
Summary of Changes for the Application Processing System

2011–2012

U.S. Department of Education



F E D E R A L
S T U D E N T A I D

Table of Contents

INTRODUCTION.....	1
Overview	1
MAJOR CHANGES	3
Description of Major Changes	3
FAFSA Question Changes	3
FAFSA on the Web Simplification.....	5
Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program Funding Changes	7
Iraq and Afghanistan Service Grant Updates	8
Need Analysis Income Threshold Increase	8
Veterans Administration (VA) Discharge of Federal Student Aid Loans	9
Internal Revenue Service (IRS) Data Retrieval Tool Enhancements	9
2011-2012 APPLICATION PROCESSING SYSTEM SCHEDULE.....	11
Schedule for the 2011-2012 Application Processing System.....	11
SUMMARY OF CHANGES TO THE 2011-2012 PAPER FAFSA AND FAFSA ON THE WEB SITE.....	18
2011-2012 FAFSA and FAFSA on the Web Worksheet Availability	18
FAFSA	18
FAFSA on the Web Worksheet.....	19
2011-2012 Paper FAFSA Changes	20
2011-2012 FAFSA on the Web Changes and Enhancements	21
A Single Point of Entry	21
Enhanced Tools	23
Correcting FAFSA Information.....	26
Confirmation Page Changes	29
We Value Your Comments and Suggestions!	30
SUMMARY OF CHANGES TO FAA ACCESS TO CPS ONLINE	31
Enrollment Requirements	31
FAA Access to CPS Online.....	31
R2T4 on the Web.....	32

ISIR Analysis Tool	32
EDEExpress 2011-2012 FAA Access Interface	32
FAA Access to CPS Online Application Processing	33
New Data Elements and Values	33
Data Elements Removed or Modified.....	35
ACG Eligibility Information	35
Print Summary Changes.....	36
New Login Error Message	36
Return of Title IV Funds (R2T4) on the Web	37
ISIR Analysis Tool.....	38
2011-2012 Enhancements to the ISIR Analysis Tool.....	38
SUMMARY OF CHANGES TO THE 2011-2012 CENTRAL PROCESSING SYSTEM	
(CPS).....	39
Overview	39
Database Matches	40
National Student Loan Data System (NSLDS)	40
Central Processing System (CPS) Edits	41
Need Analysis	42
Application Output Sent to Students.....	43
SAR Changes.....	43
Paper Output Changes.....	44
Other Noteworthy Information	45
SAR Comments	45
Mailing Addresses	46
GETTING HELP	47
Customer Service	47
FSATECH Listserv	47
CPS/SAIG Technical Support	47
Federal Student Aid Information Center (FSAIC)	48
Federal Student Aid’s Research and Customer Care Center (RCCC).....	48
CPS Web Applications Demonstration Web Site.....	49
Other Helpful Documents.....	50

Federal Student Aid Web Sites	51
APPENDIX: OUTLINE OF MAJOR CHANGES	A-1
Introduction.....	A-1
Outline of 2011-2012 Changes	A-2
FAFSA Data Element Changes	A-2
FAFSA on the Web Simplification.....	A-2
FAA Access to CPS Online Application Processing.....	A-3
Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program Funding Changes	A-4
Iraq and Afghanistan Service Grant Updates	A-4
Need Analysis.....	A-4
IRS Data Retrieval Tool Enhancements	A-5
CPS Edits.....	A-5
Application Output Sent to Schools.....	A-5

Introduction

Overview

The *Summary of Changes for the Application Processing System* is designed to meet the reference needs of financial aid administrators (FAAs), programmers, and data processing staff. In this guide, we describe updates and enhancements to the 2011-2012 application processing system. We recommend you review the information provided in this guide as some enhancements may require you to modify your office procedures and system operations.

New for 2011-2012: We have expanded this guide for 2011-2012 to include student and school Web product enhancement details previously provided in the *School Electronic Process Guide* and *Student Web Application Products Process Guide*, which have been discontinued. EDESuite software product changes and enhancement information are described in the cover letter for each software release.

The following sections are included in this guide:

- **Major Changes** – This section provides information about major changes for the 2011-2012 processing year and covers the following topics:
 - Free Application for Federal Student Aid (FAFSA) Question Changes
 - FAFSA on the Web Simplification
 - Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program Funding Changes
 - Iraq and Afghanistan Service Grant Updates
 - Need Analysis Income Threshold Increase
 - Veterans Administration (VA) Discharge of Federal Student Aid Loans
 - Internal Revenue Service (IRS) Data Retrieval Tool Enhancements
- **2011-2012 Application Processing System Schedule** – This section provides important processing deadlines and anticipated document and software release dates.

- **Summary of Changes to the 2011-2012 Paper FAFSA and FAFSA on the Web Site** – This section provides descriptions of the FAFSA and FAFSA on the Web Worksheet, including information about requesting and receiving paper forms and downloading electronic forms. Changes to the 2011-2012 paper FAFSA and the FAFSA on the Web site are also described.
- **Summary of Changes to FAA Access to CPS Online** – This section provides information about changes to the FAA Access to CPS Online enrollment requirement, Application Processing (Student Inquiry, Application/Verification Tool Entry, and ISIR Request options), Return of Title IV Funds (R2T4) on the Web, and the Institutional Student Information Record (ISIR) Analysis Tool.
- **Summary of Changes to the 2011-2012 Central Processing System (CPS)** – This section provides information about changes to the CPS. The following areas are discussed:
 - Database Matches
 - CPS Edits
 - Need Analysis
 - Application Output Sent to Students
 - Other Noteworthy Information
- **Getting Help** – This section provides contact information for customer service and lists useful documents and Web sites you can access for additional assistance.
- **Appendix: Outline of Major Changes** – This section provides a list of major changes for the 2011-2012 application processing system. You can copy and paste this list into a word processing document and customize the text as needed to prepare your staff for the upcoming award year.

Major Changes

Description of Major Changes

In this section, we describe major changes to the application processing system and Web products for 2011-2012, including updates and enhancements resulting from annual and legislative changes. Policy and operational guidance can also be found on the Information for Financial Aid Professionals ([IFAP](#)) Web site.

FAFSA Question Changes

As part of regulatory changes and the Secretary's ongoing simplification initiative, we made the following updates to the FAFSA for 2011-2012:

- **Deleted Two Questions** – As part of the Secretary's simplification initiative, we deleted the following FAFSA questions:
 - When you begin the 20XX-20XX school year, what do you expect your enrollment status to be?
 - Are you planning to complete course work necessary to become an elementary or secondary school teacher, either now or in the future?
- **Added High School Information, FAFSA Question 27** – We added a new question to the FAFSA. The new question collects the name, city, and state of the applicant's high school if he or she reported receiving a high school diploma. The high school name, city, and state will be correctable fields on the SAR, FAFSA on the Web, Electronic Data Exchange (EDE), FAA Access, and by the Federal Student Aid Information Center Customer Service (for data entry errors). We describe below how these changes affect applications:
 - **Paper Applicants** – An applicant who responds that he or she will receive a high school diploma in question 26 (High School Completion Status) is now directed to answer question 27, which collects the high school name, city, and state. An applicant who selects a response of General Educational Development (GED) certificate, homeschooled, or none of these choices for question 26 is directed to skip question 27 and proceed to question 28.

- **EDE Applicants** – The financial aid administrator can submit the applicant’s high school name, city, and state, if provided by the student, in the electronic application record layout (EAPS12IN file).
- **Web Applicants** – A Web applicant who responds that he or she will receive a high school diploma and has a grade level of **0** (Never attended college and first year undergraduate) or **1** (Attended college before and first year undergraduate) is required to provide the high school name, city, and state. The applicant is presented with a list of matching high schools from the National Center for Education Statistics (NCES) high school list. If the student selects a school from the search results, the high school name, city, and state is updated to match the selected school. If the student does not select a school from the search results, or there are no matching search results, the high school name, city, and state is captured as entered on the application by the student.
- **FAA Access Applicants** – For FAA Web applications, the school enters the high school name, city, and state in question 27 only if the student will be a freshman (grade level 0 or 1), has a high school diploma, and can provide the information. Financial aid administrators can use a search feature to select the reported high school from the NCES high school list. More information about the search feature is included in the “FAA Access to CPS Online Application Processing” section later in this document.
- **High School Information in Output Files** – If the applicant said he or she has a high school diploma (in question 26) and is a first year undergraduate student, the high school information is printed on output documentation (such as the SAR and ISIR) and can be viewed on the Web.
 - High School Information includes:
 - High School Name – The name of the high school.
 - High School City – The city where the high school is located.
 - High School State – The state where the high school is located.
 - High School Code – The high school code is for Department of Education analytical purposes only.
 - High School Flag – When applications are processed for these applicants, the high school name, city, and state are used to search the NCES high school list. If the high school is not found, the High School Flag is set. A Y in this field indicates the applicant has a high school diploma, is a first year undergraduate, and one of the following applies:
 - The applicant’s reported high school was not found on the NCES high school list during FAFSA processing,
 - The high school information was not provided, was incomplete, or was illegible on a paper transaction, or
 - The high school information the student provided resulted in more than one match.

- The specific high school information included in the output files varies as described below:
 - ISIR file and EDEXpress ISIR – The high school name, city, state, code, and High School Flag are included in the ISIR file and printed on the ISIR report. The High School Flag prints in the “FAA Information” section.
 - SAR, SAR Acknowledgement, and eSAR – The high school name, city, and state are printed on the SAR, SAR Acknowledgement, and FAFSA on the Web eSAR.
 - FAA Access – The high school name, city, state, code, and High School Flag are displayed in FAA Student Inquiry and ISIR Compare. The High School Flag is displayed in the “FAA Information” section.
 - FAA Access eSAR – The high school name, city, state, and High School Flag are printed on the FAA Access eSAR. The High School Flag is printed in the “For Financial Aid Use Only” section.
- **Revised Types of Aid Interested in Receiving, FAFSA Question 31** – As part of the Secretary’s simplification initiative, we reworded the question to, “Are you interested in being considered for work-study?” The responses are now Yes, No, and Don’t know.

Additional details about paper FAFSA changes are provided later in this document in the “Summary of Changes to the 2011-2012 FAFSA” section.

FAFSA on the Web Simplification

FAFSA on the Web simplification began in 2010-2011 as part of an ongoing effort to encourage more potential students to apply for Title IV aid. In 2011-2012, we are simplifying the online application experience further by:

- Redesigning the FAFSA on the Web site (FAFSA.gov) to better guide the applicant through all phases of the application process,
- Providing a new approach for correcting FAFSA information, and
- Continuing to reduce the number of Web application pages presented and questions requiring answers for students with the greatest need for Title IV aid.

A Single Point of Entry

The new FAFSA on the Web design streamlines the online process by providing a single point of entry where the applicant can log in and:

- Start a FAFSA,
- Continue a FAFSA,
- Complete a FAFSA,
- Check the status of a submitted FAFSA,
- View or print processed results,
- Correct FAFSA information,
- Print signature pages, or
- Review and update his or her correction history.

When the student selects the Start Here option and provides his or her identifying information (first name, last name, Social Security Number [SSN], and date of birth) on the login page, FAFSA on the Web determines where to direct the student based on his or her application status and what he or she needs to do next. The student is no longer required to review a list of options to decide the appropriate action or to navigate from one login page to another. Instead, dynamic welcome messages guide the student on a path that is determined by the information he or she provided and available processing results.

