



March 14, 2014

Dear State Grant Agency Chief Executive Officer:

The purpose of this letter is to inform you that the Office of Management and Budget (OMB) has approved the revised "Student Aid Internet Gateway Application for State Grant Agencies" form (SAIG form). The new SAIG form includes provisions that allow a state grant agency to disclose limited Free Application for Federal Student Aid (FAFSA) completion information to local educational agencies (LEAs), secondary schools, and to certain designated entities; to assist them in helping students complete the FAFSA.

In his remarks at a Florida high school event last week, President Obama announced the launch of this *FAFSA Completion Initiative* to help ensure that more of America's students take the first step towards college success: completing the Free Application for Federal Student Aid (FAFSA) form. Secretary Duncan, in his recent letter to state governors (copy attached) noted that research has shown that, "one simple step by students--completing the Free Application for Federal Student Aid (FAFSA) form--could have a powerful impact on both student enrollment and persistence". The Secretary's letter urged each governor to encourage their student grant agency to join the *FAFSA Completion Initiative*.

Included with the letter to the governors, was a set of *Questions and Answers (Q&As)* (copy attached) that explain in more detail this new initiative, which builds on the success of the U.S. Department of Education's FAFSA Completion Pilot Project.

While we intend to have the new form available in an automated format within the next several weeks, we know that many state grant agencies are anxious to begin entering into FAFSA Completion Agreements with their local schools as provided under the new agreement. Therefore, we have made special arrangements where an agency can print the pdf copy of the form attached to the email that covered this letter, complete it with required signatures and submit it to the address provided below.

830 First St. N.E., Washington, DC 20202  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)  
1-800-4-FED-AID

FEDERAL STUDENT AID  START HERE. GO FURTHER.

Note that there are two parts to the form. Part One is the SAIG Enrollment Form and Part Two is SAIG Participation Agreement. An agency that wishes to participate in the *FAFSA Completion Initiative* must review and complete Part Two before it can enter into an agreement with an LEA or secondary school to provide FAFSA Completion Information. Such agencies should carefully review all of the definitions and other information on pages 16 - 21 and the Glossary on pages 23 - 25. The agency chief executive officer must then complete the Terms of Agreement (page 16) and complete and sign the Signature Page (page 22). Once completed and signed, the agency should send pages 16 and 22 to the following address:

CPS/SAIG Technical Support  
2450 Oakdale Blvd.  
Coralville, Iowa 52241

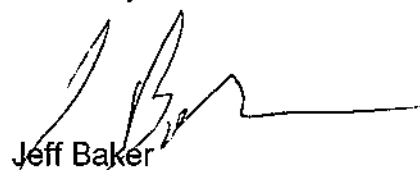
The pages can be sent by U.S. Postal Service or by commercial courier (e.g., Federal Express, UPS).

As you will note when reviewing the SAIG form, in addition to providing FAFSA Completion Information to LEAs and secondary schools, agencies may also provide FAFSA Completion Information to "designated entities" that have an "established relationship" with the student (see the definition of "designated entity" and "established relationship" on page 17 of the form). As noted in those definitions, the Secretary must designate such entities, either individually or as a group. Within the next few weeks we will be providing all state grant agencies with the Secretary's first set of designated entities.

Finally, we want to thank the National Association of State Student Grant Agencies (NASSGAP) for their assistance in the development of the *FAFSA Completion Initiative*.

If you have any questions about completing the SAIG form, call CPS/SAIG Technical Support at 1-800-330-5947. Questions regarding the *FAFSA Completion Initiative* should be directed to [FAFSACompletion@ed.gov](mailto:FAFSACompletion@ed.gov).

Sincerely,



Jeff Baker  
Policy Liaison and Implementation