# **Spring 2025 Distribution**

Supported Organization Support Services Training

Monday, 5, 2025



# **Agenda**



- Introductions
- Distribution Timeline
- Support Services Categories Guide
- Support Services Policies
- Support Services Reimbursement Calculation
- Reimbursement Periods
- Qualtrics Submission Form Walk-through

### **Distribution Timeline**



#### **Key dates for fall distribution cycle funding AY2023/2024:**

- 5/5: Collegiate Support Services Submission Opens & Webinar
  - 5/7 at 1:00-2:00 PM MDT: Collegiate Support Services Help Desk
  - 5/14 at 1:00-2:00 PM: Collegiate Support Services Help Desk
- 5/19: Collegiate Scholarship Submission Opens & Webinar
- 5/19: Collegiate Support Services Submissions Close
  - 5/22 at 12:00-1:00 PM MDT: Collegiate Scholarships Help Desk
  - o 5/28 at 12:00-1:00 PM MDT: Collegiate Scholarships Help
- 6/2: Collegiate Scholarships Submissions Close
- 6/18: Approval of Distributions at PDF Board meeting
- 6/20: Reimbursements distributed via ACH: Payments hit bank accounts within two business days
- 6/25: Reimbursement Summaries and Feedback Survey Sent

## **Support Services Categories**



**Support Services Guide** 

#### **Critical Policies**



- Support services reimbursement expenses are submitted via AidKit online platform
- Support services reimbursements are capped by two criteria:
  - Maximum reimbursement based on individual scholar's reimbursement rate (70% or 75% based on financial need)
  - May not exceed scholarship reimbursement per eligible scholar
- We encourage all SOs to upload <u>expense verification documents</u>. Beginning in fall of 2026 this will be required. Current Policy: SO is required to maintain all documents related to submissions for six years
- All requests for reimbursement must be reviewed and confirmed by a second staff member at the Supported Organization before being submitted to PDF





Total Eligible **Support Services Expenses Submitted** 

Total Number of Scholars Supported by Nonprofit

Average Support Services Expense Per Individual

Scholar

В

X

Individual Scholar Reimbursement Rates\*

75% for scholars 70% for scholars whose EFC is orwhose EFC is less than 200% 200% - 250% of eligibility for of eligibility for the Pell Grant the Pell Grant

Maximum Support Services Reimbursement for Individual Approved Scholar

If Support Services Maximum for a Scholar is Greater than their Individual Scholarship Reimbursement Amount

You will be reimbursed for Support Services up to the amount of the Scholarship Reimbursement Amount for That Scholar

or

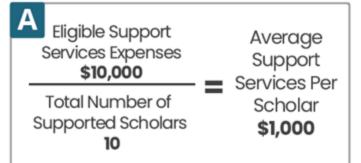
E

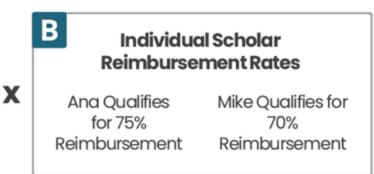
If Support Services Maximum for a Scholar is Less Than than their Individual Scholarship Reimbursement Amount

You will be reimbursed for the Maximum Support Services Reimbursement Amount for That Scholar

# **Reimbursement Calculation Example**









Ana's Scholarship Reimbursement \$500

Ana's Support Services Reimbursement \$500

Mike's Scholarship Reimbursement \$1000

Mike's Support Services Reimbursement \$700

Ana's Total Reimbursement \$1000

Mike's Total Reimbursement \$1700



### **Reimbursement Periods**

#### Distribution Cycle Reimbursement Periods

Fall 2024 | Spring 2025

Reimbursement Period	Corresponding Fiscal Years	
2023-2024	Academic Year	August 2023 - July 2024
	State Fiscal Year	July 2023 - June 2024
	Federal Fiscal Year	October 2023 - September 2024
	Calendar Year	January 2023 - December 2023