



Student Certification Training
February 2023

Welcome

- **PLEASE** keep your phone or computer microphone **MUTED**
- Submit questions via the chat function during the webinar
- Tell us who you are
- A link to the recorded webinar will be posted online and sent out via email

Agenda

- Fast Track Overview
- Eligibility Certification
- Certification Walk-through
- Payments and Returns
- Resources
- Questions

Fast Track Overview

2022 Changes

- Governor Parson signed **Senate Bill 672** (Sen. Hough) on June 30, 2022
 - Effective August 28, 2022
 - Awards for AY 2022-23 will be made for eligible students enrolled in summer and fall semesters
 - Each semester must be certified separately
 - Only one open payment request can be pending at a time; schools must wait until the previous semester's award is in **Paid** status (typically 3-5 days after certification submission) to certify a student for another semester
- Major overhaul of FAMOUS system to implement new Fast Track program
 - Removal of loan component simplified processing – no more exit counseling, promissory notes, or enrollment status reporting
 - Incorporated Eligible Training Providers and Apprenticeship Providers
 - Application changes (upload of MO Individual Income Tax Form for AGI determination; upload of military documentation for residency waiver)
 - Certification completed electronically within FAMOUS
 - Calculates award automatically

Process

Student

Applies in Student Portal



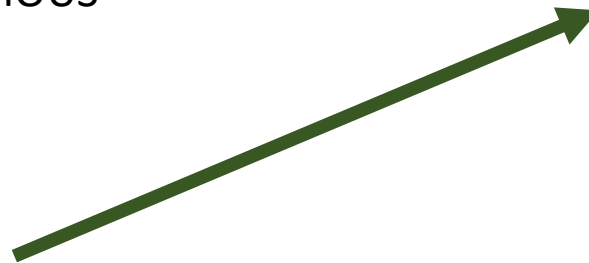
MDHEWD

Reviews Eligibility and updates FAMOUS



School

Certifies Eligibility in FAMOUS



Disburses award to school



Delivers award to student

Eligibility Certification

Steps

Step 1: Check *Fast Track Certification* in FAMOUS for potentially eligible students

Step 2: Verify student eligibility

- Missouri resident
 - Exemption for active duty military members permanently transferred to Missouri and their spouses
- U.S. citizen or permanent resident
- Enrolled at least half-time in a Fast Track-eligible program
- No prior bachelor's degree
- Has filed a FAFSA® if in a Title IV-eligible program
- Has not exceeded
 - Four semesters or equivalent
 - 200% of the typical completion timeframe
- 2.5 GPA/SAP for renewal students

Step 3: Enter Award Calculation Information in FAMOUS for system calculation

- Enter enrolled hours, tuition rate(s), general fees, and all non-loan governmental aid into certification form
 - Enter remaining Cost of Attendance, if prompted
- Award amount automatically calculates
 - Tuition and fee caps will automatically calculate for private two- and four-year schools

Step 4: Submit certification form

Tips

- 4 semesters =
 - 60 semester credit hours (ex: Rcvd for 30 hrs/60 = 50% remaining eligibility)
 - 90 quarter credit hours
 - 1800 clock hours (ex: Rcvd for 1800 hrs/1800 = 100% no remaining eligibility)
- 200% of the typical completion timeframe
 - Total Accumulated Hours compared to Total Hours for Program of Study x 2
 - **Example 1:** 90 hours accumulated; 60 hour program x 2 = 120 hours
90 < 120 – student has remaining eligibility
 - **Example 2:** 121 hours accumulated; 60 hour program x 2 = 120 hours
121 > 120 – student is not eligible
 - Accumulated hours = all hours (transfer or institutional) that **apply to the Fast Track program**



Certification Walk-through

Certification Roster

- MDHEWD no longer emails a Certification Roster. When MDHEWD updates a student's *Eligibility Status* to **Eligible** in the system, the student is added to a school's *Fast Track Certification Roster* within FAMOUS – no notification is sent to the school.
- Check the Certification Roster regularly to ensure timely certification of eligible students.
 - Fast Track applications are accepted through May 15th for the 2022-2023 Academic Year.
 - Students may become potentially eligible at anytime during the current award year.
 - Awards cannot be made retroactively; a student **must** be certified in the same award year as the payment period being certified.

DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

Home Student Information Profile Reports Financial

Student Search
Estimated Awards and Certification
Upload A+ Students and Certifications
Fast Track Certification

PSI Home


- Log into FAMOUS – Postsecondary Institution/Workforce
- From the *PSI Home* screen, open the *Student Information* drop-down menu and select **Fast Track Certification**

Fast Track Certification

Select Academic Year:

Enter full or partial SSN or Name to filter the list.

