
Participation, Fiscal Procedures, & Records

For information on general fiscal procedures and records requirements for all Federal Student Aid programs, refer to Volume 2 - Institutional Eligibility and Participation, the current edition of the Blue Book, and 34 CFR 668.

A school applies for and receives program funds directly from the U.S. Department of Education by submitting an application, the Fiscal Operations Report and Application to Participate (FISAP), each award year. The school's financial aid administrator is responsible for ensuring that eligible students at the school receive program funds according to the provisions of the law, the regulations, the Program Participation Agreement (PPA) signed by both the Secretary of Education and the school's chief administrative officer, and other criteria the Department may establish.

PROGRAM PARTICIPATION AGREEMENT

A school that wants to participate in any Federal Student Aid (FSA) program must sign a PPA with the Department. The school official legally authorized to assume the agreement's obligations on the school's behalf must sign the agreement. (For more information on this agreement, see *Volume 2 - Institutional Eligibility and Participation*.)

The agreement provides that the school must use the funds it receives for a program solely for the purposes specified in the regulations for that program and that the school must administer each program in accordance with the Higher Education Act (HEA) of 1965, as amended, and the General Provisions regulations. See volume 2 for information on the General Provisions. Each of the campus-based programs has additional requirements that are part of the PPA and that are specific to the individual program; these requirements are found in the regulations for each program and in the HEA. Each program's specific requirements are discussed in that program's respective volume.

FISAP cite

34 CFR 673.3

APPLICATION FOR FUNDS

To apply for and receive funds from the Department for one or more of the campus-based programs, a school must submit a FISAP each award year. By the 1st of August each year, the Department makes available the next FISAP, which is due the 1st of October the same year. The Department posts instructions for submitting the FISAP in a Dear Partner Letter at [<http://www.ifap.ed.gov>]. (See box “FISAP on the Web.”)

The information reported on the FISAP must be accurate and verifiable.

A school that has applied to participate in the campus-based programs for the first time should submit a FISAP by the deadline even if the school has not been certified to participate in the programs. The Department will calculate a funding level for the school and put the funding on “hold” status until the school has been approved to participate. See “Allocation of Funds” for more information.

ALLOCATION OF FUNDS

Allocation of funds cite

34 CFR 673.4

**Campus-Based Programs
allocation formula cites**

Dear Partner Letters CB-99-16 and CB-03-02

HEA Sections 413D, 442, and 462

The Department allocates funds for the Campus-Based Programs directly to schools each award year. The allocation (or authorization) for each program is the amount of funding the school is authorized to receive from the Department for an award year. The Department bases the allocation amount on statutory formulas and on the amount of funds appropriated by Congress for the program. A school will not, however, receive an allocation that is in excess of its request.

If your school submits the FISAP by the 1st of October, the Department provides your school with tentative allocation information in January of the following year and with final allocation information by the 1st of April. The Department posts notification of the availability and calculation methodology used for final award figures in a Dear Partner Letter at [<http://www.ifap.ed.gov>]. Schools obtain their specific award amounts by visiting the Self Service section of the FISAP on the Web site.

Sometimes, the Department calculates a school’s final allocations, but does not issue the final allocation by April 1st. The Department may withhold a school’s final allocation because:

- the school lost its eligibility to participate in Title IV programs;
- the school is a new applicant for Title IV and/or Campus-Based Programs and the Department has not made an eligibility determination as of the date it issues final allocations; or

- the Department has not received the FISAP signature/certification form with the required original signature of the school's CEO.

Once the reason for holding the school's final allocation is resolved, the Department will release the school's final allocation.

If a school does not use its total allocation of funds for the campus-based programs, the school must release unexpended amounts to the Department. In July, the Department posts a Dear Partner Letter at [<http://www.ifap.ed.gov>] that requests schools to release any previous year funds that they have not expended and offers schools the opportunity to request supplemental FWS funds for community service. The Reallocation Form for schools wishing to return funds or request supplemental FWS funds can be found in the Setup section of the FISAP on the Web site.

If a school returns more than 10% of its allocated funds for a given award year under any one of the campus-based programs, the Department will reduce the school's allocation for the second succeeding award year by the dollar amount returned unless the Department waives this provision. For example, if the school returns more than 10% of its 2002-2003 allocation, its 2004-2005 allocation will be reduced by the dollar amount returned for 2002-2003.

