



Approved by Matt Jordan, CEO, 10/7/2022

<b>SC-02-02</b>	<b>Scholarship Reimbursement Review</b>		
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## **I. Background**

### **A. Purpose**

The purpose of this document is to explain the process for determining a scholar's eligibility for reimbursement from Prosperity Denver Fund (PDF). Scholar information is submitted to PDF by eligible organizations requesting scholarship reimbursement.

### **B. Definitions**

- **Eligible Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.
- **Supported Organizations** – organizations who have received reimbursement funding from PDF.
- **Scholarship Reimbursement Template** – an Excel spreadsheet provided to organizations to complete with scholar-specific information and submit as a reimbursement request.
- **Institutions Database** – an Excel database with postsecondary institution information to determine eligibility.
- **Satisfactory Academic Progress** – per federal regulations, students must maintain Satisfactory Academic Progress (SAP) to remain eligible for federal student aid. SAP considers both grade point average and progress towards completion to graduation. For PDF purposes, SAP is defined by each postsecondary institution.
- **Expected Family Contribution (EFC)** – EFC is the amount a family is expected to pay towards postsecondary education expenses for a specific academic year. EFC is obtained by completing a Free Application for Federal Student Aid (FAFSA).
- **Pell Grant limit** – the maximum EFC allowed to qualify for the Federal Pell Grant. This amount typically changes for each academic year.
- **Eligibility Status** – a scholar's qualifying status for reimbursement from PDF. Statuses include:
  - **Approved** – scholar meets all requirements and is eligible for reimbursement.
  - **Pending** – information is missing for the scholar to make an eligibility determination.
  - **Denied** – scholar does not meet one or more requirement and is ineligible for reimbursement.



## **II. Reference Documents**

### **A. Ordinance Section(s)**

- Sec. 11-33. – Student eligibility requirements (a-e)
- Sec. 11-34. – Organization reimbursement program (1-2,4,7-8)

### **B. Related Policies & Procedures**

- SC-02-01: Scholarship Reimbursement Submission
- SC-02-03: Scholarship Reimbursement Calculation

### **C. Other Related Documents**

- PDF\_Scholarship Reimbursement Template (0820)
- PDF\_Data Dictionary-Scholarship Reimbursement (0820)
- PDF\_Helpful Hints for Scholarship Reimbursement (0820):
  - Residency
  - Financial Need
  - Satisfactory Academic Progress
- PDF\_Financial Need Affidavit (0820)
- PDF\_Denver Residency Affidavit (0820)
- Institution Database
- Student Disbursement Databases



### **III. Policy**

Eligible organizations must submit a scholarship reimbursement request using a Microsoft Excel template (“scholarship reimbursement template”) to Prosperity Denver Fund (PDF) including scholar-specific information for a specified academic year. There will be at least two opportunities per year for organizations to submit a reimbursement request.

Scholars supported by the organizations must meet the following requirements, as outlined by the ordinance, to be eligible for reimbursement:

- 25 years or younger as of the last scheduled class day at their postsecondary institution
- Denver residency for at least 3 years prior to starting postsecondary education
- Demonstrated financial need for their first year of postsecondary education
- Attendance at an accredited public or nonprofit postsecondary institution in Colorado
- Meet Satisfactory Academic Progress at their institution for the academic year being reimbursed

PDF staff will review submissions by organizations to determine individual scholar eligibility.

Supported organizations may submit scholars for multiple years of reimbursement if the scholar continues to meet PDF eligibility requirements. Age, attendance at a qualifying postsecondary institution, and Satisfactory Academic Progress will be checked for subsequent years after a scholar has been approved as eligible for PDF reimbursement.

Scholar eligibility and reimbursement information is stored in Microsoft Excel databases. The data is separated by academic year and distribution.



## **IV. Procedure**

The following sections detail the review process after an eligible organization or supported organization has submitted their scholarship reimbursement template to Prosperity Denver Fund (PDF).

### **A. New Scholars**

If a scholar has not yet been submitted to PDF or approved for reimbursement, this section explains the information to be submitted by the eligible organization (EO) and reviewed by PDF. The full submission should be reviewed before making an eligibility determination and following up with the EO as applicable.

