Early Childhood Access Consortium for Equity (ECACE) Scholarship Program

User Guide

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Application Process

The ECACE Program application, which must be submitted each academic year, is completed online via the Program Application & Status Checks area of the ISAC Student Portal at: https://studentportal.isac.org/.

The application process also requires an Eligibility Verification Form to be completed for proof of employment as part of the incumbent workforce. An Eligibility Verification Form from the Gateways Registry https://registry.ilgateways.com/ must be downloaded and/or printed and then uploaded when completing the application. Applicants will not be allowed to proceed through the application without uploading the required documentation.

For priority consideration, ISAC must receive a complete ECACE application and the corresponding FAFSA or Alternative Application and any required documentation on or before the date for priority access to funding, which is announced when the application is made available.

Certification Process

The next step in the process is for colleges to complete certification for each ECACE applicant listed in GAP Access. A complete application (submitted by the student) and a complete certification record (submitted by the college) are required to be considered for an award.

ECACE program was set up for the 2024-25 award year so that certification for each term could be done by a different school.
- If the student selected your school on their application for the Fall term (Term 1), you will be able to certify them for the Fall term.
- If the student selected your school on their application for <u>only</u> the Spring term (Term 2), you will be able to certify them for <u>only</u> the Spring term.
- Schools will only be able to request payment for the term(s) for which you are able to certify eligibility.

All certifications available in the ECACE system must be completed regardless of whether the student is eligible or ineligible and regardless of whether the student is currently enrolled.

The only way an applicant can be considered for an award and/or receive an ECACE notification letter is if the applicant's certification has been completed by the college.

Overview of the ECACE Administration Process

Award Determination

After the Certification process is completed by the schools, ISAC will begin the Award Determination process.

The total number of scholarships awarded each year is contingent upon the amount of funding appropriated by the Illinois General Assembly, and the awarding process does not occur until after a final appropriation has been approved by the General Assembly and the Governor.

Awarding Prioritization is based on an applicant's renewal or new status and their Student Aid Index (SAI), from lowest to highest.

For 2024-25, timely *renewal* applicants who received an ECACE Scholarship under the federally-funded program in the prior academic year and continue to meet all program eligibility requirements will receive awarding priority over timely new applicants.

Awarding results will be available in the ECACE system in GAP Access and the maximum annual award amount a student may receive is $7,500, which may be divided among all terms in the award year, if applicable.

Payment Process

ECACE Scholarship is last payer and can be used for any cost of attendance component. There are no term award limits for this program – colleges must determine the term award amount(s) based on other financial aid the student is receiving.

ECACE Scholarships are paid directly to the approved institution of record which certified the applicant's eligibility. Payment of scholarship benefits is requested by the school through ISAC, prompting ISAC to authorize a voucher in the amount of the payment request (claim) and submits the voucher to the State Comptroller's Office. Funds are issued by the State Comptroller's Office directly to the institution.

As part of our ongoing efforts to best leverage appropriated funds to award as many eligible students as possible, priority payment request deadline dates are established for each term and are announced once payment requests become available to submit in GAP Access.

Payment Offset and Reconciliation

The Payment Offset and Reconciliation procedures apply to ECACE payment processing. Refund checks should not be sent for cancellations/adjustments made throughout the award year. Funds should only be returned to ISAC after a final reconciliation has been completed at the end of the regular school year.

Access and Navigation

The system to administer the Early Childhood Access for Consortium Equity (ECACE) Scholarship Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org.

All users need a valid GAP Access ID and password, along with a 2-factor authentication one-time verification code to access the system.

ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each program in the system.

Once a school user has successfully logged into GAP Access, the ECACE information can be accessed by selecting the ECACE program under the Programs tab.

Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.

ECACE Student List Eligibility: View Screen

Once you have navigated to the ECACE Program in GAP Access, you can view the list of students who have submitted an ECACE application along with a completed a FAFSA or Alternative Application to ISAC and listed your school as the college the applicant plans to attend.

The list will initially appear in alphabetical order; however, you may use the **Filter, Sort** and **Columns** functionality to customize your view as needed.
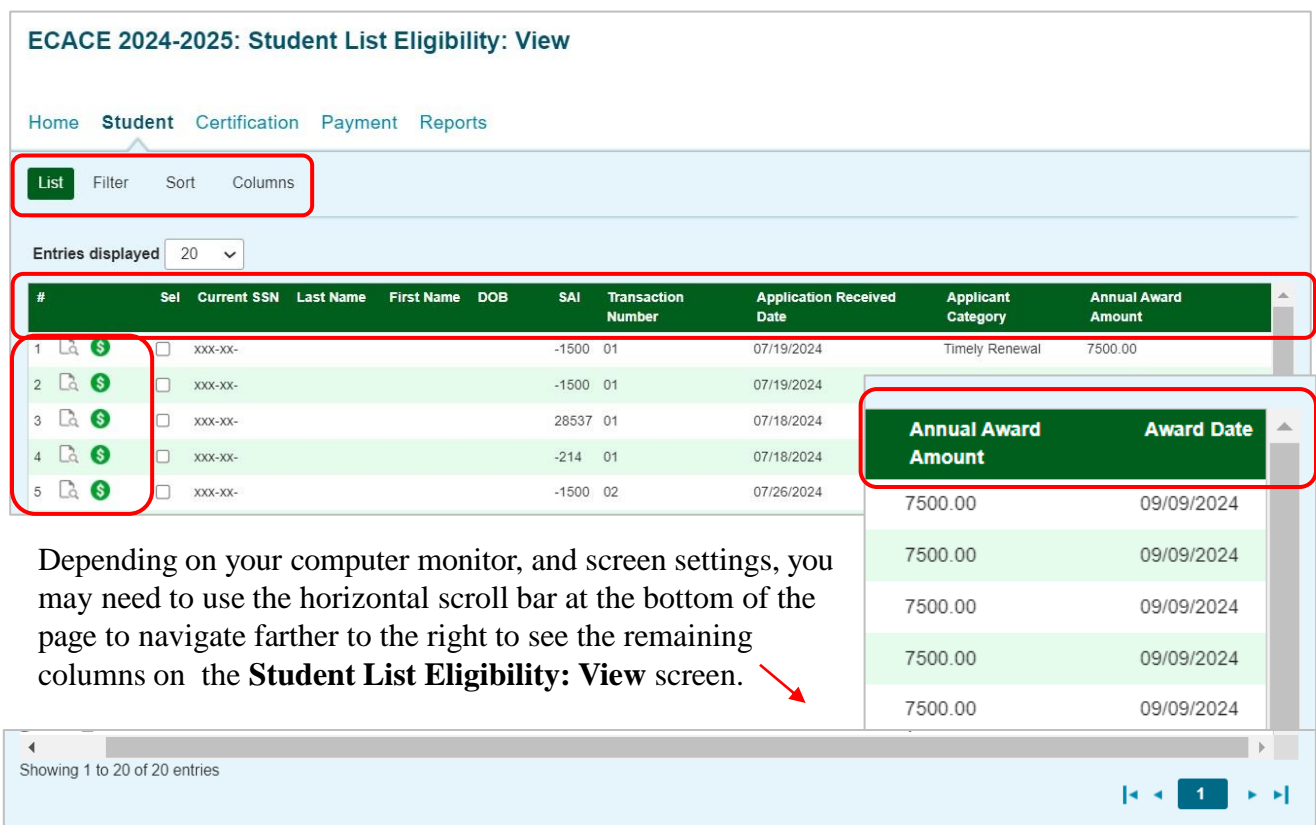
In addition to the applicant data, the **Student List Eligibility: View** screen includes the application received date, application status, and icons to indicate eligibility issues.