The Department may waive this provision for a specific school if it finds that enforcement would be contrary to the interests of the program. The Department considers enforcement to be contrary to the interest of the program only if the school returned more than 10% of its allocation due to circumstances that are beyond the school's control and are not expected to recur. To request a waiver, a school must submit an explanation of the circumstances with its FISAP. The

FISAP ON THE WEB

Schools must submit the FISAP through the FISAP on the Web, available at [<http://www.cbfishap.sfa.ed.gov>].

Schools may also make corrections to the 2000-2001 Fiscal Operations Report and 2002-2003 Application to Participate via the FISAP on the Web site.

The Department will no longer issue FISAP software.

For assistance submitting corrections for years prior to the 2000-2001 Fiscal Operations Report and 2002-2003 Application to Participate or for questions concerning the preparation of the FISAP, schools should contact the Campus-Based Call Center at (877) 801-7168 or CBFOB@ED.GOV. Questions about prior-year data listed on a FISAP should be referred to a FISAP Administrator at the Campus-Based Call Center.

Department explains the process a school must use to request a waiver for the 2004-2005 award year in the FISAP Instruction Booklet.

After schools release their unexpended allocations, the Department reallocates the funds to schools that have met the criteria for receiving a supplemental allocation. Criteria for distributing these funds for each program are established in accordance with the HEA and the campus-based program regulations.

FISCAL OPERATIONS REPORT

FISAP cite

34 CFR 673.3

As discussed earlier, a school must submit an application (FISAP) for each award year to receive federal funds under the campus-based programs. The school uses the Fiscal Operations Report portion of the FISAP to report its expenditures under the campus-based programs in the previous award year. (See box “FISAP on the Web.”)

The Department provides materials essential for the preparation and submission of the FISAP in a Dear Partner Letter posted in July each year at [<http://www.ifap.ed.gov>].

CASH MANAGEMENT

A school must disburse FSA program funds on a payment period basis, with the exception of FWS payments to students. Cash management requirements that apply to all FSA programs are discussed in detail in volume 2. The cash management requirements that apply specifically to each campus-based program are discussed in that program’s respective volume.

CAMPUS-BASED PROGRAM RECORDS

A school must keep financial records that reflect all campus-based program transactions and must keep all records supporting the school’s application for campus-based funds. This documentation includes the applications and records of all students who applied for campus-based assistance for a specific award year and were included on the school’s FISAP for that award year. The school must also retain applications and records of students who applied for but did not receive aid either because the school had no more funds to award or because the school determined that the student did not need funds. The school must keep general ledger control accounts and related accounts that identify each program transaction and must separate those transactions from all other institutional financial activity. Fiscal records must be reconciled at least monthly.

Recordkeeping requirements as they apply in general to all FSA programs are discussed in volume 2. In addition to meeting those requirements, a school must meet certain campus-based program recordkeeping requirements. The campus-based records a school must maintain include but are not limited to:

Records cites

FISAP cite

34 CFR 668.24(e)(1)(i)

Perkins loans

34 CFR 674.19(e)

Records under question

34 CFR 668.24(e)(3)

Format of records

34 CFR 674.19(e)(4)

34 CFR 668.24(d)

- the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) used to determine a student's eligibility for campus-based program funds;
- application data submitted to the Department or the school on behalf of the student;
- documentation of the payment of any return of Title IV funds or overpayment to the FSA program fund or the Department;
- documentation of the amount of a Perkins Loan, FSEOG or FWS award, its payment period, and the calculations used to determine the amount of the loan, grant, or FWS award;
- documentation of each FSEOG or Perkins Loan disbursement and the date and amount of each payment of FWS wages;
- documentation of the school's calculation of any refunds or overpayments due to or on behalf of the student and the amount, date, and basis of the school's calculation;
- information collected at initial and exit loan counseling required by Perkins Loan regulations; and
- reports and forms used by the school in its participation in a campus-based program, and any records needed to verify data that appear in those reports and forms.

For each Perkins Loan borrower, a school must maintain a repayment history. See *Volume 5 - Perkins Loans* for more information.

A school must also follow the procedures established in 34 CFR 675.19 for documenting a student's FWS work, earnings, and payroll transactions. These procedures are discussed in *Volume 6 - Federal Work-Study*.

Generally, a school must keep records relating to the school's administration of a campus-based program for three years after the end of an award year for which the aid was awarded and disbursed under that program, with these exceptions:

- The school must keep the FISAP for the Perkins Loan, FSEOG, and FWS programs and any records necessary to support the data contained in the FISAP, including "income grid information," for three years after the end of the award year in which the FISAP is submitted.
- The school must keep repayment records for Perkins Loans, including records relating to cancellation and deferment requests for at least three years from the date a loan is assigned to the Department, canceled, or repaid.
- Records questioned in an audit or program review must be kept until the questions are resolved or until the end of the retention period applicable to the records, whichever is later.