We encourage you to visit the FAFSA on the Web Demonstration site (fafsademo.test.ed.gov) after mid-December 2010 to familiarize yourself, your staff, and your students with the new design and other features. The user name is “eddemo” and the password is “fafsatest.”

To learn more about the new FAFSA on the Web design, see the “2011-2012 FAFSA on the Web Changes and Enhancements” section later in this guide.

Correcting FAFSA Information

We have more fully integrated options for correcting FAFSA information into FAFSA on the Web. New “Make FAFSA Corrections” options now direct students to correction pages that are similar in appearance to FAFSA on the Web pages and provide students with a more intuitive experience.

To learn more about the new “Make FAFSA Corrections” options, see the “2011-2012 FAFSA on the Web Changes and Enhancements” section later in this guide.

Asset Threshold Filtering Questions

We continue to incorporate additional skip logic to reduce the number of questions many students and parents must answer, to decrease the number of entry pages presented to applicants, and to shorten the overall length of the application.

For 2011-2012, we are adding new logic to skip asset-related questions for applicants whose eligibility will not be affected by providing asset information and whose state grant agencies do not require it. To accomplish this, we are adding new asset threshold filtering questions.

- **Dependent Students** – A dependent student who does not qualify for the Simplified Needs Test or Automatic Zero EFC is now asked if, as of the day he or she is completing the FAFSA, his or her parents’ total amount of current assets (total balance of cash, savings, and checking accounts, net worth of investments, and net worth of current businesses and/or investment farms) exceeds their asset protection allowance (the actual amount of the parents’ asset protection allowance is calculated based on the parents’ marital status and age, and is presented as part of the question). If the student answers “Yes,” that his or her parents’ assets exceed their asset protection allowance, FAFSA questions 88-90 are displayed. If the student answers “No,” FAFSA questions 88-90 are not displayed.
- **Independent Students** – An independent student who does not qualify for the Simplified Needs Test or Automatic Zero EFC is now asked if, as of the day he or she is completing the FAFSA, his or her total amount of current assets (total balance of cash, savings, and checking accounts, net worth of investments, and net worth of current businesses and/or investment farms) exceeds his or her asset protection allowance (the actual amount of the student’s asset protection allowance is calculated based on the student’s marital status and age, and is presented as part of the question). If the student answers “Yes,” that his or her assets exceed the asset protection allowance, FAFSA questions 40-42 are displayed. If the student answers “No,” FAFSA questions 40-42 are not displayed.

Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program Funding Changes

The ACG and National SMART Grant programs do not have authorized funding beyond the 2010-2011 Award Year. As a result, we are removing FAFSA questions, edits, and SAR/ISIR comments related to ACG and the National SMART Grant from Federal Student Aid’s systems, including paper and Web applications and all data outputs.

We are also removing processing for and references to ACG and the National SMART Grant from our systems as appropriate. You may find some documentation that still refers to these grants (such as help topics or comment codes), which you can disregard due to the removal of the functionality from our systems and the discontinuation of the programs. The comment codes for instance, will never be set on a student’s record.

ACG and National SMART Grant data continues to be collected by the National Student Loan Data System (NSLDS) for payments and overpayments applicable to 2010-2011 and earlier award years. As NSLDS reports the data to schools, you will continue to see ACG and National SMART Grant information in the ISIR file and printed in the “NSLDS” section of the SAR and ISIR to report existing award information.

Iraq and Afghanistan Service Grant Updates

The Iraq and Afghanistan Service Grant was originally implemented for 2010-2011 and provides additional Title IV assistance to eligible students whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001.

Students who are otherwise Pell-eligible (undergraduate, etc.), but whose EFC is not Pell-eligible, may receive the Iraq and Afghanistan Service Grant equal to the maximum Pell Grant for the award year—not to exceed the cost of attendance for the award year. To be eligible, a student must meet the following additional eligibility requirements:

- Must be under 24 years old, or
- Must have been enrolled in college at least part-time at the time of the parent or guardian's death.

Additional information on this grant can be found in the May 13, 2010 [electronic announcement](#) and July 30, 2010 [electronic announcement](#) posted on the IFAP Web site.

For 2011-2012, we are adding the Iraq and Afghanistan Service Grant NSLDS overpayment flag and contact information to the 2011-2012 ISIR record and printing the overpayment flag and contact information on the 2011-2012 SAR and ISIR. The contact information is printed in one of six new comment codes: 309, 310, 311, 312, 313, and 314. Additional information on the overpayment flag and contact information can be found in the “Database Matches” section later in this guide.

We continue to receive regular files from the Department of Defense (DOD) to identify individuals who have lost a parent or guardian as a result of military service in Iraq or Afghanistan and to print the DOD flag on the ISIR to notify schools that a student is on the file. Your school must use the match flag and date of the parent or guardian's death, along with the student's calculated EFC, to determine if the student is eligible for this grant.

In FAA Access to CPS Online, schools can find the DOD match flag and the date of the parent or guardian's death (DOD Date of Death) in the “Match Flags” section of the FAA Information page in Student Inquiry.

Note: The Return of Title IV Funds (R2T4) Web site, accessible through the FAA Access to CPS Online Web site, does not include functionality to perform calculations for the Iraq and Afghanistan Service Grant. Schools that need to perform R2T4 calculations for the Iraq and Afghanistan Service Grant must use the updated paper worksheets posted to the IFAP Web site at ifap.ed.gov/ifap/titleiv.jsp.

Need Analysis Income Threshold Increase

Recent legislative changes mandated an increase in the income threshold for an automatic zero EFC from \$30,000 to \$31,000 for the 2011-2012 Award Year.

Veterans Administration (VA) Discharge of Federal Student Aid Loans

Unlike loans written off to disability by Federal Student Aid, loans written off by the VA are never subject to reinstatement. You can now identify a loan that has been discharged by the VA due to a disability by the new VA loan status code. The loan status code can be found in the ISIR file and is printed on the SAR and the ISIR. In FAA Access to CPS Online, the loan status code can be found in the Defaulted/Discharged Loan Detail Information on the NSLDS page in Student Inquiry and on the eSAR.

Internal Revenue Service (IRS) Data Retrieval Tool Enhancements

We continue to enhance the IRS Data Retrieval tool. Currently, the IRS Data Retrieval tool can be used by a dependent or independent 2010-2011 FAFSA on the Web student applicant and the parents of a dependent applicant filing an initial or renewal application.

For 2011-2012, the IRS data retrieval process will be available at the end of January 2011 and will feature the following enhancements:

- **Expanded Eligibility** – As with applicants filing an initial or renewal application, an applicant making a correction may now be eligible to use the IRS Data Retrieval tool if he or she meets all of the following criteria:
 - Must have a valid SSN,
 - Must have filed a 2010 federal tax return, and
 - Must have unchanged marital status since December 31, 2010.
- **Enhanced Spanish Language Features** – Students and parents who use the IRS Data Retrieval tool from the Spanish FAFSA on the Web site are linked to a Spanish version of the IRS site. The Spanish language version of the IRS Web site will be implemented for 2010-2011 in December 2010 and will be available for 2011-2012 in January 2011.
- **IRS Request Flags Are Printed on SAR** – We have added IRS Request Flags to the SAR for the student and parents. These flags currently are included on the ISIR and help you identify student and parental financial information that was transferred to the FAFSA from the IRS Web site. Values for the IRS Request Flag fields can be translated into the following:
 - Blank = Not eligible for IRS data retrieval (i.e., paper FAFSA, EDE, or FAA Access to CPS Online)
 - 00 = IRS data request for the parent/student was not submitted to IRS (i.e., the parent or student was not presented with the option to use the IRS data retrieval process in FAFSA on the Web or chose not to use it)
 - 01 = IRS data request for the parent or student was sent to IRS but data was not transferred (i.e., the parent or student was presented with the option to use the IRS data retrieval

process in FAFSA on the Web and elected to go to the IRS Web site but did not request the IRS to transfer data into the FAFSA on the Web)

- 02 = IRS data for the parent or student was returned from IRS and was not changed by the user (i.e., the parent or student was presented with the option to use the IRS data retrieval process in FAFSA on the Web, elected to go to the IRS Web site and transfer IRS data into the FAFSA on the Web, and did not change IRS data once it was transferred)
- 03 = IRS data for the parent or student was returned from IRS and was changed by the user (i.e., the parent or student was presented with the option to use the IRS data retrieval process in FAFSA on the Web and elected to go to the Web site and transfer IRS data into the FAFSA on the Web but changed the IRS data before the application was submitted)
- 04 = IRS data for the parent or student was transferred from the IRS and was corrected by the user (i.e., IRS data for the parent or student was transferred from the IRS, but it was changed by the user on a subsequent transaction)

For more information on student eligibility, including who should not and who cannot use the IRS Data Retrieval tool, see the November 5, 2009 [electronic announcement](#) posted on the IFAP Web site. Enhancements to the process for 2010-2011 were described in the September 23, 2010 [electronic announcement](#).

2011-2012 Application Processing System Schedule

Schedule for the 2011-2012 Application Processing System

Date	Event
May 27, 2010	<p>The Secretary of Education announces the annual updates to the tables used in the statutory “Federal Need Analysis Methodology” to determine a student’s EFC for the 2011-2012 Award Year (May 27, 2010 [75 FR 29744]).</p> <p>ifap.ed.gov/fregisters/FR052710NeedAnalysis.html</p>
August 3, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 Electronic Data Exchange (EDE) Technical Reference</i> draft (including the ISIR Record Layout and ISIR Cross-Reference) on the IFAP and FSAdownload Web sites.</p> <p>ifap.ed.gov/edetechref/080310EDE1112TechRefOther.html</p> <p>The <i>EDE Technical Reference</i> provides programmer specifications and information that can assist you in designing or building your own software to communicate electronically with Federal Student Aid.</p>

Schedule for the 2011-2012 Application Processing System (Continued)

Date	Event
August 12, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 Application Processing System Specifications for Software Developers</i> on the IFAP and FSAdownload Web sites.</p> <p>ifap.ed.gov/eannouncements/081210SWDSpecsAug2010Draft.html</p> <p>The <i>Application Processing System Specifications for Software Developers</i> provides CPS system edits that can assist you in designing and building your own software to communicate with Federal Student Aid.</p>
October 13, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 EFC Formula Guide</i> on the IFAP Web site, pending final 2010 IRS tax legislation. This guide can be used to calculate an EFC.</p> <p>ifap.ed.gov/efcformulaguide/101310EFCFormulaGuide1112.html</p>
October 13, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 CPS Test System User Guide</i> on the FSAdownload Web site.</p> <p>ifap.ed.gov/eannouncements/101310CPSTestSysUserGuide1112.html</p> <p>This user guide describes the CPS Test System, a system in which you can test electronic application and correction data transmissions from your system with the CPS (outside of the normal CPS production environment). The test system will be available on December 13, 2010.</p>
October 25, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 Electronic Data Exchange (EDE) Technical Reference</i> on the IFAP and FSAdownload Web sites.</p> <p>ifap.ed.gov/edetechref/102510TechRefFin1112.html</p> <p>The <i>EDE Technical Reference</i> provides programmer specifications and information that can assist you in designing or building your own software to communicate electronically with Federal Student Aid. The <i>EDE Technical Reference</i> includes information about record layouts, required edits, printing, and reject messages.</p>

