

SESSION #4

Title IV Reconciliation: What's in your Toolkit?

Allison Richards

U.S. Department of Education

2020 Virtual FSA Training Conference for Financial Aid Professionals

AGENDA

- 01 Building a Framework: Overview and Key Concepts
- 02 Establishing Your Toolkit: The School Account Statement
- 03 Completing Your Toolkit: Websites and Reports
- 04 Finishing Touches: References and Support

BUILDING A FRAMEWORK: OVERVIEW AND KEY CONCEPTS



OVERVIEW: RECONCILIATION

The process by which *Title IV* financial aid accepted on the U.S. Department of Education (ED) systems is reviewed and compared with a school's internal records; AND

- Discrepancies are identified and resolved
- Reasons for remaining cash balances are identified

RECONCILIATION REQUIREMENTS

- Regular reconciliation is recommended for all programs
- Monthly reconciliation is **REQUIRED** for the Direct Loan (DL) Program, Federal Perkins Loan Program, Federal Work-Study (FWS) Program, and Federal Supplemental Educational Opportunity Grant (FSEOG) Program

RELATED REQUIREMENTS

- Disbursements
- Cash management
- Excess cash
 - Immediate need: three business days
 - Excess/Idle Cash: up to seven days

KEY CONCEPTS: RECONCILIATION

- Ensuring that school's internal records match

AND

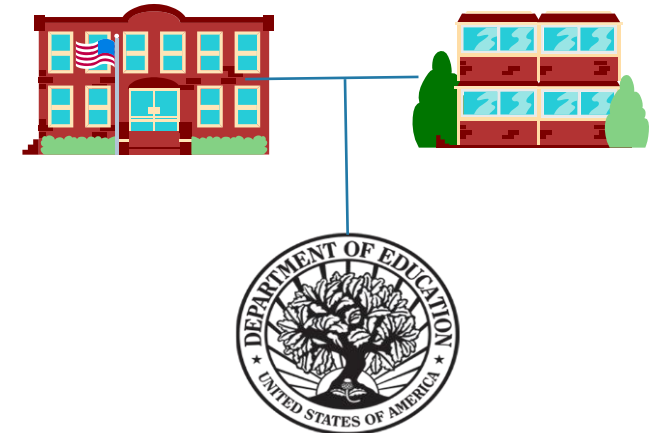
- Ensuring that ED systems match the school's data

AND

- Drawdowns = Disbursements

INTERNAL VS. EXTERNAL RECONCILIATION

- Internal reconciliation
 - Business/bursar/comptroller office records
 - Financial aid system origination and disbursement records
- External reconciliation
 - School records
 - U.S. Department of Education



