Tab
Program Participation Agreement

- Agreement to participate in the FSA programs
- Signed by school’s CEO and an authorized representative of the Secretary of Education
- School agrees to comply with the laws, regulations, and policies governing the FSA programs and other related regulations

General Terms and Conditions

School certifies it will comply with:

- Title VI of the Civil Rights Act of 1964 (barring discrimination on the basis of race, color, or national origin)
- Title IX of the Education Amendments of 1972 (barring discrimination on the basis of sex)
- Family Rights and Privacy Act of 1974
- Section 504 of the Rehab Act of 1973
- The Age Discrimination Act of 1975
• **PPA** = School’s contract with ED

• **ECAR** = Programs approved for Title IV aid

• When the application is approved, CEO and FAA receive an email directing them to the PPA/ECAR page on [http://eligcert.ed.gov](http://eligcert.ed.gov)

• School prints: PPA transmittal letter and PPA (2 copies)

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• School signs and returns BOTH copies of PPA to ED (original signatures on both)

• ED countersigns and returns one copy to the school with the approval letter; **effective date of participation** is date ED signs the PPA

• School prints ECAR

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**Recertification**

• Watch your PPA expiration date

• Submit a *materially complete* full application at least 90 days in advance of the expiration of your Program Participation Agreement (PPA)

• Policies should be on the institution’s website—easy to find and ED will look for them

(Institution will be continued month to month while ED completes review)
Updates – What’s an Update?

• New Location
• New Program - outside of the current scope
• New Level of Offering
• Short Term program (300 – 599 clock-hour)
• Apply to Participate in an Additional Title IV Program

Reporting Changes

• Apply and **Wait** for Approval
  • Increase level of program offering (i.e. BA programs)
  • Change in educational programs outside the scope of current approval
  • Add a branch campus
  • Change in accrediting agency
  • Change in ownership
  • Request for additional Title IV program (i.e. loans)

• Apply and **Wait** for Approval
  • Addition of a location, if the school
    • is provisionally certified, or
    • acquired assets of another school that provided educational programs at that location and participated in Title IV during that year, or
    • would be subject to loss of eligibility under cohort default rules if it adds that location, or
    • ED previously prohibited school from disbursing Title IV funds without prior approval
Reporting Changes

- Report and Go
  All schools must report the following information within 10 calendar days of the change:
  - Change to school name or additional location name
  - Address change for principal location or any additional locations
  - Change in measurement of program (clock hours to credit, or semester to quarter)
  - Decrease in level of program offering (drop all degrees)
  - Change to the school's third-party servicers that deal with the FSA program funds
  - Change in financial aid administrator
  - Closure of branch campus or additional location
  - Change in governance of a public institution
  - Change to the name of a CEO/President or CFO

Gainful Employment

“New Programs” Notification

- An institution must notify ED at least 90 days before the first day of class when it intends to offer a new educational program that leads to gainful employment in a recognized occupation
- Effective July 1, 2011
- Currently these “new programs” notification requirements are suspended, effective July 1, 2012 and the “old” rules apply: report and GO as long as it is a substantially similar program; IS NOT required, but only suggested, to update.

Gainful Employment

“New Programs” Notification includes:

- Demand for program, including needs of various markets
- Wage analysis information
- Program review/approval process
- Demonstrate approval through school accreditation
- First day of class
Gainful Employment

“New Program” Approval Process-SUSPENDED as of 7/1/2012

• Unless ED requires approval for new programs, school is not required to get ED approval after notification is submitted
• If notification is not timely, school must obtain ED approval
• If ED needs to approve the program, an alert notice will be sent to the school at least 30 days before first day of class

Gainful Employment

Department’s “New Program” Review-SUSPENDED as of 7/1/2012

• Evaluates financial and administrative capability
• Determines whether program replaces or expands existing programs
• Looks at how program fits with historic offerings, growth, and operations
• Determines whether process and determination to offer program is sufficient

Gainful Employment

• For “New Program” denials (SUSPENDED as of 7/1/2012), ED will
  • Explain how program failed
  • Provide opportunity for school response
• School may request reconsideration
Adding A New Program

• Go to Section A – Question 1 (purpose) and select “Nondegree Program”
• Go to Section E – Question 27 and enter new program
• Go to Section L – President’s signature
• Go to Section M – Tells you supporting documents needed
  SUSPENDED as of 7/1/2012
• Go to Application Submission Page – Tells you if any data is missing
• Go to Submit Application – Transmits and gives you a receipt
• Mail the supporting documents - SUSPENDED as of 7/1/2012

Application Status

• The ___ application you started has NOT been submitted to ED. You must use the Submit Application page to do so.
  • Awaiting review.
  • Review in process.
  • Update access was turned on for school on ____.
  • Documentation preparation in process.

FISAP
What Is The FISAP?

The report on and request for Campus-Based funds for each award year

- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

Funds are calculated by Campus-Based Operations on the basis of a statutory formula using data on the FISAP Final awards are distributed according to Congressional calendar by April 1

What Is The FISAP?

- "FISAP" stands for Fiscal (FIS) Operations Report and Application (AP) to Participate
- FISAP is due by October 1 each year; all schools must submit their data using FISAP on the Web
- Instructions for submitting the FISAP are posted in an Electronic Announcement on the IFAP Web site (May-July)

Other Congressional Calendar Dates

Aug 1 - Distribution of the FISAP to schools
Nov 5 - System reopens for edits to schools
Dec 15 - Completion of edit corrections
Feb 1 - Distribution of tentative award levels
Apr 1 - Distribution of final allocations
How Is The FISAP Structured?