Schedule for the 2011-2012 Application Processing System (Continued)

Date	Event
October 27, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 SAR Comment Codes and Text</i> guide on the IFAP and FSAdownload Web sites.</p> <p>ifap.ed.gov/sarcommcodestxt/102710SARCommentCodesText1112.html</p>
October 28, 2010	<p>Federal Student Aid announces the availability of the <i>2011-2012 ISIR Guide</i> on the IFAP and FSAdownload Web sites. The <i>ISIR Guide</i> assists FAAs in interpreting student information from an ISIR.</p> <p>ifap.ed.gov/eannouncements/102810ISIRGuide1112.html</p>
November 1, 2010	<p>The 2011-2012 Federal School Code List is available online on the IFAP Web site.</p>
November 15, 2010	<p>In preparation for the 2011-2012 processing cycle, postsecondary schools, high schools, libraries, and community agencies can begin to place orders for the FAFSA on the Web Worksheet from Federal Student Aid's online bulk publications ordering system located at FSAPubs.org. The worksheet is a tool to assist students and parents who complete their FAFSA on the Web and generally follows the flow and logic of the online application. Also available is the <i>Do You Need Money for College? Complete the Free Application for Federal Student Aid (FAFSA)</i> brochure, which explains the options for obtaining and completing the FAFSA. Also included are tips for completing the application. This brochure is available for order year-round.</p> <p>FSAPubs is your source for real-time information about Federal Student Aid's publications and their availability.</p>
Mid-November 2010	<p>Federal Student Aid posts an electronic announcement asking schools to remind students to update their mailing and e-mail addresses in the CPS by January 10, 2011 so that Renewal Reminders can be sent to the correct address.</p> <p>A similar reminder message is posted on the FAFSA on the Web site during the same timeframe.</p>

Schedule for the 2011-2012 Application Processing System (Continued)

Date	Event
December 12, 2010	The CPS Test System is made available. You can test electronic application and correction data transmissions from your system with the CPS (outside of the normal CPS production environment).
December 12, 2010	The 2011-2012 FAFSA on the Web and FAA Access to CPS Online Demonstration sites are available at fafsademo.test.ed.gov . The user name is “eddemo” and the password is “fafsatest.”
December 2010	The PDF version of the FAFSA on the Web Worksheet is available to students on the Student Aid on the Web site (studentaid.ed.gov) and the FAFSA on Web site (fafsa.gov) and to schools on the IFAP Web site.
Late December 2010	The PDF version of the FAFSA is available for download from the FAFSA on the Web site (fafsa.gov). Schools can also access the PDF from our Web sites, including FSAPubs.org .
Late December 2010	Students and parents can begin requesting up to three copies of the paper FAFSA from the Federal Student Aid Information Center (FSAIC) by calling 800/4-FED-AID (800/433-3243) .
December 2010	Federal Student Aid begins shipping orders of the 2011-2012 FAFSA on the Web Worksheet from Federal Student Aid’s online bulk publications ordering system located at FSAPubs.org .
January 1, 2011	The 2011-2012 FAFSA on the Web site is available to students.
January 1, 2011	The 2011-2012 FAA Access to CPS Online Web site (faaaccess.ed.gov) is made available to FAAs.
January 3, 2011	The 2011-2012 CPS begins processing.
January 3, 2011	EDEXpress for Windows 2011-2012, Release 1.0, which includes Global, Application Processing, and Packaging functionality for the 2011-2012 processing cycle, is posted to the FSAdownload Web site.

Schedule for the 2011-2012 Application Processing System (Continued)

Date	Event
January 10, 2011	<p>For students to receive a 2011-2012 Renewal Reminder, any needed corrections to 2010-2011 student records must be made by January 10, 2011. These corrections can include updating e-mail or mailing addresses or resolving 2011-2012 renewal eligibility issues, such as rejects. For example, if a student does not have a 2010-2011 transaction with an EFC because all transactions have reject codes, the rejects must be corrected by January 10, 2011 to create a valid transaction so that the student receives a reminder notification for the new award year.</p> <p>You can continue to submit 2010-2011 applications and correction transactions for 2011-2012 renewal eligibility purposes after January 10, 2011, but affected students do not receive Renewal Reminders. These students have access to their renewal FAFSA data, however.</p>
January 14, 2011 – February 14, 2011	Renewal Reminders are sent to renewal-eligible students who have not yet filed a 2011-2012 FAFSA.
Late January 2011	The IRS Data Retrieval tool is available to students.
January 2011	If necessary, Federal Student Aid announces the availability of the revised <i>2011-2012 Application Processing System Specifications for Software Developers</i> on the IFAP and FSAdownload Web sites.
March 28, 2011	EDEXpress for Windows 2011-2012, Release 2.0, which includes the William D. Ford Federal Direct Loan (Direct Loan), Federal Pell Grant (Pell Grant) and Teacher Education Assistance for College and Higher Education (TEACH) Grant modules for the 2011-2012 cycle, is posted to the FSAdownload Web site.

Schedule for the 2011-2012 Application Processing System (Continued)

Date	Event
May 2011	<p>The 2011-2012 ISIR Analysis Tool is made available on the FAA Access to CPS Online Web site. The ISIR Analysis Tool is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification process (either federally selected or defined by the school).</p> <p>A demonstration (demo) version of the ISIR Analysis Tool is also available at this time as part of the FAA Access to CPS Online demo site, located at fafsademo.test.ed.gov. You must provide your Federal School Code, the user name (“eddemo”), and password (“fafsatest”) to access the demo version of the ISIR Analysis Tool.</p>
June 17, 2011	<p>EDExpress for Windows 2011-2012, Release 3.0 is posted to the FSAdownload Web site. Release 3.0 adds various enhancements to the Pell and Direct Loan modules, including the ability to identify Iraq and Afghanistan Service Grant data sent in Pell Year-to-Date and Web-Generated Response files, the addition of new PLUS Application Acknowledgment fields, and import functionality for new reports from the COD System.</p>
June 17, 2011	<p>Direct Loan (DL) Tools for Windows, Release 11.0, is posted to the FSAdownload Web site. DL Tools is a supplemental software product for Direct Loan participants and contains Rebuild, Cash Management, and Compare functionalities for the 2009-2010, 2010-2011, and 2011-2012 cycles.</p>
June 30, 2011	<p>The CPS accepts 2010-2011 paper and electronic FAFSAs and renewal FAFSAs until June 30, 2011. Electronic FAFSAs must be transmitted to and received by the CPS by midnight Central Time (CT). Watch the IFAP Web site for a Federal Register Notice that finalizes this deadline.</p>
September 17, 2011	<p>The CPS accepts 2010-2011 paper and electronic corrections until September 17, 2011. Electronic corrections must be transmitted to and received by the CPS by midnight CT. Watch the IFAP Web site for a Federal Register Notice that finalizes this deadline.</p>

Schedule for the 2011-2012 Application Processing System (Continued)

Date	Event
June 30, 2012	The CPS accepts 2011-2012 paper and electronic FAFSAs until June 30, 2012. Electronic FAFSAs must be transmitted to and received by the CPS by midnight CT. Watch the IFAP Web site for a Federal Register Notice that finalizes this deadline.
September 21, 2012	The CPS accepts 2011-2012 paper and electronic corrections until September 21, 2012. Electronic corrections must be transmitted to and received by the CPS by midnight CT. Watch the IFAP Web site for a Federal Register Notice containing more information about this deadline.

Summary of Changes to the 2011-2012 Paper FAFSA and FAFSA on the Web Site

2011-2012 FAFSA and FAFSA on the Web Worksheet Availability

FAFSA

While most students use FAFSA on the Web to apply for financial aid, paper application options are still available. The paper FAFSA is a 10-page form (six application pages and four instructional pages) used for applying for Title IV aid. The FAFSA is also available as an electronic PDF document that can be printed and submitted by postal mail.

Paper FAFSA Request

Due to the increased usage of FAFSA on the Web and the decreased usage of paper FAFSAs, we eliminated bulk distributions of the paper FAFSA in 2009-2010. However, the English and Spanish versions of the paper FAFSA are still available. Beginning in late December 2010, students and families can request up to three copies of the paper FAFSA (in English or Spanish) by calling the Federal Student Aid Information Center (FSAIC) toll-free at **800/4-FED-AID (800/433-3243)**.

PDF FAFSA Availability

The PDF FAFSA is an official FAFSA that can be completed on the computer and printed, or it can be printed and completed by hand. The printed and signed PDF FAFSA is then mailed to Federal Student Aid for processing or, in some instances, can be delivered to a school where the student's application data is entered and submitted using FAA Access to CPS Online or third-party software and then stored the signed FAFSA according to Federal Student Aid's record retention requirements.

English and Spanish 508-compliant PDF versions of the 2011-2012 FAFSA will be available online for download in December 2010 from [IFAP](#). Schools can also access the PDF FAFSA from our Web sites, including [FSAPubs](#) (in December 2010) and [FAFSA on the Web](#) (in late-December 2010), by selecting the “Other Filing Options” link.

FAFSA on the Web Worksheet

The FAFSA on the Web Worksheet is the most effective tool applicants can use to facilitate completion of the online application process. Applicants can complete the worksheet in preparation for their electronic application submission. The FAFSA on the Web Worksheet is a paper or electronic PDF document that presents the FAFSA questions in the order in which they appear on FAFSA on the Web. This form is available for bulk orders or can be printed from the Web.

The 2011-2012 FAFSA on the Web Worksheet is available for bulk order by schools. We recommend you continue to remind students and their parents that the worksheet is not a FAFSA and will not be processed as such if submitted by mail.

FAFSA on the Web Worksheet Paper Request

Orders for the 2011-2012 FAFSA on the Web Worksheet can be placed beginning November 15, 2010. At that time, postsecondary schools, high schools, libraries, and community agencies can submit orders for copies of the FAFSA on the Web Worksheet from [FSAPubs.org](#). Distribution begins in mid-December 2010. Additional worksheets can be ordered from the FSAPubs Web site throughout the processing year.

Students and families can request single copies of the worksheet by contacting FSAIC at **800/4-FED-AID (800/433-3243)**.

FAFSA on the Web Worksheet PDF Availability

The FAFSA on the Web Worksheet will also be available in PDF format in mid-December 2010 on [Student Aid on the Web](#), [IFAP](#), and [FAFSA on the Web](#).

2011-2012 Paper FAFSA Changes

This section describes changes and enhancements to the *paper* 2011-2012 FAFSA, many of which are also implemented on FAFSA on the Web.

In addition to the changes described in the “Major FAFSA Changes” earlier in this guide, we implemented the following changes to the paper FAFSA:

- **Colors** – The 2011-2012 FAFSA colors are yellow for student information and purple for parent information.

The student color of the FAFSA continues with the four-year color rotation of orange → green → blue → yellow. Purple continues to be the color for parent information.