#### **a. Basic Scholar Information**

- The following information must be submitted for each scholar:
  - Scholar name
  - Date of birth. Age on the last scheduled class day at the scholar's postsecondary institution can be accepted in lieu of birth date.
- Scholar Denver Public School (DPS) ID, demographics and current contact information is optional, but recommended for submission.
- ✓ **Eligibility Check:** Scholars must be 25 years old or younger as of the last scheduled class day at their postsecondary institution.
  1. **If age or birth date have not been submitted, the scholar will be pending until this information is provided.**
  2. If age submitted only (no birth date):
    - a. **If 26 or older, ineligible.**
    - b. If 25, confirm with EO that this was the scholar's age as of their specific last scheduled class day for the specified academic year. If they turned 26 by their last scheduled class day, ineligible.
  3. If birth date submitted:
    - a. Age will be calculated based on their specific postsecondary institution's last scheduled class day for the specified academic year.
      - i. Last scheduled class days can be found in the Institutions Database or will be researched upon institution eligibility determination.
      - ii. **If postsecondary information has not been submitted, the scholar will be pending until this information is provided and age can be calculated.**
    - b. **If 26 or older, ineligible.**



4. Scholar meets this requirement if able to verify they were 25 years or younger on their last scheduled class day by either of the methods above.

#### b. Residency Information

- ✓ **Eligibility Check:** Scholars must meet a 3-year Denver residency requirement. The residency requirement is based on years prior to starting postsecondary education.
  - Organizations must submit the month and year that each scholar started postsecondary education to assist in this determination.
  - Residency information is only required for the first time a scholar is submitted to PDF.
  - Required residency information to make an eligibility determination is based on when the scholar began postsecondary education:

#### *For any scholar who started postsecondary education before January 1, 2021:*

- ✓ **Eligibility Check:** Scholar must have attended their last 3 years of high school in Denver and/or resided in the City and County of Denver for 3 years prior to starting postsecondary education.
  - Organizations must provide at least one of the following for each scholar:
    - High school information for each scholar (for their last 3 years of high school), including name of high school, city, and dates attended.
    - Confirmation the scholar resided in the City and County of Denver prior to starting postsecondary education, including a yes/no confirmation by the EO, and addresses and dates resided when available.
  - 1. **If neither of the above are provided, the scholar will be pending until this information is provided and residency eligibility can be determined.**
  - 2. If high school information is provided:
    - a. Confirm the scholar's last 3 years of high school are included.
      - i. **If there is any lapse in years or clarification is needed, scholar may be pending if residential information not provided (see step 3).**
    - b. Confirm the high schools provided are in Denver.
      - i. If needed, search online to confirm the school is in Denver.
      - ii. If a scholar attended their first year of high school in a different city, but the last 3 years of high school were in Denver, this is acceptable.



- c. **If the scholar did not attend high school in Denver for their last 3 years (grades 10 through 12), they may be ineligible if residency is not confirmed via step 3 (residential confirmation).**
3. If residential information is provided:
  - a. EO must provide verification in the template to the Denver Residency question (Y/N response: Did the scholar live in the City & County of Denver for at least 36 months (3 years) before starting college?)
    - i. If Y, scholar meets the eligibility requirement per the EO's confirmation.
    - ii. **If N or blank, scholar may be ineligible if residency is not confirmed via step 2 (high school confirmation) or addresses provided. Verify with organization if addresses are provided, but Y verification is not.**
  - b. EOs should also provide Denver addresses if utilizing residential information for residency eligibility. This is not required by PDF at this time.
    - i. If address(es) provided, confirm that the city listed is Denver.
    - ii. **If an address provided is not in Denver, scholar may be ineligible if residency is not confirmed via step 2 (high school confirmation).**
4. Scholar meets the residency requirement if able to verify they either attended high school in Denver or lived in Denver or both for 3 years before starting postsecondary education.

