



**OASFAA Executive Meeting  
January 18, 2024  
MINUTES**

**Present:** Shaun Anderson, Brenda Cromb, Mary Santoli, Tina Obediah, Jessica Husted, Lana Hardwick, Leslie Aitchison, Mary Beth Scott, Celeste Coles, Jessica Husted, Jeremy Potter, Anik Powell, Elaine Cottell, Liz Way, Marian Doll

**Regrets:** n/a

- **Business Arising**
  - **Academic Progress Rules on OSAP Website – remaining on agenda until MCU publishes.**
    - Posted today
  - **Application instructions for non-taxable income for 23-24 did not indicate that students were not required to report awards and bursaries; the Ministry stated in the minutes that they would look into clarifying this information for students on a priority basis – Refer to MCU** (has been since November)
  - **Death of a student – MCU to provide guidelines/clarity**
    - Requesting a more defined policy.
    - MCU has referred to their Policy Dept for a more formal posting
- **Chair's Report (Celeste/Shawn)**
  - **Happy New Year!**
  - **Record Retention/Archiving Survey**
    - Had a good response so far
    - Necessary to update policy
  - **Parent Info Not Available Consolidated Feedback**
    - MCU grateful for this feedback
  - **Update re: PD Committee Chair/Northern Regional Rep**
    - Elaine has stepped down; Leslie (also Northern Rep) will take over as PD Chair
    - Therefore, Leslie will hold both roles until next election
- **Past-Chair's Report**
  - Review may be necessary -- Are any amendments needed for next AGM?
  - Member recognition to be reviewed
  - Position paper for the Ministry (high level) re: flexibility for some of our programs
- **Treasurer's Report**
  - Nothing to report
- **Committee Reports**



- **Professional Development**
  - Nothing to report
- **Procedures**
  - Clarity on recording value of TRM payments – differing info in Manual. Ex: pg 188: ‘don’t enter more than the amount of the loan issued’ but on page 191/192: ‘combined value cannot exceed value of loan overpayment’
  - 24/25 Non-Taxable income – 3 recommendations: 1). non-taxable has to be reported as Canadian 2). Break out foreign & Canadian income into 2 separate lines, 3). If zero income is declared, can a form be generated? **Refer to MCU**
  - SIN Merges – school was notified from MCU that it is student’s responsibility to inform MCU of their SIN Change. If this is the case, we need notification & instructions. Also, if students identify this & reach out to NSLSC, it will place a hold on their account. **Refer to MCU**
  - OLSG information – posting was post – were there any concerns?
  - Program Information Form (via Ministry) has not been released – for schools that use it, where is it? **Refer to MCU**
- **Communications**
  - Been working on update of website. SEARCH bar has been added. You can search other members
  - Invoicing through WIX needs to be looked into
- **Policy**
  - Living Away From Home cannot be stacked with Local Travel Review – why is this? Because it’s max’d out? The Ministry can do it on our behalf; should we be allowed to do it? Recommendation: Have 2 lines when reviewing to complete at the same time. **Refer to MCU**
  - ODSP data matches. If student chooses OSAP, ODSP will override. Can this be avoided? Can a code be added if student chooses OSAP as opposed to ODSP for living allowance? **Refer to MCU**
  - Academic Progress: Repeated courses; claw-back funding or not fund for 3<sup>rd</sup> time taking course – how can this take place; most institutions don’t have an automated process or capacity to enforce. Is there possibility of further discussion for this? It does state “If you become aware ....”. What is consequence if you are not aware? HOW DOES IT READ FOR STUDENTS? Ie: last statement may not be qualifying enough on it’s own. Also, For example, if you: failed a course or want to repeat it to try for a better mark -- this text seems to suggest that they are expecting students can be funded for an upgrade mark **Defer to next meeting with MCU in Feb**
- **Systems**
  - Estimated Release Date – keeps rolling forward = confusing for students. Can this be suppressed? **Already referred to MCU.**
- **External Liaison Report (CASFAA)**
  - Data Benchmarking extended to end of January
  - Liz will not be continuing as Ontario Rep as at end of April



