

WV Invests Grant Reference Sheet

Eligible Field

- This is the base eligibility based on the application and FAFSA.
- If this is an N, you *cannot* certify an application with an eligible (E) Institution Eligibility reason for any codes driven by FAMS. You can only update and certify from an ineligible reason previously entered by the institution.

Institutional Eligibility Field

- These are used to indicate a student’s eligibility by the school or based on the application/FAFSA.
- Any reason listed as “HEPC use only” cannot be changed by the institution. Do NOT certify an application as eligible until the issue with the FAFSA or application is resolved.
- Reason is included in the denial notification sent to applicant if ineligible (I) and Certified by the institution.
- # column is the number when exporting application file from FAMS.
- After hitting Certify/Save, check reason again to confirm it took. If not, contact Program Manager.

#	Institution Eligibility	When to use
1	Eligible (E)	Automatically populates with Eligible code Y.
2	Eligible but has enough aid (E)	Student has federal and state grants/scholarships and institutional tuition waivers equal to or greater than the value of tuition, mandatory fees and approved academic program fees.
3	Has a prior degree (I)	HEPC use only – based on application – If institution has confirmed student does not have a bachelor’s degree or higher, can resolve by correcting error on application in FAMS. Exception for EMS.
4	Not a WV resident (I)	HEPC use only – based on FAFSA and application – If student is a WV resident, can be resolved by institution correcting error on application in FAMS or student correcting error on FAFSA; parents of dependent students must also be WV residents.
5	Not in eligible program (I)	HEPC use only – based on application. If student is in an eligible program, correct the Academic Program field on application and save before certifying. If student is not in an eligible program but selected an eligible program, correct the Academic Program field on application and save before certifying.
6	No information on file (I)	Multitude of reasons – please leave a note.
7	Not meeting SAP (I)	Student is not meeting SAP upon initial review (in subsequent term for subsequent award, see Adjust Codes)
8	No high school degree (I)	HEPC use only – based on FAFSA
9	Not eligible by Institution (I)	Multitude of reasons – please leave a note.
10	Defaulted on student loan (I)	HEPC use only – based on FAFSA. Can be overridden by Program Manager with documentation.
11	Not a citizen or legal resident (I)	HEPC use only – based on FAFSA. Can be overridden by Program Manager with documentation.
0	No FAFSA (I)	HEPC use only – based on no FAFSA on file with HEPC – If institution has FAFSA, compare full name, SSN and DOB on application and FAFSA. If incorrect on FAFSA, student must correct. If incorrect on application, contact HEPC. Once both match, code will update.
12	Eligible but declined award (E)	Student declines award at school or with HEPC.

13	Verification (I)	Student has not completed Verification upon initial review.
15	> 6 Semesters	Student has received 6 semesters worth of awards.

Semester Limit and Credit Hours Attempted Fields

- New fields starting with 2026-2027 application cycle due award limit changing based on enrollment history.
- Semester Limit reflects eligibility up to the award year prior to application being certified.
- Once certified as eligible and Amounts or Adjust Amounts greater than 0, Semester Limit calculates to include expected/actual usage based on Credit Hours Attempted field. Re-calculates anytime Credit Hours Attempted is changed and saved.
- Credit Hours Attempted field requires updating when term is reconciled. Institutions can only select 6-12+. When credits below 6, must request HEPC update hours.

Fields Required When Certifying Applications

- Eligible:
 - Institution Eligibility reason, if needs changed because previously determined ineligible by school.
 - Anticipated Completion Date
 - Cost of Attendance
 - For each semester box student expected to enroll
 - Amount for term
 - Start Date for term
 - Credit Hours attempted will automatically populate with 12+. Can update those to actual expected hours after certifying, if needed. Updating at this point will update Semester Limit calculation.
- Ineligible:
 - Information required is Institution Eligibility reason, if needs changed. See *Institutional Eligibility Field* section above.
- Reminders:
 - If N shows next to Eligible, cannot initially certify application as eligible.
 - Double check accuracy of *all* dates and information BEFORE hit Certify button. Once certified as eligible, Amount and State Date fields cannot be edited without assistance from HEPC.
 - Should estimate maximum for award Amount.

When to Certify or Save in FAMS?

Action You Are Performing	Certify	Save
Initial Eligibility field update so applicant receives an award letter or denial email. If Certify button not available, contact Program Manager	X	
Changing Institution Eligibility from ineligible to eligible reason.	X	
Changing Institution Eligibility from eligible to ineligible reason. If Certify button unavailable, first contact Program Manager.	X	
Award Code is an A (an award letter will never be sent again once the Award Code is an A) and NOT updating Institution Eligibility field.		X
Most edits/corrections/updates after initially certifying to Anticipated Completion Date, Cost of Attendance, Information in semester boxes.		X
Decreased Adjust Amount.		X

Updating award Amount after Promissory Note shows P or Y. If increase, contact Program Manager. If decrease, wait until promissory note is signed and shows Y, then update Adjust Amount		X
Summer award was certified but student did not complete promissory note and is eligible to receive fall/spring award. Promissory Note and Award Code are P. Wait until student signed promissory note and update Adjust Code and Adjust Amount.		X
Fall award was certified but student did not complete promissory note and is eligible to receive spring award. Promissory Note and Award Code are P. Wait until student signed promissory note and update Adjust Code and Adjust Amount.		X

What triggers an Award Letter or Denial Email?

Award Letter

- When you hit Certify and the Award Code is or changes to P, student will be sent an Award Letter.
- If Eligible shows N, then FAMS has determined the student is not eligible and will not send an Award Letter; Institution Eligibility will revert to FAMS determined code.
- Promissory Note also updates to P locking Amount and State Date fields.

