



LOSFA

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

— A PROGRAM OF THE BOARD OF REGENTS —

LOSFA

2025 Fast Forward Convention & CWA Summit

February 25, 2025



LOSFA

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

— A PROGRAM OF THE BOARD OF REGENTS —

ABOUT **LOSFA**

The Louisiana Office of Student Financial Assistance (LOSFA) is a Program of the Louisiana Board of Regents, that strives to be Louisiana's first choice for college access by promoting, preparing for and providing equity of college access. LOSFA administers the state's scholarship and grant programs and the state's Internal Revenue Code Section 529 college savings program.



BOARD *of* REGENTS
STATE OF LOUISIANA

TOPS TECH **EARLY START**

Deborah Paul

Scholarships and Grants Director

TOPS TECH **EARLY START**

- This program provides an incentive for Louisiana's public high school students to start early in preparing for a career in a qualifying Top Demand Occupation.
- Created in the Regular Session of the 2005 Louisiana Legislature.
- Funded as part of the TOPS Program and funding is contingent upon appropriation.

TOPS TECH **EARLY START**



Eligibility Requirements

- Be in “Good Standing” as an 11th or 12th grade student in a Louisiana PUBLIC high school (“Good Standing” is defined by the student’s high school)
- Have an approved 5-Year Education and Career Plan
- Have a cumulative GPA of 2.00 on a 4.00 scale on all courses attempted
- Score a 15 or above on the mathematics AND English portion of the Pre- ACT or the ASPIRE, or on the ACT, or the equivalent concordant value on the SAT, or have achieved a Silver Level score on the assessments of the ACT WorkKeys system

TOPS TECH **EARLY START**



Award Benefits

- Provides a payment of \$50 per credit hour with a limit of \$300 per semester
- Award is limited to six credit hours per semester
- Not available for summer sessions

TOPS TECH **EARLY START**

Retention Requirements:

- Remain in “Good Standing” as an 11th or 12th grade student in a Louisiana public high school
- Maintain a 2.00 GPA on a 4.00 scale on all high school courses attempted
- Continue to pursue one or more courses leading to a credential in an Eligible Program
- Remain in “Good Standing” with the public or nonpublic college or approved training provider
- Maintain steady academic progress



TOPS TECH **EARLY START**

Billing: TOPS Tech Early Start Batch File Layout

TOPS TECH EARLY START PAYMENT REQUEST: TRANSMISSION USING LA SECURE ID								
FROM	TO	LGTH	DECIMAL SPACES	TYPE	FIELD NAME	FIELD DESCRIPTION	EXAMPLE	COMMENT
1	9	9	0	NUMERIC	TMCOLLIDAL	COLLEGE CODE	002010000	Please include leading and trailing zeroes
10	15	6	0	NUMERIC	TMBESECD	BESE CODE	053024	Please include leading zeroes
16	24	9	0	NUMERIC	TMSSN	SSN		Leave blank
25	36	12		ALPHA	TMFNAME	FIRST NAME	JOHN	ALL CAPS
37	52	16		ALPHA	TMLNAME	LAST NAME	SMITH	ALL CAPS
53	53	1		ALPHA	TMMI	MIDDLE INITIAL	T	ALL CAPS
54	56	3		ALPHA	TMSUFFIX	NAME SUFFIX	JR	ALL CAPS

TOPS TECH **EARLY START**

TOPS TECH EARLY START PAYMENT REQUEST: TRANSMISSION USING LA SECURE ID

FROM	TO	LGTH	DECIMAL SPACES	TYPE	FIELD NAME	FIELD DESCRIPTION	EXAMPLE	COMMENT
57	64	8	0	NUMERIC	TMBIRTHDT	BIRTH DATE	19950701	
65	70	6		ALPHA	TMTERM	TERM	1S2014	ALL CAPS
71	72	2	0	NUMERIC	TMGRDLVL	GRADE LEVEL	11 OR 12	
73	74	2	0	NUMERIC	TMENRHRS	ENROLLED HOURS	06	Please include leading zeroes
75	80	6	0	NUMERIC	TMCIP	CLASSIFICATION OF INSTRUCTIONAL PGM	001105	Please include leading zeroes with 4 digit code
81	90	10		ALPHA	TMLASECID	LA SECURE ID	1234567890	
PLEASE INCLUDE A VALUE OR BLANK IN EVERY SPACE EVEN IF THE FIELD IS NOT USED IN CURRENT PROCESSING								