Filter By:

NAME	SSN	Certified	Apprentice
 WORKER, JOE	123456789	N	N
ARTISAN, JANE	234567890	N	N
EMPLOYEE, BOB	567890123	Y	N
OPERATOR, MARY	678901234	N	Y

- Link to the *Certification Form* is the **green** student name
- Certified students remain on list; “Y” indicates student has been certified at least once for the award year
- Sort list by double-clicking the column header

Fast Track Certification Form

Prepopulated Fields

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
SSN:	<input type="text"/>	Date of Birth:	<input type="text"/>
Award Year:	07/01/2022 to 06/30/2023	Application Id:	<input type="text"/>
Program of Study:	<input type="text"/>	6-Digit CIP Code:	<input type="text"/>
Degree Level:	<input type="text"/>	Program Measurement:	Select One <input type="button" value="v"/>

Enrollment Information

Payment Period Begin Date:	<input type="text"/>	Payment Period End Date:	<input type="text"/>
Total Hours Enrolled for Payment Period:	<input type="text"/>	Reason if not Enrolled at least Half Time:	Select Reason <input type="button" value="v"/>
Bachelor's Degree Obtained:	No <input type="button" value="v"/>		

Tuition Information

Total Hours for Program of Study:	<input type="text"/>	Total Accumulated Hours:	<input type="text"/>	200% Met	<input type="text"/>
Hours 1:	<input type="text"/>	Hourly Rate 1:	\$ <input type="text"/>	Tuition 1:	\$ <input type="text"/>
Hours 2:	<input type="text"/>	Hourly Rate 2:	\$ <input type="text"/>	Tuition 2:	\$ <input type="text"/>
Hours 3:	<input type="text"/>	Hourly Rate 3:	\$ <input type="text"/>	Tuition 3:	\$ <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Remove Last"/>					
Total Hours:	<input type="text"/>	Total Tuition:	\$ <input type="text"/>		

Fees and Non-Loan Aid Information

+ Fees:	\$ <input type="text"/>
- Pell Amount for Payment Period:	\$ <input type="text"/>
- WIOA Amount for Payment Period:	\$ <input type="text"/>
- Other Federal Aid Amount for Payment Period:	\$ <input type="text"/>
- State Aid Amount for Payment Period:	\$ <input type="text"/>
= Calculated Award:	\$ <input type="text"/>
Remaining Cost of Attendance:	\$ <input type="text"/>

Award and Certification

Standard Award:	\$ <input type="text"/>	Cap Award:	\$ <input type="text"/>	Requested Award:	\$ <input type="text"/>
-----------------	-------------------------	------------	-------------------------	------------------	-------------------------

I certify that I have verified this student is a U.S. citizen or permanent resident and, if this student is a Fast Track renewal student, has a minimum 2.5 cumulative grade point average and is otherwise meeting satisfactory academic progress. I further certify that the information provided above is true and correct to the best of my knowledge.

Navigation Buttons



Certification Form Navigation



- Navigation Buttons are at the bottom of the form
 - **Close** – closes the *Certification Form* and returns to the Certification Roster
 - **Clear** – clears all enterable fields on the *Certification Form*
 - **Certify** – submits the *Certification Form*

Prepopulated Fields

Fast Track Certification Form

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
SSN:	<input type="text"/>	Date of Birth:	<input type="text" value="/ /"/>
Award Year:	<input type="text" value="07/01/2022 to 06/30/2023"/>	Application Id:	<input type="text" value="404"/>
Program of Study:	<input type="text" value="Business"/>	6-Digit CIP Code:	<input type="text" value="520101"/>
Degree Level:	<input type="text" value="Bachelor's Degree"/>	Program Measurement:	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; padding: 0 5px;" type="text" value="Select One"/> ▼


- Grey fields prepopulated from student's application
- **Program of Study, 6-digit CIP Code, and Degree Level** fields will be updatable in the near future
 - For now, if incorrect, the student must submit a new application with the correct information
- Contact MDHEWD if a prepopulated field doesn't match student records
- Must select **Program Measurement**


Enrollment Information

Payment Period
Begin Date: 

 **Total Hours Enrolled**
for Payment Period:

Bachelor's Degree
Obtained: 

Payment Period End
Date: 

Reason if not Enrolled
at least Half Time: 

