

Eastern Washington University

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Passport Viable Plan for Eastern Washington University

Date	Developed By:	Reported to:
[December 14, 2018]	Eastern Washington University CAAR, Maria Reyna 305 Monroe Hall Cheney, WA, 99004	Washington Student Achievement Council Passport to College Program PO Box 43430 Olympia, WA 98504-3430

The state of Washington created the Passport to College Scholarship program through RCW 28B.117. The Passport to College program is administered by the Washington Student Achievement Council (WSAC) and helps current and former foster youth enroll, persist, and complete a postsecondary education. WSAC provides institutions with financial incentives for agreeing to have a “viable plan” for supporting Passport students by:

- **Leadership Commitment:** Create a lasting institutional commitment to serve current and former foster youth by designating a president, chancellor, vice-president, or other position of leadership to advocate and take responsibility for the program’s success.
- **Designated Campus Support Staff:** Designate a knowledgeable “home base” staff person who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling / advising. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students.

Passport Viable Plan

- **Connect with Social Services and Independent Living Providers:** Work with SETuP program staff, Department of Children, Youth and Families (DCYF) and its contracted Independent Living (IL) providers and other nonprofit agencies serving foster youth to ensure students from foster care receive a full-range of support services and other college preparation information. Ensure appropriate releases of information are in place in order to most efficiently serve students.
- **Financial Aid:** Review each Passport student's individual budget to recognize their actual living expenses and tailor the financial aid package, to utilize all available resources to meet the student's full need and minimize reliance on loans.

Period of Performance

The Viable Plan shall commence on **October 1, 2018**, and shall continue through June 30, 2020.

Purpose

- To recruit and provide outreach to eligible Passport students.
- To provide Passport enrolled students with services and support so they are able to successfully persist and complete a postsecondary education.

Leadership Commitment

The president of **Eastern Washington University** supports the program and has authorized all necessary college services and leadership to ensure program success.

Key Staff

Changes to key staff must be communicated to WSAC within 30 days of the change.

Designated Support Role and Responsibility

Maria Reyna

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The DSS will be responsible for upholding the Viable Plan and maintaining the Budget for the the next two years.

Additional Roles and Responsibilities (for example, Passport Navigator, Leadership)

Passport Peer Mentor

- Mentor responsibilities
 - Mentors must complete EAB reports each time they meet with a mentee.
 - Mentors must meet with their mentee twice per week.
 - Each meeting should last 60 minutes (50 minute meetings, 10 minutes to fill out reports)
 - Outreach- There a few communication platforms we will be using in the program to stay in contact. It is recommended that mentors have access to a primary email and Groupme account.

Additional Offices (e.g. admissions and registration, advising and counseling, multicultural services, campus champions)

Heather Page- Executive Director of Academic Advising and Retention

Emmanuel Lopez- Enrollment Advocate (Admissions Advisor for Foster youth.)

Bruce DeFrates- Director of Financial Aid and Scholarships

Rosee Murray- Financial Aid and Scholarship Office- Scholarship Coordinator (Passport to Careers, ETV, etc.)

Recruitment Plan

- **Meeting with students through On-Campus visits and events**- Throughout the School year and through University sponsored events.
 - Proposed timeline: Fall (Sept-Late Nov) and Spring follow ups (Feb-Late May)
- **Attendance at local and state college fairs to share contacts and resources**- In regards to applying for and connecting with Passport resources.
 - Proposed timeline: Fall (Sept-Late Nov) and Spring follow ups (Feb-Late May)
- **Connecting with Foster youth Liaison at WA state high schools**- Establish working relationships and lines of communication in order to best provide contact and resources to school settings.

- Proposed timeline: Fall (Sept-Late Nov) and Spring follow ups (Feb-Late May)
- **Dispersing/providing informational materials for awards like Passport to Careers, ETV, Governor's, etc.-** connecting with WSAC/College Success Foundation representatives to provide the proper information and materials to students, counselor's, etc.
 - Proposed timeline: Fall (Sept-Late Nov) and Spring follow ups (Feb-Late May)- As material comes out or updates are made.
- **Connecting with Community organization (SETuP, Independent living, Treehouse, etc.) staff/contacts for visits or admissions advising-** Also to include any educational events and or conference-like events.
 - Proposed Timeline: As available and proposed by Community orgs.