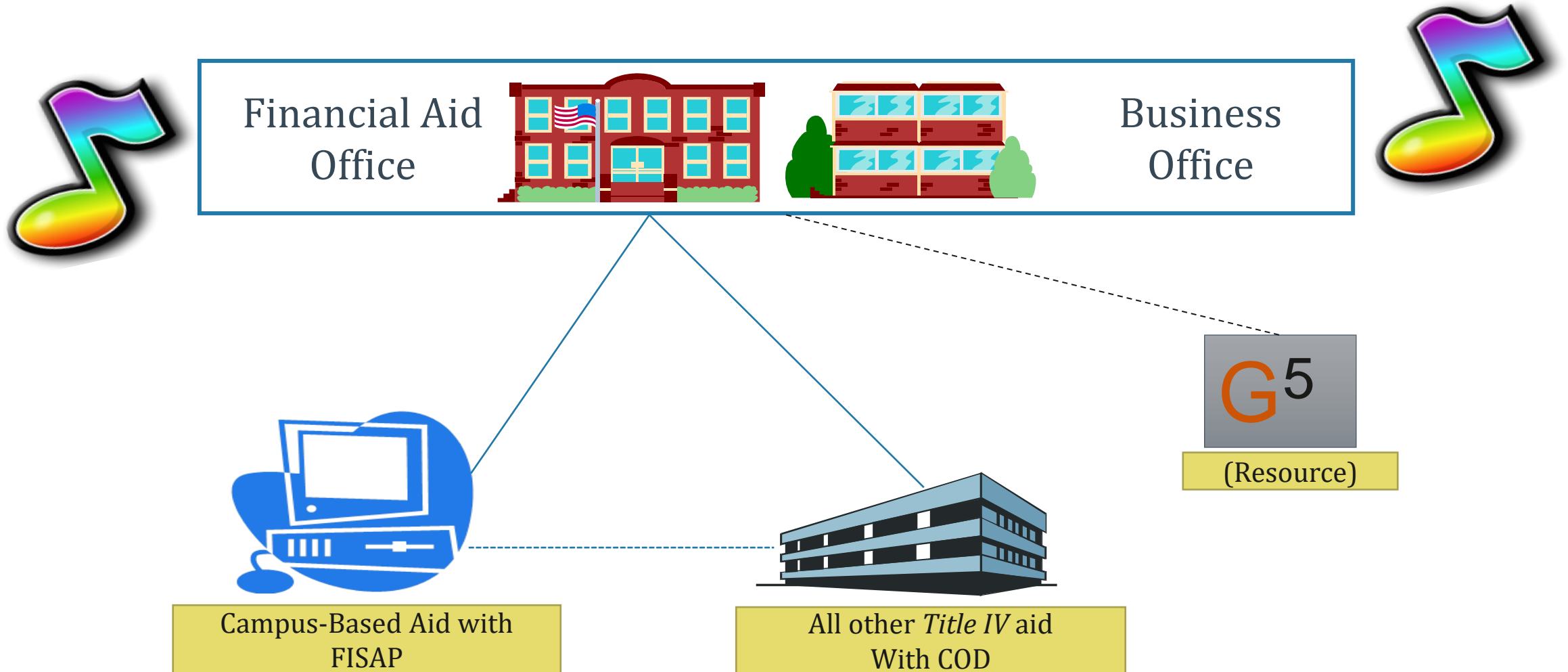
INTERNAL RECONCILIATION



TOOLS FOR INTERNAL RECONCILIATION

- Daily/weekly check-in between financial aid office and business office
 - Do disbursements reported match disbursements posted (date and amount)?
 - Do draws and refunds of cash match disbursements?
 - Document and resolve any discrepancies.
- Run comparison reports between your business office and financial aid office software
 - Print/ compare year-to-date disbursements by program and award year
 - Important even if systems have direct interface/ exchange data

EXTERNAL RECONCILIATION



TOOLS FOR EXTERNAL RECONCILIATION

- Reject reports: Identify and resolve rejects timely
- Common Origination and Disbursement (COD) and G5 reports: Ensure cash and disbursement data matches school records
- COD web screens: View current information
- IFAP announcements and COD updates: Processing and funding issues



The SAS is your primary (required) tool for regular reconciliation for Pell Grant, Direct Loan, and TEACH Grant. Supplemental tools may also be used.

KEY CONCEPT: CASH BALANCE

- Cash balance = funds received minus funds disbursed.
This differs slightly by program:
 - Direct Loan/ TEACH Grant
Ending Cash Balance = Beginning Cash Balance + Net Drawdowns/Payments - Total Net Booked Disbursements
 - Pell Grant
Ending Cash Balance = Beginning Cash Balance + Net Drawdowns/Payments - Total Net Disbursements

KEY CONCEPT: UNSUBSTANTIATED CASH

Unsubstantiated Cash: cash balance maintained longer than regulations

- Unsubstantiated Cash = Net Draws older than 30* days minus Net Accepted and Posted Disbursements Applied
- Cash > Net Accepted and Posted Disbursements and Older than 30* Days (COD)
- Schools MUST report disbursement data or return funds

*Federal Student Aid (FSA) currently uses 30 days to allow schools a grace period for reconciliation.
This is subject to change.

UNSUBSTANTIATED CASH (CONT.)

- COD Reconciliation Coordinators (CODRCs) conduct weekly outreach to schools. CODRCs can assist schools with:
 - Identification of rejected records and assistance with resolution
 - Review of existing COD web and report data
 - Additional reports upon request

UNSUBSTANTIATED CASH (CONT.)

- Federal Student Aid (FSA) escalates schools for additional outreach due to:
 - Large balances (> \$1 Million)
 - History of repetitive unsubstantiated cash issues
 - Unresponsiveness to outreach
 - Length of time balance is unresolved (max 30 days + 8 weeks CODRC outreach)
- After escalated outreach: Freeze cash (Direct Loan only) or demand letter (all)
- Final action: Referral for accounts receivable set up (interest may accrue)

KEY CONCEPTS: CLOSEOUT

Closeout is the process by which schools complete processing at the end of an award year. This process should:

- Be an extension of regular reconciliation cycle (i.e., one final monthly reconciliation).
- Result in a \$0 cash balance (Net Drawdowns = Net Accepted and Posted Disbursements or Reported Campus-Based Expenditures) in **ALL** systems.
- Occur shortly after final disbursements are made for a program and award year (or reported for Campus-Based (CB) Programs).
- Ensure that all cash management and disbursement reporting requirements have been met.

CLOSEOUT (CONT.)

- CODRCs conduct outreach to schools that have not reached a zero balance or closed out and provide guidance and assistance
 - Responsiveness to outreach can prevent larger issues and escalated actions
- If balance remains unresolved, FSA will:
 - Conduct escalated outreach
 - Send demand letters (multiple programs)
 - Send negative balance letters (Direct Loan and TEACH Grant)

CLOSEOUT (CONT.)

Closeout Reminders:

- **Regulations for cash management and reconciliation supersede closeout.**
- Schools should reconcile and complete processing after final disbursements are made.
- Pell Grant, Direct Loan, TEACH Grant: Extensions to deadlines are reviewed on case-by-case basis and must meet regulations.
- Monitor IFAP closely for funding and reconciliation deadlines for all *Title IV* programs.

DATA SUBMISSION (CLOSEOUT) DEADLINES

- **Pell Grant/ Iraq and Afghanistan Service Grant (IASG)** – Last business day in September of the Award Year (AY)
 - Pell Grant/ IASG 2020-21: Thursday, Sept. 30, 2021
- **TEACH Grant** – Last business day in September of the AY
 - TEACH Grant 2020-21: Thursday, Sept. 30, 2021
- **Direct Loan** – Last business day in July of year following the AY
 - Direct Loan 2019-20: Friday, July 30, 2021

System processing deadlines may impact the actual date final disbursements are accepted.

DATA SUBMISSION DEADLINES (CONT.)

- **Campus-Based** – FISAP deadline is EXTENDED to midnight Nov. 2, 2020
 - 2019-20 Fiscal Operations Report
 - 2021-22 Application to Participate
 - FISAP expenditures must correspond to G5 draws
 - FISAP Corrections due no later than Dec. 15, 2020
 - Campus-Based Closeout funding reduction occurs February following FISAP filing deadlines (Feb 2021: reduce funding for 2019-20 awards)
 - Unprocessed de-obligations (negative G5 balance) not refunded will result in accounts receivable and interest will accrue

KEY CONCEPT: FUNDING CANCELLATION

- **Funding Cancellation:** Pell Grants and Campus-Based aid are funded annually through congressional appropriations. Funding is canceled and activity ceases in COD five years after the end of the award year for which funds have been appropriated. After this point:
 - No funds are available for drawdown or adjustment in G5
 - Any remaining funds owed to ED must be repaid to the miscellaneous account (or as directed in an Audit/Program Review)
 - No award or disbursement changes may be made or reported to the COD system*

*System processing deadlines may impact the actual date final disbursements are accepted.

