

 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	00- Miscellaneous Issuances Manual
	<b>Part No./Name</b>	E- Executive Bulletins
	<b>Section No./Name</b>	E-2500 Executive Bulletins
	<b>Document No./Name</b>	E-2507-00 DCFS Contractual Agreement with the Louisiana Office of Student Financial Aid (LOSFA).
	<b>Effective Date</b>	January 6, 2014

The Department has entered into a contractual agreement with the Louisiana Office of Student Financial Aid (LOSFA) to pay remaining tuition and fees after financial aid has been exhausted or to pay tuition and fees for those STEP participants who are not eligible for financial aid. Payments for vocational education are limited to the state-operated vocational-technical schools included in the Louisiana Community and Technical College System (LCTCS) system. If a STEP participant chooses to attend a proprietary school, college, or university, payments for tuition and fees are prohibited.

Effective January 6, 2014, all STEP Case Managers may begin referring STEP participants to the LCTCS campuses for technical and educational training for the Spring 2014 semester.

Prior to referral, STEP participants must apply for federal student aid by completing a [Free Application for Federal Student Aid \(FAFSA\)](#) online or at a LCTCS Financial Aid office. Once a FAFSA is completed, the Case Manager shall forward the participant's Social Security number, first and last name, date of birth, the school of attendance, the term of attendance, and the completed Family Success Agreement to the Regional FITAP/STEP Program Consultant.

Case Managers must provide a list of eligible students to the Regional FITAP/STEP Program Consultant prior to the start of each semester. The Regional FITAP/STEP Program Consultant will enter the participant's information into the LOSFA Award System and the Case Manager will then refer the participant to LCTCS with a completed STEP 16, Information-Referral-Report form.

Upon receiving a payment request for tuition and fees from the school of attendance, LOSFA will issue payment to LCTCS.

STEP participants will be responsible for having class instructors witness the time in and time out and initial the STEP 34B, Vocational Education Weekly Attendance Report form to verify hours of participation each week and submit verification of progress when requested by the Case Manager.

Participants will also be responsible to utilize refunds of any available financial aid to purchase books, uniforms, or equipment needed to participant in classes. For those STEP participants who are not eligible for financial aid, or who have exhausted financial aid, STEP funds for books, uniforms, or equipment needed to participant in classes may be requested by submitting a request limited to \$300 per semester per client to the Regional FITAP/STEP Program Consultant. The participant will be required to provide verification that the items were required by the course, anticipated cost of the items, and proof of financial need. After purchasing the needed items, the participant will be required to submit a copy of the itemized receipt that includes the items and costs.

Please contact your Regional FITAP/STEP Program Consultant if you have questions.