Together we can increase FAFSA in NM by +10%

2020 FAFSA Toolkit

www.nmeaf.org/FAFSA-Training-Tools
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Training Presentation can be downloaded here:
www.nmeaf.org/FAFSA-Training-Tools

FAFSA Demo Site: https://fafsademo.test.ed.gov/webdemo.htm
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Together we can increase NM FAFSA completions by +10% in 2020!

Thank you for attending our NM FAFSA Training. Our goal is to increase FAFSA completion by 10% to 60% in New Mexico in 2020. Through collaborative efforts we aim to serve New Mexico high school seniors to assist in the process of completing the Free Application for Federal Student Aid (FAFSA).

Students must complete this application to qualify for financial aid, like Pell Grants, to help pay for college. We encourage schools, districts, and communities to set bold and attainable FAFSA completion goals and to implement strategies that help more students afford college.

Many communities in the state have already been working hard to boost FAFSA completion rates and assist our diverse populations. We’re expanding the resources to support these efforts with access to resources and proven strategies. Use this guide as an introduction to the campaign and as a one-stop shop for FAFSA resources.

“Education Disrupts Poverty”

We love to share innovative ideas and achievements of other efforts and strategies working hard to support New Mexican’s.

Please share your successful strategies with us.
We would love to share your achievements throughout the campaign! Contact our Outreach Department by emailing us at marketingdepartment@nmeaf.org to share your insights, stories and suggestions to help elevate this campaign success for all New Mexican’s.

Sincerely,
NMEAF Outreach Team
marketingdepartment@nmeaf.org
505-345-3371
www.nmeaf.org

www.NMFAFSA.org
Why FAFSA?
New Mexico is ranked 39th in the country. We finished at 50.2% for the 2019-20 FAFSA season.

The majority of all low-income NM high school seniors can qualify for Federal Pell Grants. But despite the high number of Pell-eligible students, NM ranks 39th in the nation for FAFSA completion.

Only about 50% of NM’s public school students had completed the FAFSA by June 30, 2019. According to estimates, high school graduates in NM leave behind over $21.8 million in Pell Grants each year because they do not submit the FAFSA.

We can do better. In collaboration with your efforts and ours we can get to 60%. By participating in the 2020-21 New Mexico FAFSA Challenge you will make the difference!

Thanks to Our Partners
NM Community Support

We’re thrilled that prominent organizations and business have partnered with us to support these efforts. An educated workforce builds a strong New Mexico for employers. The New Mexico Educational Assistance Foundation thanks these 2020 campaign partners:
Our New Mexico School FAFSA Challenge Competition is a statewide contest. High Schools participating in the challenge adopt the goal of increasing FAFSA completion over the previous year.

Participating schools with the highest percentage increases year-over-year in FAFSA completion by April will be celebrated, announced and awarded special prizes. See progress on our FAFSA Tracker on the website.

Highest percentage of increases in FAFSA Completions for October 1, 2019 – April 3, 2020 compared to October 1, 2018 – April 3, 2020
Schools segmented by the 5 NMAA Classifications and get to win money for their school awarded in May 2020. If there is a tie, the winners will be selected by random drawing.
- 5A=1,300+ = $1,000, 4A=550-1,299 = $1,000 (2 prizes), 3A=235-549 = $500,
- 2A=100-234 = $250, 1A=1-99 = $200

Register today
NM High Schools can sign up for the contest by Jan. 31, 2020 at www.nmfafsa.org

Student $500 Scholarships & Prizes
Have your students register at www.nmeaf.org/FAFSA-Scholarship

New Mexico High School seniors who successfully complete and submit the FAFSA are eligible to complete a web form and enter to win a scholarship or other school related prizes in this random drawing.

NMFAFSA 2020 Prizes:
- 4 students will win a New 2-in-1 Laptop/Tablet sponsored by Sandia National Laboratory (Approximate Value $579)
- 15 students will win a $500 Scholarship
- 10 students will win a $100 Gift Card for school supplies
- Additional prizes might be available based on sponsorships

We encourage you to promote the registration for scholarships and prizes at all your FAFSA events.
The New Mexico Higher Education Department works with schools and districts to make **student-level FAFSA completion data** available. This dataset shows by name which students have started a FAFSA, completed a FAFSA, or submitted a FAFSA with errors.