ELIGIBLE CIP **CODE** EXAMPLES

<u>CIP CODE</u>	<u>PROGRAM TITLE</u>
0100	Agriculture, General
0101	Agricultural Business and Management
0102	Agricultural Mechanization
0103	Agricultural Production Operations
0106	Applied Horticulture and Horticultural Business Services
0109	Animal Sciences
0110	Food Science and Technology
0111	Plant Sciences
0301	Natural Resources Conservation and Research
0302	Natural Resources Management and Policy
0303	Fishing and Fisheries Sciences and Management
0305	Forestry
0306	Wildlife and Wildlands Sciences and Management
0399	Natural Resources and Conservation, Other

ELIGIBLE CIP **CODE** EXAMPLES

<u>CIP CODE</u>	<u>PROGRAM TITLE</u>
0402	Architecture
0403	City/Urban, Community and Regional Planning
0404	Environmental Design
0405	Interior Architecture
0406	Landscape Architecture
0409	Architectural Sciences and Technology
0499	Architecture and Related Services, Other
0907	Radio, Television, and Digital Communication
1001	Communications Technology/Technician
1002	Audiovisual Communications Technologies/Technicians
1003	Graphic Communications
1101	Computer and Information Sciences, General
1102	Computer Programming
1103	Data Processing
1104	Information Science/Studies

ELIGIBLE CIP **CODE** EXAMPLES

<u>CIP CODE</u>	<u>PROGRAM TITLE</u>
1105	Computer Systems Analysis
1107	Computer Science
1108	Computer Software and Media Applications
1109	Computer Systems Networking and Telecommunications
1110	Computer/Information Technology Administration and Management
1199	Computer and Information Sciences and Support Services, Other
120500	Cooking and Related Culinary Arts, General
120501	Baking and Pastry Arts/Baker/Pastry Chef
12503	Culinary Arts / Chef Training

ELIGIBLE CIP CODE EXAMPLES

CIP CODE	PROGRAM TITLE
120504	Restaurant, Culinary, and Catering Management/Manager
120505	Food Preparation/Professional Cooking/Kitchen Assistant
120506	Meat Cutting/Meat Cutter
120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
120508	Institutional Food Workers
120509	Culinary Science/Culinology
120510	Wine Steward/Sommelier
120599	Culinary Arts and Related Services, Other
131206	Teacher Education, Multiple Levels
1500	Engineering Technology, General
1501	Architectural Engineering Technologies/Technicians
1502	Civil Engineering Technologies/Technicians
1503	Electrical Engineering Technologies/Technicians
1504	Electromechanical Instrumentation and Maintenance Technologies/Technicians
1505	Environmental Control Technologies/Technicians
1506	Industrial Production Technologies/Technicians

ELIGIBLE CIP **CODE** EXAMPLES

CIP CODE	PROGRAM TITLE
1507	Quality Control and Safety Technologies/Technicians
1508	Mechanical Engineering Related Technologies/Technicians
1509	Mining and Petroleum Technologies/Technicians
1510	Construction Engineering Technologies
1511	Engineering-Related Technologies
1512	Computer Engineering Technologies/Technicians
1513	Drafting/Design Engineering Technologies/Technicians
1514	Nuclear Engineering Technologies/Technicians
1515	Engineering-Related Fields
1516	Nanotechnology
1599	Engineering Technologies/Technicians, Other
2203	Legal Support Services
2313	Rhetoric and Composition/Writing Studies
4100	Science Technologies/Technicians, General
4101	Biology Technician/Biotechnology Laboratory Technician
4102	Nuclear and Industrial Radiologic Technologies/Technicians

ELIGIBLE CIP CODE EXAMPLES

CIP CODE	PROGRAM TITLE
4103	Physical Science Technologies/Technicians
4199	Science Technologies/Technicians, Other
4301	Criminal Justice and Corrections
4302	Fire Protection
4399	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other
4600	Construction Trades, General
4601	Mason/Masonry
4602	Carpenters
4603	Electrical and Power Transmission Installers
4604	Building /Construction Finishing, Management, and Inspection
4605	Plumbing and Related Water Supply Services
4699	Construction Trades, Other
4700	Mechanics and Repairers, General
4701	Electrical/Electronics Maintenance and Repair Technology
4702	Heating, Air Conditioning, Ventilation, and Refrigeration
4703	Heavy/Industrial Equipment Maintenance Technologies