Applicants with eligibility or conflict issues will be identified by icons in the list, and more information can be obtained on the applicant's **Student Detail** screen by selecting the **magnifying icon** 🔍 in first column of the student record.

A **yellow lightbulb** 💡 is an indicator of student eligibility issues, and a **red triangle** 🔺 is an indicator of a conflict issue.

The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Current SSN
- Last Name
- First Name
- DOB (Date of Birth)
- SAI
- Transaction Number
- Application Received Date
- Applicant Category
- Annual Award Amount
- Award Date

ECACE 2024-2025: Student List Eligibility: View

Home **Student** Certification Payment Reports

| List | Filter | Sort | Columns |

Entries displayed: 20

#		Sel	Current SSN	Last Name	First Name	DOB	SAI	Transaction Number	Application Received Date	Applicant Category	Annual Award Amount
1	🔍 💲	☐	xxx-xx-				-1500	01	07/19/2024	Timely Renewal	7500.00
2	🔍 💲	☐	xxx-xx-				-1500	01	07/19/2024		
3	🔍 💲	☐	xxx-xx-				28537	01	07/18/2024		
4	🔍 💲	☐	xxx-xx-				-214	01	07/18/2024		
5	🔍 💲	☐	xxx-xx-				-1500	02	07/26/2024		

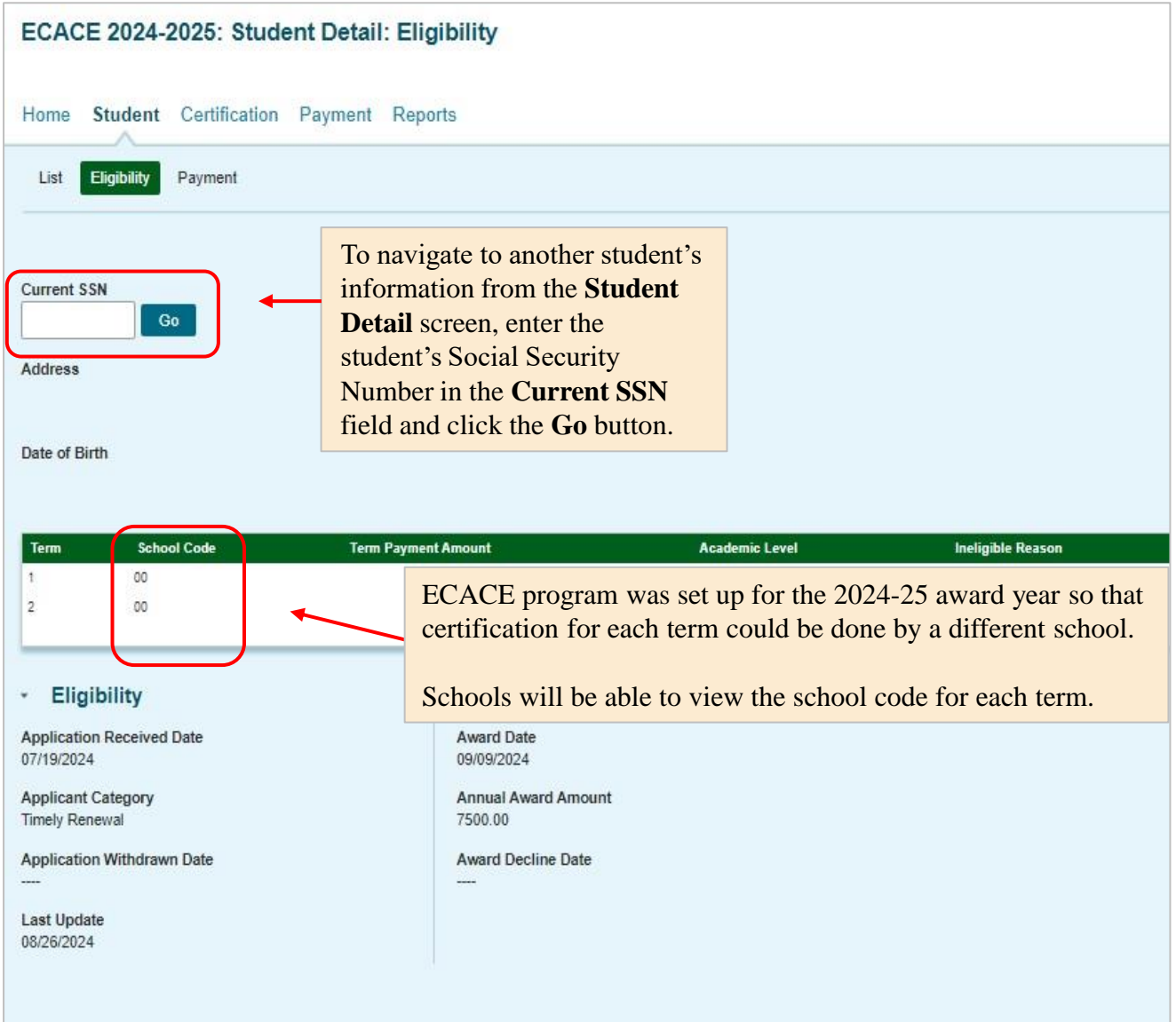| Annual Award Amount	Award Date
7500.00	09/09/2024
7500.00	09/09/2024
7500.00	09/09/2024
7500.00	09/09/2024
7500.00	09/09/2024

Depending on your computer monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student List Eligibility: View** screen.