- **Added Instructional Text** – We added instructional text to the responses for question 26, “When you begin college in the 2011-2012 school year, what will be your high school completion status?” question. If the applicant responds that he or she will have a high school diploma, he or she is instructed to answer question 27, the new high school name, city, and state question. If the applicant chooses any other response, he or she is directed to skip to question 28.
- **Revised Wording of Questions** – We revised several questions for clarity.
 - We revised questions 43d and 91d to clarify that the amount provided should be for taxable income sources.
 - Question 43d now reads “**Taxable** student grant and scholarship aid reported to the IRS...”
 - Question 91d now reads “**Your parents’ taxable** student grant and scholarship aid reported to the IRS...”
 - We revised questions 44i and 92i to remove the statement clarifying combat pay “(if you are not a tax filer).”
 - We revised questions 53 and 54 to move “As determined by a court in your state of legal residence” to the beginning of the question to make the question easier to understand.

2011-2012 FAFSA on the Web Changes and Enhancements

For 2011-2012, we have redesigned FAFSA on the Web, focusing primarily on a new home page and an enhanced login process. The home page provides new major options and links to access critical functions and information on the site. The enhanced login process provides guidance tailored to meet the applicant's specific needs.

Major redesign features that we describe in this section include:

- A single point of entry
- Enhanced, interactive tools, including FAFSA4caster, Student Aid Deadlines, Federal School Code Search, and Browse Help
- Integrated correction entry
- Changes to the confirmation page

We have also integrated many minor changes in the redesign to make the FAFSA easier to complete. Examples include adding commas, dashes, and hyphens to financial fields, date fields, SSN fields, and telephone number fields, expanding the use of dynamically displayed questions, displaying boxes around worksheet questions, adding a browser button to access the household size worksheet, adding pre-fill logic for the drug conviction questions, displaying an "A" in front of the Alien Registration Number, and changing the order of the first and last name on the login page (the first name is entered first and last name is entered last).

We encourage you to visit the FAFSA on the Web Demonstration site (fafsademo.test.ed.gov) after mid-December 2010 to familiarize yourself, your staff, and your students with the new design and other features described in this section. The user name is "eddemo" and the password is "fafsatest."

A Single Point of Entry

We have streamlined the FAFSA on the Web process for 2011-2012 to provide a single point of entry where the applicant can log in and:

- Start a FAFSA,
- Continue a FAFSA,
- Complete a FAFSA,
- Check the status of a submitted FAFSA,
- View or print processed results,
- Correct FAFSA information,
- Print signature pages, or
- Review and update his or her correction history.

When the applicant selects the Start Here option and provides his or her identifying information (first name, last name, SSN, and date of birth) from the login page, FAFSA on the Web determines where to direct the student based on his or her application status and what he or she needs to do next.

The student is no longer required to review a list of options to decide the appropriate action. Instead, the student is guided on a path by dynamic welcome messages based on the information he or she provided and available processing results. The dynamic nature of the new messaging permits us to customize text and options for targeted groups of applicants and to provide a customized path to the applicant.

Get Started

If no record is found for the student during login, the student is directed to the Get Started page and provided with options to start a 2011-2012 or 2010-2011 FAFSA. When the 2010-2011 processing cycle becomes inactive, we will only display the option to start a 2011-2012 FAFSA.

My FAFSA–2011-2012

If one or more transactions (an application or renewal-eligible FAFSA4caster record processed for the current or prior academic year) is found when the student logs in, the student is directed to the 2011-2012 tab on his or her My FAFSA page and provided with applicable options for the 2011-2012 FAFSA. The student is taken to the current year tab after logging in if a transaction is found, regardless of the application year of the transaction.

The options on his or her My FAFSA–2011-2012 tab depend on:

- Whether a 2011-2012 transaction is found for the student,
- If a transaction is found, whether the transaction has been submitted,
- The student’s renewal eligibility, and
- If the student has submitted a 2011-2012 FAFSA, the status of the FAFSA.

For example, if the student has not started a 2011-2012 FAFSA, he or she has the option to start a new 2011-2012 FAFSA or, if renewal eligible, to renew the FAFSA for 2011-2012.

A student who previously submitted a 2011-2012 FAFSA sees a Current Application Status at the top of the My FAFSA page. Depending on the status of the FAFSA, the student can see additional dynamic messaging about the transaction he or she is reviewing. For example, if the student is reviewing a correction that has not been submitted, the student is asked if he or she would like to continue where he or she left off or start over. Specific information about particular processing flags, indicators, and conditions is also shown in this area. For example, transactions processed with the Special Circumstances Flag set, transactions with a Professional Judgment, and transactions that are close to the limit of allowed number of corrections include special messages. The student is prompted to choose from appropriate actions. Below the heading “You Can Also,” the student can use the following links for the related action:

- View or Print Processed Information;
- Make FAFSA Corrections; and
- Correction History.

The student is shown processing information about his or her FAFSA, including Submitted Date, Processed Date, and Data Release Number (DRN). When two or more transactions have been submitted, the Submitted Date, Processed Date, and source of the submission are shown for the latest correction.

Most FAFSA applicants see dynamic PIN Status messaging, which enables the applicant to view his or her Federal Student Aid PIN Status without visiting the Federal Student Aid's PIN Web site separately to find that information. A "Forgot your PIN?" link is included with the PIN Status message, so the applicant can easily access the PIN Web site if he or she has forgotten his or her Federal Student Aid PIN.

We do not display the Signature Page option, PIN links, and options that require Federal Student Aid PIN entry for a student who has 888 in the first three characters of his or her SSN. Instead, the student is referred to his or her FAA to make changes. Although the process itself remains unchanged, we can communicate appropriate actions to the student more clearly with dynamic messaging.

My FAFSA–2010-2011

Until processing for 2010-2011 is complete, applicants will see a My FAFSA–2010-2011 tab, which provides messaging and options very similar to the messaging and options displayed for the 2011-2012 tab. When the student selects an option from his or her MY FAFSA–2010-2011 tab, he or she is taken to the applicable 2010-2011 page (for example, the 2010-2011 Login page or the 2010-2011 Electronic Signature page) with the student identifiers pre-filled. The URL and components of the 2010-2011 FAFSA on the Web site remain unchanged.

When applicants log in to the new FAFSA on the Web site beginning on January 1, 2011, an information box notifies them that the site has been redesigned and that they can access all FAFSA options by clicking "Start Here" on the FAFSA on the Web home page.

Enhanced Tools

FAFSA4caster

At the FAFSA4caster Web site (English and Spanish), students and parents can receive an early eligibility estimate for federal student aid. This Web site provides users with an opportunity to increase their knowledge of the financial aid process, become familiar with the various types of federal student aid that are available, and investigate other aid sources, such as grants and scholarships.

Beginning in 2011-2012, changes to FAFSA4caster are implemented at the start of the processing cycle along with changes to the FAFSA. Students and parents can access the new FAFSA4caster estimation tool using the FAFSA4caster URL (fafsa4caster.ed.gov) or using the FAFSA4caster link from the FAFSA on the Web home page. In either case, the first time the FAFSA4caster session is initiated, the system displays an information box with information about the new FAFSA4caster. The box includes a Close button so the applicant can close the box without waiting for it to close automatically.

Additional FAFSA4caster enhancements include:

- **New Filtering Questions** – We have added filtering questions early in the process to determine the student’s citizenship status and dependency status. Based on the student’s citizenship status and dependency status, FAFSA4caster is able to present subsequent entry fields dynamically, skipping questions that are not applicable. Only students who are U.S. citizens or eligible noncitizens can complete FAFSA4caster questions. If a student is not a U.S. citizen or an eligible noncitizen, we display a message to explain his or her ineligibility for federal aid and that state agencies, schools, and even some scholarships may consider him or her for non-federal aid.
- **Use of Average Assets, Untaxed Income, and Income Exclusion Values** – Obtaining an eligibility estimate can be complicated and time-consuming for an applicant who is required to provide Assets, Untaxed Income, or Income Exclusions information. To simplify the estimation process for these applicants, now they can use an assumed asset net worth value in FAFSA4caster when estimating eligibility. The assumed value, which is based on the average asset net worth value reported by students or parents in the same income range, will be displayed to the applicant. The applicant can accept the assumed value and skip the asset net worth questions or select a checkbox to change the value by answering the asset net worth questions.

Similarly, FAFSA4caster uses assumed values for Untaxed Income and Income Exclusions when calculating an applicant’s eligibility for federal student aid. The assumed Untaxed Income and Income Exclusion values are also based on average values reported by students or parents in the same income range. However, in the case of Untaxed Income and Income Exclusions, the assumed values are not displayed to the student and the related questions are skipped entirely.

- **Enhanced Estimated Financial Aid Package** – When he or she has completed the entry fields, the student or parent can proceed to the FAFSA4caster Estimate page where a College Cost Worksheet provides an estimate of the student’s eligibility for federal student aid. The new College Cost Worksheet also provides entry fields for the student to enter other types of aid he or she may receive (state and college grants, scholarships, PLUS or Graduate PLUS student loans, and savings), the name of the college he or she plans to attend, and the cost. By selecting the Calculate button, the student can view his or her college costs, estimated student aid, and the difference, for a more complete picture of his or her financial aid package.

- **EFC Display** - Although an estimated EFC is useful to financial aid administrators, it is often confusing to students who are new to the financial aid process. For 2011-2012, the EFC is displayed at the bottom of the College Cost Worksheet, where it is less noticeable to students but is available to financial aid administrators.

Student Aid Deadlines

From the FAFSA on the Web home page, the new interactive Deadlines link prompts the student to select his or her state of legal residence and the school year for which he or she is applying for student aid. Then, information about the federal deadline, deadline information for the selected state, and general information about college deadlines is displayed.

Federal School Code Search

From the FAFSA on the Web home page, students and parents can find and compare graduation, retention, and transfer rates for up to ten colleges at a time. The new interactive Federal School Code Search prompts the student to select the school year for which he or she is applying for federal student aid and to enter information about the college he or she is thinking about attending. Applicants must enter the college's state; its name, city, and Federal School Code are optional.

The school name, city, and Federal School Code are shown for each school that matches the search criteria. A student can also review the following information about a specified school: name, address, city, Federal School Code, Web site, type, in-state and out-of-state tuition and fees, net price average (see below), graduation rate, retention rate, and transfer rate.

A student can add up to ten schools to the list of schools he or she wants to compare. The Compare School Information feature provides a side-by-side comparison of school information for each of the selected schools.

The Net Price Average is the average yearly price charged to first time, full-time undergraduate students receiving student aid at an institution of higher education after deducting any grant and scholarship aid received. The average net price provides students and families with an idea of how much a first time, full-time undergraduate student who receives grant and scholarship aid pays to attend a particular institution after subtracting out that grant and scholarship aid.

Browse Help

A new Browse Help option can be accessed from the navigation options at the top of the 2011-2012 FAFSA home page. Students can use the Browse Help feature to search or browse help topics, index pages, and Frequently Asked Questions (FAQs). When accessed within an application, the search displays relevant help topics for the year of the application in use. Otherwise, the search displays relevant help topics for the latest application year.

Correcting FAFSA Information

For 2011-2012, we have more fully integrated the options for correcting FAFSA information into FAFSA on the Web. Dynamic messaging on his or her My FAFSA page prompts a student whose FAFSA requires certain follow-up with a “Make FAFSA Corrections” button. A student whose application has been processed successfully finds a “Make FAFSA Corrections” link in the “You can also:” list of his or her My FAFSA page. When either option is selected, the student is directed to correction pages that are similar in appearance to FAFSA on the Web pages and provide students with a more intuitive experience.