ELIGIBLE CIP **CODE** EXAMPLES

CIP CODE	PROGRAM TITLE
4706	Vehicle Maintenance and Repair Technologies
4799	Mechanic and Repair Technologies/Technicians, Other
4805	Precision Metal Working
4807	Woodworking
4808	Boilermaking/Boilermaker
4899	Precision Production, Other
4901	Air Transportation
4902	Ground Transportation
4903	Marine Transportation
4999	Transportation and Materials Moving, Other
5004	Design and Applied Arts
5106	Dental Support Services and Allied Professions
5107	Health and Medical Administrative Services
5108	Allied Health and Medical Assisting Services
5109	Allied Health Diagnostic, Intervention, and Treatment Professions
5110	Clinical/Medical Laboratory Science/Research and Allied Professions

ELIGIBLE CIP **CODE** EXAMPLES

<u>CIP CODE</u>	<u>PROGRAM TITLE</u>
5110	Clinical/Medical Laboratory Science/Research and Allied Professions
5118	Ophthalmic and Optometric Support Services and Allied Professions
5138	Registered Nursing, Vocational Nursing and Nursing Assistants
5139	Practical Nursing, Vocational Nursing and Nursing Assistants
5202	Business Administration, Management and Operations
5203	Accounting and Related Services

NOTE TO SCHOOLS AND TRAINING PROVIDERS:
For billing purposes, use 6-digit CIP code as indicated.

TOPS TECH **EARLY START**

Program Statistics

<u>ACADEMIC YEAR</u>	<u>AMOUNT PAID</u>
2020-2022	\$298,300
2022-2023	\$462,350
2023-2024	\$403,400

TOPS TECH EARLY START

Application Available in Fillable Format



TOPS TECH EARLY START APPLICATION

Instructions: This application is to be completed by the student to apply for the TOPS Tech Early Start (TTES) Award. **NOTE:** Funding for a TTES Award is contingent upon appropriations by the Louisiana Legislature. Submission of this application for TTES does not guarantee funding. This form must be used for ALL applications.

Student:
Initial Application (Follow these instructions if this is the first semester of the academic year that you apply for enrollment to utilize TOPS Tech Early Start (TTES).
1. Check Block 1A and complete Section A (Student Information) of this application and have your parent or guardian authorize your concurrent enrollment in high school and college by signing in Block 10.
2. Submit this application to your high school guidance counselor.
3. Your high school will complete Section B (High School Certification) and return the application to you.
4. It is your responsibility to submit this completed application to the admissions office at the college you will attend. Since you will be required to complete the college's admission forms, you should obtain those forms in advance and submit them with this application.

Renewal Application:
1. Check Block 1B in Section A and verify/update information in Section A (Student Information) of this application and submit it to your high school guidance counselor.
2. Your high school will complete Section C (High School Recertification) and return the application to you.
3. It is your responsibility to submit this completed application to the admissions office at the college you are attending. Since you will be required to complete the college's admission forms, you should obtain those forms in advance and submit them with this application.

High School Counselor, Advisor or Principal:
1. Advise students on the appropriateness of their career pursuits and participation in college level work. Click [here](#) for a listing of eligible TTES programs.
2. Review this application thoroughly for accuracy and certify, by signature, that the student has met all of the program requirements, if applicable, to participate or to continue in the program.
3. For an initial application, complete Section B. For a renewal, complete Section C. If the student fails to meet any of the requirements listed, advise the student accordingly and do not process the application.
4. If the student meets the eligibility requirements, complete the application and return it to the student for submission to the student's school of choice.
5. Maintain a copy of this application for your files.
6. Ensure that Student Data Privacy Protocols have been followed consistent with ACT 837.

Type or print in ink.

CONTACT LOSFA

 Ask LEX
(LOSFA's virtual response assistant,
available 24/7 at www.mylsfa.org)

 Visit mylosfa.org

 Email customerservice@la.gov
or GenuxFAFSA@la.gov

 Schedule Virtual Office Hours
(available 9:00 a.m. - 3:00 p.m. on
Monday - Friday)

continued on Page 2

TOPS Tech Early Start Application 1 05/15/2024

Section A: STUDENT INFORMATION: To be completed by the student.

1. Type of Form: A. ☐ Initial Application B. ☐ Renewal Application

2. Louisiana Secure ID: _____

3. Student's Full Name: _____

4. Student's Birthdate: _____

5. Student's E-mail Address: _____

6. Student's Phone Number: _____ 7. Alternate Phone Number: _____

8. Student's Street Address: _____
City: _____ State: _____ Zip: _____

9. I certify the above information is correct and that I will comply with the requirements of the TOPS Tech Early Start Program.