- If **Total Hours Enrolled for Payment Period** entered is less than half time; must enter **Reason if not Enrolled at least Half Time** for credit/quarter hours; clock, training, and instructional hours default to *All Available Hours*
- **Total Hours Enrolled for Payment Period** is used to calculate tuition cap at private schools
- Selecting “Yes” on **Bachelor’s Degree Obtained** marks student *ineligible* and removes the student from the Certification Roster
 - Must confirm change in pop-up
 - If marked *ineligible* in error, must call MDHEWD to remark student as *eligible*

Tuition Information

<input type="text"/>	<input type="text"/>	200% Met	<input type="text"/>
Total Hours for Program of Study:		Total Accumulated Hours:	
Hours 1:	<input type="text"/>	Hourly Rate 1:	<input type="text"/>
Hours 2:	<input type="text"/>	Hourly Rate 2:	<input type="text"/>
Hours 3:	<input type="text"/>	Hourly Rate 3:	<input type="text"/>
<input type="button" value="Add"/>	<input type="button" value="Remove Last"/>	Tuition 1:	<input type="text"/>
Total Hours:	<input type="text"/>	Tuition 2:	<input type="text"/>
		Tuition 3:	<input type="text"/>
		Total Tuition:	<input type="text"/>

- **200% Met** automatically calculates; displays *Yes* or *No*
- Must enter at least **Hours 1** and **Hourly Rate 1** field
- **Tuition** fields automatically calculates
- Use *Add* button for additional tuition rows; no limit to additional rows available
- **Total Hours** and **Total Tuition** automatically calculate

Fees and Non-Loan Aid Information

+	Fees:	\$	<input type="text"/>
-	Pell Amount for Payment Period:	\$	<input type="text"/>
-	WIOA Amount for Payment Period:	\$	<input type="text"/>
-	Other Federal Aid Amount for Payment Period:	\$	<input type="text"/>
-	State Aid Amount for Payment Period:	\$	<input type="text"/>
=	Calculated Award:	\$	<input type="text"/>
	Remaining Cost of Attendance:	\$	<input type="text"/>

- All fields are required; enter \$0.00 if not applicable
- **Calculated Award** automatically calculates
 - If **Calculated Award** is \$0.00 or less, **Remaining Cost of Attendance** activates and becomes required

Award Calculation and Certification

Standard Award: \$ Cap Award: \$ Requested Award: \$

I certify that I have verified this student is a U.S. citizen or permanent resident and, if this student is a Fast Track renewal student, has a minimum 2.5 cumulative grade point average and is otherwise meeting satisfactory academic progress. I further certify that the information provided above is true and correct to the best of my knowledge.

Are you sure you want to certify the student?

- **Requested Award** automatically calculates; this is amount to be disbursed
 - If **Calculated Award** is \$0, the system automatically awards the lesser of **Remaining Cost of Attendance** or \$500
 - If the tuition and fees cap applies, the system automatically awards the lesser of the **Standard Award** or **Cap Award**
- **Cap Award** automatically calculates for private two- and four-year schools subject to the tuition and fees cap
- *Certification statement* must be checked
- Must confirm certification

Errors

Fast Track Certification Form

The form must be certified before it can be submitted.

Last Name:

SMITH

First Name:

- Any errors appear in **Red** in the upper left corner of the *Certification Form*
- Table of possible errors and fixes in **Appendix E** of the *Fast Track Certification Manual*

Success!

JOE WORKER was successfully certified.

Fast Track Certification

Select Academic Year: 2022-2023 ▼

Enter full or partial SSN or Name to filter the list.

Filter By:

NAME	SSN	Certified	Apprentice
WORKER, JOE	123456789	Y	N

- Returns to *Certification Roster* with “Y” in **Certified** Column
- A successfully submitted certification cannot be reviewed, changed, or deleted
- If a student was certified incorrectly or in error, schools **must call** MDHEWD **the same day before 3 pm** to cancel the disbursement
 - If successfully cancelled, MDHEWD will notify when the student can be re-certified
 - If not cancelled, schools must wait for disbursement then return the funds before re-certifying the student



Payments and Returns

Payments and Returns

- Disbursement
 - Through FAMOUS
 - 3-5 business days after award accepted or cancellation period expires
 - Disbursement Report (like other programs)
 - FAMOUS → Reports → Disbursement
- Returns
 - Same process as other FAMOUS programs
 - FAMOUS → Student Search → Awards/Disbursements → Fast Track → Create Return → Return Processing
- If a student was certified incorrectly or in error, and the certification was not cancelled by MDHEWD before 3 pm the same day, disbursed funds must be returned and processed before the student can be re-certified!

