

View and Edit SFA LEAP/SLEAP State Forms Listing

Scope

The SFA LEAP/SLEAP Financial Partner Program Office keeps on file forms submitted by States/Territories as supporting documentation for Section E (Determination of Substantial Financial Need of Students) of the application form 1288.

System References

N/A

Policy

N/A

Responsibility

SFA LEAP Manager

Distribution

Ownership

N/A

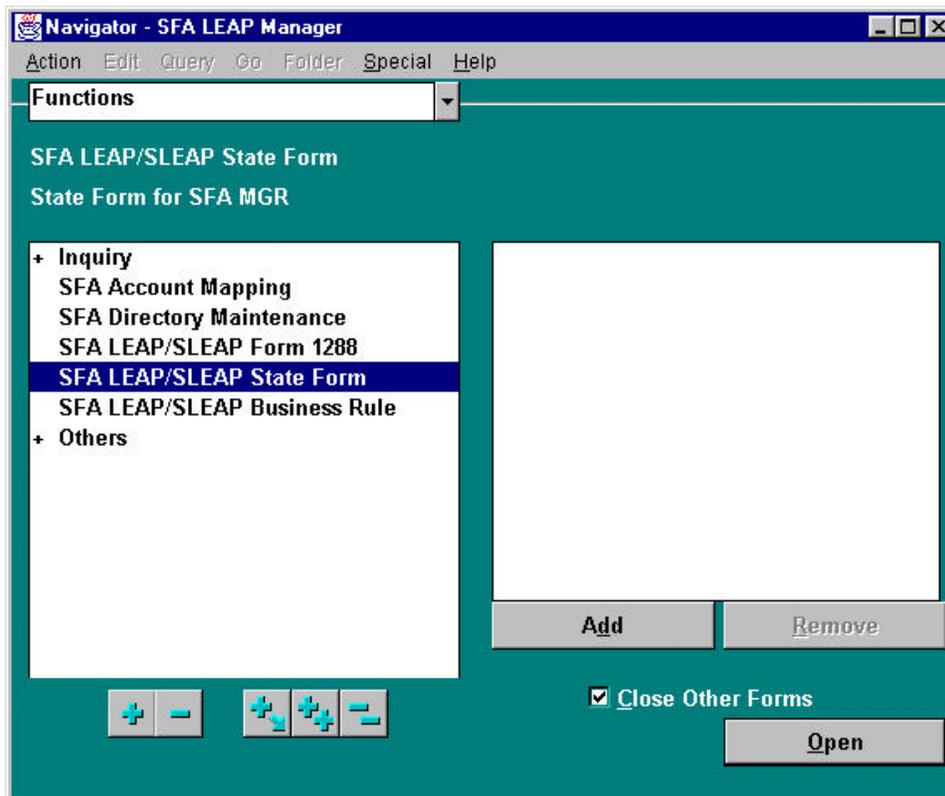
Activity Preface

The SFA LEAP/SLEAP Financial Partner Program Office keeps on file forms submitted by States/Territories as supporting documentation for Section E (Determination of Substantial Financial Need of Students) of the application form 1288.

View and Edit SFA LEAP/SLEAP State Forms Listing-SFA LEAP Manager

The following procedures show how to view and edit the LEAP/SLEAP State Forms:

1. Sign on to FMS using the SFA LEAP Manager responsibility. The following Navigator Window appears:

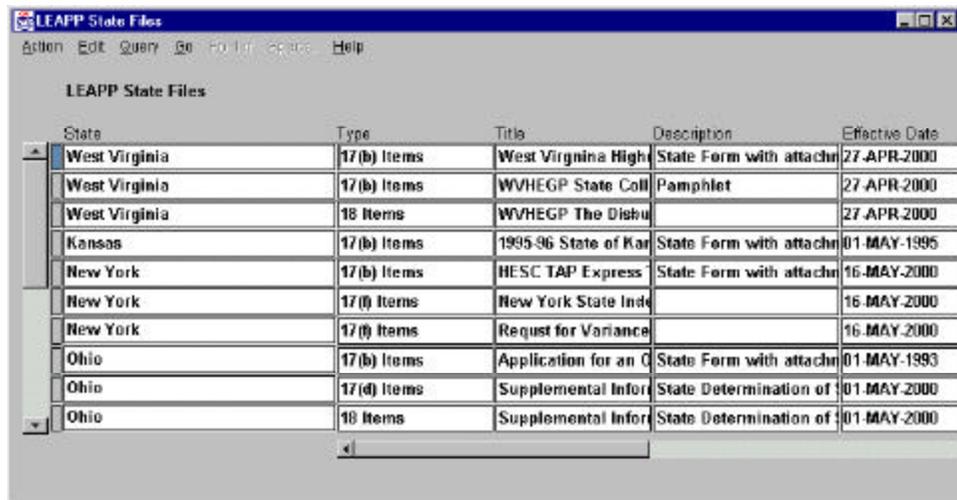


2. **Double Click** SFA LEAP/SLEAP State Form in the Navigator Window or **Single Click** SFA SFA LEAP/SLEAP State Form and

Click the  Button at the lower right corner of the Window. The following LEAP/SLEAP State Files Window appears:

The only fields where edits can be made are:

- Effective Date
- Expiration Date
- Date Received.
- Comments



State	Type	Title	Description	Effective Date
West Virginia	17(b) Items	West Virginia High	State Form with attach	27-APR-2000
West Virginia	17(b) Items	WVHEGP State Coll	Pamphlet	27-APR-2000
West Virginia	18 Items	WVHEGP The Dishu		27-APR-2000
Kansas	17(b) Items	1995-96 State of Kan	State Form with attach	01-MAY-1995
New York	17(b) Items	HESC TAP Express	State Form with attach	16-MAY-2000
New York	17(f) Items	New York State Inde		16-MAY-2000
New York	17(f) Items	Request for Variance		16-MAY-2000
Ohio	17(b) Items	Application for an C	State Form with attach	01-MAY-1993
Ohio	17(d) Items	Supplemental Infor	State Determination of	01-MAY-2000
Ohio	18 Items	Supplemental Infor	State Determination of	01-MAY-2000

3. To fill in or change information in any of the fields that you can edit, **Single Click** the Field and Type your information.
4. To Save and Close your information, **Click** on the  Button in the upper right portion of the LEAP State Files Window. This will take you back to the Navigator - SFA State LEAP Manager Window.

End of activity.

Start

**View & Edit SFA
LEAP/SLEAP State
Forms Listing-
SFA LEAP Mgr**

- Sign on to FMS using SFA LEAP Mgr responsibility. following Navigator Window appears: (1)
- Double Click SFA LEAP/SLEAP State Form in Navigator Window or Single Click SFA SFA LEAP/SLEAP State Form & Click Button at lower right corner of Window. following LEAP/SLEAP State Files Window appears: (2)
- To fill in or change info in any of fields that you can edit, Single Click Field & Type your info. (3)
- To Save & Close your info, Click on Button in upper right portion of LEAP State Files Window. This will take you back to Navigator - SFA State LEAP Mgr Window. (4)

End