An introductory Web page displays instructional text about site navigation, steps to making a correction, getting help, saving an unfinished correction, and signing the FAFSA. If the transaction is the result of an FAA’s use of professional judgment, a message informs the student that he or she will not be able to add another college to the transaction. The message advises the student to return to his or her My FAFSA page to select another transaction if he or she wants to add another college to the FAFSA.

When making corrections, a student can navigate through the application using the same steps found in FAFSA on the Web: Student Demographics, School Selection, Dependency Status, Financial Information, Sign & Submit, and Confirmation.

Assumed and reported values are displayed in the entry field. If the student changes the assumed value and leaves the page, only the updated value is displayed. If the student does not change the assumed value and leaves the page, the assumed value is considered to be confirmed.

Fields that have no reported value and do not require a response are displayed with the words “Answer Not Required” to the left. If other answers change and cause the question to be required, “Answer Not Required” is removed.

Questions that were not displayed when the FAFSA was initially entered, as the result of a student’s response to a filtering question, are displayed when a correction is being entered. However, the question is disabled and the student cannot enter a response. If the student changes the answer to the filtering question, the disabled questions are enabled, and, as a result, the student can enter a response. If the student changes a filtering question that causes another question to be disabled, the value in the disabled question is considered to be corrected to blank.

Important Note: If Federal Student Aid is currently processing an online application or correction for the student, we do not offer the student a “Make FAFSA Corrections” option. Instead, when the student logs in, dynamic messaging on the My FAFSA tab advises the student that his or her application is being processed and asks the student to check back later.

Correcting Special Circumstances

In 2011-2012, a student who is considered dependent is able, in certain situations, to complete and submit a correction to his or her FAFSA information without providing parental data. An applicant who was determined to be independent at the time of his or her initial application and who subsequently makes a correction to FAFSA information that causes his or her dependency status to change to dependent, is now provided with Special Circumstances options. When the applicant navigates to the Parent Demographics step or Financial Information step and is guided through the appropriate pages, he or she can select one of three options:

- “I am unable to provide parental information and acknowledge that my FAFSA will be submitted without calculating an EFC” option, which sets the Special Circumstance flag to **1** (dependent record submitted without parental data), or
- “I am submitting my FAFSA to apply for an unsubsidized loan only” option, which sets the Special Circumstances flag to **4** (dependent record unsubsidized loan only), or
- “I will provide parental information” option and continue to the Parent Demographics step.

Similarly, if a student makes a correction to a FAFSA that had a Special Circumstances flag set on the original application, he or she is prompted to review his or her special circumstances status. The applicant is presented with messaging that describes his or her options and is asked to select from the options as described below:

- **Review Special Circumstances Status** – If the student’s Special Circumstances flag is set to **1** (dependent record submitted without parental data) or **4** (dependent record unsubsidized loan only), the student is asked to confirm the status by selecting from the following options:
 - “I will provide parental data.”
 - “I have a special circumstance and I am unable to provide parental information.”
 - “I do not have a special circumstance but I am unable to provide parental information.”
- **Review Homeless Status** – If the student’s Special Circumstance flag is set to **3** (unaccompanied homeless individual), the student is asked to confirm the status by selecting from the following options:
 - “I will provide parental information.”
 - “I am homeless or at risk of being homeless.”

If an applicant continues without providing parental information, he or she is advised that only an FAA can approve a special circumstance and is urged to gather and provide all relevant written evidence of his or her situation to the financial aid office.

IRS Data Retrieval Available for Making FAFSA Corrections

We are implementing the IRS Data Retrieval tool (English and Spanish) close to the beginning of the 2011-2012 processing cycle, which is much earlier than in previous years. Students and parents can link to the IRS to retrieve data when making a FAFSA correction. The eligibility criteria for using the IRS Data Retrieval tool from within a correction is the same as from within

an initial or renewal FAFSA. The link to the IRS is displayed beneath the Tax Filing question of the Student Finances page for eligible students and beneath the Tax Filing question of the Parent Finances page for eligible parents, in the English and Spanish versions of the correction pages.

Adding a Federal School Code

We have removed the Add or Delete a School Code link from the FAFSA on the Web home page for 2011-2012. The functionality to add or delete a school code is available from the School Selection step when making a correction. An applicant selects the “Make FAFSA Corrections” option from the My FAFSA–2011-2012 page to make a change to his or her selected schools.

The School Selection page the applicant sees when entering or correcting a FAFSA is very similar to the Federal School Code Search option found on the Home page. Notable differences include:

- **Federal School Code Entry Field** – Unless the student’s application includes ten schools or a professional judgment has been performed for the transaction, the student can use this field to add another school without performing a search if he or she knows the school’s Federal School Code.
- **View Selected School Information** – A View Selected School Information button provides the same side-by-side comparison that is provided by using the Compare School Information in the Federal School Code Search.
- **Housing Plans** – The table of selected schools shown on the School Selection page includes a Housing Plans column where the student can select his or her housing plans for the specified school from a list.

An applicant can add a school to his or her application by entering a school code and selecting the Add button or by selecting the Add link from his or her search results. After the school is added, it is displayed as a new row in the table of selected schools, appearing directly below any schools that were added on prior transactions. Each row includes a Remove link in the far right column. By selecting the Remove link, the applicant can remove the specified school from his or her application. First, Last, Up, and Down options are provided so the applicant can change the position of the schools listed on his or her FAFSA.

For 2010-2011 applications, an Add or Delete School link is included with the options available from the My FAFSA–2010-2011 page, when applicable. When selected, the link takes the student to the 2010-2011 Login page where the student’s identifying information is pre-filled.

List of Changes

When the student’s corrections are complete and the student navigates to the Sign & Submit step, a list of the FAFSA questions that were changed or verified is displayed. The questions are grouped according to the FAFSA steps. Each group has a heading that corresponds to a FAFSA step and indicates if no changes were made to the step.

For each question that was changed or verified, we now display the question number, question label, previous response, and new response. The student can provide a new response using an Edit link. If the student selects the Edit link, Help and Hints for the field being edited are displayed. A subject title and the number of the FAFSA question to Help and Hints has been added to assist the student in making corrections.

When the student is satisfied with his or her correction, he or she can select Next to proceed to the Sign & Submit step.

Alerts, Messages, and Icons

The new correction pages use alerts, messages, and icons as visual indicators when rejects have occurred or when information needs confirmation or attention. The application status bar contains icons when a particular step contains a reject or has information that needs to be confirmed by the student. When the student selects a step that has a reject or information that needs to be confirmed, a message is displayed that explains the reason. An icon displays next to each field that needs the student's attention. When the student hovers over an icon, the following text is displayed with information about the reject or need for confirmation:

- **Error Icon** – We think you have an error.
- **Information Icon** – Review your information.
- **IRS Icon** – Visit the IRS Web site.

Confirmation Page Changes

For 2011-2012, we redesigned the text, layout, and messages for the confirmation page to communicate information more concisely and clearly. We also added the “Student’s Federal Loan Estimate” amount, which represents the Federal Direct Student Loan Estimate (combined subsidized and unsubsidized) based on the applicant’s dependency status and grade level.

We Value Your Comments and Suggestions!

Federal Student Aid continually seeks new and innovative ways to make applying for financial aid easier and more convenient for students and their families. Some of the changes we made to the 2011-2012 paper FAFSA and Web applications were the result of feedback and comments we received from you. As always, we appreciate your contributions to improving our systems and processes and encourage you to continue to share your suggestions with us. We are particularly interested in ways to continue simplifying the paper and online FAFSA application by eliminating unnecessary data collection.

We encourage you to watch [IFAP](#) in 2011, when we will post a Federal Register Notice requesting public comments on the 2012-2013 FAFSA.

Summary of Changes to FAA Access to CPS Online

Enrollment Requirements

FAA Access to CPS Online

To ensure your school can take full advantage of 2011-2012 enhancements at the beginning of the processing cycle, the Primary Destination Point Administrator (DPA) of the TG number used to send and receive Free Application for Federal Student Aid (FAFSA) and Institutional Student Information Record (ISIR) correction data should verify your enrollment status.

If your school is enrolled for 2010-2011, your enrollment carries over to 2011-2012.

New for 2011-2012: Beginning in the fall of 2010, your school's Primary DPA is required to actively confirm the FAA Access to CPS Online services and users associated with your school's TG number on a regular basis. If you do not perform this confirmation by mid-December 2010, your staff may have its FAA Access to CPS Online rights revoked, resulting in a "Primary DPA Validation Needed" error message when attempting to access the site. For more information on this process, see the October 18, 2010 [electronic announcement](#), posted on the [IFAP](#) Web site.

If your school is not enrolled, your school's Primary DPA can complete the enrollment for FAA Access to CPS Online site services for your school, including access to R2T4 on the Web and the ISIR Analysis Tool, through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at fsawebenroll.ed.gov.

An SAIG-FAA User Statement must be printed by the Primary DPA and signed by new users of the FAA Access to CPS Online, R2T4 on the Web, or ISIR Analysis Tool Web sites. While you are not required to mail SAIG-FAA User Statements to FSA's Participation Management system, you should retain signed copies at your school.

To access the FAA Access to CPS Online Web site (faaaccess.ed.gov), you must use an FSA User ID and password. Any FAA Access users at your school who do not have an FSA User ID can acquire one by completing the FSA User ID enrollment process. For more detailed information on the FSA User ID creation process, see the April 6, 2009 [electronic announcement](#) posted on the IFAP Web site.

R2T4 on the Web

Your staff members must be enrolled for FAA Access to CPS Online and Return of Title IV Funds to access the R2T4 on the Web site. The Primary or Secondary DPA of the TG number currently used by your school to send and receive FAFSAs and ISIR corrections automatically has access to the FAA Access to CPS Online Web site and can add or modify rights. The Primary or Secondary DPA needs to enroll financial aid staff members for access to the FAA Access to CPS Online *and* R2T4 on the Web sites.

ISIR Analysis Tool

Your staff members must be enrolled for FAA Access to CPS Online and the ISIR Analysis Tool to access the ISIR Analysis Tool. The Primary or Secondary DPA of the TG number currently used by your school to send and receive FAFSAs and ISIR corrections automatically has access to the FAA Access to CPS Online Web site and can add or modify rights. The Primary or Secondary DPA needs to enroll financial aid staff members for access to the FAA Access to CPS Online *and* ISIR Analysis Tool Web sites.

EDEExpress 2011-2012 FAA Access Interface

To access the FAA Access to CPS Online Web site (including R2T4 on the Web and the ISIR Analysis Tool) through the EDEExpress 2011-2012 interface, you must follow the same enrollment procedures and use the same FSA User ID and password login credentials as you would to access the sites using your Web browser outside of EDEExpress 2011-2012.

You can enter your TG Number, school code, and Application Save/Restore Password (used for initial applications only) in EDEExpress FAA Access setup (**Tools, Setup, Global, FAA Access**) or enter them each time you connect to FAA Access to CPS Online through the FAFSA and Student Inquiry tabs in EDEExpress. You are prompted for your FSA User ID and password (which are not stored in the EDEExpress database and must be provided separately).

Note: To avoid being prompted for your FSA User ID and password each time you open a student record in EDEExpress when making changes on the FAA Access to CPS Online Web site, open a Web browser, such as Internet Explorer, or start an instant messaging program and leave it running in the background. As long you have at least one Web browser open or an instant messaging program running, the session remains active and you are not required to reauthenticate. Note, however, that session timeout rules still apply.

