

August 2011

News To Know

Florida Department of Education

Technical Guidance for Florida Legislative Changes to State Programs

Senate Bill 2000 General Appropriations Act (GAA) requires that institutions receiving Office of Student Financial Assistance (OSFA) state scholarships and/or grant funds to report the total loan amounts disbursed and the total number of students receiving loan funds to the Florida Department of Education by September 1, 2011. This information for the 2010-11 academic year is required to be submitted in the format that is specified by the Florida Department of Education.

This requirement was restricted in last year's GAA to institutions participating in the Florida Student Assistance Grant (FSAG). This year, the requirement was expanded to include institutions that receive funds from any state scholarship and grant program administered by OSFA. Please keep in mind that OSFA is required to report this information to the Florida Legislature. To assist you in meeting this Legislative reporting requirement, we have developed an easy online reporting process. Visit the website at <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>. Go to the Postsecondary Institution tab. Select the Federal Loan Disbursement Report.

Should you have any questions or need assistance, you may contact OSFA's Outreach Representatives.

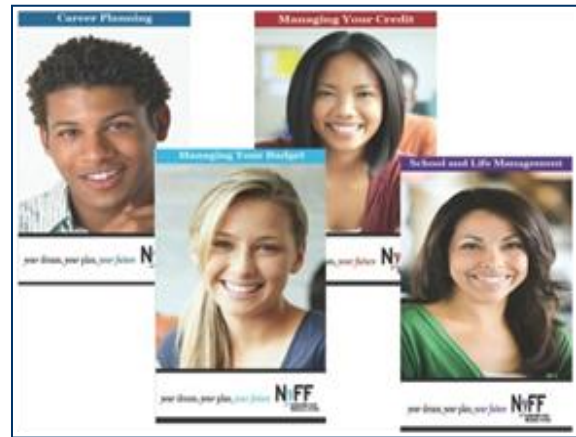
Navigating Your Financial Future (NyFF)

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Our new NyFF brochures are here! You spoke, and we listened. Our new, one-page, tri-fold brochures were created to provide busy students the most important information in a quick-read style with a step-by-step format.

Topics available include:

- Career Planning
- Managing Your Budget
- Managing Your Credit
- School and Life Management



Sample of Career Planning Tri-fold Brochure

Career Planning
Planning for your career and building your knowledge now will give you an edge in the job market. The following tips will help you maximize an active career growth strategy for the career that's right for you!

- 1 Create a career portfolio.**
A career portfolio is a group of documents that you keep for use in applying for jobs. These documents may include: career plans, work experience, previous job records, school history, letters of recommendation, professional contacts and references, applications, resumes, cover letters, school history, publications and more. Having this information in one place can make applying for jobs a simple, logical first experience. You can use the information in your career portfolio as confidential and should not be shared with future employers. This is for your information only.
- 2 Set career goals and establish a career plan.**
A career goal helps you decide what you want to do with your future. An example might be: "I want to be a marketing manager in a public health or education or nonprofit after graduating with a degree in education." A career plan helps you plan focus on your goal. The plan can include requirements for this type of occupation, your current skills and interests, steps based on reaching the career goal.
- 3 Create (or update) a cover letter and resume.**
The purpose of a cover letter is to get prospective employers to read your resume. The purpose of the resume is to get the interview. Effective cover letters convey a sense of purpose, personal achievement, and demonstrate your knowledge of the employer's goals and needs.
20 Essential cover letter mistakes that employers hate:
 - 1. All paragraphs start with the pronoun "I" (e.g., "I am interested in the position...").
 - 2. The cover letter is too long.
 - 3. The cover letter is too short.
 - 4. The cover letter is too generic.
 - 5. The cover letter is too informal.
 - 6. The cover letter is too formal.
 - 7. The cover letter is too repetitive.
 - 8. The cover letter is too vague.
 - 9. The cover letter is too generic.
 - 10. The cover letter is too informal.
 - 11. The cover letter is too formal.
 - 12. The cover letter is too repetitive.
 - 13. The cover letter is too vague.
 - 14. The cover letter is too generic.
 - 15. The cover letter is too informal.
 - 16. The cover letter is too formal.
 - 17. The cover letter is too repetitive.
 - 18. The cover letter is too vague.
 - 19. The cover letter is too generic.
 - 20. The cover letter is too informal.
- 4 Begin the job search.**
Identify sources of job openings: career center on campus, on-campus organizations, Internships, job fairs, etc. Use resources we listed on our website. Develop a list of potential employers based on your personality, values, skills, and qualifications you can offer to the organization. Send your resume and cover letter. Consider applications as needed.
- 5 Prepare for the interview.**
This preparation is made within minutes of the interview process. Be sure to dress appropriately for the type of job for which you are applying. Dressed up means in two categories: "Who are you?" and "Why do you want this job?"
Interviews are testing good communication skills, motivation, strong work ethics, good manners, flexibility/adaptability, and how well you work with other people.
- 6 Use the power of networking.**
Ask inside you know such as professors, past supervisors, family members, club members, church members, about their career experience and recommendations for your career search. They may know of openings in your field of interest.
Create a list of references and ask permission to use their names in your job search. Carefully select people who can provide positive information about your education, work ethics and experience.