***For any scholar who started postsecondary education after January 1, 2021:***

- ✓ **Eligibility Check:** Scholar must have resided in the City and County of Denver for 3 years prior to starting postsecondary education.
  - Organizations must provide residential information to confirm the scholar resided in the City and County of Denver for at least 3 years prior to starting postsecondary education, including a yes/no confirmation by the E, addresses and dates resided.
  - Organizations are encouraged to provide high school information for their scholars; however, will not be used to make an eligibility determination.
- 1. EOs must provide verification in the template to the Denver Residency question (Y/N response: Did the scholar live in the City & County of Denver for at least 36 months (3 years) before starting college?)
  - a. **If N or blank, scholar may be ineligible if residency is not confirmed via step 2 (residential address provided).**
- 2. EOs must provide 3 years of Denver addresses with dates resided at the address for each scholar.
  - a. **If address is not provided, scholar will be pending until the information is provided.**



- b. **If dates of residency at addresses are not provided, scholar will be pending until the information is provided.**
  - c. Confirm that the city listed is Denver.
    - i. **If addresses are outside of Denver, scholar is ineligible.**
    - ii. If scholar lived in a different city before the immediate 3 years before starting postsecondary education, this is acceptable. They must have only resided in Denver for the 3 years immediately before.
  - d. Confirm the dates resided cover at least 3 years before the scholar started postsecondary education.
    - i. **If less than 3 years of addresses are provided, scholar will be pending until the organization can confirm the addresses provided cover at least the 3 immediate years before the scholar started postsecondary education.**
3. Scholar meets the residency requirement if able to verify they lived in Denver for at least 3 years prior to starting postsecondary education.

### c. Postsecondary Information

- ✓ **Eligibility Check:** Scholars must attend a nationally or regionally accredited public or nonprofit postsecondary institution in Colorado.
  - ✓ **Eligibility Check:** Nonprofit institutions must have been ruled as such since at least January 1, 2007 to qualify.
    - Organizations must provide the name(s) of the postsecondary institution attended by the scholar for the specified academic year.
1. **If name of postsecondary institution attended by the scholar is not provided, scholar will be pending until the information is provided.**
  2. Check the Institutions Database for the postsecondary institution (institution) to see if it has been previously submitted to PDF:
    - a. Ineligible institutions are highlighted as red and marked “NOT ELIGIBLE”
    - b. All other institutions in the Institutions Database are qualifying institutions.
  3. **A scholar must have attended an eligible institution for at least part of the academic year to be considered eligible. If the scholar did not attend an eligible institution at any point of the academic year, scholar is ineligible.**
    - a. Scholars may be considered eligible if EO indicates split enrollment between an eligible and ineligible institution for the specified academic year. In this case, if at least one of the





institutions is qualifying based on eligibility criteria above, they are eligible for 50% of the total calculated reimbursement for that scholar should scholar meet all other eligibility criteria.

4. If the institution does not already exist in the Institutions Database, add the institution to the database by checking the following information:
    - a. Confirm it is an in-state (Colorado) institution. The Colorado Department of Higher Education (CDHE) has a college and university search at this link: <https://highered.colorado.gov/Data/InstSelect.aspx>
      - i. **If the institution is not found on this site, it is likely an out-of-state school and is ineligible.** Search the institution on Google or another search site to confirm.
    - b. Confirm the institution is public or nonprofit tax-status. This may also be found via the CDHE search tool.
      - i. **If the institution is for profit, ineligible.**
    - c. If the institution is nonprofit, search on GuideStar ([guidestar.org/search](http://guidestar.org/search)) to determine the nonprofit ruling date. Note this does not apply to public institutions, only private nonprofit.
      - i. If the institution was ruled a nonprofit on or before January 1, 2007, eligible.
      - ii. **If the institution was ruled a nonprofit after January 1, 2007, the institution does not qualify, and scholar is ineligible.**
    - d. Confirm the institution's accreditation status. The U.S. Department of Education has a Database of Accredited Postsecondary Institutions and Programs (DAPIP): <https://ope.ed.gov/dapip/#/home>
      - i. **If the institution is not accredited, the institution does not qualify, and scholar is ineligible.**
      - ii. If the institution is accredited, take note of the accreditation information including the review date to confirm continued eligibility in the future as needed.
    - e. If all requirements (a-d) are met, the institution is a qualifying institution and may be accepted towards the scholar's eligibility for reimbursement.
    - f. Research the institution's last scheduled class days for applicable academic years and add to the database. These dates are used to calculate the scholar's age (see step a).
- ✓ **Eligibility Check:** Scholars must meet satisfactory academic progress (SAP) based on their postsecondary institution's definition of SAP.
- Organizations must provide confirmation that the scholar met SAP for the specified academic year.