FAA Access to CPS Online Application Processing

In this section, we discuss changes to FAA Access to CPS Online (FAA Access) for 2011-2012. The changes include:

- Data elements that are new or have new values
- Data elements that we removed or modified
- Removing ACG eligibility information
- Print summary changes
- A new login error message

New Data Elements and Values

Below, we describe how the new FAFSA data elements are displayed in FAA Access:

- **High School Information** – A new question has been added to the FAFSA to collect the high school name, city, state, and code for freshman applicants who report receiving a high school diploma. When an application from FAFSA on the Web, EDE, FAA Access, or paper is processed, the high school information the student provided is used to search the National Center for Educational Statistics (NCES) high school list. If the applicant's school is not found in the NCES high school list, the CPS sets a High School Flag.

For FAFSA/Renewal Application entry and Corrections entry in FAA Access, complete question 27 only if the student will have a high school diploma and be a freshman (grade level 0 or 1) when he or she begins the 2011-2012 academic year. FAA Access will display the high school name, city, state, and code fields with a Search button that you can use to fill the high school code field. Enter the high school name, city, and state to search the NCES high school list. Although the high school code field is disabled, when you select a school from the search results, the selected school's NCES code is populated in the high school code field.

The high school name, city, state, and code are displayed in the "Degree Status" section of the Student Information page in FAA Student Inquiry and in ISIR Compare. If a FAFSA is submitted by a financial aid administrator or a student without performing the high school search function, the application processing system will perform the search after transmission. If the high school name is not found on the high school list, the high school code is set to zeros. If more than one matching high school is found on the high school list, the high school code is set to all nines. If the high school information is blank, but not all fields are blank, no look up is performed and the high school code is set to all eights. **Note:** The high school code is for Department of Education analytical purposes only.

In FAA Access, the High School Flag is displayed in the “Match Flags” section of the FAA Information page in FAA Student Inquiry, in the “For Financial Aid Use Only” section of the FAA Access eSAR, and in ISIR Compare. “High School code not found” in this field identifies that the applicant said he or she has a high school diploma (in question 26), is a first year undergraduate (grade level 0 or 1), and one of the following:

- The applicant’s reported high school was not found on the NCES high school list during FAFSA processing,
 - The high school information was not provided, was incomplete, or was illegible on a paper transaction, or
 - The high school information the student provided resulted in more than one match.
- **Asset Threshold Questions** – As part of the FAFSA simplification initiative, we added new logic to skip asset-related questions for online applicants whose eligibility will not be affected by providing asset information. More information about the asset threshold filtering questions for FAFSA on the Web can be found in the “Major Changes” section earlier in this document.

So that financial aid administrators can correct the student’s or parents’ response to the asset threshold filtering question, if necessary, the following questions have been added to FAA Correction Entry:

- Student’s Total Assets Exceed \$<Threshold>?
- Parents’ Total Assets Exceed \$<Threshold>?

For a student who is determined to be independent, a “Yes” response to the “Student’s Total Assets Exceed \$<Threshold>” question means the independent student’s total assets exceeded the amount of his or her Asset Protection Allowance as of the day the FAFSA was submitted and, therefore, answers to the student’s asset questions are required. A “No” response means the independent student’s total assets did not exceed his or her Asset Protection Allowance as of the day the FAFSA was submitted and answers to the student’s asset questions are not required.

For a student who is determined to be dependent, a “Yes” response to the “Parents’ Total Assets Exceed \$<Threshold>” question means the parents’ total assets exceeded the amount of their Asset Protection Allowance as of the day the FAFSA was submitted and, therefore, answers to the parents’ asset questions are required. A “No” response means the parents’ total assets did not exceed the amount of their Asset Protection Allowance as of the day the FAFSA was submitted and answers to the parents’ asset questions are not required.

- **Iraq and Afghanistan Service Grant Overpayment Flag and Contact** – For 2011-2012, we are adding the Iraq and Afghanistan Service Grant NSLDS overpayment flag and contact information to the 2011-2012 ISIR record. A new edit generates SAR comments 309 to 314 if the applicant has an Iraq and Afghanistan Service Grant overpayment. In Student Inquiry, the comment codes are listed in the FAA Information section and the text related to the comment codes appears in the “Comments.” On the eSAR in FAA Access, the comment codes are listed in the “Financial Aid Office Use Only” section and the text related to the comment codes appears in the “Comments About Your Information” section.
- **NSLDS Code for Veterans Disability Discharge** – For the 2011-2012 Award Year, the loan status code of “VA” identifies a loan that has been discharged by the Department of Veterans Affairs (VA) due to disability. A new edit generates SAR comment 247 if the applicant has a loan that the VA discharged due to disability. The loan status code appears in the “Defaulted/Discharged Loan Detail Information” section on the NSLDS page in Student Inquiry and in the “Your Financial Aid History Information” section on the eSAR in FAA Access. In Student Inquiry, the comment code is listed in the FAA Information section and the text related to the comment code appears in the “Comments.” On the eSAR in FAA Access, the comment code is listed in the “Financial Aid Office Use Only” section and the text related to the comment code appears in the “Comments About Your Information” section.

Data Elements Removed or Modified

The following data elements were removed from FAA Access for 2011-2012:

- **Enrollment Status Question** – As part of the Secretary’s ongoing simplification initiative, we removed the “Student’s Enrollment Status” question from FAA Application Entry and Student Inquiry for 2011-2012.
- **Completing Teacher Coursework** – As part of the Secretary’s ongoing simplification initiative, we removed the “Planning to Become an Elementary or Secondary School Teacher?” question from FAA Application Entry and Student Inquiry for 2011-2012.

The “Types of Aid” question has been revised for 2011-2012 as described below:

- **Types of Aid Question Revised** – We changed the “Interested in Work-study or Student Loans?” question in FAA Application Entry and Correction Entry to “Interested in Work-study?” with responses of Yes, No, or Don’t know. Additional details about this change can be found in the “Major Changes” section earlier in this guide.

ACG Eligibility Information

The ACG and National SMART Grant programs do not have authorized funding beyond the 2010-2011 Award Year. As a result, we have removed the ACG Eligibility Information page from FAA Student Inquiry for 2011-2012.

Print Summary Changes

For 2011-2012, we eliminated the HTML version of the eSAR. The appearance of the text in the PDF version of the eSAR has been redesigned to make the text more readable. The Print Summary page has been modified to reflect the changes made to the eSAR.

New Login Error Message

Beginning in the fall of 2010, your school's Primary DPA is required to actively confirm the FAA Access to CPS Online services and users associated with your school's TG number on a regular basis. If you do not perform this confirmation by mid-December 2010, your staff may have its FAA Access to CPS Online rights revoked, resulting in a "Primary DPA Validation Needed" error message when attempting to access the site. For more information on this process, see the October 18, 2010 [electronic announcement](#), posted on the [IFAP](#) Web site.

Return of Title IV Funds (R2T4) on the Web

R2T4 on the Web is a non-year-specific application developed to calculate the earned and unearned portion of Title IV program assistance in accordance with section 484B of the Higher Education Act. At this time, no changes to R2T4 on the Web are anticipated for the 2011-2012 cycle.

Note: For more information on performing R2T4 calculations for the Iraq and Afghanistan Service Grant, see the Major Changes section earlier in this guide.

R2T4 on the Web is accessible through the FAA Main Menu of the [FAA Access to CPS Online](#) Web site and from the View menu in EDExpress.

Note: For more information regarding Federal Student Aid training on R2T4 on the Web, see [Dear Colleague Letter ANN-09-27](#), posted on September 2, 2009 to the IFAP Web site.

ISIR Analysis Tool

The ISIR Analysis Tool Web application is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification process (either selected by ED or defined by the school).

The ISIR Analysis Tool is accessible through the FAA Main Menu of the [FAA Access to CPS Online](#) Web site and from the View menu in EExpress. You must have Microsoft Internet Explorer Version 6.0, Service Pack 2, or higher to use the reporting features available in the ISIR Analysis Tool. The site also supports Versions 1.5 and 2.0 of the Mozilla Firefox browser.

Note: Using the ISIR Analysis Tool does not necessarily mean that your school is in the Quality Assurance (QA) Program or is exempt from federal verification requirements. To have these benefits, you must have a signed QA Amendment to your Title IV Program Participation Agreement (PPA).

Note: Demonstration functionality for the ISIR Analysis Tool will be added to the FAA Access to CPS Online Web demo site in May 2011. Using this demonstration site, which automatically preloads with test ISIR records, schools interested in using the ISIR Analysis Tool can examine features such as standard and ad-hoc report generation in a mock-production environment.

2011-2012 Enhancements to the ISIR Analysis Tool

The 2011-2012 version of the ISIR Analysis Tool will be available in May 2011 and includes the following enhancements:

- **Year References and Message Classes Updated for 2011-2012** – ISIR Analysis Tool Web site labels and other text have been updated to reference the 2011-2012 cycle. The message class for export files listing all student records in your ISIR Analysis Tool database has been updated to IATX12OP.
- **New ISIR Data Elements Added to the ISIR Analysis Tool Database** – New ISIR fields for 2011-2012 are added to the ISIR Analysis Tool database as a result of an ISIR data request. For more information on 2011-2012 ISIR changes, see the *2011-2012 ISIR Guide*, which is available on IFAP (ifap.ed.gov/eannouncements/102810ISIRGuide1112.html) and [FSAdownload](#) Web sites.

Summary of Changes to the 2011-2012 Central Processing System (CPS)

Overview

This section describes changes to the following components of the CPS:

- Database Matches
- CPS Edits
- Need Analysis
- Application Output Sent to Students
- Other Noteworthy Information

Information about changes to the ISIR Record Layout can be found in the *2011-2012 Electronic Data Exchange (EDE) Technical Reference*, which is available on the IFAP (ifap.ed.gov/edetechref/102510TechRefFin1112.html) and [FSAdownload](#) Web sites.

Database Matches

National Student Loan Data System (NSLDS)

NSLDS sends Iraq and Afghanistan Service Grant overpayment information with a student's financial aid history when his or her record is matched. This information is in turn provided on the SAR and ISIR. The changes to the NSLDS data sent to CPS include:

- **Iraq and Afghanistan Service Grant Overpayment Flag and Contact Code** – The NSLDS information now includes an Iraq and Afghanistan Service Grant Overpayment Flag if a school has reported that the student received an Iraq and Afghanistan Service Grant overpayment. We also include a school code for the school reporting the overpayment or a **Y** if multiple schools reported an overpayment.

Central Processing System (CPS) Edits

We incremented the year references in data element field titles and year parameters in our edits by one year and revised edits for requirement changes. We also added and modified several CPS edits for 2011-2012. The significant edit changes are described below.

