



## FINANCIAL AID GUIDANCE MEMO

REFERENCE: **FA 19-006B**  
TOPIC: **ADDENDUM TO FA 19-006 (06 AUGUST 2018)  
CHOOSE OHIO FIRST SCHOLARSHIP (COF) – PCMH NURSING**  
AUTHOR: **MEGAN JOHNSON, FINANCIAL AID PROGRAM MANAGER**  
DATE: **06 AUGUST 2018**  
RELEVANT STATUTE: **OHIO REVISED CODE, SECTIONS 3333.61 – 3333.612**

### **The Choose Ohio First Program**

Ohio Revised Code 3333.61 establishes the Choose Ohio First Scholarship Program as a component of the Ohio Innovation Partnership. Through a collaborative process described in Ohio Revised Code 3333.612, and serving as a component of the Choose Ohio First Scholarship Program operated under section 3333.61, the primary care nursing student program (PCMH Nursing – Patient Centered Medical Home) provides up to 30 scholarships annually to Advanced Practice nursing students at selected institutions who meet eligibility criteria. This program is not subject to an RFP process as the institutions, maximum number of awards, and eligibility criteria are established in Ohio Revised Code 3333.612.

Choose Ohio First scholarships are student-centered grants from the state for participating eligible students to attend a university or college. As such, Choose Ohio First Scholarships are awarded to each participating eligible student as a grant to the state university or college the student is attending and is reflected on the student's tuition bill.

### **Ohio Administrative and Revised Codes**

Throughout the Ohio Administrative and Revised Code, there are several references to the Chancellor establishing rules for various aspects of the program. The COF Revised Code can be found at: <http://codes.ohio.gov/orc/Search/3333.612>.

### **\*Update\* Participating Institutions**

The following institutions can provide PCMH Advanced Practice Nursing scholarships to their students:

- Kent State University
- Ohio University
- University of Akron
- University of Toledo
- Wright State University

### **\*New\* Eligible Advanced Practice Nursing Programs**

- Degree Levels: Master of Science in Nursing, Doctor of Nursing Practice
- Specialties: Family Medicine, General Internal Medicine, General Pediatrics, Geriatrics

### **\*New\* Scholar Selection**

Scholars are selected each year through a scholar application and interview process facilitated by ODHE. Awards for new scholars are announced annually in September.

### **\*Update\* Number of Scholarships**

There are a maximum of 30 scholarships per year, and not more than 6 at each institution. The maximum number includes new and continuing scholars.

### **Award Amounts**

Scholars receive up to \$10,000 per year, for up to three years.

### **\*Update\* Cost Share**

Cost share is not a requirement of the Choose Ohio First PCMH Advanced Practice Nursing program.

### **Scholarship Use**

Beyond instructional and general fees, book vouchers are approved as an eligible use of COF funds. However, there must be a notification on the scholar's tuition bill indicating this use. In accordance with ORC, the entire grant must be used for scholarships, fellowships, grants, or other monetary or nonmonetary incentives to students, and not for administration.

General fees are defined as those assessed uniformly to all students and those that *do not allow* for a waiver to be offered to any student(s). For example, a fee charged to students to provide health care coverage would not be considered to be uniformly assessed if students can opt out and therefore would not be considered a general fee.

### **Study Abroad and Internships**

Scholars are eligible for COF funding during study abroad semesters, provided that the institution keeps documentation showing courses taken and tuition charges incurred at the study abroad institution, and the tuition charges are indicated on the scholar's tuition bill. In keeping with federal guidelines, the institution must keep this documentation in the event of an audit.

Scholars are eligible for funding during semesters they are on co-op or internship if they are paying tuition for that semester. It is up to the discretion of the university whether they want to provide COF funding during semesters that students are on co-op or internship.

### **\*Update\* Eligibility Requirements**

- COF is only eligible for those who qualify for in-state tuition and Ohio residents who meet OAC criteria: <http://codes.ohio.gov/oac/3333-1-10>.
- Demonstrated pattern of community service prior to application and while in nursing school.
- Remain in good standing as determined by the institution.
- Scholar must be enrolled in continuous, full-time enrollment, as defined by the program, throughout the duration of the Advanced Nursing program unless otherwise authorized by the Ohio Department of Higher Education (ODHE).
- Scholar must be enrolled in one of the following specialties: Family Medicine, General Internal Medicine, General Pediatrics, or Geriatrics.
- Scholar cannot be enrolled in more than one program at the same time (dual-enrollment).
- Scholar must participate in identified patient centered medical home training opportunities during nursing school.
- Scholar must commit to an advanced practice nursing primary care practice in Ohio after completing nursing school for not less than three years and must begin within six months of completing nursing school.
- Scholar must accept Medicaid recipients as patients without restriction in their practice.