A school must keep its campus-based program records in one of the following formats:

- Original signed promissory notes and signed repayment schedules for Perkins Loans, National Direct Student Loans or National Defense Student Loans must be kept in a locked fireproof container until the loan is repaid or until the school needs the originals to enforce collection of the loan. If a loan is assigned to the Department, the school must send the original promissory note or a certified copy of the note, as well as a copy of the original deferment or cancellation form(s). The school may not send computer-generated form(s) or microform(s). (Refer to volume 5.)
- A school may keep other required records in hard copy or in microform, computer file, optical disk, CD-ROM, or other media formats, but all record information must be retrievable in a coherent hard copy format or in other media formats acceptable to the Department except that (1) a student's SAR or ISIR used to determine eligibility for FSA program funds must be kept in the format in which the school received it, unless the school keeps the SAR in an "imaged media format;" and (2) any document that contains a signature, seal, certification, or any other image or mark required to validate the authenticity of its information must be kept in its original hard copy or in an "imaged media format."
- Any "imaged media format" used to keep required records must be capable of reproducing an accurate, legible, and complete copy of the original document, and, when printed, this copy must be approximately the same size as the original.

ADMINISTRATIVE COST ALLOWANCE

Administrative cost allowance cite

34 CFR 673.7

A school participating in the campus-based programs is entitled to an allowance to help offset administrative costs, such as salaries, furniture, travel, supplies, and equipment. The allowance can also be used for service fees that banks charge for maintaining accounts. Computer costs associated with Perkins Loan billing may also be paid from this allowance. Schools may use the allowance to help pay the costs of administering not only the campus-based programs but the Federal Pell Grant Program as well. Administrative costs also cover expenses for carrying out the student consumer information services requirements.

Each school's administrative cost allowance is based on its expenditures for all three programs, **excluding** the amount of Perkins Loans assigned to the Department.

When a school calculates its administrative cost allowance for the 2002-2003 award year, the school is to include in its calculation the full

Administrative Cost Allowance (ACA) Calculation

$$\begin{array}{c}
 5\% \text{ of the first } \$2,750,000 \text{ of a school's expenditures under the campus-based programs} \\
 + \\
 4\% \text{ of expenditures greater than } \$2,750,000 \text{ but less than } \$5,500,000 \text{ under the} \\
 \text{campus-based programs} \\
 + \\
 3\% \text{ of expenditures greater than } \$5,500,000 \text{ under the campus-based programs}
 \end{array}$$

amount of its FSEOG awards—both the 75% federal share and the required 25% nonfederal share. However, a school that chooses to provide more than a 25% institutional share to FSEOG recipients may not include an FSEOG institutional share in excess of 25% in its FISAP or in the calculation of its administrative cost allowance. If the Department has granted a school a waiver of its required institutional share for the FSEOG Program or the FWS Program, that school's administrative cost allowance may be calculated only on the full federal portion of its awards for those programs.

The school takes the administrative cost allowance out of the annual authorizations the school receives for the FSEOG and FWS programs and from the available cash on hand in its Perkins Loan fund. It is not a separate allowance sent to the school. A school may draw its allowance from any combination of campus-based programs, or it may take the total allowance from only one program provided there are sufficient funds in that program. However, a school may not draw any part of its allowance from a campus-based program unless the school has disbursed funds to students from that program during the award year.

If a school charges any administrative cost allowance against its Perkins Loan fund, it must charge these costs during the same award year in which the expenditures for these costs were made.

Your school may use up to 10% of the administrative cost allowance, as calculated above, as attributable to its expenditures under the FWS Program to pay the administrative costs of conducting its program of community service. These costs may include:

- developing mechanisms to assure the academic quality of a student's experience;
- assuring student access to educational resources, expertise, and supervision necessary to achieve community service objectives; and
- collaborating with public and private nonprofit agencies and programs assisted under the National and Community Service Act of 1990 in the planning, development, and administration of these programs.

CERTIFICATIONS A SCHOOL MUST SUBMIT TO THE DEPARTMENT

The Department has incorporated the following form into Part I of the FISAP: Form 80-0013, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements. The Standard Form LLL, Disclosure of Lobbying Activities, should only be completed if a school expends funds for lobbying activities. The form can be printed from FISAP on the Web. To participate in the campus-based programs each award year, a school's chief executive officer must complete, sign, date, and submit to the Department the above certification forms with the school's completed FISAP by the established deadline. A detailed discussion of the certification requirements is in volume 2.