Showing 1 to 20 of 20 entries

|◄ ◄ **1** ► ►|

ECACE Student Detail: Eligibility Screen

The **Student Detail: Eligibility** screen allows schools to view an individual student's application and eligibility information.

This screen is accessed by clicking on the magnifying glass icon ⃞ that is on the same line as the student's name on the **Student List Eligibility: View** screen.

ECACE 2024-2025: Student Detail: Eligibility

Home **Student** Certification Payment Reports

List **Eligibility** Payment

Current SSN

[Go]

To navigate to another student's information from the **Student Detail** screen, enter the student's Social Security Number in the **Current SSN** field and click the **Go** button.

Address

Date of Birth

Term	School Code	Term Payment Amount	Academic Level	Ineligible Reason
1	00			
2	00			

ECACE program was set up for the 2024-25 award year so that certification for each term could be done by a different school.

Schools will be able to view the school code for each term.

▾ Eligibility

Application Received Date
07/19/2024

Applicant Category
Timely Renewal

Application Withdrawn Date

Last Update
08/26/2024

Award Date
09/09/2024

Annual Award Amount
7500.00

Award Decline Date

ECACE Student Detail: Eligibility Screen

ECACE 2024-2025: Student Detail: Eligibility

Home **Student** Certification Payment Reports

List **Eligibility** Payment

Current SSN
[ ] Go

Address

Date of Birth

Term	School Code	Term Payment Amount
1	00	
2	00	

Semester schools will display two terms of eligibility:
- 1 = Fall
- 2 = Spring

ECACE 2024-2025: Student Detail: Eligibility

Home **Student** Certification Payment Reports

List **Eligibility** Payment School Update

Person Details   Application Details

Current SSN
[ ] Go

Address

Date of Birth

Term	School Code	Term Payment Amount
1	00	
2	00	
3	00	

Quarter schools will display three terms of eligibility:
- 1 = Fall
- 2 = Spring
- 3 = Winter

▾ Eligibility

Application Received Date
07/18/2024

Award Date
09/09/2024

Applicant Category
Timely Renewal

Annual Award Amount
7500.00

Application Withdrawn Date

Award Decline Date

Last Update
08/22/2024

Additional student details appear at the bottom of the screen, including a date indicating if an award has been declined.

ECACE Student Eligibility List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the **Filter** tab.
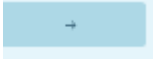

Once you have selected/entered your criteria and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

A **Reset** tab is also available to clear multiple selections with one click.

ECACE Student Eligibility List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the **Add** arrow to add them to the **Selected** list.

Use the **Move Up** arrow   to put the data elements in the order in which to sort.

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.
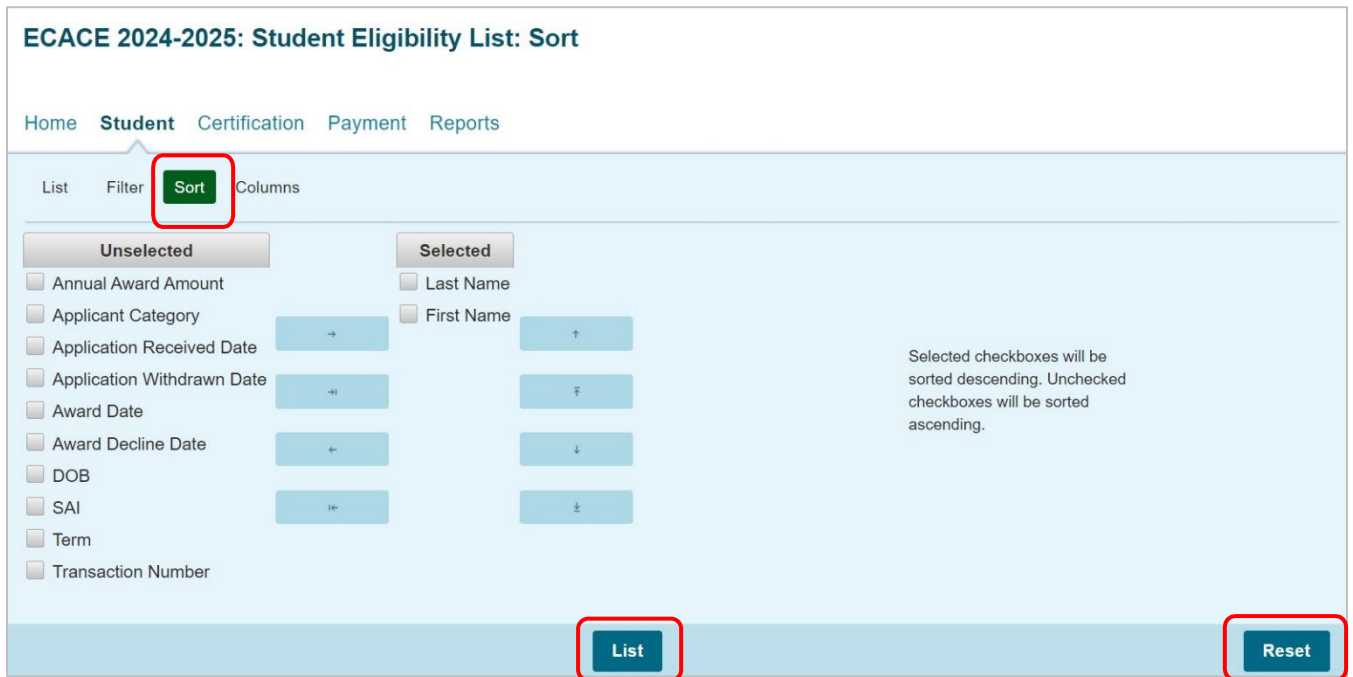
Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

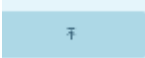Once you've made all of sorting selections, click on the **List** tab to generate your customized list.