Resources

Fast Track Initiatives Landing Page

- https://dhewd.mo.gov/initiatives/fast_track.php
- Links to
 - *Information for Students*
 - *Information for Educational Partners*
 - *Information for Community Partners*
 - State Financial Aid Portal (aka Student Portal)
 - Approved Programs at Eligible Institutions link
 - *Fast Track Information Sheet*

Information for Educational Partners

- https://dhewd.mo.gov/initiatives/fasttrack_for_educators.php
 - Student Portal link
 - Participation information
 - Program Inventory
 - Eligible Training Provider System (ETPS) link
 - Informational Webinars
 - Approved Programs
 - Link to dynamic list
 - 6-digit CIP Code program titles pdf
 - Certification Manual

Approved Programs at Eligible Institutions

- https://dhewd.mo.gov/initiatives/fasttrackgrant_programs.php
- Dynamic list, (hopefully) updated regularly
- Searchable by program or institution



Fast Track Eligible Institutions and Programs List

The Fast Track Workforce Incentive Grant is a financial aid program that addresses workforce needs by encouraging adults to pursue a certificate, degree, or industry-recognized credential in an area designated as high need.

The Fast Track Workforce Incentive Grant can be utilized at eligible institutions in eligible programs.

Search by either institution or program using the buttons below.

Search by Institution

Search by Program

All Approved Programs

Program Name	Credential	Site Name	Site City
4CShare Global Project Management Simulation	Certificate	Missouri Western State University	Saint Joseph
5S VISUAL WORKPLACE	Certificate	Crowder College Training & Development Soluti..	Joplin
8HR HAZWOPER	Certificate	Crowder College Training & Development Soluti..	Joplin
24HR Hazwoper	Certificate	Crowder College Training & Development Soluti..	Joplin
60 PDU Project Management Course Bundle	Certificate	Missouri Western State University	Saint Joseph
90 Hour Cyber Security with CEH Certified Ethica..	Certificate	Saint Louis University Center for Workforce	Saint Louis
600 HOUR CERTIFIED BASIC LAW ENFORCEMEN..	Certificate	UMC Law Enforcement	Columbia
A Manager's Guide to Artificial Intelligence	Certificate	Missouri Western State University	Saint Joseph
A Manager's Guide to Blockchain	Certificate	Missouri Western State University	Saint Joseph
A Manager's Guide to Cloud Computing and Cyb..	Certificate	Missouri Western State University	Saint Joseph
A Manager's Guide to Information Technology	Certificate	Missouri Western State University	Saint Joseph
A Manager's Guide to Superior Customer Service	Certificate	Missouri Western State University	Saint Joseph
AAS in Community Behavioral Health Support	Associate Degree	Missouri State University-West Plains	West Plains
Accelerated BSN Program	Bachelor's Degree	CMU at Columbia	Columbia
Accelerated IT Academy - Programming and Cod..	Certificate	St. Louis Community College	Bridgeton
Accelerated Nursing (Blended)	Bachelor's Degree	Southeast Hospital College of Nursing & Health ..	Cape Girardeau
Accelerated Nursing (Blended/Online)	Associate Degree	Southeast Hospital College of Nursing & Health ..	Cape Girardeau
Access Control and Identity Management Scena..	Certificate	Missouri Western State University	Saint Joseph
Accountancy	Bachelor's Degree	Central Methodist University	Fayette
		CMU at Clinton	Clinton

Information Sheet



- <https://dhewd.mo.gov/initiatives/documents/FastTrackFactSheet.pdf>

ABOUT FAST TRACK





The Fast Track Workforce Incentive Grant is a financial aid program for adults. The grant is designed to cover the cost of tuition and fees for approved certificates and degrees or educational costs for an apprenticeship.

FAST TRACK BY THE NUMBERS

PARTICIPANTS




 **79% FEMALE**
 **21% MALE**










TOP PROGRAMS

 Allied Health	 Computer Science
 Business/Accounting	 Education

There are approximately **70,000+** annual openings in these areas across the state.

Fast Track is gaining momentum and interest is strong

	JUNE 30, 2022
	JUNE 30, 2021
	JUNE 30, 2020

	391 Students
	\$1,609,807 Awarded
	\$4,117 Average award
	310 Students
	\$1,274,255 Awarded
	\$4,110 Average award
	189 Students
	\$413,887 Awarded
	\$2,190 Average award

APPLICATIONS

Increased 1.5% between FY 20 and FY 21.

