

# Oklahoma's Promise

## Claim Form Instructions

In order to expedite the process of your claims and better serve you, we ask that you make the following checks to your claim before uploading to OSAFE. The format of the claim form provided to you should not be rearranged. These checks are important because the claim processing program on our database is looking for these particular cells, columns, rows, etc. for particular information. If it doesn't find what it expects to find, it will error out which results in slower processing of the claim and possibly more time to get your funds.

- a. Cell B5 = Name of Institution
- b. Cell G5 = U (universities/colleges) or V (career techs)
- c. Cell R6 = Year: 2011 not 2010/2011
- d. Cell B10 = email address of contact person
- e. Cell B16 = Name of Person Authorizing Claim
- f. Cell G16 = Title/Position at Institution
- g. Column N = place for the X marking what semester.  
Some programs do not go by semesters, but if you can break it into semesters as closely as possible, we would appreciate it.
- h. Column A= should not be deleted and should be blank.
- i. Column B = last name. Please do not put Jr or III.
- j. Column C= first name. Please do not put middle initial.
- k. Column E= SSN #. Please note some claims have been coming in with duplicate SSN which will prevent the processing of the claim.
- l. Column N starting at Cell 24= OKPromise award. The formula in this column should not be removed or overwritten. If any adjustment or different amount is to be made, it should be done in Column O for Adjusted Award.
- m. Column O = Adjusted award. Column O should be blank unless a school has indicated a reduced award. Keep in mind \$0 should only be placed in this column if the student is enrolled but should receive zero funds due to overaward. Note: The scholarship cannot be awarded if it creates an overaward of the student's financial aid budget. Students receiving adjusted awards should be listed after all other students which makes them appear at the bottom of the claim.
- n. Row # 24 = first student's information
- o. Columns F, G, H, and L should be empty.

Some of your students may be in a different order when your claims are returned to you because the claim processor does not enter refunds (or negative amounts), so these have to be separated from the main portion of the claim and entered separately.

If you realize that you have left a student off of a claim and already uploaded it to OSAFE, please just submit another claim with that student or additional students on it, instead of emailing us the student's information to be added. This way less mistakes or misunderstandings will occur. However, if you need to remove a student from a recently submitted claim you can email us to see if the claim has already been processed. If it has not already been processed we can delete the student from the claim.

### For Tech Centers and Proprietary Schools:

Name of Program:

Students must be enrolled in "approved" cooperative agreements (career tech) or degree programs (proprietary), so we need to know the name of the program.

Program Start Date:

The purpose of this is primarily so we can set the original enrollment date if it is a new student (meaning this is the first enrollment out of high school).