

ELSA Release Notes: May 2019

The Early Learning Scholarship Administration System (ELSA) was updated on May 31, 2019, to incorporate a new “Award Verification Date” field. Other small changes were also included in this release.

I. Award Verification Date

The new “Award Verification Date” field on the Scholarship Award page is required to be completed by users with either the Scholarship Administrator (SA) or Area Administrator (AA) role when newly awarding a child within ELSA. The date entered must be the date the SA/AA, or locally designated staff member, conducted the final verification of the child’s scholarship application and eligibility documentation before moving forward with awarding the child in ELSA. The work of final verification for a new award must take place in the same fiscal year as the fiscal year of the scholarship.

The Award Verification Date is also included in the display of scholarship summary information available on the Child Scholarship History page.

Usage Notes: Award Verification Date

- Determines the funding fiscal year of a scholarship award.
 - Any date from July 1 through June 30 of a given state fiscal year ties the scholarship to that fiscal year.
 - The Award Start Date must be a date within the same state fiscal year as the Award Verification Date of the scholarship.
 - **Example:** A new scholarship has an Award Verification Date of July 15, 2019. This date falls within state fiscal year (FY) 2020. Any award added to this new scholarship will be a FY2020-funded award.
- Must be a date within the past 90 days, inclusive of the current date.
 - Cannot be a future date.
 - Any SA/AA wishing to award a child more than 90 days out from the date of final verification should contact MDE for case consideration: MDE.ELSA@state.mn.us.

- Must be earlier than or the same day as the Award Start Date.
 - The Award Start Date entry on the Child Award page is restricted by the Award Verification Date entered for the scholarship.
 - Final verification may be completed the same day the SA/AA awards the scholarship in ELSA; this is allowable and supported by ELSA.
- Award Verification Date entry is editable until an Award Start Date entry has been saved on the Child Award page.

View: Award Verification Date field on the Scholarship Award page

Attestations

- I, or the Pathway II program, verified the family's income was eligible for a scholarship or their child is participating in one of the eligible publicly-funded programs.
- I, or the Pathway II program, verified the child receiving a scholarship meets age eligibility requirements.
- If a teen parent for a child under age 3: I, or the Pathway II program, verified the teen parent is pursuing their high school diploma or a GED.
- If a child is under age 3 and the parent is not a teen: I, or the Pathway II program, verified that the younger child is attending the same program as an older sibling.
- I, or the Pathway II program, verified that the parent or guardian signed the Early Learning Scholarship Agreement and Consent Form.

OR

- When awarding to a child with a cancelled award in the current fiscal year: I, or the Pathway II program, verified (a) the scholarship year, (b) the child's eligibility to receive additional funds within the scholarship year, and (c) that funds are available to award in the new Area or Pathway II program in the same scholarship year.

* Award Verification Date:

* Preparer's Initials:

Date:

Assigned Group:

Cancel

Save

Delete

II. Other Changes / Bug fixes

- On the On the Child Scholarship History page, the "Preparer" sub-section displayed after choosing "View" for an award has been renamed "Attestations."
- On the Parent/Guardian page, the "No" selection for Interpreter Assistance is now retained after save.
- All instances of the terms "In-Eligible" and "In-eligible" have been replaced with "Ineligible."