A **Reset** tab is available to clear multiple selections with one click.
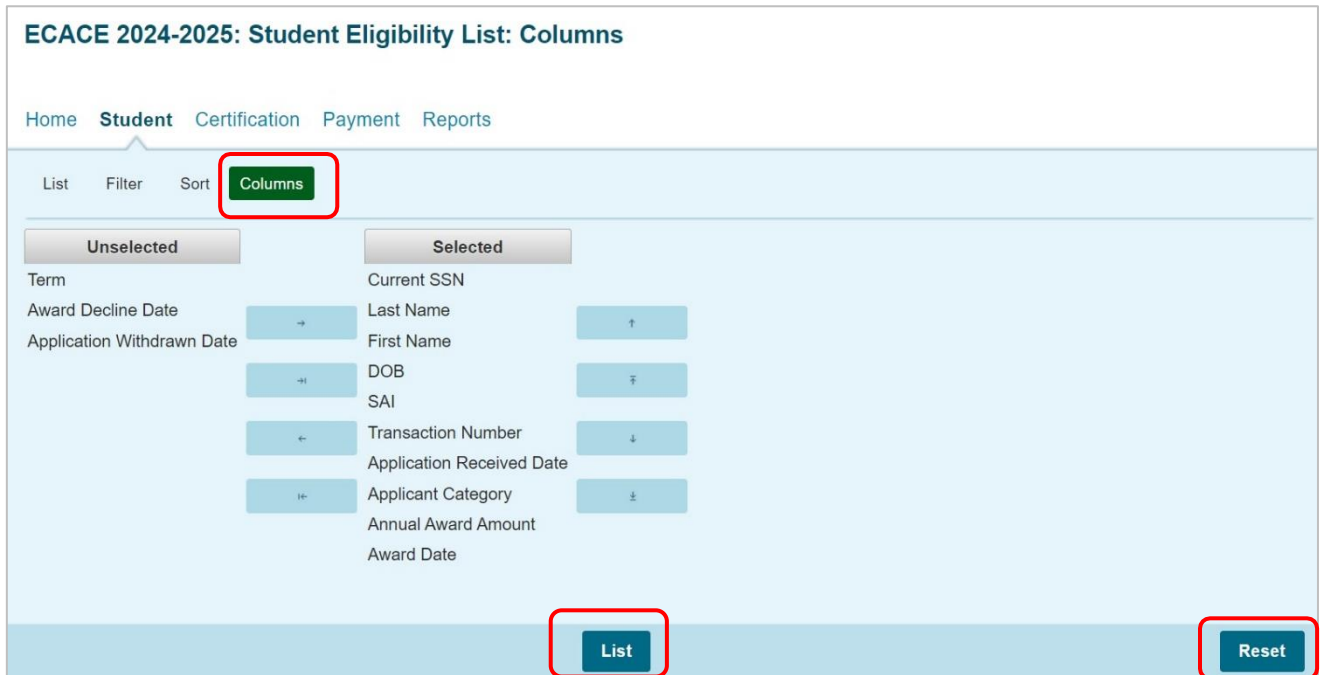
ECACE Student Eligibility List: Columns Screen

The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list.

Similarly, to remove a column from the list view, select the column heading in the **Selected** list and then click on the **Remove** arrow to add it to the **Unselected** list.

Use the **Move Up** and **Move Down** arrows to put the columns in the order in which you would like them to appear on the List screen.

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.

Once you've made all of selections, click on the **List** tab to generate your customized list.

A **Reset** tab is also available to clear multiple selections with one click.

ECACE Certification List: View Screen

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete ECACE application with your college listed on the application.

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive an ECACE notification letter about their eligibility is if the applicant's certification has been completed by the college in GAP Access.

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name to open up a **Certification Data** screen for the student.

Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields.
Or, to exit without saving and submitting, click on the **Close** button.

Certification Data

Eligible:

What will be the student's college grade level beginning 2024-2025?
Grade Level:

Anticipated Graduation Date:

Ineligible Reason:

Save/Submit   Close

ECACE 2024-2025: Certification List: View

Home   Student   **Certification**   Payment   Reports

List   Filter

Entries displayed 20

#	SSN	Last Name	First Name	Date of Birth	School Code	Applicant Category	Eligible
1	xxx-xx-				00	Timely Renewal	
2	xxx-xx-				00	Timely Renewal	
3	xxx-xx-				00	Timely Renewal	
4	xxx-xx-				00	Timely Renewal	

Showing 1 to 4 of 4 entries

|◄ ◄   **1**   ► ►|

View Report   Excel Report

ECACE Student Certification Data Screen

Once the **Certification Data** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

In the first data field, you must indicate if the student is eligible by selecting "Yes" or "No".

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is **"No"**, the required filed you must complete is the **Ineligible Reason** by selecting the most appropriate answer from the drop-down menu.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen.

Click **Close** to close the window without saving entered data

ECACE Student Certification Data Screen

If "**Yes**" is selected for the **Eligible field**, you may provide the following information:

- **Grade Level**
- **Graduation Date**

These two fields are optional to complete. If you leave the fields blank, the student would still be considered for award funds.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen.

Click **Close** to close the window without saving entered data.

Once you click the **Save/Submit** button, it will be considered submitted and will no longer appear on the **Certification List: View** screen.

If something changes with a student's eligibility prior to the awarding process, corrections can be made to the certification record in GAP Access.

If a change needs to be made to a certification record after the awarding process has begun, you will need to send an email to School Services indicating the changes that need to made.

Certified applicants will continue to appear on the **Student List Eligibility: View** screen.

ECACE Certification List: Filter Screen

A **Filter** functionality is available in the **Certification List** section that will allow you to select certain records for certification if you prefer to complete them in a particular order.

For example, if you prefer to focus on a certain eligibility status or on all timely renewals, you may select those options on the **Certification List: Filter** screen, and then select **List** to generate a filtered list.

ECACE Student Payment List: View Screen

The **Student Payment List: View** screen is accessed by selecting the **Payment** tab. It gives users the ability to select students and view payment-related items such as payment request amounts, payment result amounts, and payment result codes.

The following functions are available: **Filter**, **Sort**, **Columns**, **Payment Request Entry**, and **Submit Payment Requests.** The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Req Sel
- Term Number
- Current SSN
- Last Name
- First Name
- Annual Award Amount

- School Code
- Request Code
- Enrollment Status
- Academic Level
- Ineligible Reason
- Requested Amount
- Amount Paid

- Adjusted Amount
- Result Code
- Expanded Result
- Result Date
- Status Code
- Invoice Number

Depending on your computer monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student Payment List: View** screen.

ECACE Student Payment List: View Screen

ECACE 2024-2025: Student Payment List: View

Select School and School Code:

[▼]   [Go]

Home   Application   Student   Certification   **Payment**   Reports

[List]   Filter   Sort   Columns   Payment Request Entry   Submit Payment Requests

Entries displayed [100 ▼]

#		Sel	Req Sel	Term Number	Current SSN	Last Name	First Name	Annual Award Amount	School Code	Request Code	Enrollment Status	Academic Level	Ineligible Reason	Requested Amount	Amount Paid	Adjust Amoun
1	🔍 💲	☐	☑	1	xxx-xx-			7500.00			Full time	Senior				
2	🔍 💲	☐	☐	2	xxx-xx-			7500.00								
3	🔍 💲	☐	☑	1	xxx-xx-			7500.00			Full time	Junior				

Check the boxes in the **Req Sel** column to select students for payment.