Career Planning

Your dreams, your plan, your future
Navigating Your Financial Future offers many free financial resources such as online workshops, helpful tips, such as presentations, a monthly e-newsletter, and more.

Download! Outreach Presentations are available to answer your questions. Simply visit our website at www.nyff.org and click on the Contact Us link to locate an Outreach Representative near you.

Florida Department of Education
www.fde.org

www.navigatingyourfuture.org

Scan the QR code with your SMART phone to access our site.

Additional Resources:
www.occupationaloutlookhandbook.com
www.careerone.org
www.career.org
www.mindgarden.com

OSFA
Office of Student Financial Aid

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your dreams, your plan, your future NyFF

www.navigatingyourfuture.org

Scan the QR code with your SMART phone to access our site.

Each brochure has a Smartphone code on the outside cover to access our website.

State Scholarship & Grant Programs

August Calendar

- State scholarship and grant programs begin funding in the fall and end in the spring. Students who only attend one term will receive a prorated amount of the annual award funding.
- Florida Bright Futures Scholarship Program initial 8th semester evaluations and award notifications are posted to students' financial aid recipient history screen web pages.
- August 31 – The *Initial Student Florida Financial Aid Application* closes. By this date, all school districts have completed graduation (including summer session) for the prior academic year.

Important Announcements

New Default Prevention Resource Information Website

In an [electronic announcement](#), the Office of Federal Student Aid announced that it has developed a new Default Prevention Resource Information website on the Information for Financial Aid Professionals (IFAP) website. This website consolidates delinquency and default prevention resources in one location for schools. Prior to the launch of this website, it was necessary for staff to provide schools with individual item-by-item resource listings. The new website brings these resources together for easier reference, access, and updates.

Information is organized by these key subjects:

- Addressing delinquency
- Cohort default rates (CDRs)
- Delinquency reports
- Encouraging successful repayment
- Reducing default risk

- Training at your fingertips

Included on the Default Prevention Resource Information website are helpful links to contact information for the following areas:

- Default Prevention Assistance
- Default Resolution Group
- Loan Servicing Centers for Schools
- Loan Servicing Centers for Students
- Operations Performance Division (for CDR assistance)

National Training for Counselors and Mentors

OSFA is pleased to announce we are planning for the upcoming National Training for Counselors and Mentors (NT4CM). Stay tuned for upcoming dates and times.

Tax-Free Weekend in Florida

Florida's tax-free weekend has been reinstated for 2011! It is scheduled to take place August 12-14, 2011, which is perfect for parents who need to purchase school supplies, clothing, shoes, and other back-to-school items.

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The OSFA Philosophy

The Office of Student Financial Assistance (OSFA) has the ability to offer its partners and customers something few public agencies can, the ability to shape OSFA programs and services based on their specific needs and concerns. OSFA provides financial aid workshops, publications, better services for participants, and helps fund scholarship and grant programs. If a participant has a problem or suggestion, the OSFA management team listens and makes every effort to implement a solution that meets their needs. Public dollars deserve the kind of accountability OSFA provides in financing education.