FUNDING CANCELLATION DEADLINES

Example:

- **2015-16 Pell Grant** Award Year data submission deadline was **9/30/2016**
- **2015-16 Pell Grant** Funds canceled effective **9/30/2021**
 - $2016 + 5 = 2021$
 - Thursday, Sept. 30 was the last business day in September 2021

ESTABLISHING YOUR TOOLKIT: THE SCHOOL ACCOUNT STATEMENT (SAS)



SCHOOL ACCOUNT STATEMENT (SAS)

The SAS is your primary tool for reconciliation and closeout. It contains:

- ED's official cash balance for your school
- Summary balance and detail transaction information
- Data as of the end of the reported month
- Separate file for each school, program, and award year

DIRECT LOAN SAS

- Award Years: All
- Formats: Fixed length or comma delimited with headers
- Report Activity Type: Monthly, year to date, both
- Sections:
 - Cash summary
 - Disbursement summary by loan type (optional)
 - Cash detail
 - Loan or disbursement activity level detail
- Additional option: Include names of borrowers

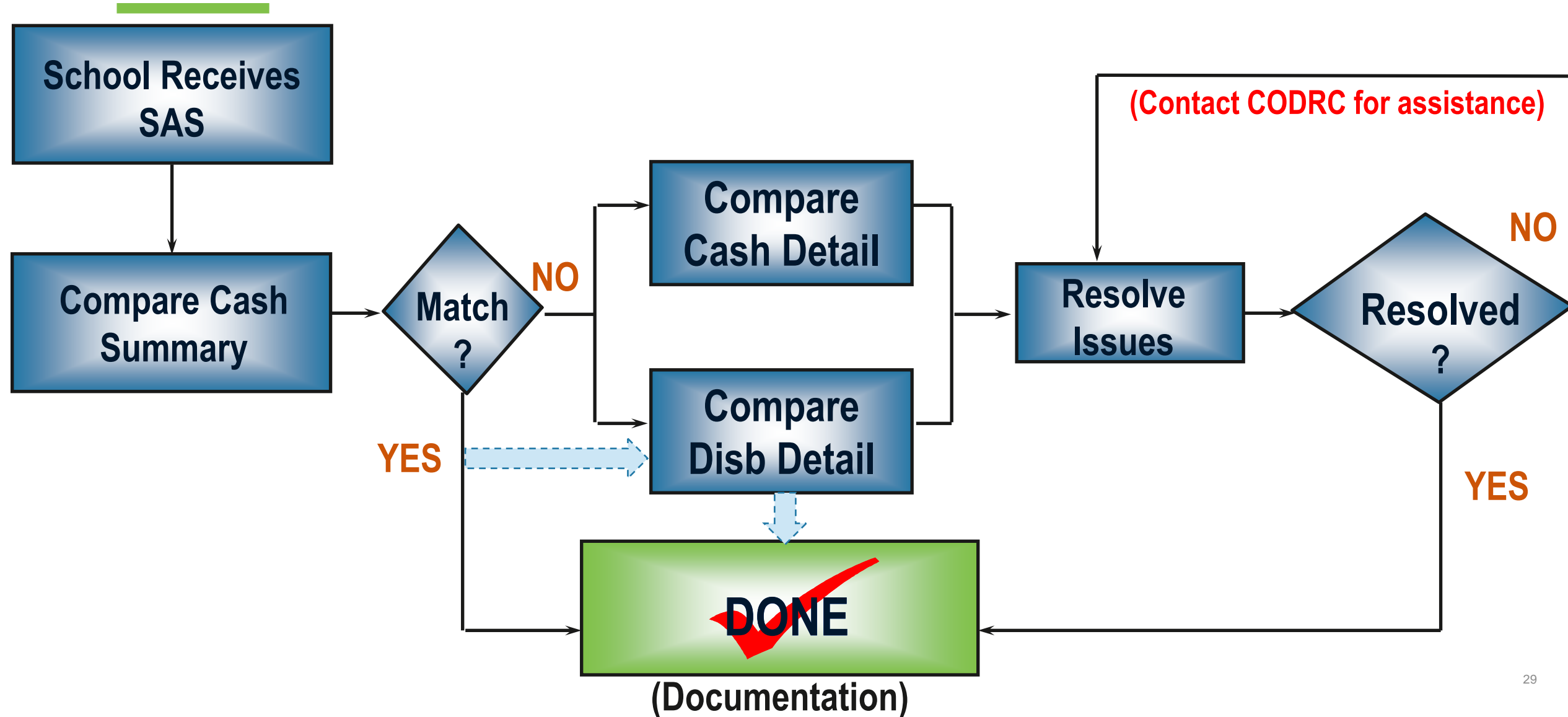
TEACH GRANT SAS

- Award Years: All
- Format: Comma-delimited with headers
- Report Activity Type: Monthly, year to date, both
- Sections:
 - Cash summary
 - Cash detail
 - Award detail, disbursement activity level

PELL GRANT SAS

- Award Years: 2017-18 and forward
- Format: Comma delimited with headers
- Report Activity Type: Monthly, year to date, both
- Sections:
 - Cash Summary
 - Cash Detail
 - Award level disbursement summary or disbursement level detail

RECONCILIATION TO THE SAS



RECONCILIATION TO THE SAS (CONT.)