Save your selections by clicking on the **Save Selected** button at the bottom of the page.

[Save Selected]   [Req Select All]   [Req Unselect All]   [View Report]   [Excel Report]

ECACE Payment Eligibility List: Filter Screen

The **Filter** screen provides many different options for filtering the **Student Payment List: View** screen. Users can change the records to be viewed on the **Student Payment List: View** screen by setting specific criteria for one or more of the options on the **Filter** screen.

Check the **Selected** option if you would like to view all students you may have selected on the **List** screen who is eligible for payment.

Click on the **Reset** button to reset the data to the default values.

ECACE Payment Eligibility List: Filter Screen

| List | **Filter** | Sort | Columns |

SSN

Last Name
= ∨

First Name
= ∨

Term
- All -

Enrollment Status
- All -

Status Code
- All -

Request Type
- All -

- All -
1
2
3

- All -
Full time
Half time
At least 3 credit hrs

- All -
U
S
P

- All -
P
I
C

Search for students by:

- **Term:** Based on schools Term type
  - Quarter schools
    - 1 – Fall
    - 2 – Winter
    - 3 – Spring
  - Semester schools
    - 1 – Fall
    - 2 - Spring

- **Enrollment Status:**
  - Full time
  - Half time
  - At least 3 credit hrs

- **Status Code:**
  - U - Updated
  - S - Submitted
  - P - Processed

- **Request Type:**
  - P - Paid
  - I - Ineligible
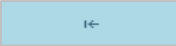 - C - Cancel

ECACE Payment Eligibility List: Sort Screen

This screen allows the user to sort the designated columns on the **Student Payment List: View** screen by something other than the defaulted view of sorting by last name.
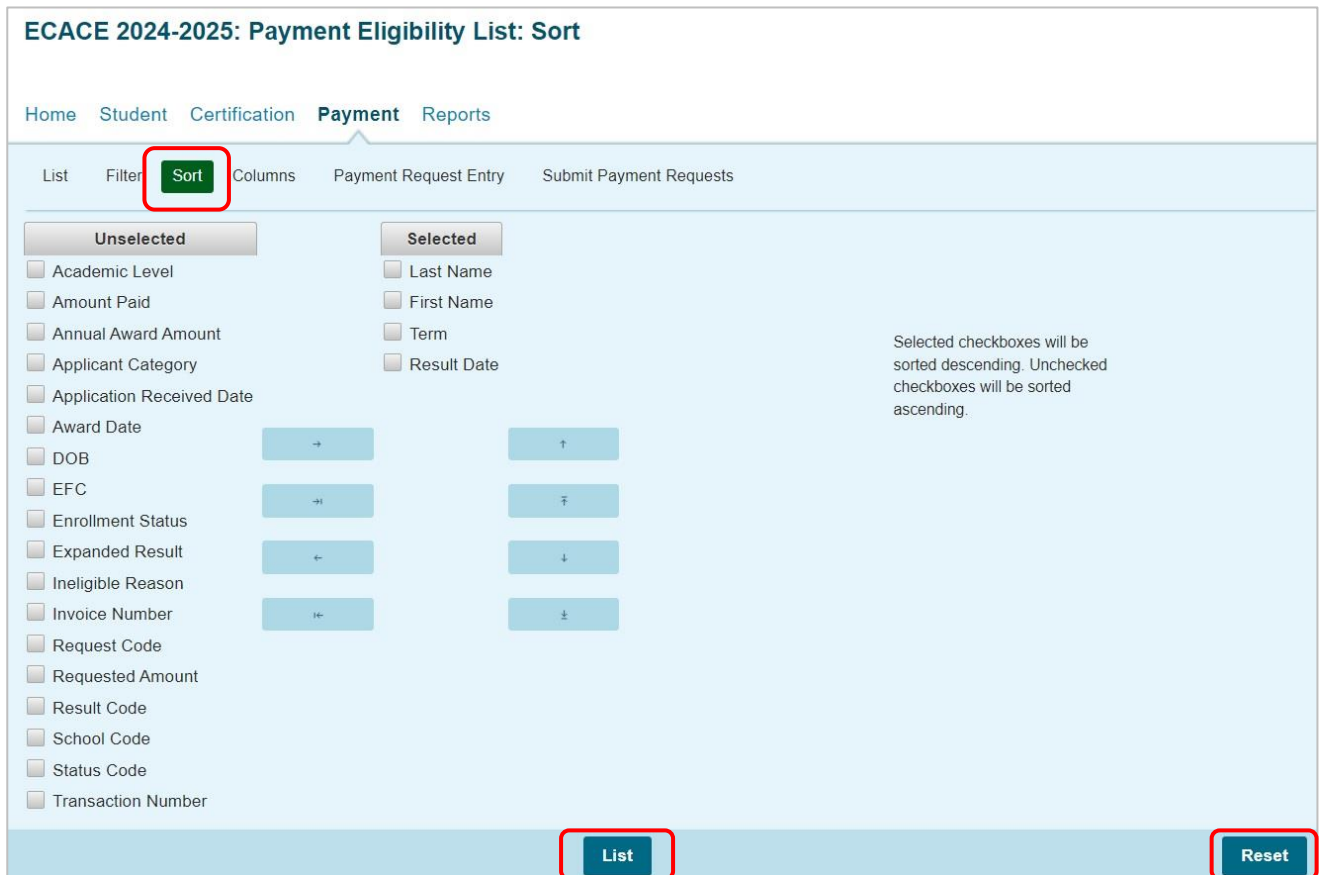
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing [→] to the right.

This will add it to the **Selected** columns. Then, use the up arrow [↑] to move *Enrollment Status* to the top of the **Selected** columns. Click on the **List** tab and you will see a list sorted by *Enrollment Status*. If the checkboxes next to the **Selected** columns are checked, the list will be sorted in descending order. If the boxes are left unchecked, the list will sort in ascending order.

