

Instructions

Complete Column B through K by searching individual customer TWIST and FAMS records for those customers whose financial aid was interrupted because we were unable to continue funding. *Most of you can use the information gathered earlier.*

For each customer listed be sure to divide the financial aid commitment by the dates we expect to pay that financial aid. Enter the amounts in the appropriate column.

Mark "Y" for yes and "N" for no in each column asking if the customer commitment is in FAMS. It is not necessary to enter a FAMS commitment prior to sending the first version of the sheet on Oct. 3, if that commitment is not already in FAMS.

Add rows to the sheet if you need more.

Send the information to Sharron.Powell@wrksolutions.com by October 3.

Complete the information at the end of the sheet telling us which version you are sending and who completed the sheet. We need this information should we have questions.

As customers respond to the Interrupted Financial Aid letter you send on October 3, you will update the spreadsheet with the same information you entered as you updated FAMS and TWIST customer records (*see instructions in the Issuance 11-23*). If the customer no longer wants financial aid enter "0" as the commitment columns. Enter comments in the spreadsheet explaining what you did.

Mark "Y" for yes and "N" for no in the shaded column "k" to let us know if the customer responded to the letter before 10/18/11.

Send the updated version of the spreadsheet to Sharron on 10-18/11.

Be sure to complete the information at the end of the sheet showing version 2 and the name of the person completing the spreadsheet.

| | Customer Name | TWIST ID | Office | Amount committed Oct 1 to Dec 31 | Oct-Dec Amount In FAMS (Y/N) | Amount for Jan 1 to May 31 | Jan-May Amount in FAMS (Y/N) | Amount committed Jun 1 to Sep 30 | Jun-Sep Amount in FAMS (Y/N) | Customer responded and wants the scholarship (Y/N) | Comments |
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WORKFORCE SOLUTIC
LIST OF CUSTOMERS SENT "SCHOLARSHIP"
 CONTRACTOR:

| | Customer Name | TWIST ID | Office | Amount committed Oct 1 to Dec 31 | Oct-Dec Amount In FAMS (Y/N) | Amount for Jan 1 to May 31 | Jan-May Amount in FAMS (Y/N) |
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WORKFORCE SOLUTIC
LIST OF CUSTOMERS SENT "SCHOLARSHIP"
 CONTRACTOR:

| | Customer Name | TWIST ID | Office | Amount committed Oct 1 to Dec 31 | Oct-Dec Amount In FAMS (Y/N) | Amount for Jan 1 to May 31 | Jan-May Amount in FAMS (Y/N) |
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