Compare Cash Summary

	Business Office	Financial Aid Office	COD	Discrepancies	
Beginning Cash Balance	\$0.00	\$0.00	\$0.00	None	
Net Drawdowns	\$125,000.00	\$125,000.00	\$150,000.00	\$25,000 between school records and COD	1
Net Disbursements	\$125,000.00	\$100,000.00	\$100,000.00	\$25,000 between school systems	2
Cash > NAPD	\$0.00	\$25,000.00	\$50,000.00	All 3 systems have differences	

Where should you go from here?

RECONCILIATION TO THE SAS (CONT.)

Common Cash Discrepancies

1

- Timing issues
- Cash transactions in wrong year or split between years*
- Funds needing to be returned as refunds of cash
- Funds recycled for disbursement in a different award year

*Pell Grant/ TEACH Grant and Direct Loan records first funding is based on accepted actual disbursement records, making it less likely for drawdowns to occur in the wrong year.

RECONCILIATION TO THE SAS (CONT.)

Common Disbursement Discrepancies 2

- Unsent/unacknowledged disbursement batches
- Rejected disbursements
- Incorrect disbursement dates
- Disbursements recorded in business office– not in financial aid system (or vice versa)
- Unbooked records (Direct Loan or TEACH Grant only)
- School data loss (should be rare)

RECONCILIATION TO THE SAS (CONT.)

Documenting your discrepancies

	Business Office	Financial Aid Office	COD	Discrepancies	Reason
Beginning Cash Balance	\$0.00	\$0.00	\$0.00	None	
Net Drawdowns	\$125,000.00	\$125,000.00	\$150,000.00	\$25,000 between school records and COD	Timing: Refund 1
Net Disbursements	\$125,000.00	\$100,000.00	\$100,000.00	\$25,000 between school systems	Disb Adj not in Bus Office 2
Cash > NAPD	\$0.00	\$25,000.00	\$50,000.00	All 3 systems have differences	See Above

RECONCILIATION TO THE SAS (CONT.)

Monthly Reconciliation Action Items

Month Ending: 10/31/2020

Award Year: 2020-21

Reconciliation Date: 11/9/2020

No.	Action Item	Date Due	Date Completed
1.	Track refund of cash timing difference of \$25,000 for December SAS Recon. Refund made on 10/30/2020, processed 11/2/2020.	12/07/2020	
2.	Record (\$25,000) Adjustments on Student Accounts (Business Office) – List to be provided by Financial Aid Office	11/13/2020	

RECONCILIATION TO THE SAS (CONT.)

How do I know I am finished?

- All discrepancies have been identified and resolved
- Timing issues are tracked
- Reasons for any ending cash balance have been identified
- All monthly reconciliation efforts have been documented



COMPLETING YOUR TOOLKIT: WEBSITES AND REPORTS



COMMON ORIGATION AND DISBURSEMENT (COD)

School Summary Information

The screenshot displays the FSA COD system interface. At the top, the U.S. Department of Education logo and the FSA logo are visible. The main navigation bar includes tabs for Person, School (selected), Batch, Award, Services, User, and Program. The left sidebar lists various school information options, with 'School Summary' highlighted. The main content area shows 'School Summary Information' for the 'UNIVERSITY OF LIFELONG LEARNING'. Below this, there are dropdown menus for 'Default Program' (set to PELL) and 'Default Award Year' (set to '18-'19). A table titled 'Contacts' lists three individuals: Allison Richards, identified as Direct Loan Financial Aid Officer, Financial Aid Administrator, and Pell Financial Aid Officer, all with the same phone number (303)844-3324. To the right of the contacts table is a 'Summary' section with several metrics: 'Award Year' ('18-'19'), 'Program' (PELL), 'Cash > Net Accepted & Posted Disbursements & older than 30 days' (\$0.00), '% of Cash > Net Accepted & Posted Disbursements' (-2.10652%), 'Cash > Net Accepted & Posted Disbursements' (\$271,066.32), 'Current CFL' (\$12,061,402.32), and 'Net Disbursement to Net Drawdown Ratio' (1.0).

Type	Name	Phone
Direct Loan Financial Aid Officer	ALLISON RICHARDS	(303)844-3324
FINANCIAL AID ADMINISTRATOR	ALLISON RICHARDS	(303)844-3324
Pell Financial Aid Officer	ALLISON RICHARDS	(303)844-3324

Metric	Value
Award Year	'18-'19
Program	PELL
Cash > Net Accepted & Posted Disbursements & older than 30 days	\$0.00
% of Cash > Net Accepted & Posted Disbursements	-2.10652%
Cash > Net Accepted & Posted Disbursements	(\$271,066.32)
Current CFL	\$12,061,402.32
Net Disbursement to Net Drawdown Ratio	1.0

Check this page often to confirm:


- Unsubstantiated Cash = \$0
- Cash > NAPD = \$0 for older years

Keep contact information updated:


<http://eligcert.ed.gov>

COD

School Funding Information – Direct Loan



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person

School

Batch

Award

Services

Tools

User

Program

Support

School Funding Information

HELP

Initial CFL	\$1,969,278.00
Current CFL	\$106,140,454.00
Previous CFL	\$53,615,091.00
CFL Adjustment	\$52,525,367.00
Last CFL Change Date & Time	08/26/2019
Available Balance	\$33,139,268.00
Cash > Net Accepted & Posted Disbursements	\$33,301.00
Net Accepted & Posted Disbursements	\$72,967,885.00
Net Drawdowns	\$73,001,186.00

Net Disbursement to Net Drawdown Ratio

1.0

Grace Period

30

Date School Confirmed Program Year Closeout

Date Department of Ed Confirmed Program Year Closeout

UPDATE

Disbursement To Drawdown Ratio excludes cash activity within Grace Period.