1. EOs must provide verification in the template to the SAP question (Y/N response: Did the scholar meet satisfactory academic progress (SAP) per their specific postsecondary institution's definition of SAP?) for the specified academic year.
  - a. **If N (no, scholar did not meet SAP), scholar is ineligible.**
  - b. **If blank, scholar will be pending until the information is provided.**

d. Financial Need Information

- ✓ **Eligibility Check:** Scholars must have an expected family contribution (EFC) below 2.5x the EFC to qualify for the Federal Pell Grant for their first year of postsecondary education or meet an alternative financial need requirement as approved by the Board of Directors.
  - Organizations must provide the level of financial need and measure for each scholar.
  - Financial need information is only required the first time a scholar is submitted to PDF.
- 1. A scholar who meets any of the below financial need measures is eligible for reimbursement from PDF. These are available as drop-down options in the scholarship reimbursement template:
  - a. At or below Pell Grant limit
  - b. EFC between 101-150% Pell Grant limit
  - c. EFC between 151-200% Pell Grant limit
  - d. EFC between 201-250% Pell Grant limit
  - e. Free and Reduced-Price Lunch
  - f. Eligibility for other public benefits approved by PDF (see Financial Need Affidavit for complete list)
  - g. Income within PDF guidelines (see Financial Need Affidavit for most up-to-date income chart)
- 2. **If financial need information is not provided, scholar will be pending until the information is provided.**
- 3. **If a different measure or response is provided (not included in 1 a-g above), scholar may be ineligible.**
  - a. Follow up with the organization to determine if the scholar meets 1 a-g above. The Financial Need Affidavit may be provided as a resource for the organization to collect the information.
  - b. **If the scholar does not have a qualifying EFC, they are ineligible.**



- c. **If the scholar meets a different financial need measure that is not in the approved list (1 a-g), the measure may be taken to the Board of Directors for approval as appropriate. The scholar will be pending until the determination is made.**

#### e. Scholarship Information

- Organizations must provide the scholarship amount they provided to each scholar for the specified academic year.

  1. **If scholarship amount is not provided, scholar will be pending until the amount is provided.**
  2. Reimbursements will be calculated based on the scholarship amount provided and financial need for each individual scholar. See SC-02-03.

#### f. Eligibility Determination

- ✓ **Scholars must meet all eligibility checks in sections a-d to be approved for reimbursement.**
- ✓ **Scholarship amount must be provided by the organization for approval.**
  1. If all eligibility requirements are met, scholar is **approved**.
  2. If any one of the eligibility requirements are not met, scholar is **denied**.
    - a. Follow up with the organization to confirm they agree with this determination and do not have additional information to provide that may change the determination.
  3. If additional information is required to make an eligibility determination, scholar is **pending**.
    - a. Follow up with the organization to collect or confirm information necessary to make an eligibility determination.

## B. Approved Scholars

Once a scholar has been submitted to PDF and approved for reimbursement, supported organizations (SOs) may submit subsequent reimbursement requests with shortened requirements. This section explains the information to be submitted by the organization and reviewed by PDF. The full submission should be reviewed before making an eligibility determination and following up with the SO as applicable.

#### a. Basic Scholar Information

- The following information will be pre-filled for each approved scholar applicable:



- Scholar name
  - Date of birth
  - DPS ID
  - Current contact information
- If date of birth has not been provided during a previous submission, organization must provide scholar's date of birth or age on the last scheduled class day at the scholar's postsecondary institution for the specified academic year.
- Organization's are encouraged to update or provide scholar's current contact information as applicable.
- ✓ **Eligibility Check:** Scholars must be 25 years old or younger as of the last scheduled class day at their postsecondary institution.
1. **If birth date is missing for the scholar and neither this nor age or birth date have been submitted, the scholar will be pending until this information is provided.**
  2. If age submitted only (no birth date):
    - a. **If 26 or older, ineligible.**
    - b. If 25, confirm with SO that this was the scholar's age as of their specific last scheduled class day for the specified academic year. If they turned 26 by their last scheduled class day, ineligible.
  3. If birth date submitted:
    - a. Age will be calculated based on their specific postsecondary institution's last scheduled class day for the specified academic year.
      - i. Last scheduled class days can be found in the Institutions Database or will be researched upon institution eligibility determination.
      - ii. **If postsecondary information has not been submitted, the scholar will be pending until this information is provided and age can be calculated.**
    - b. **If 26 or older, ineligible.**
  4. Scholar meets this requirement if able to verify they were 25 years or younger on their last scheduled class day by either of the methods above.

