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Friday  
July 30, 1999

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**Part IV**

**Department of  
Education**

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Office of Postsecondary Education;  
Federal Pell Grant Program; Notice

**DEPARTMENT OF EDUCATION****Office of Postsecondary Education**

[CFDA No.: 84.063]

**Federal Pell Grant Program****AGENCY:** Department of Education.**ACTION:** Notice; deadline and submission dates for receipt of applications, reports, and other documents for the 1999–2000 award year.**SUMMARY:** The Secretary announces the deadline dates for receiving documents from persons applying for grants under the Federal Pell Grant Program in the

1999–2000 award year, and the earliest submission and deadline dates for receiving documents from institutions participating in that program in that year.

**SUPPLEMENTARY INFORMATION:** The Federal Pell Grant Program, administered by the U.S. Department of Education (Department), provides grants to students attending eligible institutions of higher education to help them pay for their educational costs. The program supports Goals 2000, the President's strategy for moving the Nation toward the National Education Goals, by enhancing opportunities for postsecondary education. The National Education Goals call for increasing the

rate at which students graduate from high school and pursue high quality postsecondary education and for supporting life-long learning. Authority for the Federal Pell Grant Program is contained in section 401 of the Higher Education Act of 1965, as amended, 20 U.S.C. 1070a.

**Deadline and Submission Dates**

The following table provides deadline dates for application processing and receipt of Student Aid Reports (SARs) or Institutional Student Information Records (ISIRs) for the Federal Pell Grant Program.

**BILLING CODE 4000–01–P**

A. <u>Deadline Dates for Application Processing and Receipt of Student Aid Reports (SARs) or Institutional Student Information Records (ISIRs)</u>			
Who Submits?	What is Submitted?	Where is it Submitted?	What is the Deadline Date for Receipt?
Student	Free Application for Federal Student Aid (FAFSA) on the Web, Renewal FAFSA on the Web, or FAFSA Express electronic application	Electronically to the Central Processing System	June 30, 2000*
	Signature Page (if required)	The address printed on the signature page	August 16, 2000
Student through an institution	An electronic original or renewal application	Electronically to the Central Processing System	June 30, 2000*
Student	A paper original Free Application for Federal Student Aid (FAFSA) or paper Renewal FAFSA	The address indicated on the FAFSA, Renewal FAFSA, or envelope provided with the form	June 30, 2000
Student	Free Application for Federal Student Aid (FAFSA) from .pdf file obtained from <a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a>	The address indicated on the FAFSA.pdf file	June 30, 2000
Student through an Institution	Electronic corrections and duplicate requests	Electronically to the Central Processing System	August 25, 2000*
Student	SAR corrections	The address indicated on the SAR	August 16, 2000
Student	Change of address, change of institutions, and duplicate requests	The address indicated on the SAR	August 16, 2000
		The Federal Student Aid Information Center by calling 1-800-433-3243	August 25, 2000
Student	Valid SAR	Institution	The earlier of: - the student's last date of enrollment; or - August 31, 2000
Student Through the Central Processing System	Valid ISIR****	Institution receives ISIR from Central Processing System	

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<b>A. <u>Deadline Dates for Application Processing and Receipt of Student Aid Reports (SARs) or Institutional Student Information Records (ISIRs)</u></b>			
<b>Student</b>	<b>Verification documents</b>	<b>Institution</b>	<b>The earlier of:** - 90 days after the student's last date of enrollment; or - August 31, 2000</b>
<b>Student</b>	<b>Verified SAR</b>	<b>Institution</b>	<b>The earlier of:*** - 90 days after the student's last date of enrollment; or - August 31, 2000</b>
<b>Student Through the Central Processing System</b>	<b>Verified ISIR****</b>	<b>Institution receives ISIR from Central Processing System</b>	<b>The earlier of:*** - 90 days after the student's last date of enrollment; or - August 31, 2000</b>
<p>* The deadline for electronic transactions is 7:00 PM (Central Time) on the deadline date. Transmissions must be completed and accepted by 7:00 PM to meet the deadline. If transmissions are started before 7:00 PM but are not completed until after 7:00 PM, those transmissions will not meet the deadline. In addition, any transmission picked up on the deadline date that gets rejected may not be able to be reprocessed because the deadline will have passed by the time the user gets the information notifying him/her of the reject.</p> <p>** Although the Department has set this deadline date for the submission of verification documents, if corrections to the SAR or ISIR are required, the above deadline dates for submission of paper or electronic corrections must still be met.</p> <p>*** The institution must have already received a SAR or ISIR with an eligible EFC while the student was enrolled and eligible for payment for those students completing verification while no longer enrolled. These students will be paid based on the higher of the two EFCs.</p> <p>**** For this purpose, the date the ISIR transaction was processed by the Central Processing System is considered to be the date the institution received the ISIR.</p>			