Generate the School Funding History Report by clicking the following link:
[School Funding History Report](#)

CFL = Current Funding Level

Available Balance = Funds Available to Drawdown

Cash > Net Accepted and Posted Disbursements = Net Drawdowns – Net Accepted and Posted Disbursements

- Positive = Funds owed or disb to report
- Negative = Disb Adj needed or funds to drawdown

COD

School Funding Information- Pell Grant

School Search

School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events

School Funding Information

Funding Information

ProgramPELLAward Year'19-'20

Entity ID	
Initial CFL	\$29,216.00
Current CFL	\$11,999,768.00
Previous CFL	\$11,955,149.00
CFL Adjustment	\$44,619.00

CFL (Pell/TEACH) is based on actual disbursements and adjustments

Total Unduplicated Recipients	5191
Total Unduplicated Recipients Paid	
Total ACA	\$0.00
Last ACA Payment Date	
ACA Payment History	
Date School Confirmed Program Year Closeout	
Date Department of Ed Confirmed Program Year Closeout	
UPDATE	

Unduplicated Recipients

Administrative Cost Allowance, ACA Payment History

Disbursement To Drawdown Ratio excludes cash activity within Grace Period.

Generate the School Funding History Report by clicking the following link:

[School Funding History Report](#)

COD

Balance Confirmation

Confirm balance and close out for:

- Pell or TEACH (2016-17+)
- Direct Loan (all years)
- Balances should be \$0

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA
FEDERAL STUDENT AID

Person School Batch Award Services Tools User Program Support

School Search

School Information

School Summary
Financial Aid Contact
Eligibility
General
Options
Funding Info
Summary Financial Info
Refunds of Cash
Cash Activity
Events
Memos
Yearly Totals
Relationships
Balance Confirmation
Request
Reopen/Extended

School Balance Confirmation

Program: DIRECT LOAN Award Year: 19-20

The main purpose of this screen is to allow you to submit your confirmation and to enter the School Ending Cash Balance and the End Date of the School Balance.

University of Lifelong Learning

Current Program Year Close Data

As of Date

Net Drawdowns/Payments

Total Net Booked Disbursements

Ending Cash Balance

Total Net Unbooked Disbursements

Latest Award End Date

Days past the Latest Reported Award End Date

Balance Confirmation Form

Enter School Cash
Balance Amount
and End Date

Last SAS Ending Cash Balance	\$0.00
Last SAS Date	08/31/2020
School Ending Cash Balance	
End Date of School Balance	

Disaster Relief

Campus-Based System

take the following actions for the Award Year and Program listed above:

1. The Department will send a Program Year Closeout letter to my school's President and Financial Aid Director.
2. COD will reject award or disbursement changes per published edits.
3. The Department will reduce our school's Current Funding Level (CFL) to the greater of:
Net Accepted & Posted Disbursements.
4. The Department will reduce remaining anticipated disbursements to equal the sum of actual disbursements; adjust loan period.

To submit this form, please click button:

I Agree

I AGREE

Sep 08 2020 17:00 EDT Home Privacy Act Links Contact Us Campus-Based Resources COD Resources Help Glossary Log Off

Click "I Agree" to
confirm

COD

Request Reopen/Extended Processing (EP)

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT

FSA
FEDERAL
STUDENT AID

Person School Batch Award Services User Program Support

School Search

School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Memos
- Yearly Totals
- Relationships
- Balance Confirmation
- Request
- Reopen/Extended Processing
- Correspondence
- File Share/Messages
- Report Selection

Request Reopen/Extended Processing [? HELP](#)

UNIVERSITY OF LIFELONG LEARNING

Program Award Year

NOTE: Award Year will appear in dropdown only if school has confirmed Closeout or if Award Year is past the Data Submission Deadline. Complete the fields below. The fields marked with an asterisk (*) are required. Click "Submit" to submit the request for Post Deadline Processing.

* Requestor Name

* Requestor Email Address

* Requestor Phone Number

* Reason Code

* Explain why you will need Extended Processing

*Do not include Personally Identifiable Information (PII) data in this field (i.e. SSNs, award identifiers, etc.)

SUBMIT

1

Two Functions:
Reopen confirmed closed award year (AY)

- DL (all AY)
- Pell or TEACH (AY 2016-17+)


2

Request EP once processing deadline has passed (All AY DL/Pell/TEACH) for:


- Pell increase disbursement data
- DL or TEACH increase/decrease disbursement data⁴¹

COD

Campus-Based Website



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person

School

School Search

Post Deadline Proc

School Workflows

Pell Restoration

Frqn. Post-Elig Proc

Campus-Based Syst

FederalStudentAid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Campus-Based System

allison.richards (FSA 5-Funds) | No School Selected | Logout

School

FISAP

Self Service

Forms and Waivers

Perkins

School Information

Campus-Based Home

Welcome to the Campus-Based System

Home Icon

Use the home icon to come back to this page

School Icon

Use the school icon to search for and select a school

COD Web

Takes you to COD Web

COD Reporting

Takes you to the COD Reporting System

COD School Relations Center

1-800-848-0978

Monday to Friday

8:00 a.m. ET to 11:00 p.m. ET

CODSupport@ed.gov

Helpful Information

COD

Campus-Based Website: Statement of Account

- Initial Obligation/Authorization
- Changes to obligation/authorization by date and amount