- **Reject 1 Conditions Revised for Web Applicants** – For 2011-2012, some FAFSA on the Web applicants are now presented with an asset threshold question that is used to determine if asset questions should or should not be displayed to the applicant. As a result of this new functionality, we revised the conditions for reject 1 to ensure Web applicants who are not presented with the asset questions do not receive reject 1 on their SAR and ISIR. Reject 1 indicates that the student’s record did not meet the criteria for the simplified needs test and one or more of the Cash, Savings, and Checking, Real Estate/Investment Net Worth, and Business/Farm Net Worth fields are blank.
- **Reject 20 Income Parameters Increased** – Due to revisions to the IRS filing requirements for 2010 (Publication 17), we adjusted the income parameters in reject 20, which identifies an applicant who claims to be a non-tax filer but reports an income that is above the following IRS filing requirements:
 - \$9,530 for a student who is single, separated, divorced, or widowed with one family member
 - \$12,000 for a student who is single, separated, divorced, or widowed with number of family members greater than one and for father’s income or mother’s income, if parents’ marital status is single, separated, divorced, or widowed
 - \$18,700 for father and mother’s income, if parents’ marital status is married or for student and spouse’s income, if student is married
- **New Loan Status Code of VA** – NSLDS now reports loans that were put into a disability status because of a determination made by the Veterans Administration. These loans are identified by a **VA** in the NSLDS Loan Status Code field. If an applicant has a loan with the **VA** disability status, we flag the record with comment code 247. Additional details regarding the Veterans Administration’s discharge of Federal Student Aid loans can be found in the “Major Changes” section earlier in this guide.
- **Iraq and Afghanistan Service Grant Edits Added** – A new edit generates SAR comments 309 to 314 if the applicant has an Iraq and Afghanistan Service Grant overpayment.
- **No High School Code** – A new edit identifies freshman applicants (grade level 0 or 1) who indicated they will have a high school diploma and did not provide high school information or provided information for a school that was not found on the National Center for Educational Statistics (NCES) high school list. If no school was provided or found on the list, the High School Flag is set to **Y** on the SAR and ISIR. Additional details regarding the new High School question on the FAFSA can be found in the “Major Changes” section earlier in this guide.

Need Analysis

We updated the need analysis offsets and Income Protection Allowances (IPAs) based on legislative changes and changes to questions on the 2011-2012 FAFSA. The methodology for determining the EFC is found in Part F of Title IV of the Higher Education Act of 1965, as amended.

Recent legislative changes mandate an increase in the income threshold for an automatic zero EFC from \$30,000 to \$31,000 for the 2011-2012 Award Year.

See the [May 27, 2010](#) Federal Register Notice posted on the IFAP Web site for changes to the 2011-2012 need analysis tables. You can also consult [2011-2012 EFC Formula Guide](#), posted to the IFAP Web site on October 13, 2010 for more information.

Application Output Sent to Students

For each transaction processed at the CPS, an output document is sent to the applicant: a paper Student Aid Report (SAR), SAR Acknowledgement, or an E-mail Notification of SAR Processing with information to access SAR data on the Web.

- **SAR** – This document is designed to notify the student of application and eligibility status and provide a paper-based means for correcting or confirming application data. Students can also request a SAR by calling the Federal Student Aid Information Center at **800/4-FED-AID (800/433-3243)**.
- **SAR Acknowledgement** – This document is designed to notify the student of application and eligibility status; however, if corrections are needed, the student uses Student Correction Entry on the Web or contacts the school to submit corrections through FAA Access to CPS Online or a mainframe system.
- **E-mail Notification of SAR Processing** – This e-mail notifies the student of application and eligibility status more quickly than the paper SAR or the SAR Acknowledgement. The student can view the SAR online and print the online SAR document as often as needed. The e-mail includes a link to the FAFSA on the Web login page where the student, after being authenticated, can select the View Processed Information option to view the SAR.

New for 2011-2012: We eliminated the HTML version of the eSAR. The appearance of the text in the PDF version of the eSAR has been redesigned to make the text more readable.

For more information on how the CPS determines the type of output document sent to students, see Appendix D of The *2011-2012 ISIR Guide*, which can be downloaded from the [IFAP](http://ifap.ed.gov/eannouncements/102810ISIRGuide1112.html) Web site at ifap.ed.gov/eannouncements/102810ISIRGuide1112.html.

Mockups of the 2011-2012 paper SAR and SAR Acknowledgement can also be downloaded from the [IFAP](http://ifap.ed.gov) Web site.

SAR Changes

Due to changes to the paper FAFSA, the following changes have been made to the paper and electronic SAR:

- **Added New Fields** – We added the following fields to the SAR because of the new high school question 27.
 - High School Name
 - High School City
 - High School State

- **Removed Two Fields** – We removed the following fields from the SAR.
 - Enrollment Status, formerly question 31
 - Planning to complete coursework to be an elementary or secondary school teacher, formerly question 32
- **Revised Field label** – Because the FAFSA question “Types of Aid Interested in Receiving” was revised to delete references to student loans, we have updated the SAR label and responses to match the new question, “Are you interested in being considered for work-study?” Responses are Yes, No, and Don’t know.

Due to application processing edits, we revised the FAA sections of the paper and electronic SAR:

- **Added New Flags** – These flags help you identify processing results for the applicant.
 - **High School Flag** – This flag identifies applicants who provided high school information that was not included in the high school list.
 - **IRS Request Flags** – The IRS Request Flags, one for the student and one for the parent, are not new for 2011-2012; however, this is the first cycle that these flags are included on the SAR. See the “Major Changes” section earlier in this guide for additional information.

Paper Output Changes

The following change was made to the paper SAR:

- **Color** – Paper 2011-2012 SARs and SAR Acknowledgements are printed on yellow paper to match the color scheme of the 2011-2012 paper FAFSA.

Other Noteworthy Information

SAR Comments

SAR comments appear on SARs that are mailed to students. These comments are also displayed on the eSAR that students view from FAFSA on the Web and are printed on the ISIR report from EDEXpress.

Each year we make annual rollover changes, such as updating year references, item numbers, and deadline dates. We also revise agency names and update mailing addresses and phone numbers where necessary. Some of the more significant changes to the comment code text include the following:

- We revised comments 156 and 157, which are for students and parents who have a “will file” tax filing status, to inform them that they may be able to obtain their IRS data through the IRS Data Retrieval tool.
- We deleted comment 267, which was used for ACG eligibility.
- We deleted comments 281 and 283, which were used for applicants interested in the TEACH Grant.
- We added several comments for 2011-2012, as described in the following table.

Comment(s)	Reason Comment(s) Appear on the Record
247	Applicant had a loan discharged by the Veterans Administration due to disability.
309-314	Applicant received an overpayment for the Iraq and Afghanistan Service Grant.

For a full listing of the 2011-2012 SAR comment code text and a description of changes to comment text, see the *2011-2012 SAR Comment Codes and Text* guide, located on the IFAP (ifap.ed.gov/sarcommcodetxt/102710SARCommentCodesText1112.html) and [FSAdownload](#) Web sites.

Mailing Addresses

FAFSA Processor

FAFSA (Including Pacific Islanders)	Federal Student Aid Programs P.O. Box 7001 Mt. Vernon, IL 62864-0071
PDF FAFSA	Federal Student Aid Programs P.O. Box 7002 Mt. Vernon, IL 62864-0072
Spanish FAFSA	Federal Student Aid Programs P.O. Box 7003 Mt. Vernon, IL 62864-0073
Spanish PDF FAFSA	Federal Student Aid Programs P.O. Box 7007 Mt. Vernon, IL 62864-0070
SAR	Federal Student Aid Programs P.O. Box 7004 Mt. Vernon, IL 62864-0074
Spanish SAR	Federal Student Aid Programs P.O. Box 7005 Mt. Vernon, IL 62864-0075

Signature Pages

FAFSA on the Web (including corrections)	Federal Student Aid Programs P.O. Box 7006 Mt. Vernon, IL 62864-0076
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Getting Help

Customer Service

FSATECH Listserv

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products.

For information on subscribing, go to ed.gov/offices/OSFAP/services/fsatechsubscribe.html.

CPS/SAIG Technical Support

800/330-5947 (TDD/TTY 800/511-5806) or 319/665-4762

Federal Student Aid maintains this call center to address questions about CPS processing, the FAA Access to CPS Online Web site, the CPS Web Applications Demonstration Web site, PC software such as EDExpress and EDconnect, SAIG enrollment and data transmissions, and to collect system enhancement suggestions.

Representatives are available Monday through Friday, 8 A.M. to 8 P.M. Eastern Time (ET).

E-mail: CPSSAIG@ed.gov

Federal Student Aid Information Center (FSAIC)

800/4-FED-AID (800/433-3243); 319/337-5665; or TDD/TTY 800/730-8913

The Federal Student Aid Information Center (FSAIC) serves the public with information about the federal student aid application process. FSAIC customer service representative support is provided in English and Spanish and includes a toll-free telephone number, IVRU self-service, e-mail, online live help, or Web chat. Customers include students, parents, and FAAs seeking general information about federal grant and loan programs and assistance with the FAFSA (paper and FAFSA on the Web versions, including Federal Student Aid PIN assistance) and student aid processing timeframes.

Types of FSAIC assistance also include: FAFSA application status checks, completion of FAFSA and FAFSA corrections, requests to change addresses and Federal School Codes on the FAFSA, duplicate Student Aid Report (SAR) requests, identification of holders of existing student loans (including contact information), and Federal Student Aid publication fulfillment.

Representatives are available Monday through Friday, 8 A.M. to midnight (ET), and on Saturdays 9 A.M. to 6 P.M. (ET) (excluding federal holidays).

Federal Student Aid's Research and Customer Care Center (RCCC)

800/433-7327 (phone); 202/275-5532 (fax)

This call center provides information on and assistance with Title IV policy, regulations, application processing questions, and contacting other Federal Student Aid staff.

Representatives are available Monday through Friday, 9 A.M. to 5 P.M. (ET).

E-mail address: fsa.customer.support@ed.gov

CPS Web Applications Demonstration Web Site

Demonstration versions of the FAFSA on the Web and FAA Access to CPS Online Web sites are available as a training tool for students, parents, and your financial aid staff.

These demonstration sites offer most of the features of the production Web sites for FAFSA on the Web and FAA Access to CPS Online (including the ISIR Analysis Tool and Return of Title IV Funds), and they are preloaded with test data for your use.

The demonstration site is available for use at fafsademotest.ed.gov with 2011-2012 options accessible by mid-December 2010. The demo version of the ISIR Analysis Tool will be available beginning in May 2011, shortly after the release of the 2011-2012 production version of the ISIR Analysis Tool.

You can log in to the demo sites, when available, using the following user name and password:

- User Name: eddemo
- Password: fafsatest

Note: The user name and password fields are case-sensitive.

Note: Users of the ISIR Analysis Tool demo site must also provide their Federal School Code during login.

