

Client Service Memorandum 2016-07
TO: All Client Service Staff
FROM: Emily Stirling, Policy Coordinator
Authorized By: Aaron Thompson, Division Director
SUBJECT: Pell Grant Award/Denial Requirement
Date Issued: 07/06/2016
Effective Date: 07/07/2016

PURPOSE

The purpose of this Client Service Memo is to terminate the provision of an exception semester to the Pell Grant policy as listed in CSM 9.6.A.3 and 9.6.A.1.b. This memo supersedes the aforementioned policy until such time as Chapter 9 is revised.

BACKGROUND

The previously granted exception to Pell Grant policy allowed clients requesting training services to merely provide proof of Pell application one semester during the life of the case prior to use of training funds. The practice of allowing one exception semester was in response to the Pell Grant application and approval process. This process has historically taken several weeks to months to complete and the delay in Pell Grant Award notification was severely impeding the provision of timely VR services. However, technology advances including electronic submission of the Pell Grant application has streamlined the process allowing for award notification within days of submission.

POLICY

Use of comparable benefits when reasonably available will follow policy as outlined in CSM 9 with the exception of CSM 9.6.A.3 and 9.6.A.1.b as stated above. Pell Grant award verification from a third party source must be obtained prior to any VR support for training in Pell Grant eligible programs. Documentation of comparable benefit availability and use is required prior to the provision of services for each training period (quarter, semester, etc). Exceptions to this policy require Field Service Director approval.