

BO10. Maintaining Your Institutional Eligibility

Question:

What is the justification for asking for home addresses and personal contact information? I've received some pushback.

Response:

SME-KIMBROUGH: The justification for asking for home address and personal contact information is to be able to contact school officials in case of these specific emergency situations: school closure, data security breach, and natural disasters. Often times, the school contact information goes unanswered and pertinent timely information does not reach officials in time. Having multiple responsible officials provided would ensure the Department's messaging gets to the appropriate parties in time.

Question:

what if our ceo hasnt changed but we want to change the signator authority for whatever reason? can that be done?

Response:

SME-Bowder: The Signature Authority needs to be the CEO or President. If the CEO or President isn't available to sign, they can use a delegated signature authority and provide a written/signed delegation of authority as an attachment to the E-App.

Question:

There's a reference to the COD document center in one of the answers below about finding the ECAR - can you give more details on how we find the COD document center?

Response:

SME-KIMBROUGH: The link to the Common Origination and Disbursement (COD) site is <https://cod.ed.gov/cod/LoginPage>. Once you are signed in, look on the left navigation for the Document Center.

Response:

is the ppa there as well?

Response:

SME-Bowder: Yes, the PPA is available in the COD document center.

Response:

I can't see it on COD's left navigation. I see Person Search, Counseling Search, PLUS App Search and more, but no Document Center link.

Response:

If it matters, I am a School User 5- Security Administrator.

Response:

SME-KIMBROUGH: Try clicking on Tools on the top blue navigation bar then find the Document Center under Tools on the left navigation bar. Not sure if your School User 5 would have an effect on your access. Contact the COD Help Desk for more information if you still cannot locate it.

Question:

Where do we go to look up the SOC codes, and find out if they match the CIP code?

Response:

SME-KIMBROUGH: You can access the Education Crosswalk by accessing this link:
<https://www.onetonline.org/crosswalk/CIP?s=12.0413&g=Go>

Question:

Where can we find detailed instructions for all questions on the entire e-App?

Response:

SME-KIMBROUGH: Instructions for completing the E-App can be found on the FSA Training Center site at fsatraining.ed.gov.

Response:

Does this include detailed written instructions or just a video training?

Response:

SME-Bowder: It is video training. The E-App has help for specific questions, just click the "i" icon next to the question.

Question:

If we add additional classes to our curriculum, which may extend our program from 12 credits to 18 max credits would that be reported

Response:

SME-Bowder: Updates to programs should be reported as updates if the program remains in the same program length category. If the length changes such that the program falls in a different category, the current program would be ended when the last student completes it at that length, and the new program will be added when the institution starts enrolling new students at the longer length.

Question:

where do i go to print the ecar? i can't find it.

Response:

SME-KIMBROUGH: The ECAR can be accessed by logging into the COD Document Center and searching for ECAR. If it is not in the COD Document Center and you have already received your new PPA, please contact your assigned School Participation Division.

Question:

i also asked what about a new school that has submitted all requested documents and haven't heard back from anyone for several months with any problems or additional documents needed. how long would you say al l this should take?

Response:

SME-Bowder: You will need to contact your assigned School Participation Division for institution specific information.

Question:

To add a location (that is less than three miles away from the main location) does the full E-App have to be completed or is there just a specific section that needs to be completed?

Response:

SME-Bowder: If the location is accredited as a separate location, rather than part of the main campus, and a student can complete at least 50% of a program at the location, it needs to be

reported on the E-App as a location. This can be done via an "Update" purpose which will allow the school to update only the changes they need to report.

Question:

Is an address change considered a "new" location? For example, you have a location in city A at one location, but then move to a different location (same city A)?

Response:

SME-Bowder: If the location is moving a short distance and students and faculty are moving with it, it can generally be treated as an address change. However, if the location is moving a long distance, and students and faculty cannot easily move with it, it would be reported as closing one location and opening a new location.

Question:

What constitutes a third-party servicer?

Response:

SME-KIMBROUGH: A third-party servicer is an entity or individual that administers any aspect of an institution's participation in the Title IV programs, including, but not limited to, services and functions necessary: For the institution to remain eligible to participate in the Title IV programs, To determine a student's eligibility for Title IV funds, To account for Title IV funds, To deliver Title IV funds to students, or To perform any other aspect of the administration of the Title IV programs.

Question:

Where/how do we change the E&O administrator?

Response:

SME-Bowder: The E&O Administrator and Alternate E&O Administrator are both reported and updated using the E-App. If the E&O Administrator has left the institution and is unable to update the E-App, the Alternate E&O Administrator can report the change. If the institution does not have a reported Alternate E&O Administrator, they should contact their assigned School Participation Division to report the updates.

Question:

If we updated PPA to add new educational programs, how long will it take to receive a response?

Response:

SME-KIMBROUGH: Updates to the E-App have various processing times for different sections. To obtain a more accurate account of your application status, please contact your assigned School Participation Division.

Question:

Does State authorization include the school overall or individual programs offered at the school?

Response:

SME-Bowder: Institutions are expected to meet all applicable State approval or licensure requirements.

Question:

What's the retention period for prior PPAs, ECARs, applications & supporting documentation? Once we have completed recertification and received the new signed PPA, can we dispose of older ones?

Response:

SME-KIMBROUGH: Once a new PPA and ECAR have been countersigned on behalf of the Secretary, the prior documents are no longer valid. It will be up to the school's retention policy and independent auditor to determine if the documents can be disposed of after that.

Question:

For a new school, how long should it take to become certified?

Response:

SME-Bowder: There are a lot of pieces to meeting the requirements for initial eligibility. The length of time it takes for approval will depend on how prepared you are to demonstrate that these requirements are met.

Response:

and if we have submitted all documents asked for and haven't heard about any problems for months?

Response:

SME-Bowder: You will need to contact your assigned School Participation Division for institution specific information.

Question:

the site still has a wrong email address for me. it has one correct one under e&o . i have tried to have it changed many times and it's still wrong it's an old, non working one

Response:

SME-Bowder: Please contact your assigned School Participation Division for specific directions on updating your email.

Question:

If we submitted the PPA renewal in November using the old system, when will it be processed?

Response:

SME-Bowder: Please contact your assigned School Participation Division to determine the status of your application.

Response:

Will do. The status says "Pending" in the new FSA Portal.