FASTTRACK

A MISSOURI DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT PROGRAM

FAST TRACK WORKFORCE INCENTIVE GRANT

2022 PROGRAM CHANGES

SB 872 Sen. Lincoln Hough and Rep. Travis Fitzwater

- On Friday, July 1, 2022, Governor Parson signed Senate Bill 872, which extends the Fast Track Workforce Incentive Grant program with modifications. The legislation was sponsored by Sen. Lincoln Hough and handled by Rep. Travis Fitzwater in the House of Representatives during the 101st General Assembly's Second Regular Session.
- The key changes to the program under the legislation are:
 - Extends the program's sunset to seven years. The legislation extends the program length through August 28, 2029.
 - Removes the program's promissory note and loan conversion component. The repayment provisions created complexity that discouraged participation and slowed the program's growth. The provision is replaced with a requirement that a student must be a Missouri resident for at least two years prior to receiving the Fast Track grant.
 - Exempts U.S. Armed Forces and spouses from certain eligibility requirements. Provides that active duty members of the U.S. Armed Forces who have been transferred to Missouri or their spouses are not subject to the two-year residency requirement.
 - Expands program to include more training providers and registered apprentices. The program extends eligibility to qualifying students participating in a training program approved under the Office of Workforce Development's Eligible Training Provider System. Registered apprenticeships are employer-driven options that address workforce shortages while providing on-the-job training opportunities.




Related technical instruction and flexible training model. Apprentices receive technical and academic instruction that applies to the job, and can be provided by a college or university, a technical school, an apprenticeship training school — or by the business itself. It can be provided at the school, online, or on the job site.

Increased pay. Workers who complete apprenticeship programs earn an average of \$300,000 more over their career when compared to peers who do not.

- Expands covered expenses for costs related to registered apprenticeship programs. Allows eligible individuals who are participating in a U.S. Department of Labor-approved apprenticeship to be reimbursed for education-related costs such as tools, books, and uniforms.

FAST TRACK'S IMPACT

Fast Track has been an especially important resource for women, who were hit hard by the pandemic and resulting economic disruptions.

-  Women were more likely to be unemployed during the COVID-19 pandemic. (6.5% women, 5.2% men).
-  Earnings for women in Missouri in 2020 were 78.7% of that for men.
-  Currently, women make up more than half of the civilian population age 16 and over, but have a labor force participation rate that is more than eight points lower than males (58.9% for females; 67.7% for males).

- Fast Track will support Missouri's strong economic recovery.
 - Missouri has earned top recognitions because of its economic and workforce development efforts.
 - Missouri is 3rd in the U.S. for apprenticeships.
 - Missouri is 7th in the U.S. for tech manufacturing growth.
 - Missouri is 8th in the U.S. for best place to work for nurses.
 - Missouri is 10th in the U.S. for women in tech.
 - Fast Track is strategically positioned to expand these in-demand areas and increase Missouri's national recognition as a leader in economic and workforce development.
- Fast Track got up and running in an extraordinarily challenging environment.
 - Nationally, community college enrollment has declined 14.1% since 2019.
 - Declines have been steepest among adult learners. Enrollment of adult students has declined by 34.1% at public two-year institutions since 2019.
- We have more work to do.
 - In Missouri, 500,000 adults who make less than \$40,000 have some college and no degree.
 - Data from CollegeAPP indicates that adults are expressing strong interest in enrolling in the next two years. Statewide, more than 500,000 adults expressed interest in community college.

ELIGIBILITY REQUIREMENTS

- Individuals who are 25 years or older or individuals who have not been enrolled in any school within the last two years can participate.
- The grant will serve individuals who have not earned a bachelor's degree and are planning to enroll part time or full time.
- Individuals who make no more than \$80,000 filing jointly, or no more than \$40,000 per year, filing any other tax status.
- Individuals who are enrolled at least half-time in an eligible program or are participating in a U.S. Department of Labor-approved apprenticeship.

dhewd.mo.gov • MyFastTrack.com • mh@studentportal@dhewd.mo.gov • info@dhewd.mo.gov

Questions?

Financial Aid Call Center

(800) 473-6757, option 4

mdhestudentportal@dhewd.mo.gov

Fax (573) 751-6635

Attn: Financial Aid

Amy Haller, senior associate

(573) 526-7958

amy.haller@dhewd.mo.gov

Erik Anderson, director

(573) 751-2444

erik.anderson@dhewd.mo.gov