

DCF Adopted & Foster Child Fee Assistance

Massachusetts Department of Higher Education | Office of Student Financial Assistance

MASSAid School User Award Process

The following information is a guide on how to enter the DCF fee assistance information on the MASSAid portal.

- DCF Fee Assistance Eligibility
- Creating Fee Assistance Record
- Submitting Eligibility Documentation
- Eligible/Ineligible Reports
- Payment Reconciliation

DCF Tuition and Fee Waiver Eligibility Documentation

- Eligibility documentation originates from the [MA Department of Children and Families](#)
- Students must contact DCF directly to obtain their eligibility letter
- OSFA does **not** provide eligibility documentation to students
- Students are responsible for submitting the waiver letter directly to the school campus
- For complete program guidelines, review the [Adopted](#) and [Foster Child](#) Tuition Waiver and Fee Assistance on the Massachusetts Office of Student Financial Assistance website.
- Additional program eligibility information is available on the DCF websites:
 - [Help Paying for School | Mass.gov](#)
 - [Frequently Asked Questions about Financial Assistance Programs | Mass.gov](#)

Creating Fee Assistance Record

To submit fee assistance financial data for students, follow these steps in MASSAid:

- Under the DCF Adopted and Foster Child Fee Assistance tab, select “Create DCF Fee Assistance Records”
- Data can be entered manually through ‘student search’ or via the file upload function
- **“Student Search” Feature:**
 - Search for student(s) by name and/or Social Security Number [manually type the SSN, do not use ‘copy and paste’ feature]
 - Student(s) matching search results will display
 - Select student and the Submit Financial Information Screen will display
 - Enter student data for the appropriate semester (Fall and Spring only) by the deadline date for each term (dates are available on the Award Rules screen):
 - Fee Assistance Type (Adopted or Foster)
 - Number of State Supported Term Credits
 - Number of Non-State Supported Term Credits
 - Total Term Fees Waived (State Supported Only)

- For **non-MA residents** (students who reside outside of Massachusetts), click the “Add Non-Resident” button. The “Submit Financial Information for Non-Resident” screen will display
 - Provide the required information under the Student Information, Application Information, and Financial Information sections
- Schools must enter the fall/spring data for each student by the deadlines for each term (available in the Award Rules screen)
 - Records submitted after the deadline will be reviewed at end of the spring term, contingent upon available funding at that time
- **“Upload File” Feature:**
 - Click “Upload” and the Verify Criteria screen will display
 - Upload file
 - File Request will appear with current file status
 - Once the file has completed processing, select the Status column to view the File Processing Information screen
 - If the file contains errors, you may upload another file to fix any errors reported. Student records with errors are not loaded into the system

Award Value

Subject to budgetary appropriation, the award under this program shall be equal to 100 percent of tuition and fees at the **resident rate** as follows:

- a waiver of tuition for all students who qualify for a waiver of tuition under this section of the Commonwealth Tuition Waiver Program, plus 100 percent of all fees for all state supported courses or program of study.
- In all cases, assistance under this program is awarded after consideration of all other federal scholarship and grant resources.
- Institutions may not use this tuition and fee assistance program to supplant other state, federal, or institutional aid previously awarded to the student.

Submitting Eligibility Documentation

- Schools must provide OSFA with the DCF Tuition and Fee Waiver Eligibility letter to OSFA
- Schools can upload the letter directly to the student’s Fee Assistance record in the MASSAid portal
- Students whose documentation has previously been submitted and have received an award payment will have the “Eligibility Documentation on File” flag flipped to “Yes” in MASSAid. This will be carried forward for all subsequent academic years.
- **For non-MA resident student:** a copy of their FAFSA/FAFSA Submission Summary must also be submitted to OSFA (document can be submitted either by the school or the student).

Reports

- Schools can run the “**Eligible**” and “**Ineligible**” Student Reports to view the status of a student’s Fee Assistance record.

- Go to the MASSAid tab, click Reports, select the report type [Eligible/Ineligible Student], academic year, and program [DCF Adopted and Foster Child Fee Assistance]
- The “**Ineligible Student**” report will indicate if eligibility documentation is missing or if there are any other ineligible reasons that must be cleared
- Run an “**Eligible Student**” report to see which students are on the report to receive funding and compare this list to your internal school information to make sure all eligible students are accounted for

Payment Reconciliation

OSFA will generate payments for each semester once the student information has been submitted and reviewed. OSFA may be able to make payments on a rolling basis as school information is received (contingent upon available funding at that time).

Schools will have 30 days to reconcile payments once they have been made.

- Select “Reconcile Payments” in the DCF Fee Assistance menu
- Indicate whether a student has been paid or if there are funds to be returned to OSFA
- Complete the Refund Worksheet and submit refund check to OSFA as soon as possible