Signature of Student _____ Date _____

10. I hereby authorize my child's concurrent enrollment in high school and college.

Signature of Parent/Custodian _____ Date _____

Section B: HIGH SCHOOL INITIAL CERTIFICATION (Print or Type)

11. Name of High School: _____

12. High School BESE's Code: _____

13. School Year and Semester Covered by this Certification: 20____ - 20____
☐ 1st Semester ☐ 2nd Semester (Check one)
Grade Level: ☐ 11th ☐ 12th (Check one)

14. Name of Courses: _____

15. Award Eligibility Requirements:
☐ 11th or 12th Grade Student
☐ Five-year Education and Career Plan completed
☐ High School GPA of 2.0 or above on a 4.0 scale
☐ Scored a 15 or above on the Mathematics AND English portion of the ACT Plan Assessment or a successor assessment, or on ACT, or the equivalent concordant value on the SAT, or have achieved a silver level score on the assessments of the ACT WorkKeys system. _____ Math Score _____ English Score
☐ In good standing as defined by the high school

16. My signature certifies that this student meets all the requirements listed in block 15, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature _____ Date _____

continued on Page 3

TOPS Tech Early Start Application 2 05/15/2024

C: HIGH SCHOOL RECERTIFICATION (Print or Type)

17. Name of High School: _____

18. School's BESE Code: _____

19. School Year and Semester covered by this certification: 20____ - 20____
☐ 1st Semester ☐ 2nd Semester (Check One)

20. Award Renewal Requirements:
☐ High School GPA of 2.0 or above on a 4.0 scale
☐ 11th or 12th Grade Student
☐ In good standing as defined by the high school

21. My signature certifies that this student meets all the requirements listed in block 20, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: _____ Date: _____

Public Postsecondary Institutions and Approved Training Providers:

After enrolling eligible students, the postsecondary institution or approved training provider may bill by submitting a request for payment to LOSFA via the Award System.

The postsecondary institution or approved training provider must enter the TTES payment request for each semester to bill for those students who were enrolled through the census day (after the 14th class day for semester schools).


By submitting a TTES payment request to LOSFA, the postsecondary institution is certifying:
a. The student meets the eligibility criteria for the college course in which the student is enrolled in TTES;
b. The student was enrolled through the census day;
c. The student's high school has granted permission for the student to participate in the program;
d. The student meets the TTES renewal/continuation requirements; and
e. The student is in good standing at the high school and at the postsecondary institution (if renewal).


The TOPS Tech Early Start BILLING DEADLINES are:


Fall Semester:
Billing Begins - Begin billing after your school's census date
October 15 - Fall billing deadline: Billings after this deadline will not be approved.
November 14 - ALL Fall billing corrections must be completed and processed


Spring Semester:
Billing Begins - Begin billing after your school's census date
April 1 - Spring billing deadline: Billings after this deadline will not be approved.
April 30 ALL Spring billing corrections must be completed and processed
(In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.)

CONNECT WITH LOSFA

 @losfa

 @losfa

 @losfa1000


 @losfa001

LOSFA also uses Signal Vine Text Messaging to connect with students and families.
To receive important information and updates from LOSFA, sign up for Signal Vine by texting "LOSFA" to 56500.

TOPS Tech Early Start Application 3 05/15/2024

TOPS TECH EARLY START

Instructions have been moved to Page One of the Application



TOPS TECH EARLY START APPLICATION

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Renewal Application:
1. Check Block 1B in Section A and verify/update information in Section A (Student Information) of this application and submit it to your high school guidance counselor.
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2. Review this application thoroughly for accuracy and certify, by signature, that the student has met all of the program requirements, if applicable, to participate or to continue in the program.
3. For an initial application, complete Section B. For a renewal, complete Section C. If the student fails to meet any of the requirements listed, advise the student accordingly and do not process the application.
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continued on Page 2

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or GeauxFAFSA@la.gov



Schedule Virtual Office Hours
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8. Student's Street Address: _____

City: _____ State: _____ Zip: _____

9. I certify the above information is correct and that I will comply with the requirements of the TOPS Tech Early Start Program.

