PROJECT SUCCESS: FAFSA COMPLETION SUPPORT

Trellis Company will assist Project Success institutions with FAFSA completion by

1. Contacting students, both currently enrolled and newly admitted, via texts with reminders to complete the FAFSA
2. Contacting students via texts and directing to resources to help complete the FAFSA
3. Provide institutions with FAFSA completion flyers and stuffers
4. Providing training to staff that help students complete FAFSAs (in person and webinar)
5. Direct students that have special and unusual situations to our financial coaches

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| Outreach Method | Timeline | Objective  | Information Required from institution |
| Flyers and stuffers | September | Seen by students in high traffic areas, stuffers given to students during events | Institution’s logo (for customization), quantity, shipping address |
| Text Message(Initial) | September (mid) | Inform student to complete the 2019-2020 FAFSA beginning Oct. 01Direct students to FAFSA.govGive school’s federal code | List of currently enrolled students (name, cell #, school ID#) |
| Text Message | November (mid) | Inform students FAFSA for 2019-2020 hasn’t been submittedDirect students to FAFSA siteGive school’s federal codeDirect students to resources (videos, FAQs, etc.) | List of students that do not have a 2019-2020 ISIR (name, cell #, school ID#) |
| Text Message | December | See above- remind students to get FAFSA completed during winter breakObtain parental information during winter break | List of students that do not have a 2019-2020 ISIR (name, cell #, school ID#) |
| Text Message Admitted Students(repeat monthly) | February, March, April, May | Inform to complete the 19-20 FAFSA (perhaps 18-19 if attending summer school)Give federal school codeDirect to resources | List of students that have been admitted but no 2019-2020 ISIR on file (name and cell #)New list each month |
| Text MessageEnrolled Student(repeat monthly) | February, March, April, May | Inform students FAFSA for 2019-2020 hasn’t been submittedDirect students to FAFSA siteGive school’s federal codeDirect students to resources (videos, FAQs, etc.) | List of enrolled students that do not have a 2019-2020 ISIR on file (name, cell #, school ID#)New list each month |
| Hands-on FAFSA completion workshop- per requestText invitation | April | Students complete and submit FAFSA on-siteStudents complete all but parental section | Invitation to students that haven’t completed the FAFSA to attend event, advertising of event, computer lab(name, cell #, school ID#) |
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**Notes: Four years institutions may opt to not send texts to graduating students. We recommend two-year institutions send texts to all students that haven’t submitted a FAFSA, including graduating students.**

**Institutions encouraged to direct students to Trellis FAFSA completion resources and link from the institution’s website.**