Location	Date	Event	Contact
Spokane Falls and Spokane Community Colleges	Starting Jan 9th, On Mondays & Wednesdays	Transfer Advising	Roy Pluid-SFCC Counseling Center-SCC
Treehouse-Spokane /Bellingham	First Week of Feb-Bellingham . Spokane- Week of Jan. 14th	EWU Admissions visit	Ernest Henderson-Spokane Abby Trimble-Bellingham
ILS/Volunteers of America-Crosswalk Spokane	Last week in Jan. March 28th	EWU Admissions/applciation Day VOA Foster Youth Event	Sara Mack-Volunteers of America
Auburn, Suquamish, Seattle	First week of February	Westside visits-Admissions presentations, connections with Foster Youth District Liaisons	Denise Daniels-Auburn School District
Eastern Washington University	June 18th	Make it Happen	Donna Quach-College Success Foundation
TBD	March 3rd	RSCG Meeting #	Donna Quach-

		3	College Success Foundation
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Eligibility Changes	Eligibility ending June 2018	Eligibility starting July 2018	Eligibility starting July 2019	Eligibility starting July 2020
Education / Training	Postsecondary enrollment at an eligible college.	Attending an eligible college, or pre-apprenticeship or apprenticeship program.		
Program Name	Passport to College	Passport to Careers - includes Passport to College Promise Scholarship and Passport to Apprenticeship Opportunities.		
Foster care	Dependent of Washington state	In state, tribal or federal foster care systems in Washington state.		
Time in care	Spent one year in care after age 16 and in care at age 17.5.	In foster care after age 15.	In foster care after age 14.	In foster care after age 13.
Unaccompanied Homeless	Not Eligible		Verification of unaccompanied homeless event during prior academic year, before age 21.	
Residency	In general, the student resided in WA for other than educational purposes for one year prior to attending college, graduated from a WA high school, or earned a GED in WA.		Also includes homelessness or out-of-state foster care under the interstate compact as verified by WSAC.	

The 2018 Legislature expanded the Passport to Careers program to include services to federal and tribal foster youth and unaccompanied homeless youth. This expanded eligibility will be phased in between June 2018 and July 2020 (see changes highlighted in blue above). Students will be able to use their Passport support at eligible colleges and universities in Washington State, and in pre-apprenticeship and apprenticeship programs.

Retention and Graduation Plan

- Working with current students to promote/speak about experiences as an EWU student with prospective students- working with Passport Peer Mentor, Passport students to provide stories and experiences that serve as a resource for prospective students' questions .
 - Proposed timeline: At students' availability (During School Year- September -June)
- Summer
 - Work with housing to get 100% participation of new Passport Scholars to attend EagleFam, early move-in program for first year students.
 - Establish transition guide for students attending EWU, developed by the Regional Service Coordination Group not just for first year college attendees but also transfer Passport scholars.
 - Addendum to be added once the Transition Guidelines are completed
 - Goal completion date: May 2019

- Meet with incoming students during **orientation** to confirm **financial aid eligibility/documentation** and welcome to EWU
- Place incoming first-year students into **FYE courses** with college success labs
- Fall:
 - Meet with continuing students to discuss **financial aid eligibility/documentation**
 - **Hour-long intake meeting** with academic advisor during first two weeks of incoming quarter to establish relationship, begin talking about academic plans, discuss financial aid/budgeting, and identify key resources on campus
 - Meet twice a week with Peer Mentor
 - FAFSA/WASFA night
- Winter:
 - Meet twice a week with Peer Mentor
 - Career services/career exploration event
- Spring:
 - Identify incoming student eligible for passport and coding them to the Foster Youth/Homeless Youth designated advisor
 - Meet weekly with Peer mentor
 - Community engagement activity
- Each quarter:
 - Newly identified passport scholars minimum **two quarterly meetings** with DSS/Academic Advisor to discuss academic and life goals, celebrate success, and address any student concerns.
 - For continuing students, meet once a quarter with DSS/Academic Advisor
 - Use a modified version of **Check and Connect** model with a **peer mentor** to ensure that the student is attending classes, keeping up with work, reaching out (or being connected to) resources, engaging in social life on campus, and making progress toward goals and degree completion
 - Use **EAB (Student Success Collaborative)** to track student progress and establish **early-alert** system
 - Communicate with financial aid liaison about student concerns re: financial aid/funding

- Designated support staff meet weekly with Peer Mentor to discuss Passport Scholars.
- Coordinate **quarterly events** in accordance with current Best Practices:
 - Participate in early career exploration activities
 - internships/mock interviews/career fairs/etc.
 - File FAFSA/WASFA
 - Hosting 3 FAFSA/WASFA nights during Fall and start of Winter quarters before the Feb. 1st priority deadline with the goal of 100% completion by Feb. 1st
 - Engage in extracurricular activities
 - connect continuing students to recruitment and mentoring
 - First- Year Students will participate in at least 1 student panel or on an on-campus event during academic year
 - volunteer programs (e.g. to local elementary schools to talk about experience in foster care)
 - connect students to Passport conference/activities
 - Meet with faculty
 - Attend advisor appointments
 - see requirements under “Each Quarter” section

Connections with Regional Partners

Eastern WA Regional Service Coordination Group (RSCG): was established on October 24, 2017 to work collaboratively among organizations that support foster youth. The RSCG has a cross disciplinary membership including partners from the k-12 education system, foster care focused non-profits, government systems of care, and post-secondary institutions.