Signature of Student

Date

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Signature of Parent/Custodian

Date

TOPS TECH EARLY START

Section B: HIGH SCHOOL INITIAL CERTIFICATION (Print or Type)	
11. Name of High School: _____	
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13. School Year and Semester Covered by this Certification: 20____ - 20____	
<input type="checkbox"/> 1st Semester <input type="checkbox"/> 2nd Semester (Check one)	
Grade Level: <input type="checkbox"/> 11th <input type="checkbox"/> 12th (Check one)	
14. Name of Courses: _____	
15. Award Eligibility Requirements:	
<input type="checkbox"/> 11th or 12th Grade Student	
<input type="checkbox"/> Five-year Education and Career Plan completed	
<input type="checkbox"/> High School GPA of 2.0 or above on a 4.0 scale	
<input type="checkbox"/> Scored a 15 or above on the Mathematics AND English portion of the ACT Plan Assessment or a successor assessment, or on ACT, or the equivalent concordant value on the SAT, or have achieved a silver level score on the assessments of the ACT WorkKeys system. _____ Math Score _____ English Score	
<input type="checkbox"/> In good standing as defined by the high school	
16. My signature certifies that this student meets all the requirements listed in block 15, if applicable, and is authorized to be concurrently enrolled in college.	
Principal or Designee's Signature	Date

continued on Page 3

TOPS TECH **EARLY START**

C: HIGH SCHOOL RECERTIFICATION (Print or Type)

17. Name of High School: _____

18. School's BESE Code: _____

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☐ 1st Semester ☐ 2nd Semester (Check One)

20. Award Renewal Requirements:

☐ High School GPA of 2.0 or above on a 4.0 scale

☐ 11th or 12th Grade Student

☐ In good standing as defined by the high school

21. My signature certifies that this student meets all the requirements listed in block 20, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature:

Date:

TOPS TECH EARLY START

Public Postsecondary Institutions and Approved Training Providers:

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Billing Begins - Begin billing after your school's census date

April 1 - Spring billing deadline: Billings after this deadline will not be approved.

April 30 ALL Spring billing corrections must be completed and processed

(In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.)

RESPONSIBILITIES OF HIGH SCHOOLS

- Determine student eligibility
- Approve participation
- Sign the application
- Certify student meets eligibility requirements

RESPONSIBILITIES OF POSTSECONDARY INSTITUTIONS AND APPROVED TRAINING PROVIDERS

- Determine if student has met eligibility requirements
- Submit payment requests to LOSFA
- Reporting requirements

RESPONSIBILITIES OF WORKFORCE INVESTMENT COUNCIL (WIC) AND BOARD OF ELEMENTARY AND SECONDARY EDUCATION (BESE)

- WIC
 - List of industry-based occupational or vocational education credentials
- BESE
 - By March 1st for Fall, provides list of approved training providers

DOCUMENTS REQUIRED **FOR AN AUDIT**

- Student Academic Transcripts
- Student Ledger Accounts
- Budget/Cost of Attendance Figures/Calculations
- Applications for TTES participants
- Student Score Report for TTES participants on ACT, SAT, or ACT WorkKeys Assessment, if applicable

GET CONNECTED WITH **STUDENT NETWORK GROUPS**

VIRTUAL NETWORK GROUPS:

- Nursing
- Accounting/Finance
- Engineering
- Information Technology/
Computer Information
Systems
- Behavioral Health Profession
- Education
- Postsecondary Transition

Providing Louisiana's Students the Opportunity to:

1

Network with other students throughout Louisiana.

2

Discover resources and opportunities for successful degree completion, internships, and job placement.

3

Connect with professionals and/or employers from their respective fields.

Scan here →
for additional information



COMPREHENSIVE **ADVISING**

STATEWIDE COMPREHENSIVE COLLEGE ACCESS **ADVISING SERVICES**

**Any Student. Any Age.
Anywhere in Louisiana.**

No matter where you are on the college access journey, LOSFA's Comprehensive Advising Officers can assist you.

We can help with:



Identifying how to prepare and pay for college through scholarships, grants, and financial aid.



Matching your interests, skills, and passions with a career and connecting you to employers through career exploration, job shadowing, internships, and job placement opportunities.



Discovering pathways to earn your credential or degree, finding the school that's the best fit for you, and connecting you with available support and wrap-around services.

Scan here →
for additional information



CONNECT WITH **LOSFA**



@losfa



@losfa



@losfa1000



@losfa001

CONTACT **LOSFA**

ASK
LEX



- LEX is LOSFA's virtual response assistant
- LEX is available on LOSFA's Website at www.mylosfa.la.gov
- Available **24/7** to answer questions about TOPS

ON THE **WEB**



www.mylosfa.la.gov



custserv@la.gov
GeauxFAFSA@la.gov

VIRTUAL **OFFICE HOURS**

9:00 a.m. – 3:00 p.m.
Monday – Friday



QUESTIONS?