School

FISAP ▲

Self Service ▼

Notifications

Submission Log

Self Service

Notifications

2020-2021 Campus-Based Documents

Statement of Account

Campus-Based Statement of Account - Application Year 2020-2021

Colorado State University
Serial 000111 OPE ID: Grantee DUNS Number: City: State:

Award Period: July 1, 2020 - June 30, 2021

Federal Supplemental Educational Opportunity Grants (FSEOG)

G5 Award Number: P007A200708

Transaction Amount	Transaction Date
\$888,933.00	03/26/2020

\$888,933.00 P007A20 authorization amount as of 09/08/2020

Federal Work-Study (FWS)

G5 Award Number: P033A200708

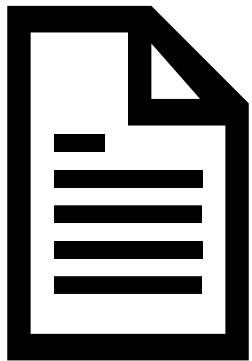
Transaction Amount	Transaction Date
\$1,483,375.00	03/26/2020

\$1,483,375.00 P033A20 authorization amount as of 09/08/2020

Federal Perkins Loan Program LOE: \$0.00

ADDITIONAL COD REPORTS

There are several additional reports
which can supplement your monthly
reconciliation process



DIRECT LOAN

DIRECT LOAN ACTUAL
DISBURSEMENT LIST

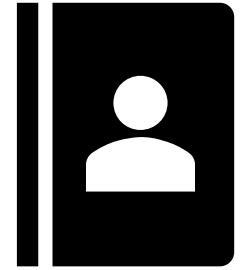
DIRECT LOAN TOOLS

PELL GRANT

YEAR TO DATE

RECONCILIATION FILE

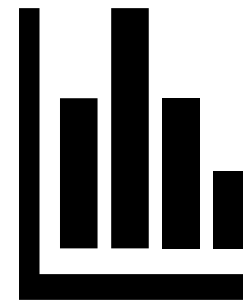
EDEXPRESS SAS
COMPARE



OTHER


SAS DISBURSEMENT
DETAIL ON DEMAND

SCHOOL MONITORING
REPORT




COD

COD Website Data Requests



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



[Person](#)
[School](#)
[Batch](#)
[Award](#)
[Services](#)
[User](#)

▶ **Batch Search**

▶ **Action Queue**

▶ **Anticip Disb Queue**

▼ **Report Requests**

▶ **PLUS App Rsp Request**

▶ **Counseling Request**

▶ **Credit Status Request**

▶ **SULA Request**

New Report Requests

Enter one or more of the following fields to request a new report:

