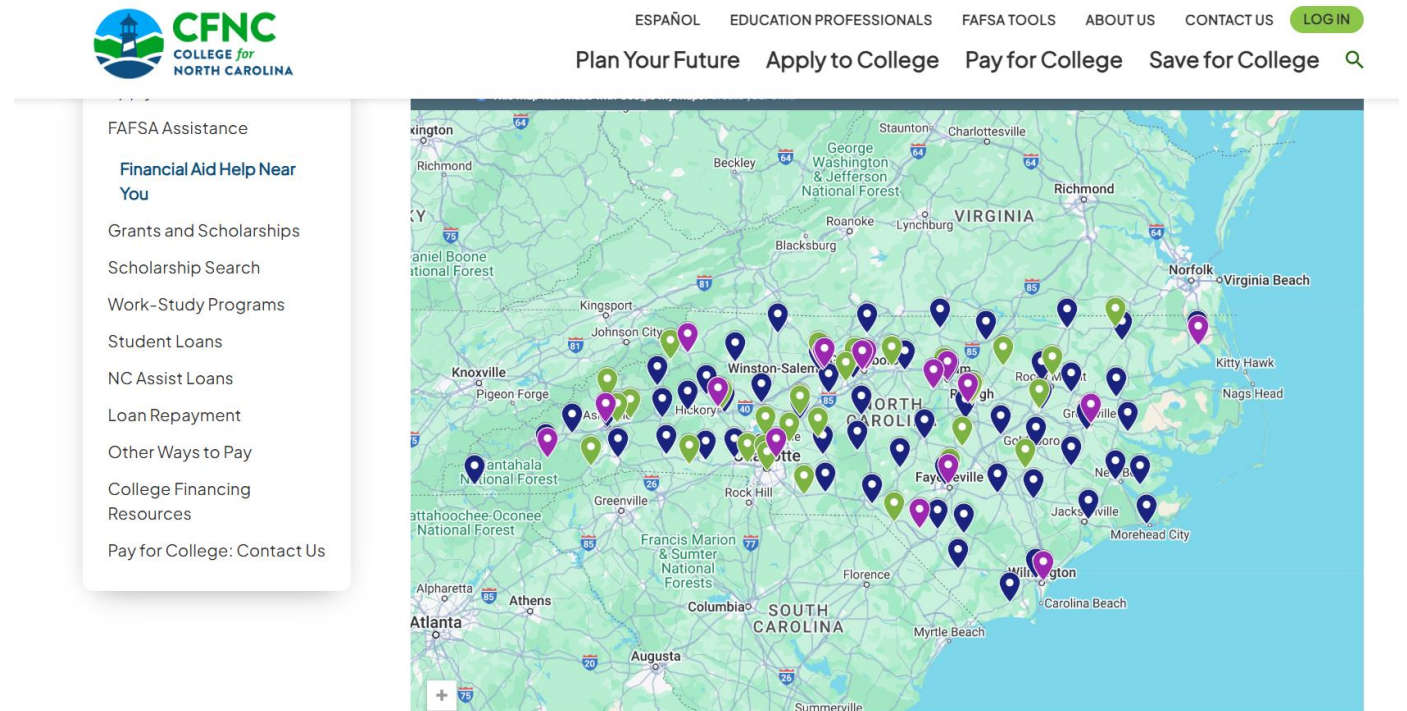NCSEAA

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.

NCSEAA

Update CFNC Map

Updating CFNC Map Information

- Please let us know if the information for your institution needs to be updated on the [CFNC map](#).
- A link will be sent out to all host sites to check and provided updated information where needed.

NCSEAA

Thank you!

Questions?

NORTH CAROLINA
**STATE EDUCATION
ASSISTANCE AUTHORITY**