Six Parts:
Part I  Identifying information, Certifications, and Warning
Part II  Application to Participate
Part III  Federal Perkins Loan Fiscal Operations report
Part IV  FSEOG Program Fiscal Operations Report
Part V  FWS Program Fiscal Operations Report
Part VI  Program Summary and Administrative Cost Allowance Worksheet

FISAP: Part I

• General information
  • Legal reasons for completing the form
    • No FISAP = No money $$$
  • Disclosure of estimated burden
  • Which parts you need to complete
    • Part I = All
    • Part II = Anybody who wants money
    • Parts III – VI = Reports your funds spent

FISAP: Part I

• How and when to submit your FISAP
• Where to send signature page and certification form
• General instructions
  • No cents
  • No negative amounts
  • Use actual figures
FISAP: Part I

What information is included in Part I?
- Name, address, ID numbers, type of institution, length of program, contacts
- Certifications and warnings
- Original signature of CEO

What is certification?
- Certification (Lobbying, Debarment, Suspension, and Drug-Free workplace requirements) combined with Part I signature page
- Schools must provide information regarding lobbying activity, if any

FISAP: Part I

Signature page
- Required hard copy with original signature from all schools
- Award will be withheld until school submits signature page and/or certification form

FISAP: Part II

Application data
- Request page
  - Section A: Requests for funds
  - Section B: Federal Perkins Loan Program Liquidation Request
  - Section C: Waiver Request for Underuse of Funds
- Grid page
  - Section D: Information on enrollment
  - Section E: Assessments and Expenditures
  - Section F: Information on Eligible Aid Participants
FISAP: Part II

- Things to remember about the data requested
  - Requests serve as an upper limit
  - Perkins is a revolving fund
    - Must request an LOE to take money out of your fund
  - If you want to get out of Perkins program, you should liquidate your portfolio
    - Check box, and
    - Follow instructions in CB-00-05

FISAP: Part II

- Traditional vs. Non-traditional is based on how often students are admitted
  - Standard term with one admission period is traditional
  - Programs where students are admitted more often (e.g. monthly) are non-traditional
  - If you check “no” to having a traditional calendar, the software only lets you enter data in the non-traditional area

FISAP: Part II

- Virtually all students taking classes are considered enrolled
- Students are only counted once in a traditional calendar
  - Classify them as to how they end the year
- Tuition and fees are total amounts “assessed,” even if not collected
- Total Pell expenditures
FISAP: Part II

- Eligible aid applicants are regular students who took classes and
  - Applied for aid through CPS (valid EFC)
  - Meet citizenship requirements
  - Submitted enough documentation to perform need analysis
- Grid totals include those reported on “automatic” zero lines
  - Do not include those applicants again on lines below!

What Are FISAP Edits?

- FISAP edits are built-in comparison of data being submitted on current FISAP to previous data submitted or to data in master file or to other entries on the same FISAP.
- Edits are used to achieve the cleanest database possible, and to help schools obtain maximum funding possible.

What is Edited?

- Significant changes in data from the previous year
  - Error message will start with “WARNING”
  - Is an explain or correct error
- Data in one field required data entered in another
- Total number of eligible aid applicants cannot be > number of enrolled students
- Data in one field increases while another field decreases
How Does ED Use The Data?

- Information reported will be used in the funding allocation formula
- Requested amounts tell how much a school thinks they can use
- Derive an average tuition and fees figure
  - Average is used in the funding formula

Pell Grant expenditures and State Grant awards are used as resources in determining FSEOG awards
- Number of students in each cell of eligible aid applicant grid are combine with EFCs and tuition and fees figure to determine school’s need
- All information on grid page is used in management reports that look at changes and trends

How Does ED Use The Data?

- Used to close out and account for funds spent by the schools
- Used for distribution of Service Cancellation Reimbursements
- Used for determination of excess liquid capital in Perkins
- Used for liquidation of Perkins portfolios
- Used for statistical analysis purposes
FISAP Highlights

1. There are legal reasons for completing the form and report and no FISAP = no $$$
2. You must complete Part I, anybody who wants money needs to complete Part II, and Parts III and IV you must report your funds spent
3. Signature page is required as a hard copy with an original signature from ALL schools; award will be withheld until school submits signature page and/or certification form
4. FISAP form and instruction booklet available on IFAP site
5. Software guide with edits on SFA download site

Cash Management

• CAMPUS BASED
  • 5% ACA for all 3 programs can come out of any combination of the 3 programs ($2,750,000 or less)
  • 10% carryback to previous year (FWS & FSEOG)
  • 10% carryback for summer enrollment/employment (May 1 – June 30)
  • 10% carryforward to upcoming year (FWS & FESOG)
  • 25% transferred from FWS < > FSEOG
  • 25% transferred from FWS > Perkins
  • Flexibility, but requires planning and accuracy!
  • Drawdown of funds (transferred) from G5

G5 Payment System

• Request refunds
• Adjust drawdowns
• Refund/return funds
• Maintained by award year
Receipt of Funds

- Amount requested EFT to school’s bank account
- Disbursements – no later than 3 business days following receipt of funds.

Questions?

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