

FAFSA Task Force

Guidelines & Overview

Postsecondary Success



Objective:

Assemble a collaborative team of educators who provide individual support to seniors and families with FAFSA completion.

STEP 1: Identify School Year FAFSA Completion Goals

Reflecting on previous years' FAFSA completion rates, identify a goal for your current senior class. Look at trends from previous years as well as opportunities to implement new strategies to increase FAFSA completion rates.

STEP 2: Hire your FAFSA Task Force

Identify a **FAFSA Coordinator** that can lead your task force, this will include facilitating bi-weekly check-in's with the team as well as monitoring FAFSA completion data. Hire **FAFSA Coaches** that will provide FAFSA completion support for seniors and families. Give consideration to your budget when identifying the number of hours and weeks your task force will support students.

STEP 3: Assign Student Caseloads to Coaches

Utilize Connecticut EdSight Data to identify seniors who still need to complete the FAFSA, then create a caseload for each FAFSA Coach that represents 4-Year, 2-Year and Technical School pathways. Caseloads should not exceed 25 students, and can be adjusted as seniors complete the FAFSA. Provide FAFSA completion training to task force members.

Things to consider:

- Give consideration to special populations and the best ways to support them: Bi-lingual coaches to support your ELL students, Athletic Coaches to support students athletes
- Set a bi-weekly check in cadence at initial meeting to avoid scheduling conflicts and to ensure the task force has dedicated space and time to discuss the status of caseloads.

Tips for a successful FAFSA Task Force:

- ★ Provide a comprehensive FAFSA Campaign to educate your school community about the importance of FAFSA and the benefits of FAFSA completion.
- ★ Efficient data tracking of a students intended postsecondary pathway and FAFSA status will help provide better outcomes.
- ★ FAFSA Coaches make phone calls home or send postcards to families to introduce themselves and share information on the support they can provide with FAFSA completion.
- ★ Host incentive events for seniors who complete to FAFSA, consider hosting more than one to provide additional opportunities for students to participate.
- ★ Host an FSA ID week with giveaways to encourage seniors to begin the FAFSA process.
- ★ Partner with local colleges to provide FAFSA support days and special events.