A dual focus on: Improving educational outcomes for students from foster care, especially as it pertains to high school completion, direct enrollment in post-secondary education, and post-secondary completion.

Members include but not limited to follow organizations.

- Independent Living (Volunteers of America)
- Treehouse
- Spokane Public Schools District 81

- Central Valley Public Schools District
- Education Training Voucher
- College Success Foundation
- Spokane Falls Community College
- Spokane Community College
- Columbia Basin College
- Washington State University
- Catholic Charities (Tri-Cities)
- SETuP Program

The goal of the group is to meet four times throughout the academic year, establish goals for the group and to improve relationships amongst agencies, to better serve foster youth.

Funding

Awarding Financial Aid:

- Identify and confirm eligible students
 - Based on FAFSA/WAFSA as EWU receives this information
 - Utilize WSAC portal
 - Communicate with EWU team to code students with other support staff
 - Follow-up with students to ensure all documentation is complete
- Prioritize Passport eligible students for financial aid
- Notify/confirm students of other financial aid eligibility
- Serve as liaison for students/support staff who have financial aid concerns/issues

Use of Supplemental Support / Utilization of Incentive Grants:

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Attach budget document.

Expectations of the Student

- Meet CSF goals
 - Meet with academic advisor at least twice per quarter
 - Meet with faculty advisor
 - Attend career exploration program/meeting
 - File FAFSA/WASFA by due date
 - Participate in extracurricular activities
- Maintaining satisfactory academic progress (SAP)
- Meet with Passport Peer Mentor for Check and Connect
 - Participate in end-of-quarter assessment of goals
- *Insert CAAR student learning outcomes*
 - Establish clear academic degree plan toward degree completion
- Participate in a leadership or community engagement activity
 - e.g., student panels for recruitment, regional partnership meetings, Passport conference, etc.

Other

1. Throughout the year, admissions advisor will implement a recruitment plan to present information about the Passport program and EWU through college recruitment activities like campus visits, high school visits, local and state college fairs; and by establishing and maintaining relationships with foster and homeless youth liaisons and foster and homeless youth support organizations.
2. Recruit students who identify as foster youth/homeless youth through the previously mentioned channels. Encourage foster and homeless youth at EWU to participate in developing recruitment activities.
3. Identify foster youth/homeless youth through self-identification on EWU Admission application, via contact with EWU, or through WSAC portal.
4. Confirm Passport eligibility through WSAC portal.
5. Establish contact with students to confirm financial aid eligibility and review all documentation needed for Financial Aid.
6. Code incoming students with designated advisor
7. Meet with incoming students during summer orientation.
8. Follow-up with students about resources and to collect any missing information.

9. Establish first quarter schedule with students and ensure each incoming student is placed into a FYE course with college success skills lab.
10. Meet with students during first two weeks of quarter for an hour-long intake session to establish relationship, begin talking about academic plans, discuss financial aid/budgeting, and identify key resources on campus.
11. Support students through case management model and Check and Connect system with a peer mentor.
12. Track students' progress and communication through EAB (Student Success Collaborative), which includes an early alert system.
13. Academic advisor and DSS will communicate frequently to discuss students' progress and plan intervention or aid as needed for students.
14. Meet with first-year students at least two times during each quarter to check in on progress and to discuss degree plans and registration for the following quarter. Meet with all other students at least once per quarter for a check-in appointment.
15. Check in with students to assess goal-setting and progress. Goal-setting each quarter will include financial budgeting, time management, study strategies, degree planning, and personal growth.
16. Peer mentor will host quarterly events that will include social, cultural, academic, and professional activities.
17. Financial aid advisor and academic advisor will keep track of satisfactory academic progress (SAP) to ensure students' remain eligible for aid and eligible to take classes.
18. In Fall quarter, host a financial aid night with food and financial aid advisor to walk students through filing their financial aid forms and explore other scholarship opportunities for the upcoming academic year.
19. In Winter quarter, hold a career exploration event with a Career Services advisor.
20. Starting in Winter quarter, academic advisor will work with students to identify a community engagement opportunity for Spring quarter. Students will meet individual with Career Services advisors and begin establishing relationships with faculty members in their chosen field.
21. Passport support team will meet at least twice per quarter to coordinate recruitment, financial aid, advising, and other support functions for students and to revise the plan as necessary.