



State of Wisconsin  
Higher Educational Aids Board

P.O. Box 7885  
Madison, WI 53707-7885

Telephone: (608) 267-2206  
Fax: (608) 267-2808

E-Mail: [HEABmail@wisconsin.gov](mailto:HEABmail@wisconsin.gov)

Web Page: <http://heab.state.wi.us>

Scott Walker  
Governor

John Reinemann  
Executive Secretary

---

MONTHLY MEMO  
Higher Educational Aids Board  
MAY 2016

**IN THIS ISSUE**

- **FINAL VOUCHER FOR 1516 – FRIDAY- MAY 20, 2016**
- New Programmer and 16-17 List
- Refunds
- Covenant Grant Program Updates
- Tip Update
- 1516 and 1617 Notification lists
- Grant Updates – Committed and Spent
- Upcoming Events

**FINAL VOUCHER FOR 15-16 – FRIDAY, MAY 20, 2016**

Due to the Dept. of Administration changing the state accounting system to STAR, our ability to process late voucher requests will not be as flexible as in previous years – we would appreciate if you could get any remaining voucher requests in as soon as possible and at the very latest May 20th. We are under a very tight deadline to get Fiscal Year 16 books closed and prepare for the next fiscal year.

**NEW PROGRAMMER**

Our new programmer is Avelino Pontes and he started on March 21<sup>st</sup>. We are so happy that he has joined our staff. He has been reviewing all of our programming jobs and becoming familiar with our business rules. We expect to have a 16-17 notification list out in the next two weeks.

**DON'T FORGET TO GET YOUR REFUNDS IN!**

Please be sure to get your refunds processed so the funds can be redistributed. The refund information goes to: [HEABmail@wisconsin.gov](mailto:HEABmail@wisconsin.gov).

**COVENANT GRANT PROGRAM UPDATE**

Please review your notification lists to make sure that you have requested the Covenant and Foundation funds. Cassie will be sending an Excel spreadsheet to each school in June to verify satisfactory academic progress for the Covenant students. The spreadsheet is similar to the file that is provided for Academic Excellence, but it will only have a yes or no response for SAP.

**TIP UPDATE**

The information for the 16-17 TIP nominations and continuing student award went out yesterday, May 4<sup>th</sup>.

**NOTIFICATION LIST 15-16**

Distributed Wednesday afternoons:

May 4, 11, 18, and 25.

## **NOTIFICATION LIST 16-17 (tentative)**

Distributed Thursday afternoons:

May 19 and 25.

June 2, 9, 16, 23, and 30.

We'll switch to Wednesdays in July.

## **AES LIST**

Thursdays:

May 18

Please look for the schedule online at: <http://www.heab.wi.gov/finaid.html>

## **VOUCHER PROCESSING**

Tuesdays and Fridays for files uploaded by noon

May: 3, 6, 10, 13, 17, and 20.

Please check our Webpage for current Notification List and Voucher Processing Schedules.

<http://www.heab.wi.gov/finaid.html>

## **GRANTS UPDATES**

### **15-16 COMMITTED AND SPENT as of 5/4/16**

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>Wisconsin Grant – Private, non-profit (W Codes 10/6/15)</u></b>		
Committed	164.37%	176.10%
Spent	96.68%	97.31%
<b><u>Wisconsin Grant - Tribal (W codes 08/26/15)</u></b>		
Committed	195.23%	219.18%
Spent	97.16 %	83.62%
<b><u>Wisconsin Grant – UW</u></b>		
Committed	130.29%	142.00%
Spent	95.36%	99.89%
<b><u>Wisconsin Grant – Technical (W codes 6/25/15)</u></b>		
Committed	178.23%	176.45%
Spent	98.37%	99.70%

## **UPCOMING EVENTS**

**Scheduled HEAB Board Meetings:** July 29, 2016

**HEAB Training Dates:** May 19, July 21, September 15

HEAB conducts one-day training programs for new and continuing financial aid administrators. The training session covers all aspects of the programs administered by HEAB, including:

Goals of State Aid; *Eligibility for State Aid*; The Notification List; *The Voucher Process*; Return of State Funds; *Submitting and Receiving Data to/from HEAB*; Overviews of the Individual HEAB Programs

The program begins at 10:00 a.m. and ends no later than 3:00 p.m. It is held at the HEAB offices at 131 W. Wilson St, Suite 902, Madison, WI. We have room for up to 6 people at each session. Please let us know if you are coming to training as materials are printed based on the number of people attending. To register for a session or for more information, please contact Nancy Wilkison at (608) 267-2213 or email her at [nancy.wilkison@wi.gov](mailto:nancy.wilkison@wi.gov).

Please contact me by phone at (608) 264-6181 or by email at [john.reinemann@wisconsin.gov](mailto:john.reinemann@wisconsin.gov) if you have any questions, concerns or comments. Thank you!