Entity ID Type **Entity ID**

Request Type

Program

Report Type

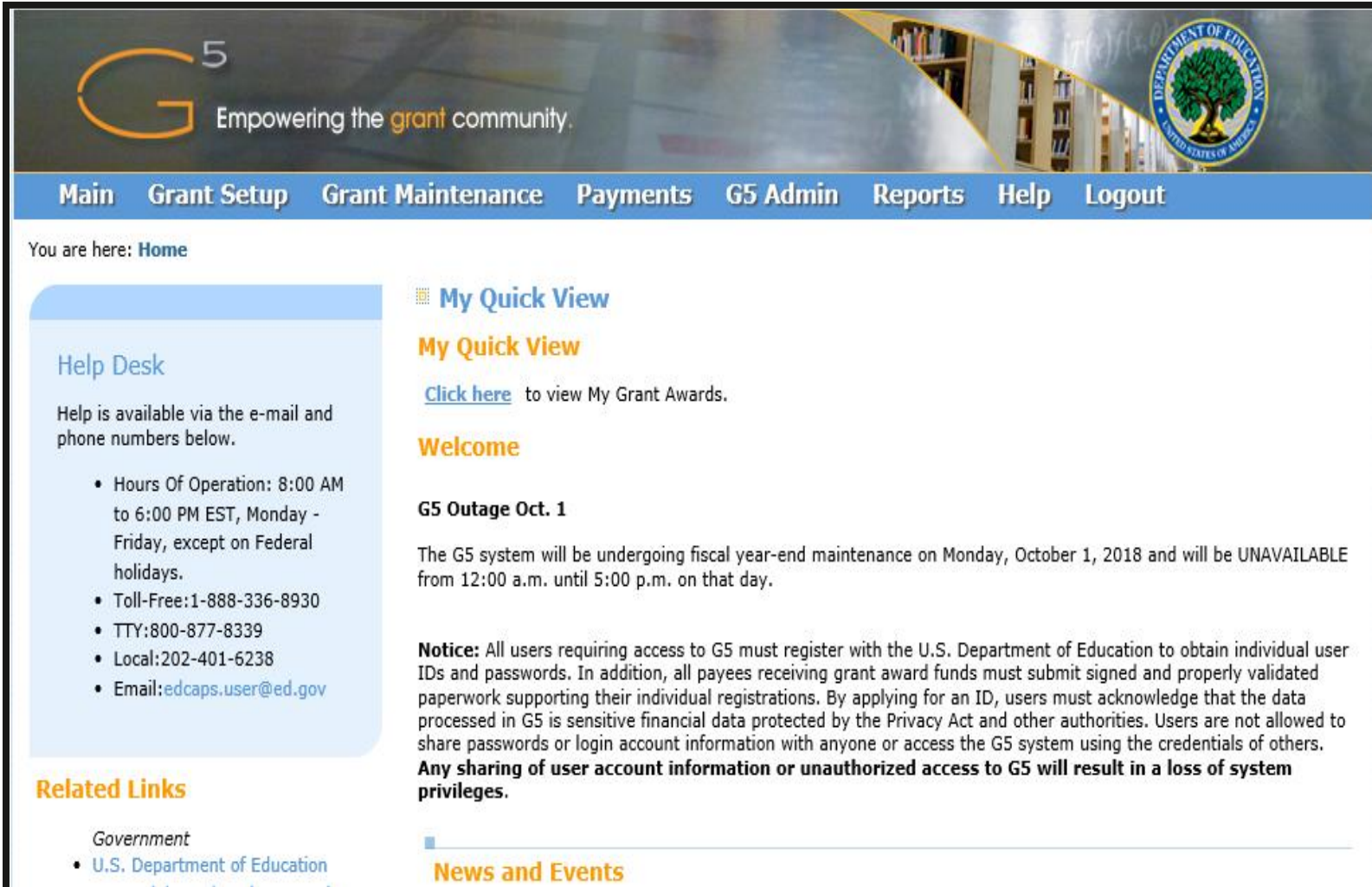
Award Year

Request Type

SUBMIT

- Grant Data Request
- Rebuild Request
- SAS Disbursement Detail on Demand

G5



The screenshot shows the G5 system homepage. At the top, there is a header with the G5 logo and the tagline "Empowering the grant community." Below this is a navigation bar with links: Main, Grant Setup, Grant Maintenance, Payments, G5 Admin, Reports, Help, and Logout. The main content area is divided into several sections. On the left, there is a "Help Desk" section with contact information. In the center, there is a "My Quick View" section with a link to view grant awards. Below this, there is a "Welcome" section with a notice about a G5 outage on October 1, 2018. At the bottom, there is a "Related Links" section with a link to the U.S. Department of Education. On the right side of the main content area, there is a "News and Events" section.

G5 Empowering the grant community.

[Main](#) [Grant Setup](#) [Grant Maintenance](#) [Payments](#) [G5 Admin](#) [Reports](#) [Help](#) [Logout](#)

You are here: [Home](#)

Help Desk

Help is available via the e-mail and phone numbers below.

- Hours Of Operation: 8:00 AM to 6:00 PM EST, Monday - Friday, except on Federal holidays.
- Toll-Free: 1-888-336-8930
- TTY: 800-877-8339
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

My Quick View

[Click here](#) to view My Grant Awards.

Welcome

G5 Outage Oct. 1

The G5 system will be undergoing fiscal year-end maintenance on Monday, October 1, 2018 and will be UNAVAILABLE from 12:00 a.m. until 5:00 p.m. on that day.

Notice: All users requiring access to G5 must register with the U.S. Department of Education to obtain individual user IDs and passwords. In addition, all payees receiving grant award funds must submit signed and properly validated paperwork supporting their individual registrations. By applying for an ID, users must acknowledge that the data processed in G5 is sensitive financial data protected by the Privacy Act and other authorities. Users are not allowed to share passwords or login account information with anyone or access the G5 system using the credentials of others. **Any sharing of user account information or unauthorized access to G5 will result in a loss of system privileges.**

Related Links

- [Government](#)
- [U.S. Department of Education](#)

News and Events

- Individual users must register (read only access available)
- A bank account must be set up for your school
- A bank account for refunds should also be identified
- Regulations for maintaining and accounting for funds: 34 CFR 668.163

G5


Understanding G5 Award Numbers

- G5 award numbers are school, program, and award year specific
- Example for 2020-21 award year

Program	G5 Award Number	Award Year
Direct Loan	P268K21####	Trailing Year
TEACH Grant	P379T21####	Trailing Year
Pell Grant	P063P20####	Leading Year
IASG	P408A20####	Leading Year
Campus-Based Programs	FWS: P033A20#### SEOG: P007A20####	Leading Year


*#### represents each school's unique G5 Award ID

G5

 Empowering the **grant** community.

[Main](#) [Grant Maintenance](#) [Payments](#) [G5 Admin](#) [Reports](#) [Logout](#)

You are here: [Reports](#)


 [Reports](#)

Instructions

Select a report from the categories below and click "Continue".

Users of assistive technology should choose CSV format for best results.

To view reports in PDF format, you must have the free Adobe Reader software installed. It can be downloaded from the [Adobe downloads site](#).

 **Payments**

Payments

☐ Drawdown Adjustment

☒ External Award Activity

Continue

[Back to Top](#)

G5

External Award Activity History

U.S. Department of Education - EDCAPS G5
G5 - External Award Activity History Detail Report
As of Wed Sep 09 09:14:38 EDT 2020

Parameters Entered: PR/Award No: P063P20 Start Date: 09/2019 End Date: 09/2020

Award No.
Recipient Reference No.
Net Draws
Last Date To Draw Funds
Net Authorizations
Total Draws
Total Refunds
Total Returns
Net Adjustments

Net Draws	-\$1,036,929.55
Last Date To Draw Funds	2026-09-30
Net Authorizations	\$1,036,929.55
Total Draws	-\$1,039,233.87
Total Refunds	\$2,304.32
Total Returns	\$0.00
Net Adjustments	\$0.00