To remove a column from the **Selected** sort list, highlight the column title and then click on the arrow pointing to the left to move it to the **Unselected** list. [←]

To move all **Unselected** columns to the **Selected** list, click on [→|]
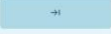
To clear the entire **Selected** list, click on [|←]

ECACE 2024-2025: Payment Eligibility List: Sort

Home   Student   Certification   **Payment**   Reports

List   Filter   **Sort**   Columns   Payment Request Entry   Submit Payment Requests

Unselected	Selected
☐ Academic Level	☐ Last Name
☐ Amount Paid	☐ First Name
☐ Annual Award Amount	☐ Term
☐ Applicant Category	☐ Result Date
☐ Application Received Date	
☐ Award Date	
☐ DOB	
☐ EFC	
☐ Enrollment Status	
☐ Expanded Result	
☐ Ineligible Reason	
☐ Invoice Number	
☐ Request Code	
☐ Requested Amount	
☐ Result Code	
☐ School Code	
☐ Status Code	
☐ Transaction Number	

Arrows: →   →| ← |←   ↑   ⊤   ↓   ⊥

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

List   Reset

ECACE Student Payment Eligibility List: Columns Screen

This screen allows the user to select which columns will be displayed on the **Student Payment List: View** screen and the order in which they will appear.

To add columns to the **Selected** list, highlight the column title in the **Unselected** list and click the right arrow [→] to send it to the **Selected** list. To remove a column from the **Selected** list, highlight it and click the left arrow [←] to move it to the **Unselected** list.

If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

When you click on the **List** tab, the columns will display in the order in which they appear in the **Selected** list.

To move all **Unselected** columns to the **Selected** list, click on [→|]

To clear the entire **Selected** list, click on [|←]

ECACE Student Detail: Payments Screen

The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to payment requests for an individual student record. This screen is accessed by clicking on the **dollar sign** 💲 icon that is on the same line as the student's name on the **Student Payment List: View** screen and by selecting the **Payment** tab from the **Student Detail: Eligibility** screen.

In addition to the **Payment** tab, the **Student Detail: Payments** screen contains the following navigation tabs:

- **List** – to return to the **Student Payment List: View** screen
- **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen

ECACE 2024-2025: Student Detail: Payments

Home Student Certification **Payment** Reports

List Eligibility **Payment**

To navigate to another student, enter the student's Social Security Number in the **Current SSN** field and click the **Go** button.

Current SSN
[ ] Go

Annual Award Amount
7500.00

Terms	1-Fall	2-Spring
School Code		
Request	˅	˅
Enrollment Status	˅	˅
Academic Level	˅	˅
Program/Degree Pathway	˅	˅
Ineligible Reason	˅	˅
Requested Amount	$	$

Activity Date
Status
Result code
Expanded Result

Invoice #
School Code
Result code
Expanded Result
Amount Paid
Adjusted Amount
Result Date

Save Changes Discard Changes

ECACE 2024-2025: Student Payment List: View

Home Student Certification **Payment** Reports

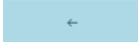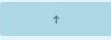List Filter Sort Columns Payment Request Entry Subm

Entries displayed 20 ˅

#			Sel	Req Sel	Term Number	Current SSN	Last Name	First Name
1	🔍	💲	☐	☐	1	XXX-XX-		
2	🔍	💲	☐	☐	2	XXX-XX-		
3	🔍	💲	☐	☐	1	XXX-XX-		
4	🔍	💲	☐	☐	2	XXX-XX-		

Select:

- **Payment** -- to request a payment.

- **Cancel** -- to cancel a previously requested award.

- **Ineligible** -- to be selected for students who are ineligible.

- **Delete** -- to remove the payment request before submitting.

ECACE Student Detail: Payments Screen

Individual Payment Requests

When requesting payment from the **Student Detail: Payments** screen these fields are required:

- **Request** (select: Payment, Cancel, Ineligible or Delete)
- **Enrollment Status** (select: Full time, Half time or At least 3 credit hrs)
- **Academic Level** (select: Freshman, Sophomore, Junior, Senior)
- **Program/Degree Pathway** (see below for options)
- **Requested Amount** (enter dollar amount)

If the student is no longer eligible for the scholarship, an **Ineligible Reason** should be selected, saved and submitted. (see next page)

Payment requests are submitted by term.

Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

Note: The payment request process is not complete until the next step of Submitting the Payment Request to ISAC has been completed using the Submit Payment Requests screen.

ECACE 2024-2025: Student Detail: Payments

Home Student Certification **Payment** Reports

List   Eligibility   Payment

The maximum annual award amount for the student will display in the **Annual Award Amount** field.

Current SSN [   ] Go

Annual Award Amount
7500.00

Terms	1-Fall	2-Spring
School Code		
Request	⌄	⌄
Enrollment Status	⌄	⌄
Academic Level	⌄	⌄
Program/Degree Pathway	⌄	⌄
Ineligible Reason	⌄	⌄
Requested Amount	$	$

Activity Date
Status
Result code
Expanded Result

Invoice #
School Code
Result code
Expanded Result
Amount Paid
Adjusted Amount
Result Date

Save Changes   Discard Changes

Associate of Applied Science
Associate Transfer Degree
Bachelor's Degree
Certificate

Status Code	Definition
U	Updated
S	Submitted
P	Processed

Result Code	Definition
P	Paid
C	Cancel
I	Ineligible

ECACE Student Detail: Payments Screen

If the student is **ineligible** an **Ineligible Reason** must be selected and a zero ($0) should be entered in the **Requested Amount** field.

Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

Note: The payment request process is not complete until the next step of Submitting the Payment Request to ISAC has been completed using the Submit Payment Requests screen.

ECACE 2024-2025: Student Detail: Payments

Home   Student   Certification   **Payment**   Reports

List   Eligibility   **Payment**

Current SSN
[   ]   Go

Annual Award Amount
7500.00

Terms	1-Fall	2-Spring
School Code		
Request	⌄	⌄
Enrollment Status	⌄	⌄
Academic Level	⌄	⌄
Program/Degree Pathway	⌄	
Ineligible Reason	⌄	
Requested Amount	$	

Activity Date	
Status	
Result code	
Expanded Result	

Invoice #	
School Code	
Result code	
Expanded Result	
Amount Paid	
Adjusted Amount	
Result Date	

Save Cha...

Ineligible Reason dropdown options

- Not enrolled this term
- Not a US citizen/eligible non-citizen
- Not a HS grad/no GED
- Defaulted student loan
- Not pursuing an early childhood education major
- Not making satisfactory academic progress
- Enrolled less than 3 credit hours
- Student is not accepting ECACE Scholarship
- No remaining unmet cost

If one of these **Ineligible reasons** are selected during payment, the system will **de-obligate/remove** a student's award:

- Not a US Citizen/eligible non-citizen
- Not a HS grad/no GED
- Student is not accepting ECACE scholarship

System will not **de-obligate/remove** the award if any of the following **Ineligible reasons** are selected:

- Not enrolled this term
- Defaulted student loan
- Not pursuing an early childhood education major
- Not making satisfactory academic progress
- Enrolled less than 3 credit hours
- No remaining unmet cost

ECACE Payment Request Entry Screen

Batch Payment Request

When creating benefit requests for many students, a helpful option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen and then click **Save Selected**.

