



WASHINGTON STATE UNIVERSITY

Student Financial Services

Emergency Funding Information for Partners

Federal Regulations

Transition from EFA to OFA

V1, Ch 1 24-25 FSA Handbook:

There are two forms of funding which are excluded from consideration as OFA: Some (but not all) foster care benefits. * Emergency financial assistance provided to the student for unexpected expenses that are a component of the student's COA and are not otherwise considered when determining the student's need. *Payments made and services provided under Title IV-E of the Social Security Act to a child or youth in foster care, or formerly in foster care are excluded from OFA. This includes the value of a Title IV-E foster care maintenance payment, Educational and Training Vouchers (ETVs), or any other services or assistance provided to the youth under Title IV-E, including the Chafee Foster Care Independence Program for Successful Transition to Adulthood. For more details on calculating and using OFA, see Dear Colleague Letter GEN-23-11 and the 2024-25 edition of Volume 3 of the FSA Handbook.

Exclusion of Emergency Assistance from OFA

V3, Ch 3 24-25 FSA Handbook:

Under the FAFSA Simplification Act, emergency financial assistance provided to a student is excluded from OFA when awarding Title IV funds. For this purpose, emergency financial assistance includes any grant or loan aid (whether institutional funds or aid from some other non-Title IV source) paid to a student for unexpected expenses, if those expenses are associated with one of the allowable COA components as described in Chapter 2 of this volume. This could include, for example, unexpected expenses for food; housing; course materials or equipment; or transportation (for instance, transportation between campus and home for a death or family emergency), since those expense categories are allowable COA components. The school is responsible for determining whether an unexpected expense is associated with a COA component. In addition, the expenses must not already be included in one of the student's COA components. Note also that the determination as to whether emergency financial assistance is warranted is made by the school based on an individual student's circumstances and need not be tied to a state or federal declaration of a disaster or emergency. Before providing aid to a student who has requested emergency financial assistance, a school must document the request, including the unexpected expense that prompted the request, and should retain the documentation in the

student's file for the normal record retention period (see Volume 2, Chapter 7 for information on record retention requirements).

SFS Policy Statement

Washington State University Emergency Financial Assistance Policy

Effective for 2024-2025 AY, Estimated Financial Assistance (EFA) is renamed to Other Financial Assistance (OFA). As part of this change, emergency financial assistance provided to the student for unexpected expenses that are a component of the student's need is made, shall not be treated as other financial assistance (OFA). WSU's Student Financial Services has oversight of emergency funding to students in the form of both need-based (OFA) and non-need-based (EFA) Emergency Financial Assistance, in congruence with Vol. 3 of FSA Handbook. Emergency Financial Assistance will be provided to students for unexpected expenses that are a component of the student's cost of attendance, and not otherwise considered when the determination of the student's need is made, shall not be treated as other financial assistance. Emergency Financial Assistance funding will be documented on students' financial aid accounts but will not be part of need calculation. This type of funding can include, but is not limited to institutional, state and federal (SEOG) funding sources.

Students can request emergency financial support by completing the Emergency Assistance Request Form. SFS staff will review the request, share with campus partners, Dean of Students, or other identified offices that also would consider providing support for students, as appropriate. Students who do not complete this form but are being provided EFA qualifying funding from an academic department or other source are still eligible, depending on appropriate documentation.

Supporting documentation will include one or more of the following: Emergency Funding Request Form completed by the student or Partner Emergency Funding Form completed by the department or agency submitting on behalf of student. Supporting documentation should be attached to form when submitted. SFS may reach out for additional documentation as needed.

Completed forms and attached documentation should include:

- Confirmation that the need is related to/affecting one of the following areas: food, transportation, housing, miscellaneous living expenses, books or supplies.
- Confirmation that the need is emergent. For instance, tuition is a known expense and does not qualify as emergent, but unexpected life-circumstances that impact the ability to cover tuition expenses may qualify.
- Confirmation that the need is not already accounted for in the student's COA budget. For instance, housing expenses that fall within the housing portion of the COA budget would not apply, but loss of income due to illness that impacts the student's ability to pay rent may qualify.
- A brief description of the situation that prompted the request.

Additional Information applicable to the processing and awarding of Emergency Assistance:

- Emergency assistance examples may be documentation of unexpected loss of housing, unexpected transportation costs and other unexpected circumstances that warrant emergency funds.
- Emergency assistance would not be awarding of additional funds as a professional judgment (PJ) adjustment within WSU's normal procedures for making PJ adjustments.
- Federal emergency assistance typically comes specifically designated as such.
- [Federal Higher Education Act amended section of this change](#)
- Emergency Funding is not guaranteed, and is dependent on available funding

Access to Funding

Students can request emergency financial support by completing the [Emergency Funding Request Form](#). SFS staff will first review the request to determine if the student is eligible for funding through SFS Emergency Funds. Emergency Funding is not guaranteed and is dependent on available funding. SFS staff will then share with campus partners as appropriate, including Dean of Students or other identified offices that also would consider providing support for students. Students who do not complete this form but are being provided EFA qualifying funding from an academic department or other source are still eligible, depending on appropriate documentation. For Department representatives awarding through SARAS, you will be asked to complete a Partner form on behalf of the student.

Supporting documentation will include one or more of the following: Emergency Request Form completed by the student or Partner Emergency Funding Form completed by the department or agency submitting on behalf of student.

Completed forms and attached documentation should include:

- Confirmation that the need is related to/affecting one of the following areas: food, transportation, housing, miscellaneous living expenses, books or supplies.
- Confirmation that the need is emergent. For instance, tuition is a known expense and does not qualify as emergent, but unexpected life-circumstances that impact the ability to cover tuition expenses may qualify.
- Confirmation that the need is not already accounted for in the student's COA budget. For instance, housing expenses that fall within the housing portion of the COA budget would not apply, but loss of income due to illness that impacts the student's ability to pay rent may qualify.
- A brief description of the situation that prompted the request.

See Process Below

Emergency Funding Process Infographic