Transaction Date	Change In Authorization	Drawdowns	Refunds	Adjustments	Returns	Offsets
2020-09-04	\$0.00	-\$22,859.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-09-04	\$0.00	-\$20,661.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-09-04	\$0.00	-\$49,241.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-09-04	\$136,704.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-09-04	\$0.00	-\$27,755.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-09-04	\$0.00	-\$16,188.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-08-28	\$0.00	-\$49,864.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-08-28	\$0.00	-\$21,436.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-08-28	\$192,886.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-08-28	\$0.00	-\$46,395.87	\$0.00	\$0.00	\$0.00	\$0.00
2020-08-28	\$0.00	-\$30,378.00	\$0.00	\$0.00	\$0.00	\$0.00

FSA PARTNER CONNECT

- **FSA Partner Connect Partner Dashboard** will include **Notifications**:
 - Unsubstantiated cash balance older than 30 days
 - Unresolved cash balances greater than \$25 for closed program/award year
 - Late reported disbursements accepted in the last seven days
 - Program/award year authorized for extended processing
 - Balance confirmations needed for closed program/award year
 - Balance confirmations completed in the last seven days
 - And more!
- Alerts schools of potential issues needing to be addressed
- Includes programs/award years affected



FSA PARTNER CONNECT

Partner Dashboard: Notifications – Schools *(Designs in Progress)*

School Notifications

Rejected COD Records from the Previous Processing Day

Students Currently in POP

Unsubstantiated Cash Balances Older than 30 Days

Unresolved Cash Balances Greater than \$25 for Closed Program/Award Year

Late Reported Disbursements Accepted in the Last 7 Days

Program/Award Year Authorized for Extended Processing

Balance Confirmations Needed for Closed Program/Award Year

Balance Confirmations Completed in the Last 7 Days

Outstanding Document Requests in COD Document Center in the Last 7 Days

New Correspondence in the Last 7 Days

30

Unsubstantiated Cash Balances Older than 30 Days

2020 – 2021 Award Year

Pell Grant	\$3,000.00
TEACH Grant	\$15,000.00
Direct Loan	\$200.00

2019 – 2020 Award Year

Pell Grant	\$3,000.00
------------	------------

2018 – 2019 Award Year

Pell Grant	\$3,000.00
------------	------------

2021

COMING SOON

2021

FINISHING TOUCHES: REFERENCES AND SUPPORT



CONFERENCE SESSIONS

- B02 Administering Disbursements
- B06 COD Update
- B08 Submitting the FISAP – It's a Balancing Act!
- B018 Return of *Title IV* Funds: Resources and Q&A
- B020 Program Review Essentials
- B021 Top 10 Compliance Findings
- B025 FSA Partner Connect Preview
- FS2 Cash Management & Disbursements



REFERENCES

- FSA Handbook
<https://ifap.ed.gov/ilibrary/document-types/federal-student-aid-handbook>
 - Volume 4, Chapter 5: Reconciliation in the Pell Grant and Campus-Based Programs
 - Volume 4, Chapter 6 : Reconciliation in the Direct Loan Program
- COD Technical Reference
<https://ifap.ed.gov/ilibrary/document-types/cod-technical-reference>
 - Volume II, Section 1 - Implementation Guide
 - Volume IV: Direct Loan (Direct Loan) Tools
 - Volume VI, Section 8 – Reports

REFERENCES

- IFAP – <http://ifap.ed.gov>
 - Electronic announcements
 - *Federal Register* Notices
 - Recorded conference sessions
 - Training materials



RECONCILIATION REGULATIONS

- Code of Federal Regulations (CFR): <https://ecfr.gov>
 - Direct Loan Program - 34 CFR 685.300(b) (5)
 - Federal Perkins Loan Program - 34 CFR 674.19 (d) (1)
 - Federal Work-Study (FWS) Program - 34 CFR 675.19 (b)(2)(iv)
 - Federal Supplemental Educational Opportunity Grant (FSEOG) Program – 34 CFR 676.19 (b)(2)
- Federal Register Notices:
 - 2020-21 Pell Grant, Direct Loan, TEACH Grant, IASG Deadline Dates: <https://www.govinfo.gov/content/pkg/FR-2020-07-14/pdf/2020-15142.pdf>
 - 2020-21 Campus-Based Deadline Dates: <https://ifap.ed.gov/sites/default/files/attachments/2020-01/FR010320.pdf>

RELATED REGULATIONS

- Code of Federal Regulations (CFR): <https://ecfr.gov>
 - Disbursements - 34 CFR 668.164(a)
 - Cash management - 34 CFR 668 Subpart K
 - Excess cash – 34 CFR 668.166
 - Payment methods - 34 CFR 668.162(a)

ELECTRONIC ANNOUNCEMENTS

Data Submission Deadlines

- Pell Grant/ IASG:
<https://ifap.ed.gov/electronic-announcements/090320PellIraqAfghanServGrant1920AYProcDeadline>
- TEACH Grant:
<https://ifap.ed.gov/electronic-announcements/090320AdditionalTEACHGrantCloseoutInfo201920AY>
- Direct Loan:
<https://ifap.ed.gov/electronic-announcements/070120Additional1819DirectLoanProgramYearCloseout>
- Campus-Based Programs (FWS and FSEOG):
<https://ifap.ed.gov/electronic-announcements/080320FisOperRpt1920AppPartici2122FISAPRptInstCARESAct>

SUPPORT: HELP DESKS



G5 HELP DESK

Phone: 1-888-336-8930 /

8 a.m. - 6 p.m. (ET) M-F

Email: edcaps.user@ed.gov

Website:

<https://g5.gov/>

COD HELP DESK

Phone: 1-800-848-0978 /

8 a.m. - 8 p.m. (ET) M-F

Email: CODSupport@ed.gov

Website:

<https://cod.ed.gov/>



ALLISON RICHARDS

SCHOOL RECONCILIATION BRANCH

Allison.Richards@ed.gov