Knowing the status of the individual FAFSA can help you identify and reach out to students who may need extra help. For more information on how to receive student level data, contact NMEAF at marketingdepartment@nmeaf.org

**Hosting a FAFSA Event**

**Types of FAFSA Events**

**Financial Aid/FAFSA Information Night**: Cover basic financial aid information and familiarize parents and students with the FAFSA. We can help find speakers for these presentations.

**FAFSA Workshop**: Provide students and parents the opportunity to complete the FAFSA with the assistance of knowledgeable volunteers. We can connect you with qualified volunteers to help with these workshops.

**Multi-Purpose Events**: Include FAFSA completion information in other events like a college application drive, college fair, back to school night, etc.

Request help and get your event listed on our comprehensive website calendar: https://www.nmeaf.org/fafsa-fund-your-future/events-calendar/fafsa-workshop-events-form
FAFSA Workshops
Hosting Tips & Tricks

Location:
- Computer labs or libraries with computers
- Good reliable WiFi Internet

Dates & Times:
- Choose a date that is not competing with other school or community events
- Evenings after 5:30pm have typically been a good time for working parents to attend
- We encourage schools to host in-class FAFSA workshops to get the student started

Event Set Up:
- Set up tables, chairs, computers etc.
- If possible, provide beverages and/or food
- Provide easy access with signs in parking lot and buildings
- Make sure you have keys to access rooms after hours
- Verify with IT Department at school
  - Internet access
  - How to login to computers
  - Check if power or internet access is set to automatically shut off at a specific time after hours
- Provide the FAFSA – Fund Your Future Brochure to attendees or the checklist sheet in this book

Publicity:
- School Channels are the very best way to reach students and parents:
  Morning announcements, newsletters, school website, marquee signs, school social media, sporting events, posters, text messaging, letters/postcards mailed to parents
- Sign up to have your event listed on our website event calendar and request help: https://www.nmeaf.org/fafsa-fund-your-future/events-calendar/fafsa-workshop-events-form
FAFSA Special Circumstances
Resources for special populations and questions

Our website www.nmfafsa.org has information for special circumstances:

Undocumented and DACA Students:

Who’s My Parent:

Verification:
• [https://www.nmeaf.org/fafsa-fund-your-future/after-fafsa/verification](https://www.nmeaf.org/fafsa-fund-your-future/after-fafsa/verification)

FAFSA Publicity Resources


This website has comprehensive training tools and resources. We have downloadable templates for flyers, social media, texting, email and other promotional materials.

Color brochures and posters are also available from NMEAF, contact [marketingdepartment@nmeaf.org](mailto:marketingdepartment@nmeaf.org) to request materials and find out the closest pick-up location.
Messaging Samples & Templates

Copy and modify these templates for your school. Available online at: https://www.nmeaf.org/FAFSA-Training-Tools

• Text Messaging
• Email
• Morning Announcements

Social Media
Images and templates can be downloaded here: https://www.nmeaf.org/FAFSA-Training-Tools

Campaign Hashtags: #NMFAFSA #FAFSA #FundYourFuture

Social Media Handles:
• Facebook: https://www.facebook.com/NM-FAFSA-Fund-Your-Future-335655607351695/
• Twitter: https://twitter.com/NMFAFSA
• Instagram: https://www.instagram.com/nmfafsa/
What to Bring to Complete the FAFSA

Here’s the documents and info you need to complete the FAFSA that opens October 1st.

Identity, Family + Other Info

- Both the parent and student need to create separate FSA ID’s at www.FSAID.gov
- Complete the FAFSA online at https://studentaid.ed.gov/sa/fafsa
- Parent(s) and student’s full legal names
- Parent(s) and student’s birth dates
- Parent(s) and student’s Social Security Number (SSN), permanent resident card, green card, or I-94 (Note- if your parent doesn’t have a SSN you can still apply)
- Parent(s) and student’s mobile phone numbers and emails (if available, cannot be the same)
- List of schools the student is considering
- Student’s driver’s license (if they have one)
- Parent(s) marriage status and dates. If divorced, the month and year of the divorce.

Tax & Financial Info

- Parent(s) and student’s federal tax return (If they have one)
- Parent(s) and student’s W-2 and other records of income.
- Annual amounts of untaxed income received in the household (SSI, Child Support, SNAP Benefits, etc.)
- Bank statements and records of investments (the home you live in and retirement accounts are not counted here)
- If your parent owns a business with more than 100 employees, or an investment farm, know the total value of the business.
Next Steps After the FAFSA

Congratulations on completing and successfully submitting the FAFSA. Here’s what you can expect next. Make sure you registered to win our $500 FAFSA Scholarship and Prizes and learn about other scholarships at www.nmfafsa.org

Review Your Student Aid Report (SAR):

After you submit your FAFSA, you’ll get a Student Aid Report (SAR) within three days if you signed online or three weeks if you mailed in your signature page. Carefully review your SAR to make sure all the information is correct. You can print your SAR by logging with your FSA ID and clicking on the appropriate school year. You can also check the status of your application if you have not yet received your SAR.