Denial Email

- When you hit Certify and the Award Code is or changes to D and the Institution Eligibility reason is not “Eligible” or “Eligible But Declined Award”, student will be sent a denial communication by email.

Adjust Code Field

- Adjust Codes are used when the award Amount needs reduced after the Promissory Note has been signed.
- # column is the number when exporting from FAMS into Excel.

#	Adjust Code	When to Use
0	Undetermined	HEPC use only
1	Award	Auto populates when for current term only after HEPC loads MPN. Populated for future terms when MPN was completed and current term qualifying drug screen results processed or rolled.
2	Not Enrolled	Student is not registered for the awarded term.
3	Not Half-Time	Student is not registered with at least half-time hours for the awarded term.
4	Other Aid	Student has federal and state grants and scholarships and institutional tuitions waivers that are equal or greater than the value of mandatory tuition and fees.
6	Academically Ineligible	Student is not meeting SAP or changed to a non-eligible program but had received an award in a previous term for award year.
7	Withdrawn	Student has withdrawn before the 60% of the payment period during term in which award is received.
8	Did Not Complete Comm Service	For term community service not completed when canceling award.
9	Other Adjustment	Reasons not covered by other codes. Please leave a note.
11	Semester Limit Reached	HEPC use only. Student appears to be exceeding 6 semester limit this term. If has less than 12 hours of eligibility, Credit Hours Attempted must be updated until Semester Limit field does not exceed 6. If credit hours

		must be reduced to less than 6, contact Program Manager. Institution can only pay for the hours remaining.
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Award amount needs increased

- If Promissory Note shows P, the note will be or has been issued but probably not signed. Email Program manager with increased amount (all terms). If note has not been issued, amount can be increased. If note has been issued, a new note will need generated. If note was signed, new note for amount increase will be generated and will require it be signed
- If Promissory Note shows Y, the note has been signed. Email Program Manager with increased amount (all terms). A new note will be generated for the increase and the student will need to complete it.

Award Amount needs decreased

- If Promissory Note shows P, the note will be or has been issued but probably not signed. Wait for this to change to Y. If changes to D, student has not signed PN and award needs canceled. If student is willing to complete PN, it can be reinstated.
- If Promissory Note shows Y, the note has been signed. Reduce amount in Adjust Amount field, Update Adjust Code and Save.

Promissory Note

- Student will receive an email to complete the promissory note from webmaster@ecsi.com the same day we send the award notification email. If a student needs the email sent again, have them email wvinvests@wvctcs.edu making that request; email will be sent to address on application.
- The promissory note must be signed before funds will be sent to the school.
- Only 1 promissory note is signed each year (summer, fall, spring). Exception: If the award amount is increased after the promissory note is signed.
- Promissory Note will be or has been issued – Promissory Note and Award Code both show P.
- Promissory Note has been signed – Promissory Note shows Y and Award Code shows A.
- Promissory Note has been canceled - Promissory Note shows D. Can usually be re-instated.

Community Service

- Student must complete community service to retain an award for the term. If the student does not complete community service, school is required to cancel award and student owes funds back immediately to school.
- To cancel award when community service not completed:
 - Change Adjust Code for term to “Did Not Complete Comm Service”
 - Change Adjust Amount to 0

SAP and GPA

- Review for SAP based on the institution’s SAP Policy. A student may not be initially eligible or may lose eligibility at any point based on policy. A student may gain eligibility at any time during the academic year is meeting SAP.
- GPA reviewed for renewal at the conclusion of the spring term.
 - If a student does not meet renewal, eligibility can be regained/renewed at the end of any term if the student has a 2.0 gpa.
 - If a student has a 2.0 gpa at the end of spring, the award is renewed for the entire upcoming award year, even if the gpa drops below 2.0. Other eligibility reasons may require canceling an award – ex: not meeting SAP, graduating, semester limit reached.

Summer Awards

- Recommend making estimated award even if unable to confirm 2.0 gpa after spring to allow time for student to receive communication about possible eligibility.
- Verify GPA after spring and cancel if does not have 2.0.
- Beginning with 2022-23 application, student asked if plans to attend summer. Options are Yes, No, Don't know. Visible in FAMS.

Student Graduates or Drops Below half-time Hours

- Will be asked various times throughout academic year to provide a list of students who do not re-enroll, drop below half-time or graduate (and is continuing enrollment) who have received the WV Invests Grant for any aid year at institution. A spreadsheet of these students will need to be uploaded to Go Anywhere.
- These students will be sent the WV Invests Grant Exit Form to complete

Communications Codes in FAMS

Below are the current existing codes that may appear in the Communications box on FAMS and what each email communicated. All communications are sent to the email associated with WVSAM Account (usually email on application). Those who agree to receive text communications will be sent the messages via text as well.

yy refers to the application year (26 is the 2026-2027 application) – ex: WIN26Award is the 2026-2027 Award Letter email.

- **WINyyAward**– award letter email. Sent through Campus Logic.
- **WINyyDenial**– denial email, reason included in body of message.
- **WINyyPnRmd**– reminder to complete Promissory Note
- **WINyyCsRmdSu / WINyyCsRmdFa / WINyyCsRmdSp** – reminder to complete Community Service (Su – Summer, Fa – Fall, Sp – Spring). Formerly only WINyyRMDSU/FA/SP. Sent through Campus Logic.
- **WINyyAppFafsa**– we have application and FAFSA and timeframe when applications will start being reviewed
- **WINyyAppNoFafsa**–we have application but not the FAFSA and timeframe when applications will start being reviewed
- **WINyyNoRenApp** – Reminder to renew and complete application when one not on file
- **WINyySuDisb / WINyyFaDisb / WINyySpDisb** – disbursement notification
- **WINexit** – WV Invests Exit Form Sent