- **New Business**

- **What to include for government and award income** – application should be amended to say, “do not include OLSG”. For award income, formatting to make “Do not report:” bold and stand out. Followed by a list (OSAP, OLSG, Entrepreneurial Grants)
  - Refer to MCU
- **Remove requirement for SAG communication** – Who are FAOs required to communicate to if we are not required to meet 100% of those identified in AUTOSAG file?
  - Who do we HAVE to communicate to? Highest need? Refer to MCU
- **PT Ineligibility Upon IVS** – FAOs have to approve docs and enter program information to get ineligible message for student. Can application reach a final status if income verified is over funding threshold?
  - Can this be changed? Refer to MCU
- **Advanced Canada Worker’s Benefit** – Can MCU include whether this income is exempt in V2 of Policy Manual? **Also add Climate Action Incentive? Trillium?** Etc
  - It likely is but can it be included in Manual? Refer to MCU
- **Correspondence with ICU** re: in-year residency corrections per the Manual and not seeing any action or receiving timely responses – are other EI’s experiencing this? Co-Chairs to flag to Krista first? Brenda to send some examples to Shaun/Celeste
  - One-off cases? Co-Chairs will flag & discuss in their individual meeting with MCU
- **TSA Expenditures:** what are institutions carrying over year over year? Greater than 1M? Can we develop some kind of information sharing platform re: how schools are spending TSA – MS Form? Solicit info at Regional Meetings?
  - Some overspend re: merit scholarships (front end)
  - Maybe Chairs can send an informal survey out to gather information
- **What are the consequences of high rollover for TSA** – quarterly reporting?
  - We have an obligation that we are spending TSA targets
  - Maybe a Loan 5 PD session or forum on website (Marian?)
- **Privacy & Communicating with Relay system for deaf or hard of hearing students** – will MCU consider adding an option to add a professional association for consent to release information (i.e. Canadian Hearing Association)
  - Student called in for service but FAO cannot confirm who they were – Human Rights
  - Refer to MCU
- **Creating document for step-parent refusal?**
  - Add to Parent Info Not Available or separate form?
  - Should questions on app be updated to generate this doc requirement?



- **Refer to MCU** – Policy needs reviewing (ie: majority don't have pre-nup agreements, etc)
- Is there a possibility to add something to YTD to identify files that have selected Parent Info Not Available but have not submitted documentation so EI's can proactively reach out to students?
  - Supporting Documentation file with MCU – circle back with them first to see where we're at with this (as already been discussed) **Refer to MCU**
- parents can be legally married but separated – there was discussion that many students say “Yes” to the “Are your parents married or in a common-law relationship?” but then end up selecting “cannot provide parental info” creating an unnecessary delay as they just selected the parent marital status incorrectly – what is the scope of impact for this?  
Discuss before flagging to MCU
  - Can this be flagged at application level? This seems to be a commonality. Is attestation an option?
  - If we deny, can MCU trigger the parent info update form be sent – can this be automatic?
  - **Add to systems** – add option that ‘parents are separated’ on progressive disclosure – make it more obvious to students. This would be for 2025-2026 though; too late for 24/25
- **“Affidavit Templates on OSAP Website** – From member, request for affidavit templates available for download to ensure all information MCU requires will be present. This has been brought up before. Is it on our Systems list? Should we re-engage MCU?”
  - This won't happen for 2024-2025. Policy Chair to compile info & **will bring forward to Executive for further discussion**
- **Indigenous Identity Verification** – EI's offering free tuition to students that are part of the band residing on the traditional territory of the EI; more and more fraudulent claimed of indigenous status are being discovered. Waterloo has a process and a team that conducts verification of documentation to ensure accuracy of proof of status but this does not align with requirements for OSAP indigenous declaration or PSET requirements. Cases where student was denied tuition reduction and specific awards but received PSET – has this been flagged at MCU? Review of documentation required may be warranted.
  - **Defer to next meeting**
- Compliance Audit – Family Breakdown
  - *Another issue we have encountered is when the estrangement is with one parent and not the other, but the student is forced to leave the home – This question was brought forward because of a family breakdown review that was part of our compliance audit. This was sent to me to add for discussion:*
  - *It doesn't specifically explain to the student whose parents may be married, but the estrangement is from one of the parents, prompting them to leave the home that they are eligible or ineligible for this appeal. In my view, they would be, however, given our recent audit*



*finding, we have to ask the question: do we consider married couples one unit or separate individual units – the form indicates one or both parents- as we can have sole support parents however, from our most recent audit, they wanted us to consider the couple as separate individuals. If you are estranged from your parents, my view is that you are estranged from both parents **unless** one of them makes the effort to support the child individually. In that case, then we would ask for financial documentation from the supporting parent but the decision regarding the treatment of the application always rests with the advisor reviewing the file.*

*The fact that we collect separate signatures does not make the couple separate individuals (if you understand my meaning) and this fact causes the confusion.*

○ Defer to next meeting

- **Regional Reports** -- defer to next meeting
  - Eastern Region
  - Central Region
  - Western Region
  - Northern Region