



**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Department of Transitional Assistance**  
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**Field Operations Memo 97-44**  
**August 1, 1997**

**To:** Local Office Staff

**From:** Joyce Sampson, Assistant Commissioner for Field Operations

**Re:** Revisions to the Educational Assistance Form and Educational Grants, Loans and Scholarship Desk Guide

**Background**

The Educational Income and Expense form, EDUC-1 (Rev. 8/97) has been updated. The Educational Grants, Loans and Scholarships Desk Guide, EGDG (Rev. 8/97), has also been updated.

Representatives from the Department and Financial Aid Offices (FAO) from across the state worked together to revise the EDUC-1. Members of the Massachusetts Association of Student Financial Aid Administrators (MASFAA) served on the EDUC-1 Committee. Meetings with Department staff began in March of 1996 and over the summer the EDUC-1 Committee faxed copies of the draft EDUC-1 to all community colleges, all public four-year colleges and a random sampling of private colleges within the Commonwealth. Feedback on both design and content of the form was sought and subsequent comments were incorporated in the revised EDUC-1.

At the annual Financial Aid Administrators' Conference last fall, *The Revised EDUC-1* was the topic of a one-hour session. Department representatives served on a question-and-answer panel. Over 40 people attended the session and minor suggestions were incorporated in the revised EDUC-1.

MASFAA held two training sessions for the Financial Aid community in June 1997. These trainings were conducted by Department staff and MASFAA members. The goal of the training was to provide uniformity in completing the form and answer any outstanding questions.

**Revisions to  
the EDUC-1**

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The new EDUC-1:

- ▶ adds a student release so that FAOs can communicate with Department staff on changes to a student's financial aid awards during the school year;
- ▶ changes terminology to assist FAOs in understanding what information is required by the Department;
- ▶ should be easier for workers to understand and complete; and
- ▶ will be used uniformly statewide.

**Department  
Completion of  
*Return to:*  
Section of the  
EDUC-1**

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The worker must fill in the *Return to:* section of the EDUC-1 form before giving/ mailing the form to the student to complete and submit to the FAO.

Completion of this section will facilitate contact with the correct worker and expedite return of the completed form from the FAO.

**Completion of  
Part A of the  
EDUC-1**

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The student is responsible for completing Part A of the EDUC-1 Form. The FAOs will be instructed to return the form to the student if Part A is incomplete. The FAO will verify that this information is correct.

**Note:** The worker must encourage and assist the student in completing Part A while at the local office.

The student must also sign and date the Student's Authorization for Exchange of Information. This release will allow the FAO and worker to discuss a particular student. This release will also allow the FAO to contact the worker with information regarding *additional* financial aid awards received during the school year. **A copy of the signed release must be filed in the recipient's case record.**

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**Financial Aid  
Office (FAO)  
Completion of  
the EDUC-1**

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The FAO is responsible for completing Part B of the EDUC -1. Instructions for completing Part B are located on Page Three of the form.

- ▶ Section 1 (Allowable Educational Expenses) must be completed.
- ▶ Section 2 must be completed if the student has been awarded financial aid under a Title IV, Bureau of Indian Affairs of Title XIII, Part E Program.
- ▶ Section 3 must be completed if the student has been awarded financial aid from Non-Title IV and/or private sources.
- ▶ The FAO information at the bottom of the EDUC-1 must also be completed.

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**Department  
Completion of  
*Dept. Use Only*  
Section of the  
EDUC-1**

The *Dept. Use Only* section of the EDUC-1 is to be used as a worksheet by the worker in calculating the amount of countable educational income. Use the information provided by the FAO on the EDUC-1 to complete the *Dept. Use Only* section. Instructions for completing the *Dept. Use Only* section are located on Side Two of the EGDG.

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**Cash  
Assistance  
Cases - *Dept.*  
*Use Only***

The cash assistance worker must enter the total allowable educational expenses from Part B, Section 1 on Line 1. Enter the sum of Part B, Section 2 plus Part B, Section 3 on Line 2. (*This is the total financial aid awarded to the student.*) Enter the amount, if any, listed in Part B, Section 3, designated for living expenses on Line 8. **This is the countable amount of income for cash assistance purposes.**

The cash assistance worker must enter the dependent care amount, if any, listed in Part B, Section 1 on Line A. The cash assistance worker must enter the transportation amount, if any, listed in Part B, Section 1 on Line B. Dependent care and transportation amounts have been identified to prevent the Department from duplicating these costs if monies are available from another source. **The cash assistance worker must reduce the dependent care and/or transportation reimbursement(s) by the amount(s) identified in Part B, Section 1, if any.**

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**Food Stamp  
Cases (PA or  
NPA) - Dept.  
Use Only**

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The worker must enter the total allowable educational expenses from Part B, Section 1 on Line 1. Enter the sum of Part B, Section 2 plus Part B, Section 3 on Line 2. (*This is the total financial aid awarded to the student.*) Compare Line 1 to Line 2.

- **If Line 1 (Allowable Educational Expenses) is greater than or equal to Line 2 (Financial Aid Awards), SKIP TO LINE 8.** Enter on Line 8 the amount, if any, listed in Part B, Section 3, designated for living expenses. This amount is available to the student for living expenses. **It is countable for food stamp purposes.**
- **If Line 1 (Allowable Educational Expenses) is less than Line 2 (Financial Aid Awards), go to Line 3.** Enter the total of Part B, Section 3 on Line 3.

Add designated Non-Title IV amounts, if any, listed in Part B, Section 3. Enter the total on Line 4. Subtract Line 4 from Line 3. Enter the difference on Line 5. The worker must then determine if all or part of the amount listed on Line 5 **was or will be used** to pay allowable education expenses.

If a student claims that all or part of the amount on Line 5 **was or will be used** to pay allowable education expenses, the worker must:

- ◆ Determine that the expense was not fully paid by *designated* Title IV and/or Non-Title IV financial aid; **and**
  - ◆ Request verification that the specified expense **was or will be paid.**
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**Food Stamp  
Cases (PA or  
NPA) - Dept.  
Use Only  
(Continued)**

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Enter any amounts which **were used or will be used** to pay allowable education expenses on Line 6. Subtract Line 6 from Line 5. Enter the difference on Line 7. This amount is available to the student for living expenses. **It is countable for food stamp purposes.**

Enter the amount listed in Part 3 designated for living expenses on Line 8. Add Line 7 and Line 8. Enter the sum on Line 9. This amount is available to the student for living expenses. **It is countable for food stamp purposes.**

**Note:** The food stamp worker does not have to complete Line A or Line B. These lines are for cash assistance purposes only.

**Do not forget that countable educational income must be averaged over the period which it covers. However, educational income is not counted until actually received or anticipated to be received by the student.**

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**PA/FS Cases -  
Dept. Use Only**

For PA/FS cases, the worker must do both calculations: one for the cash portion of the case, the other for the food stamp part of the case. This will ensure that the correct amount of income is counted toward the cash assistance grant and food stamp allotment.

**Note:** A worker responsible for a cash case and the corresponding NPA food stamp case must also do both calculations.

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**Obsolete  
Materials**

Earlier versions of the EDUC-1 (revised 7/95 and before) are now obsolete and must be destroyed. The FAOs have been instructed not to accept earlier versions of the EDUC-1 after 8/1/97.

Field Operations Memo 95-26 is also obsolete.

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**Questions**

Policy questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.

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