Other Helpful Documents

We encourage you to review other documents on the [IFAP](#) and [FSAdownload](#) Web sites for more information about changes to the 2011-2012 application processing system:

- *2011-2012 Application Processing System Specifications for Software Developers*, August 12, 2010: Provides CPS system edits that can assist you in designing or building your own software to communicate with Federal Student Aid. Available on the IFAP (ifap.ed.gov/eannouncements/081210SWDSpecsAug2010Draft.html) and [FSAdownload](#) Web sites. A final draft will be posted in January 2011.
- *2011-2012 Electronic Data Exchange (EDE) Technical Reference*, October 25, 2010: Describes the 2011-2012 EDE process and provides programmer specifications and information that can assist you in designing or building your own software to complement or take the place of the EDEExpress software to exchange data electronically with Federal Student Aid. Available on the IFAP (ifap.ed.gov/edetechref/102510TechRefFin1112.html) and [FSAdownload](#) Web sites.
- *2011-2012 ISIR Guide*, October 28, 2010: Provides in-depth information regarding the 2011-2012 Institutional Student Information Record (ISIR). Available on the IFAP (ifap.ed.gov/eannouncements/102810ISIRGuide1112.html) and [FSAdownload](#) Web sites.
- *2011-2012 SAR Comment Codes and Text*, October 27, 2010: Describes changes to the SAR comment codes and associated text for 2011-2012 as well as database match information. Available on the IFAP (ifap.ed.gov/sarcommcodetxt/102710SARCommentCodesText1112.html) and [FSAdownload](#) Web sites.
- *2011-2012 EFC Formula Guide*, October 13, 2010: Provides worksheets and tables that can be used to calculate an estimated EFC for students. Available on the IFAP Web site (ifap.ed.gov/efcformulaguide/101310EFCFormulaGuide1112.html).
- English and Spanish versions of the FAFSA and FAFSA instructions, available for download from ifap.ed.gov/ifap/processing/fafsaAndSARMaterialsPR.jsp.
- English and Spanish versions of the draft SAR and SAR Acknowledgement, available for download from ifap.ed.gov/ifap/processing/fafsaAndSARMaterialsPR.jsp.
- English and Spanish versions of the Student Eligibility Worksheet, available for download from ifap.ed.gov/ifap/byAwardYear.jsp?type=drugworksheets.
- English and Spanish versions of the FAFSA on the Web Worksheet will be available in December 2010 from [FAFSA on the Web](#). Select the Browse Help option from the top navigation bar on the FAFSA on the Web home page. A link to the FAFSA on the Web Worksheet is provided in the Browse Help topics.

Federal Student Aid Web Sites

- Central Processing System (CPS) Web Applications Demonstration Web site: fafsademo.test.ed.gov
- FAA Access to CPS Online (including R2T4 on the Web and the ISIR Analysis Tool): faaaccess.ed.gov
- FAFSA on the Web: fafsa.gov
- Federal Student Aid Conferences Web site: fsaconferences.ed.gov
- FSAdownload Web site: fsadownload.ed.gov
- Federal Student Aid PIN: pin.ed.gov
- Federal Student Aid Publication Ordering: FSAPubs.org
- FSATECH e-mail listserv subscription information: ed.gov/offices/OSFAP/services/fsatechsubscribe.html
- Information for Financial Aid Professionals (IFAP) Web site: ifap.ed.gov
- Quality Assurance Web site: ifap.ed.gov/qahome/Default.html
- Student Aid Internet Gateway (SAIG) Enrollment: fsawebenroll.ed.gov
- Training Information and Registration Web site for upcoming training opportunities and learning resources: ed.gov/offices/OSFAP/training/index.html

Appendix: Outline of Major Changes

Introduction

In 2009, we held documentation feedback discussions at Federal Student Aid's Fall Conference. One request we received during these discussions was to provide a list of major changes that could be used by schools to train staff for the upcoming award year. We are providing the following outline of 2011-2012 changes in response to this request.

Be aware that this outline may not include all items that you feel are important to you and your staff. If you plan to use it as a training tool, review the *Summary of Changes for the Application Processing System* guide in its entirety to supplement your training.

Outline of 2011-2012 Changes

FAFSA Data Element Changes

- Removal of Enrollment Status question
- Removal of TEACH Grant question
- New High School questions: school name, city, and state
- Revised Work-Study question and responses to delete references to student loans
- Added instructional text for question 26, which asks about high school completion status
- Minor question wording changes: 26, 43d, 44i, 53, 54, 91d, and 92i.

FAFSA on the Web Simplification

- Continue streamlining the online application experience
- Integrate FAFSA on the Web functions to provide a single point of entry
- Use of single login page and dynamic messaging to guide the applicant through all phases of the application process

Major changes include:

- Asset threshold filtering question to skip asset questions when asset information does not affect eligibility
- Redesign home page
- Provide a single login with dynamic responses to better guide the applicant through all phases of the application process
 - Get Started for new applicants
 - My FAFSA–2011-2012 for returning applicants
 - My FAFSA–2010-2011 provides interface to 2010-2011 pages
- Enhanced tools
 - New filtering questions, fewer financial information questions, and an enhanced estimated financial aid package for FAFSA4caster
 - Less prominent location for estimated EFC, which is useful for FAAs but often confusing to students
 - Interactive Student Aid Deadlines page
 - Enhanced Federal School Code Search
 - Searchable Help

- Correcting FAFSA Information
 - Options for correcting FAFSA information have been more fully integrated with FAFSA on the Web and now direct students to correction pages that are similar in appearance to FAFSA on the Web pages and provide students with a more intuitive experience
 - An introductory page provides guidance and, when applicable, dynamic messaging about the applicant’s status
 - Students determined to be independent at the time of initial application who make a correction to FAFSA information that causes the dependency status to change to dependent are presented with special circumstances options
 - Dependent students who were determined to have special circumstances when completing an initial application are asked to confirm special circumstances when correcting FAFSA information
 - IRS Data Retrieval tool (English and Spanish) available for correcting FAFSA financial information
 - Moved “Add or Delete a School” link from Home page to My FAFSA page
 - List of changes before “Sign & Submit” step
 - Alerts, Messages, and Icons are used as visual indicators when rejects have occurred or information needs confirmation
- Added Student’s Federal Loan Estimate to Confirmation Page

FAA Access to CPS Online Application Processing

- Primary DPA must actively confirm TG number for FAA Access users on a regular basis or risk losing access to FAA Access services; a “Primary DPA Validation Needed” error message is displayed if access was revoked for this reason
- Added high school name, city, state, and code
- Added new High School Flag in the “Match Flags” section of the FAA Information page in Student Inquiry
- Added asset threshold questions to FAA Correction Entry so the applicant’s answer can be corrected and asset information added, if needed
- Added SAR comment codes 309 - 314 to Student Inquiry and the FAA Access eSAR when Iraq and Afghanistan Service Grant Overpayment flag is set.
- Added a new loan status code (VA) and SAR comment 247 for loans discharged by the VA due to disability
- Removed “Student’s Enrollment Status” question
- Removed “Planning to Become an Elementary or Secondary School Teacher?” question

- “Interested in Work-Study or Student Loans?” question revised to “Interested in Work-Study?”
- Removed Academic Competitiveness Grant Eligibility Information page from FAA Student Inquiry
- PDF version of eSAR and Print Summary redesigned
- HTML version of eSAR eliminated

Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program Funding Changes

- Funding was approved for these programs through 2010-2011; no funding is approved for 2011-2012.
- We are removing processing for and references to the grants from 2011-2012 systems, including paper and Web applications, EDExpress software, and data outputs, where appropriate, including the removal of:
 - FAFSA question
 - Edits
 - SAR/ISIR comments
- NSLDS continues to collect and report information for the ACG and SMART Grant programs for prior years, and this information will continue to be reported on the ISIR. No new grant funds will be awarded after 2010-2011.

Iraq and Afghanistan Service Grant Updates

- NSLDS now reports overpayment information in the “NSLDS” section of the SAR and ISIR for the Iraq and Afghanistan Service Grant using a new Overpayment Flag and Overpayment Contact field. SAR comment codes 309-314 explain the overpayment information to the student.
- The Return of Title IV Funds (R2T4) Web site, accessible through the FAA Access to CPS Online Web site, does not include functionality to perform calculations for the Iraq and Afghanistan Service Grant. Schools that need to perform R2T4 calculations for the Iraq and Afghanistan Service Grant must use the updated paper worksheets posted to the IFAP Web site at ifap.ed.gov/ifap/titleiv.jsp.

Need Analysis

- Automatic Zero EFC income threshold in needs analysis increased from \$30,000 to \$31,000.

IRS Data Retrieval Tool Enhancements

- Students and parents can begin retrieving 2010 IRS data at the end of January 2011.
- Applicants can use the IRS data retrieval tool when making corrections to FAFSA data.
- Applicants who access the IRS Data Retrieval tool from the Spanish FAFSA on the Web site are now linked to a Spanish language version of the IRS Web site.
- IRS Request flags are now printed on the SAR and FAA Access eSAR. The IRS Request flags are displayed in FAA Access Student Inquiry, ISIR Compare, and ISIR Analysis Tool.

CPS Edits

- Income parameters for reject 20 edits were updated based on new IRS filing requirements for 2010 (Publication 17).
- Some applicants who file on the Web are presented with an asset threshold screening question to determine if they or their parents need to provide asset information on the FAFSA. Web applicants who are not presented asset information questions do not receive a reject 1 on their SAR/ISIR.
- A new edit is added to generate a comment code 247 for the new VA loan status code for disability discharge.
- A new edit is added to generate a comment code with contact information, 309-314, if the Iraq and Afghanistan Service Grant Overpayment Flag is set.
- When set to Y, a new High School Flag indicates the applicant said he or she has a high school diploma (in question 26), is a first year undergraduate (grade level 1 or 2), and one of the following:
 - The applicant's reported high school was not found on the NCES high school list during FAFSA processing,
 - The high school information was not provided, was incomplete, or was illegible on a paper transaction, or
 - The high school information the student provided resulted in more than one match.

Application Output Sent to Schools

- The following new high school information is included in output. The new fields are:
 - High School Name, City, and State – The name and location of the high school.
 - High School Code – The high school code is for Department of Education analytical purposes only.

- High School Flag – When we process applications for these applicants, we will use the high school name, city, and state to search the NCES high school list. If the high school is not found, we will set the High School Flag. A Y in this field indicates the applicant has a high school diploma, is a first year undergraduate, and one of the following conditions exist:
 - The applicant’s reported high school was not found on the NCES high school list during FAFSA processing,
 - The high school information was not provided, was incomplete, or was illegible on a paper transaction, or
 - The high school information the student provided resulted in more than one match.
- The specific high school information included in the output files varies as described below:
 - ISIR file and EDEXpress ISIR – The high school name, city, state, code, and High School Flag are included in the ISIR file and printed on the ISIR report. The High School Flag prints in the “FAA Information” section.
 - SAR, SAR Acknowledgement, and eSAR – The high school name, city, and state are printed on the SAR, SAR Acknowledgement, and FAFSA on the Web eSAR.
 - FAA Access – The high school name, city, state, code, and High School Flag are displayed in FAA Student Inquiry and ISIR Compare. The High School Flag is displayed in the “FAA Information” section.
 - FAA Access eSAR – The high school name, city, state, and High School Flag are printed on the FAA Access eSAR. The High School Flag is printed in the “For Financial Aid Use Only” section.
- Iraq and Afghanistan Service Grant Overpayment Flag and Overpayment Contact information is included in the ISIR file and printed on the EDEXpress ISIR. Overpayment Contact information appears in the comment code text on the SAR, SAR Acknowledgement, FAFSA on the Web eSAR, and FAA Access eSAR and is displayed in FAA Access Student Inquiry. The comment codes for Overpayment Contact information (309-314) are identified in the “For Financial Aid Office Use Only” section of the FAA Access eSAR and in ISIR Compare.
- We added a loan discharge code (VA) to identify loans that are discharged because the VA has determined a person is permanently and totally disabled. Unlike loans written off to disability by Federal Student Aid, loans written off by the VA are never subject to reinstatement.