

Spring 2025 Distribution

Supported Organization Support Services Training

Monday, 5, 2025



**PROSPERITY
DENVER
FUND**

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
 - 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 expense verification documents. 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



Reimbursement Calculation

A
$$\frac{\text{Total Eligible Support Services Expenses Submitted}}{\text{Total Number of Scholars Supported by Nonprofit}} = \text{Average Support Services Expense Per Individual Scholar}$$

B **Individual Scholar Reimbursement Rates***

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

C
$$\text{Average Support Services Expense Per Individual Scholar} \times \text{Individual Scholar Reimbursement Rates} = \text{Maximum Support Services Reimbursement for Individual Approved Scholar}$$

D **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



**PROSPERITY
DENVER
FUND**

A Eligible Support Services Expenses \$10,000 Total Number of Supported Scholars 10 = Average Support Services Per Scholar \$1,000	X	B Individual Scholar Reimbursement Rates Ana Qualifies for 75% Reimbursement Mike Qualifies for 70% Reimbursement	=	C Support Service Maximum Reimbursement* Ana \$750 Mike \$700
D Ana's Scholarship Reimbursement \$500	Ana's Support Services Reimbursement \$500	+	E 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