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The following table provides the earliest submission and deadline dates for submitting Federal Pell Grant Disbursement Records. The origination record and the disbursement record have replaced the Payment Data record referred to in previous Federal Pell Grant notices. Except for the amount of specific disbursements, the origination record contains basically the same information as the previously used payment data record. This information is used by the Department's Recipient Financial Management System (RFMS) to edit the accuracy of a student's annual award amount and includes information such as the student's annual award amount calculated by the institution, expected family contribution, and cost of attendance. An institution uses the disbursement record: (1) to report a disbursement or expected disbursement for each student,

and (2) for those institutions that participate in the Just-in-time payment method pilot, to request funds. The "regular" disbursement record basically includes an origination record unique identifier and the amount and date of the disbursement. RFMS uses totals of the accepted disbursement record data in the funding process as either the basis for adjusting an institution's authorization level or as a request for funds. Starting in the 1999-2000 award year, an institution may submit a disbursement record earlier than the reported disbursement date in the record. The Department considers a disbursement of Federal Pell Grant funds to have occurred on the earlier of the date that the institution: (a) Credits a student's account at the institution's general ledger or any subledger of the general ledger; or (b) pays a student directly with funds received from the Department. The Department considers

a disbursement to have occurred even if institutional funds are used in advance of receiving the program funds from the Department (34 CFR part 668.164(a)). Table B provides the earliest date an institution can submit a disbursement record to the Department. Any disbursement record received prior to the earliest submission date is rejected. Table B also includes the latest date an institution may submit a disbursement record. The Department may impose an adverse action such as a fine or other penalty for an institution's failure to submit a Federal Pell Grant disbursement record within the required 30-day timeframe. Also, failing to submit a disbursement record within the required 30-day timeframe may result in an audit or program review finding for an institution.

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B. Earliest Submission and Deadline Dates for Submitting Federal Pell Grant Disbursement Records			
Who Submits?	What is Submitted?	Where is it Submitted?	What is the Earliest Submission and Deadline Date for Receipt?
Institution	<p>At least one acceptable disbursement record must be submitted for each Federal Pell Grant recipient at the institution by:</p> <p>Recipient Data Exchange (RDE)*; or Electronic Data Exchange (EDE)**</p>	<p>1. Through the Recipient Financial Management System (RFMS) using Recipient Data Exchange:</p> <p style="text-align: center;">Regular Mail:</p> <p>U.S. Department of Education Student Aid Origination Team, PSS P.O. Box 6565 Rockville, Maryland 20850-6565</p> <p style="text-align: center;">Or</p> <p>Commercial Couriers/Hand Deliveries: U.S. Department of Education Student Aid Origination Team, PSS c/o Affiliated Computer Services, RFMS, Federal Pell Grant Program Mail Stop 3200, One Curie Court Rockville, Maryland 20850-4389</p> <p>2. Through RFMS using EDE or custom software:</p> <p>Title IV Wide Area Network</p>	<p>An institution may submit disbursement records as early as June 25, 1999, but can not submit a disbursement record any earlier than:</p> <p>(a) 30 calendar days prior to the disbursement date under the Advance payment method;</p> <p>(b) 5 calendar days prior to the disbursement date under the Just-in-time payment method; or</p> <p>(c) the date of disbursement under the Reimbursement or Cash Monitoring payment methods.</p> <p>An institution is required to submit a disbursement record not later than the earlier of:</p> <p>(a) 30 calendar days after the institution</p> <ul style="list-style-type: none"> <li>- makes a payment; or</li> <li>- becomes aware of the need to make an adjustment to previously reported disbursement data; or</li> </ul> <p>(b) October 2, 2000.</p> <p>After October 2, 2000, an institution may submit a disbursement record only if:</p> <p>(a) downward adjustment of previously reported award; or</p> <p>(b) program review or initial audit finding per 34 CFR 690.83.</p>
	Requests for Year-To-Date Records	<p>1. Pell Grant User Support Hotline: 1-800-474-7268</p> <p>2. <a href="http://www.pellgrantsonline.ed.gov">http://www.pellgrantsonline.ed.gov</a></p> <p>3. Using the information provided in items #1 (RDE) and #2 (EDE) for submitting a disbursement record</p>	August 16, 2000***