To use this option, select students for whom you want to submit payment requests by checking the **Req Sel** box on the **Student Payment List: View** screen and then click **Save Selected** at the bottom of screen.

Then navigate to the **Payment Request Entry** screen and select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which you will be creating a payment request.

A list of your selected records will not display until you have selected a term.

Once a term has been selected, the list of students you selected on the **Student Payment List: View** screen for that term will be provided, and you can then begin to enter payment information.

ECACE Payment Request Entry Screen

To complete the payment request for each student, enter the required data into the appropriate fields:

- **Request** (select: Payment, Cancel, Ineligible or Delete)

- **Enrollment Status** (select: Full time, Half time or At least 3 credit hrs)

- **Academic Level** (select: Freshman, Sophomore, Junior, Senior)

- **Program/Degree Pathway** (see options above)

- **Ineligible Reason** (see options above)
    - Note: If an **Ineligible** request is submitted, all payment for the term will be canceled.

- **Requested Amount** (enter dollar amount)

- Click the **Save** button to save your data before navigating to a new page.

As a reminder, the payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the Submit Payment Requests screen.

ECACE Submit Payment Requests Process

After generating the payment requests by entering payment information, the next step in the payment request process is to submit the payment request(s) that have been completed and saved.

The **Submit Payment Requests** screen allows the user to submit payment requests to ISAC for processing. The user can specify which payment request records will be submitted based on the **Term** selected.

This screen is accessed by selecting the **Submit Payment Requests** tab.

To submit generated payment requests, follow these steps:
- Choose the **Term** (initially blank) for which the request is being made from the drop-down menu.
- Click on the **Submit** button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.

ECACE Payment Reports

All payment results can be obtained at various stages in the payment request process through system-generated reports. To create a report, navigate to the **Reports** tab, and then click on the **Create New Report.**

ECACE 2024-2025: Reports: Eligibility Reports

Home Student Certification Paymen **Reports**

Refresh   Create New Report

Entries displayed 10 ▾   Filter

Status	Report Type	Date	File Size(kb)	User Name
No Records Found!				

Showing 1-1 of 1 entries |◄ ◄ **1** ► ►|

The **Select Report** drop-down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. **Payment Date Range** fields are provided to allow you to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.

ECACE 2024-2025: Reports: Eligibility Reports: Create New Report

Home Student Certification Payment **Reports**

Select Report

Payment Requests Not Submitted ▾

Payment Start Date Range

📅

Payment End Date Range

📅

Request Report

Payment Requests Not Submitted
Payment Requests Submitted Without Results
Payment Results
Payment Exceptions
Cumulative Payment Results
Outstanding Payment Requests

ECACE Payment Reports

After requesting a report, you will be returned to the **Reports: Eligibility Reports** screen where you will be provided with a list of reports that have been or are being generated for your school.

While the report is processing, the status will indicate *In Queue*. The **Refresh** button completes the report. When it is ready, the status will change to *Completed*. To open the report, click on either the **Microsoft Word** or the **Microsoft Excel icon**. Additional information about the report, including the **Date, File Size and Username** of the person who requested the report will also be listed.

Reports displaying the **pdf icon** are ISAC-generated reports and identifiable by the **Username** *ECInvoice or ERPinsert* in the last column of the report list. Typically, this report is made available on the next business day after your school's payment request has been processed and will remain available if space allows. It is suggested that you save requested and ISAC-generated reports to your systems for future reference.

ECACE 2024-2025: Reports: Eligibility Reports

Select School and School Code:

[dropdown] [Go]

Home   Application   Student   Certification   Payment   **Reports**

[Refresh]   [Create New Report]

Entries displayed 10

Filter [   ]

	Status	Report Type	Date	File Size(kb)	User Name
📕	Completed	ECACE - Voucher INV 09-30-2024	10/04/2024	943.749	ERPInsert
📕	Completed	Payment Results/Exceptions	09/30/2024	4.456	ECInvoice
⊗ 📊 📊	Completed	Payment Requests Submitted Without Results	09/30/2024	1.021	

Showing 1-3 of 3 entries

⏮ ◄ **1** ► ⏭

ECACE Payment Results Summary/Invoice Detail

A **Payment Results/Exceptions Summary and Invoice Detail Report** is generated by ISAC after your school's payment request has been processed. It will include a **Payment Results Report** and a **Payment Exceptions Report**, as well as an **Invoice Voucher** about the payment claim.

When they becomes available, the **Payment Results/Exceptions Summary Reports and Invoice Voucher** will appear on the report list and can be identified by the pdf icon ![pdf] in the first column in the list of reports on the **Reports: Eligibility Reports** screen. Please note that these may not be available until the next business day after submitting your request.

The last page of the **Payment Results/Exceptions Report** provides invoice information, including amount due to the school and the invoice number. ISAC authorizes a voucher in the amount of the payment invoice and submits it to the State Comptroller's Office for processing. The invoice number will be referenced on the voucher authorizing payment. Colleges can match the invoice number on the **Payment Results/Exceptions Report** with the voucher.

ECACE 2024-2025: Reports: Eligibility Reports

Select School and School Code:

[▼] [Go]

Home   Application   Student   Certification   Payment   **Reports**

[Refresh]   [Create New Report]

Entries displayed [10 ▼]   Filter [   ]

	Status	Report Type	Date	File Size(kb)	User Name
📕	Completed	ECACE - Warrant INV 09-25-2024 SCH 001692	10/01/2024	943.801	ERPInsert
📕	Completed	Payment Results/Exceptions	09/27/2024	5.101	ECInvoice
📕	Completed	ECACE - Voucher INV 09-25-2024 SCH 001692	09/27/2024	943.777	ERPInsert
📕	Completed	Payment Results/Exceptions	09/25/2024	5.259	ECInvoice

Showing 1-4 of 4 entries |◄ ◄   **1**   ► ►|

ECACE Payment Results Summary/Invoice Detail

The report is identified by the red pdf icon and the **Payment Results/Exceptions Reports** provides a payment voucher and warrant information, dependent upon where the payment is in the process.

