

2008-2009 TEACH Grant Closeout Guidance (Attachment to May 2009 Electronic Announcement)

Overview The TEACH Grant closeout deadline for the 2008-2009 Award Year is **Wednesday, September 30, 2009**. To be considered successfully closed out, the school must—

Have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on the TEACH Grant School Account Statement (SAS).

Definitions ***Closeout Deadline:*** The last processing day of the award year. All school data must be received and accepted by this date in order to be included in a school's final Ending Cash Balance for the year.

Ending Cash Balance (ECB): ECB equals Net Drawdowns (Cash Receipts-Refunds of Cash) minus Total Net Booked Disbursements as recorded in the COD system and reflected in the SAS.

Balance Notification E-mails Beginning in June 2009, Federal Student Aid will send monthly notices via Balance Notification e-mails.

The Balance Notification e-mail will provide a school's current Ending Cash Balance and general information about the closeout process. It will be sent to the Financial Aid Administrator and President at each school.

Any school that processed TEACH Grant awards or had cash activity for 2008-2009 will receive the initial Balance Notification e-mail. After the initial e-mail, a school will only receive a subsequent e-mail if the school has a remaining balance or a change in the balance since the prior month. A school that has zero balance will not receive a subsequent e-mail.

After the closeout deadline, Federal Student Aid will bill any school with a remaining balance.

Reconciliation and Closeout Actions Reconciliation should be performed on at least a monthly basis, and the final closeout stage should be the final reconciliation for the award year. As part of this final reconciliation, all discrepancies and reasons for a school's Ending Cash Balance should be identified and resolved, and any remaining funds must be returned to the Department.

A key factor to an easy reconciliation and closeout is staying on top of the process. We encourage schools to review the following information:

- Compare internal student accounts and Business Office/Bursar records with Financial Aid Office records and resolve any discrepancies.

- Ensure that all drawdowns and refunds of cash are accounted for and applied to the correct award year.
 - Ensure that all batches have been sent to and accepted by the COD System, all disbursements and adjustments are accurately reflected on the COD System, and all responses are imported into the school's system.
 - Resolve all outstanding rejected records.
 - Return all refunds of cash to the Department.
 - Request any remaining funds owed to the school based on actual disbursements accepted by the COD System.
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Tools for Schools

There are numerous tools available to assist schools in reconciliation and closeout efforts. These tools are as follows:

- TEACH Grant School Account Statement (SAS)*
- Pending Disbursement Listing
- [G5 Web Site](#) and Reports
- [Common Origination and Disbursement \(COD\) Web site](#) (particularly the School Summary Financial Information, Funding Information, Cash Activity, and Refunds of Cash screens)
- Customer Service Representative/Reconciliation Specialist Assistance

*An additional attachment provides guidance for a school that currently does not have the technical support to work with the Comma-Delimited with Headers format of the TEACH Grant SAS.

Special Notes

- 1) If a school has been receiving a monthly TEACH Grant SAS only, it may wish to update their TEACH Grant SAS options to receive a Year-to-Date (YTD) SAS or both (monthly and YTD) for the purposes of performing its final reconciliation. A school can do this on the COD Web site.

Note: When a school makes a change to its TEACH Grant SAS options, it will be effective with the next SAS run.

- 2) A school must be aware of its closeout status even if its TEACH Grant processing is handled by a third party servicer. We encourage each school to communicate regularly with your third party servicer to ensure closeout is completed. ***It is the school's responsibility to ensure that it finishes processing and confirms closeout on time.***
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Contact Information

If you have questions or need assistance with TEACH Grant closeout process, contact the COD School Relations Center at 800/474-7268. You may also e-mail CODSupport@acs-inc.com.