#### b. Postsecondary Information

- ✓ **Eligibility Check:** Scholars must attend a nationally or regionally accredited public or nonprofit postsecondary institution in Colorado.



- ✓ **Eligibility Check:** Nonprofit institutions must have been ruled as such since at least January 1, 2007 to qualify.
- Organizations must provide the name(s) of the postsecondary institution attended by the scholar for the specified academic year.
  - 1. **If name of postsecondary institution attended by the scholar is not provided, scholar will be pending until the information is provided.**
  - 2. Check the Institutions Database for the postsecondary institution (institution) to see if it has been previously submitted to PDF:
    - a. Ineligible institutions are highlighted as red and marked “NOT ELIGIBLE”
    - b. All other institutions in the Institutions Database are qualifying institutions.
  - 3. **If the scholar attends an ineligible institution in the database, scholar is ineligible.**
  - 4. If the institution does not already exist in the Institutions Database, add the institution to the database by checking the following information:
    - a. Confirm it is an in-state (Colorado) institution. The Colorado Department of Higher Education (CDHE) has a college and university search at this link: <https://highered.colorado.gov/Data/InstSelect.aspx>
      - i. **If the institution is not found on this site, it is likely an out-of-state school and is ineligible.** Search the institution on Google or another search site to confirm.
    - b. Confirm the institution is public or nonprofit tax-status. This may also be found via the CDHE search tool.
      - i. **If the institution is for profit, ineligible.**
    - c. If the institution is nonprofit, search on GuideStar ([guidestar.org/search](http://guidestar.org/search)) to determine the nonprofit ruling date. Note this does not apply to public institutions, only private nonprofit.
      - i. If the institution was ruled a nonprofit on or before January 1, 2007, eligible.
      - ii. **If the institution was ruled a nonprofit after January 1, 2007, the institution does not qualify, and scholar is ineligible.**
    - d. Confirm the institution’s accreditation status. The U.S. Department of Education has a Database of Accredited Postsecondary Institutions and Programs (DAPIP): <https://ope.ed.gov/dapip/#/home>
      - i. **If the institution is not accredited, the institution does not qualify, and scholar is ineligible.**
      - ii. If the institution is accredited, take note of the accreditation information including the review date to confirm continued eligibility in the future as needed.



- e. If all requirements (a-d) are met, the institution is a qualifying institution and may be accepted towards the scholar's eligibility for reimbursement.
  - f. Research the institution's last scheduled class days for applicable academic years and add to the database. These dates are used to calculate the scholar's age (see step a).
- ✓ **Eligibility Check: Scholars must meet satisfactory academic progress (SAP) based on their postsecondary institution's definition of SAP.**
- Organizations must provide confirmation that the scholar met SAP for the specified academic year.
  - 1. SOs must provide verification in the template to the SAP question (Y/N response: Did the scholar meet satisfactory academic progress (SAP) per their specific postsecondary institution's definition of SAP?) for the specified academic year.
    - a. **If N (no, scholar did not meet SAP), scholar is ineligible.**
    - b. **If blank, scholar will be pending until the information is provided.**
- c. Scholarship Information
- Organizations must provide the scholarship amount they provided to each scholar for the specified academic year.
  - 1. **If scholarship amount is not provided, scholar will be pending until the amount is provided.**
  - 2. Reimbursements will be calculated based on the scholarship amount provided and financial need for each individual scholar. See SC-02-03.
- d. Eligibility Determination
- ✓ **Scholars must meet all eligibility checks in sections a-b to be approved for reimbursement.**
  - ✓ **Scholarship amount must be provided by the organization for approval.**
    - 1. If all eligibility requirements are met, scholar is **approved**.
    - 2. If any one of the eligibility requirements are not met, scholar is **denied**.
      - a. Follow up with the organization to confirm they agree with this determination and do not have additional information to provide that may change the determination.
    - 3. If additional information is required to make an eligibility determination, scholar is **pending**.
      - a. Follow up with the organization to collect or confirm information necessary to make an eligibility determination.



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**Policy & Procedure:  
Scholarship Reimbursement (SC-02)**