The report will appear in the **Reports Section** with the following title format:

Program-Voucher Inv-Date-School Code. At this time, the **Warrant No.** and **Warrant Date** fields on the report will be blank. The **Warrant No.** and **Warrant Date** fields will populate on the report after the State Comptroller has authorized payment for the voucher. Once the State Comptroller has authorized payment a report will appear in the **Reports Section** with the following title format: **Program-Warrant Inv-Date-School Code**.

Retain a copy of the report for each payment request submitted, so that the invoice number on the report can be matched with the voucher and the funds received from the State Comptroller's Office.

```
ISCEC87.04                          ILLINOIS STUDENT ASSISTANCE COMMISSION
                                           1755 LAKE COOK ROAD
                                           DEERFIELD IL 60015-5209

PAYMENT RESULTS SUMMARY
2024-2025 ACADEMIC YEAR              EARLY CHILDHOOD ACCESS CONSORTIUM FOR EQUITY SCHOLARSHIP PROGRAM
ALL TERMS
SCH CODE
FEIN


                                    REQUESTED                        PAID
                           # STU     AMOUNT        # STU            AMOUNT
FULL REQUESTED AWARD AMOUNT PAID   31   131,250.00    31        131,250.00
REQUESTED AWARD AMOUNT REDUCED      0        0.00      0              0.00
INCREASE IN PREVIOUS PAID AMOUNT    0        0.00      0              0.00

NO CHANGE IN PREVIOUS PAID AMOUNT   0        0.00      0              0.00
REQUESTED AWARDS DENIED             0        0.00      0              0.00
REQUESTED INELIGIBLE                0        0.00      0              0.00
REQUESTED AWARDS HELD/LATE CLAIMS   0        0.00

PARTIAL REFUNDS                     0        0.00      0              0.00
FULL REFUNDS                        0        0.00      0              0.00
TOTAL REQUESTED                    31   131,250.00
NET AMOUNT DISBURSED                                 31        131,250.00
LESS PREVIOUS BALANCE DUE TO ISAC                                 (0.00)
TOTAL AMOUNT INVOICED                                         131,250.00  DUE TO SCHOOL
INVOICE NUMBER                                              E252690004
```

Invoice # E252690004
Amount Due to School $131,250

The last page of this report provides invoice information, including amount due to school and the invoice number. The invoice number will be referenced on the voucher authorizing payment from the State Comptroller. The voucher number is referenced on the check.

Sample Reports

Once ISAC processes a payment request and sends it to the State Comptroller's Office, the report will appear with the following information: **Voucher No.** and **Voucher Date,** along with an **Invoice No.** and **Invoice Date,** which will be the same number referenced on the voucher from the State Comptroller's Office, authorizing payment.

The invoice information is located on the last page of the **Payment Results/Exceptions Reports**, including the amount due to the school and the invoice number.

ECACE PAYMENT RESULT CODES

ECACE Payment Result Code

Result Code	Pre Edit	Expanded Result Code	Reason
4	x		Request superceded by another request
J			Ineligible for payment due to calculated award amount of zero
G		Y	Full annual award amount already used
H			Previously paid to your school for requested term
U			Cancel requested; no prior payment has been made for this term
Q		Y	Ineligible reason processed - not eligible for this academic year
Q		T	Ineligible reason processed - not eligible for this term
R		Y	Payment reduced to maintain ECACE annual award amount limit
B			Payment increased
C			Payment decreased
*			Payment processed - no reported exception

ECACE Q&As

Q. What happens if there was more applications received than available funding for scholarships?

- Because the 2024-25 academic year has considerably less funding available, the number of recipients was significantly limited. ISAC prioritized applicants based on timely renewal status, financial need, and priority received date. All applications received were date and time-stamped and the priority access to funding date was August 11, 2024.
  - Applications received after that date continued to be considered as long as funding remained available after timely, qualified applicants had been awarded.

Q. Approximately how many students received ECACE awards for the 2024-25 academic year compared to 2023-24?

- With the $5 million dollar appropriation funding for the 2024-25 academic year, ISAC was only able to award approximately 650-700 timely renewal students with a maximum annual amount of $7,500.

- ISAC was able to award over 4,700 students during the 2023-24 academic year.

Q. Can the award be claimed over multiple terms?

- Like MTI, awards are scheduled to be made in multiple disbursements (semester schools: two disbursements; quarter schools: three disbursements).
  - However, multiple disbursements are not required if the student will not complete all terms – they can receive the full maximum annual award amount for one term, if applicable.
  - Note that their total award for a school year cannot exceed $7,500.

Q. Is the ECACE scholarship available for the Summer semester/term?

- The scholarship is <u>not</u> available for the Summer semester/term effective with the 2024-25 academic year.

Q. Can a student receive the Gateways Opportunity Scholarship or Chicago Early Learning Workforce Scholarship concurrent with the ECACE Scholarship?

- Receiving additional non-ISAC administered scholarships, institutional aid or other private forms of assistance will not prevent a student from receiving an ECACE scholarship if eligible and selected.

ECACE Q&As

Q. Can a student who has just completed their AA/AAS degree continue to receive an ECACE award to complete their bachelor's degree?

- Yes, this student would still be considered an undergraduate student and would be eligible for the ECACE scholarship. For 2024-25, eligible degrees include an AA/AAS and bachelor's degree in Early Childhood Education.

Q. Does the post-baccalaureate exclusion prevent someone with a bachelor's degree in a different field from receiving an award if they go back to school to get an AA/AAS or BA/BS in Early Childhood Education to work in this field (i.e., a career-changer)?

- No, the post-baccalaureate exclusion does not prevent a student from applying for the ECACE scholarship if they are enrolled or accepted for enrollment in a program that will lead to an AA/AAS or bachelor's degree in Early Childhood Education.

Q. Can a student receive ECACE and either MTI, Golden Apple or SETTW scholarships?

- A student would be eligible to receive ECACE and either MTI, Golden Apple or SETTW during an academic year.

  - Note that MTI, Golden Apple and SETTW cannot be awarded together in the same term to a student.

Q. Will there be set payment claim deadline dates?

- Yes, this will be announced once payment requests can be submitted in GAP Access.

Q. How do schools certify or request a payment if a student plans to attend a different institution for each term during the same award year?

- ECACE was set up for the 2024-25 award year so that certification and payment requests for each term can be done by a different school.

- Schools will be able to see the school code(s) on the ECACE Student Detail: Eligibility screen when the student may have selected a different school for another term, if there is more than one school selection.

- Schools are only required to certify and request payment for the term the student is attending your institution.