- If a scholar drops out of their program before completion or does not complete the three-year practice within Ohio, they must repay the scholarship.
- If a scholar drops out of their program before completion, the institution cannot reallocate that scholar's funding.
- It is recommended that Scholars maintain a cumulative grade point average (GPA) of 3.0 or equivalent per the school's grading scale. If a scholar falls below this cumulative GPA benchmark, the institution must submit a Scholar support plan each term to <https://heifx.ohiohighered.org>, detailing a plan of action to bolster the scholar's GPA. A scholar support plan should include:
  - Institution
  - PCMH Nursing Scholar's Name
  - Term
  - Degree Level
  - Name of Program (PCMH Nursing)
  - CIP code
  - Cumulative GPA
  - Anticipated graduation year/term
  - **Notes as to the plan the institution will facilitate to support the individual scholar in raising their GPA.** This plan should indicate Choose Ohio First specific resources and may include:
    - Awareness of the current GPA and any external factors the institution is aware of that may be impairing academic success
    - Choose Ohio First specific resources including advising, peer mentoring or success labs
    - Progress review meetings
    - Formative assessments
    - Study skills
    - Enrichment workshops
- Scholar cannot be paid out of more than one Choose Ohio First award to an institution by ODHE in any one academic year, including regular COF awards.
- Institutions will inform each scholar of scholarship requirements and events that may eliminate the availability of the scholarship in future terms or years, including lack of funding from the state and performance by Awardee.

### **Payment Submissions and Reimbursement**

- The institution must submit the required data in the Choose Ohio First Scholarship Data and Reporting System no later than 67 days following the end of the term referenced in the data form. Any requests received after such time will not be reimbursed. ODHE will distribute funds within 60 days of receipt of a complete and accurate student data form.
- Windows for payment submission open the day after the end of each term and remain open for approximately 67 days. The COF system generates reminder emails before the opening and closing of windows. Once your window is closed, it will not be reopened and you will not be able to submit students for reimbursement. If you need to request an extension due to extenuating circumstances, a request must be made to the program manager before your window closes.

### **Repayments of Over Awards**

If the institution has previously submitted a payment request that is greater than the amount the student was eligible to receive for that term, the institution must submit a listing of these overpayments via secure file transfer to

<https://heifx.ohiohighered.org>. When the payment request for the following term is submitted, these overpayments must be reflected on the payment template as negative numbers and will be subtracted from the total payment request.

The listing of overpayments must include:

- Institution
- Scholar name(s);
- Term overpayment occurred; and
- Reason for overpayment

*Note: If you are **not** including scholar SSNs, you can email the information to the financial aid program manager.*

If the next disbursement is not enough to capture the overpayments or you are not expecting a disbursement for the remainder of the academic year, any outstanding amounts owed should be sent by check to the program manager's attention and payable to:

Ohio Department of Higher Education - Office of Financial Aid  
25 South Front Street - 2<sup>nd</sup> Floor  
Columbus, Ohio 43215-4183

### **Repayment in Event of Scholar Default**

If a PCMH scholar is in one of the following situations, repayment will be required to ODHE:

- Pursues a discipline outside of family medicine, internal medicine, general pediatrics, or geriatrics
- Fails to complete nursing school
- Commits less than three years of primary care service in the State of Ohio

If a scholar defaults according to one of the above criteria, the institution must notify ODHE within 90 days of the defaulting action. ODHE will work with the institution to identify total amount awarded to scholar, and ODHE will send an invoice to the institution for this amount. The institution must repay the entire amount of the scholarship to ODHE within 90 days of receipt of the invoice. The institution works directly with the scholar to collect the debt. Any interest collected by the nursing school can be used to offset costs.

### **Program Accountability**

- The Chancellor's reporting requirements for the Choose Ohio First Scholarship Program require each awarded college or university to:
  - Submit appropriate data to HEI and COF Reporting System according to timelines established for those reporting periods;
  - Submit an Annual Report inclusive of fiscal and performance measures, including scholar service commitment using the required template that will be sent out at the end of the academic year; and
  - Fulfill pledges of other institutional, public, or nonpublic resources and report on the Annual Report.

### **HEI Secure File Transfer Site**

A student's full social security number should never be sent in an e-mail. Secure files can be uploaded to the following site: <https://heifx.ohiohighered.org>/ Log in to the site with your COF system username and password, and select 'Choose Ohio First' where it says 'Associate with Program'.

*Financial aid personnel should direct questions to the Choose Ohio First Scholarship Program Manager, Megan Johnson, 614.752.9532, [mjohnson@highered.ohio.gov](mailto:mjohnson@highered.ohio.gov).*