



**OHIO BOARD OF REGENTS
State Grants and Scholarships Department**

PROCEDURES FOR CERTIFYING OIG AWARDS FOR PAYMENT

Step 1. Confirm the student's official Ohio Instructional Grant eligibility through one of the following sources:

- An official OIG Notice issued to the student by OBR/SGS ·
- An official OIG institutional roster posted to our web site ··
- Verbal confirmation by OBR/SGS

Step 2. Confirm that the student is (or was) enrolled in your institution in the summer and/or fall term(s).

If a student was not enrolled at your institution in the summer or fall term, but you have clear evidence that the student intends to enroll at your institution in a subsequent term of the academic year, you may certify the student's award for payment -- but not for the summer or fall terms.

Step 3. Confirm that the student is (or was) enrolled in your institution for at least 12 credit hours or the equivalent.

Do not request OIG payment for any term in which the student is not enrolled for full-time study unless the student plans to receive a degree in that term or a "disability waiver" has been granted to the student by OBR/SGS.

Step 4. Create an electronic OIG award certification file ("payment file") of students who are eligible to receive OIG benefits at your institution. This file may be created on the school's PC or mainframe in the SGS required format. The file must be transferred to SGS via the HEI web site. Alternatively, OIG award certifications can be keyed into our HEI data entry portal, submitted for edit check and loaded (transferred) to SGS/HEI.

Step 5. Certify that each student in the award certification file who was enrolled in the summer and/or fall term(s) meets all OIG state eligibility requirements.

Step 6. Prepare a separate paper listing of students included in the award certification file who are not enrolled for 12 credit hours because they plan to graduate or they have been granted a "disability waiver" by OBR/SGS. This list must include student's name, SS#, and number of credit hours attempted.

Step 7. Prepare a separate paper listing of students included in the award certification file who do not meet one or more of the Federal SSIG requirements listed on the back of the OIG certification form.

For questions about the OIG payment process, please contact Lamar Burch, 888-833-1133 ext 29489, 614-752-9489 or email at lburch@regents.state.oh.us