B. Earliest Submission and Deadline Dates for Submitting Federal Pell Grant Disbursement Records			
Who Submits?	What is Submitted?	Where is it Submitted?	What is the Earliest Submission and Deadline Date for Receipt?
Institution	Request for administrative relief based on an administrative error by the Department or Departmental contractors	U.S. Department of Education Institutional Financial Management Division, AFMS P.O. Box 23791 Washington, D.C. 20026-0791	January 31, 2001

\*The 1999-2000 award year is the last year the Department accepts RDE tape submissions.

\*\*An institution must ensure that its transmission of disbursement records is completed before midnight (local time at the institution's EDE destination point) on October 2, 2000.

\*\*\*Year-To-Date records may be requested after this date, however, there may not be sufficient time for institutions to receive the file, create a disbursement record batch and submit to the Department by the October 2, 2000 deadline date for receipt of all 1999-2000 requests for payment.

NOTE: RFMS must accept a student origination record for a student from an institution before it accepts a disbursement record from the institution for that student. An institution may submit an origination and a disbursement record for a student in the same transmission.

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*Proof of Delivery for Federal Pell Grant Payment Documents*

The Department accepts as proof of delivery, if the documents were submitted by mail or by non-U.S. Postal Service courier, one of the following:

- (1) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (2) A legibly-dated U.S. Postal Service postmark.

**Note:** The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method of proof of mailing, an institution should check with the post office at which it mails its submission. An institution is strongly encouraged to use First Class Mail.

(3) A dated shipping label, invoice, or receipt from a commercial courier.

(4) Other proof of mailing or delivery acceptable to the Secretary.

The Department accepts commercial couriers or hand deliveries between 8 a.m. and 4:30 p.m. Eastern Time, Monday through Friday except Federal holidays.

*Other Sources for Detailed Information on the Application and Automated Processes*

A more detailed discussion of the student application process for the Federal Pell Grant Program is contained in the *1999-2000 Student Guide, Funding Your Education, the 1999-2000*

*High School Counselor's Handbook, A Guide to 1999-2000 SARs and ISIRs, and the 1999-2000 Federal Student Financial Aid Handbook.* A more detailed discussion of the institutional reporting requirements for the Federal Pell Grant Program is contained in the *Federal Student Financial Aid Handbook* and the Information for Financial Aid Professionals web site at <http://www.ifap.ed.gov>.

**Applicable Regulations**

The following regulations apply: (1) Federal Pell Grant Program, 34 CFR part 690, (2) Student Assistance General Provisions, 34 CFR part 668, and (3) Institutional Eligibility, 34 CFR part 600.

**FOR FURTHER INFORMATION CONTACT:**

Jacquelyn C. Butler, Program Specialist, U.S. Department of Education, Office of Student Financial Assistance Programs, 400 Maryland Avenue, S.W. (ROB-3, Room 3045), Washington, DC 20202-5447. Telephone: (202) 708-8242. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape, or computer diskette) on request to Katie Mincey, Director of Alternate Format Center, U.S. Department of Education, 400 Maryland

Avenue, S.W. (Switzer Bldg., Room 1000), Washington, D.C. 20202-4560. Telephone: (202) 260-9895.

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**Program Authority:** Authority: 20 U.S.C. 1070a.

Dated: July 26, 1999.

**Greg Woods,**

*Chief Operating Officer, Office of Student Financial Assistance.*

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