

# Operational Guidance for TEACH Grant Initial and Subsequent Counseling

Attachment to May 2009 Electronic Announcement

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## Regulatory References

As explained in [Dear Colleague Letter GEN-08-01 posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

A student must complete counseling prior to receiving the first disbursement of a TEACH Grant for each award year. Complete information about counseling requirements for the TEACH Grant Program is available in [the June 23, 2008 final regulations](#).

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## When and how is TEACH Grant Initial and Subsequent counseling completed?

Students who wish to participate in the TEACH Grant Program are required to complete TEACH Grant Initial and Subsequent counseling prior to receiving the first disbursement of a TEACH Grant for *each award year*.

Beginning with TEACH Grant award for the 2009-2010 Award Year, a student must complete the Department of Education's (the Department's) online TEACH Grant Initial and Subsequent counseling prior to electronically completing a TEACH Grant Agreement to Serve (ATS) for each TEACH Grant award. A school may choose to provide TEACH Grant counseling as well; however, the school-provided counseling would be in addition to the Department-provided counseling that is required before a student will be allowed to complete an ATS.

Once a student has completed the counseling session, he or she may complete the ATS at that time or may log out and complete the ATS at a later time.

**Note:** In the first year of the TEACH Grant Program (the 2008-2009 Award Year), the Department did not have online TEACH Grant counseling. Even though we now have online TEACH Grant Initial and Subsequent counseling, it is only available for students receiving TEACH Grant awards for the 2009-2010 and subsequent award years. Accordingly, a school must ensure that the counseling requirement is fulfilled through other means for a student who receives a 2008-2009 TEACH Grant award. The Department has a [TEACH Grant Initial and Subsequent Counseling Guide](#) on the [TEACH Grant Web site](#) that a school may use to supplement the required counseling.

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## Where is the TEACH Grant Initial and Subsequent counseling

TEACH Grant Initial and Subsequent counseling is located on the [TEACH Grant Web site](#).

To access the counseling session, a student selects My TEACH Grant from the left-hand navigation bar. The student must log in with his or her Federal Student Aid

**located and how does a student access it?**

PIN.

Once the student is logged in, he or she may view previously submitted counseling sessions or complete a new counseling session. When a new counseling session is started, the student must select the award year, the name of his or her school, and the location of his or her school.

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**What information is covered in TEACH Grant Initial and Subsequent counseling?**

A student will complete the TEACH Grant Initial and Subsequent counseling that consists of the following topics:

- TEACH Grant Overview
- TEACH Grant ATS
- TEACH Grant Service Obligation
- Conversion of a TEACH Grant to a Direct Unsubsidized Loan.

Each section is followed by a section quiz. In addition, a final quiz must be completed in order for the counseling session to be recorded and allow the student to begin the ATS process.

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**How is a school notified that a student has completed the Initial and Subsequent counseling?**

Beginning with the 2009-2010 Award Year, the COD System will receive and store TEACH Grant Initial and Subsequent counseling data. Once a student completes the counseling session, the COD System will send an acknowledgement to all schools at which the student has a TEACH Grant (for the selected award year), as well as the school selected during the counseling session.

The COD System will send a system-generated TEACH Grant counseling acknowledgement with a new document type of "AC" to the school's Student Aid Internet Gateway (SAIG) mailbox. The acknowledgement will be sent in the message class CRACxxOP, where the "xx" indicates the award year of the counseling acknowledgement. The message class for the 2009-2010 Award Year will be CRAC10OP. For additional information about the TEACH Grant counseling acknowledgement, refer to Volume 2, Section 1 of the [2009-2010 COD Technical Reference](#).

A school can also use the Counseling Search page on the [COD Web site](#) to search for submitted counseling sessions. A school can search for counseling results by Social Security Number (SSN) or by date range.

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