Review Your Expected Family Contribution (EFC):

When reviewing your SAR, look for the Expected Family Contribution (EFC) number. You can find your EFC in the box at the top of the first page of your SAR, under your Social Security Number. Your EFC is a number used by your school to calculate how much financial aid you are eligible to receive. Your EFC is calculated by a formula established by law that considers your family’s: taxed and untaxed income, assets, benefits (like Unemployment and Social Security), family size, and number of family members who will attend college during the year. Schools use your EFC to determine your federal student aid eligibility and your financial aid award. However, your EFC is not the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. If you have questions about your EFC, you can ask your school’s Financial Aid Office.

Make Corrections if Needed:

If needed, you can make corrections to your FAFSA after it has been processed. To make corrections to your FAFSA:

• Log in with your FSA ID.
• Click “Make FAFSA Corrections” and update your information.
• After you click “Submit,” you cannot make additional corrections until your FAFSA has been successfully processed.

Corrections should be processed in three to five days, then you will receive a revised SAR to review.
Next Steps After the FAFSA

Complete your school(s) admission applications:
Follow up with the Financial Aid Office at the school(s) you applied to. Sometimes schools need additional paperwork or have other deadlines. Schools need both your completed admission application and your FAFSA to process an award letter.

If your FAFSA is selected for Verification:
Verification is the process to make sure the info reported on your FAFSA is accurate. About a third of all applications are selected for verification. Your SAR will tell you if you are selected for verification. If you’re selected for FAFSA verification, you’ll be asked to provide documentation that proves the information you submitted is accurate.

1. Gather your documentation: To prove the information you provided on your FAFSA is accurate, you’ll be asked to submit documentation or signed statements for each point household size, number of family members in college, adjusted gross income (AGI), taxes paid, and untaxed income and benefits.

2. Fill out the forms: Your school will send you FAFSA verification worksheets to complete as part of the process. You need to complete each worksheet and submit it along with any necessary documentation. Double-check each worksheet to ensure you completed it accurately and completely.

3. Correct any mistakes: You may find out during the verification process that you made an error, such as writing down the wrong number. You’ll need to fix that mistake before submitting. The quickest and easiest way to fix your FAFSA is to do so online at FAFSA.gov or inform your financial aid office.

4. Turn in the documents on time: When you receive the FAFSA verification notice, the letter will state when you need to submit your documentation and worksheets. It’s essential that you meet the deadline. If you’re late, you risk losing out on your federal financial aid eligibility.

5. Contact your school’s financial aid office: This is the best thing to do if you need additional help with verification.

Sign up to win a $500 Scholarship and other prizes for completing your FAFSA at www.nmeaf.org/FAFSA-Scholarship
$21.8 Million
Annual Unclaimed Federal Financial Aid in NM
*NerdWallet.com

FAFSA Workshop
Date:
Time:
Location:
Contact:

myStudentAid App

What to Bring?
Easy checklist of info to complete the FAFSA at NMFAFSA.org

Get your FSA ID
Save time and get your and one parent’s login completed before the workshop at www.FSAID.ed.gov

Register to Win $500 Scholarships & Prizes

Checklist
WHO’S MY PARENT WHEN I FILL OUT MY FAFSA®?

Dependent students are required to report parent information on the Free Application for Federal Student Aid (FAFSA). For reporting purposes, “PARENT” means your legal (biological or adoptive) parent or stepparent, or a person that the state has determined to be your legal parent.

Use this guide to figure out which parent’s information to include (depending on your family situation).

The following people are not your parents unless they have legally adopted you:

- Widowed
- Grandparents
- Foster Parents
- Legal Guardians
- Other Brothers or Sisters
- Aunts or Uncles

If you’re not sure whom to report as a parent, you can visit StudentAid.ed.gov/FAFSA/filling-out/parent-info or call 800-4-FED-AID (800-433-3243).

1 If you’re not sure whether you are a dependent student, go to StudentAid.ed.gov/FAFSA/filling-out/dependency