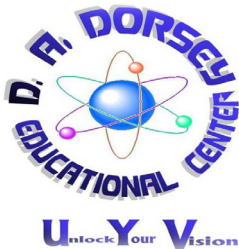
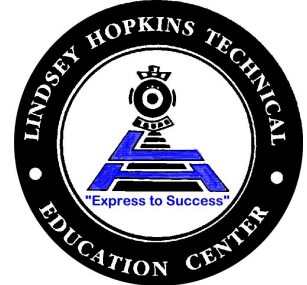


Miami-Dade County Public Schools



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Financial Aid Implementation Document



Rev. 07/10

Miami-Dade County Public Schools

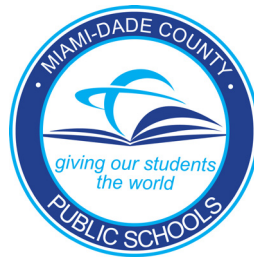
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ACRONYMS USED IN THE FEDERAL FINANCIAL AID MANUAL

ACH/EFT	Automatic Clearing House/Electronic Funds Transfer
CFR	Code of Federal Regulations
DFAP	District Financial Aid Program
ED	United States Department of Education
EFC	Expected Family Contribution
FAT	Financial Aid Transcript
FFELP	Federal Family Education Loan Programs
FISAP	Fiscal Operations Report/Application for Funds
FSEOG	Federal Supplemental Educational Opportunity Grant
FWSP	Federal Work Study Program
GAPS	Grant Administration and Payments System
GED	General Educational Development
ISIR	Institutional Student Information Report
M-DCPS	Miami-Dade Public Schools
MDE	Multiple Data Entry
NASFAA	National Association of Student Financial Aid Administration
PGDA	Pell Grant Disbursement Authorization
PGOA	Pell Grant Origination Authorization
SAR	Student Aid Report
VACS	Vocational Adult Community System
WIA	Workforce Investment Act

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CHAPTER I

PHILOSOPHY AND REQUIREMENTS

OF THE

FEDERAL FINANCIAL AID PROGRAM

INTENT

The financial aid programs provided by Miami-Dade County Public Schools (M-DCPS) postsecondary educational centers make it feasible for students who would normally be deprived of a vocational/technical education through lack of funds to obtain the education they desire. The following policies are based on the principle that a postsecondary education should not be a privilege reserved only for those who can afford to purchase it. Educational opportunities should also be made available to students of families with limited financial resources.

Postsecondary educational centers subscribe to the theory that:

1. The primary purpose of the financial aid program is to provide assistance to students who, without such aid, would be unable to attend school.
2. Financial assistance could consist of work study grants, loans, and scholarships which may be offered to students in a single form of financial aid or in various combinations.
3. Financial assistance is meant to supplement the efforts of the student and/or the student's family. Both the student's family and the student are expected to make a maximum effort to assist with the postsecondary educational expenses.
4. The total amount of financial assistance offered students shall be limited to the amount of the educational costs that are greater than all other resources available to them.
5. In determining the amount of other available resources, the financial aid program shall take into account the financial support expected from income, assets, and other resources available to students and/or parents. All factors affecting a family's financial strength shall be considered, including other dependents, debts, etc.

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STUDENT FINANCIAL AID ELIGIBILITY REQUIREMENTS

In order for students to receive financial assistance from federal or state financial aid programs, they must:

1. Apply for admission, complete the required basic skill assessments within the first six weeks of entry into a qualifying program, submit documentation required by the program, and receive notification of admittance to the desired program.
2. Not be receiving Title IV financial aid concurrently from another institution.
3. Be enrolled as regular students in eligible programs, in accordance with current regulations for Title IV of the Higher Education Act of 1965, Public Law (PL) 89-329.
4. Have a verifiable financial need based upon the "Student Aid Report" (SAR)/"Institutional Student Information Report" (ISIR) in relation to the institutional cost of attendance.
5. Be (a) U.S. citizens/nationals or (b) eligible non-citizens. **(App. 1)**
 - (a) must provide documentation if conflict is noted on ISIR in the form of copy of:
 - 1) Certificate of Naturalization
 - 2) Certificate of Birth Abroad
 - 3) Copy of US Passport
 - 4) Completion of Form FM-5468 **(App 2)**
 - As noted in Current Federal Student Aid Handbook*
 - (b) if status not confirmed on ISIR must complete G845S (SAVE) form **(App 3)**
6. Be making satisfactory progress in accordance with policy.
7. Not be in default on a Federal Perkins Loan or any loans under the Federal Family Educational Loan Programs (FFELP) made available through M-DCPS or other institutions, or have made satisfactory arrangements to repay a defaulted loan, and must not have borrowed in excess of the loan limits under any Title IV program.
8. Not owe refunds on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or any other Title IV grant.
9. Have a signed statement of registration compliance indicating that they have either registered with the Selective Service or are not required to register.
10. Have a signed statement of educational purpose saying that they will use the money only for expenses related to attending school.

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11. Hold a high school diploma, General Educational Development (GED) diploma, or be beyond the age of compulsory school attendance in Florida and have the ability to benefit from the education or training offered as defined by Public Law 101-508.
12. Not be enrolled in any high school completion program or hold a bachelor's degree or higher.
13. Comply with attendance policies, safety regulations, and the *Code of Conduct for Adult Students*.
14. Comply with federal requirements regarding felony drug conviction policy in accordance with section 421(a) (1) of the Controlled Substances Act.

PROGRAM ELIGIBILITY REQUIREMENTS

In order for a program to be eligible for Title IV aid, it must:

1. Admit as regular students only persons who:
 - a. have a high school diploma, or
 - b. have a GED diploma, or
 - c. pass an Ability To Benefit test (ATB)
(M-DCPS is currently using the Wonderlic Test.)
 - d. are beyond the age of compulsory school attendance in the state and have the ability to benefit from the education or training offered as defined in PL101-508, FY91-Budget Reconciliation Act.
2. Offer a course of study that is at least six (6) months in duration and that leads to a certificate which prepares students for gainful employment in a recognized occupation. A six-month training program is a program that includes at least 600 clock hours of supervised training.

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ELIGIBLE PROGRAMS	TOTAL CLOCK HOURS	DEGREE OR CERTIFICATE PROGRAM
Accounting Operations	900	Certificate
Administrative Assistant	1050	Certificate
Advanced Automotive Service Technology - Honda	2400	Certificate
Advanced Automotive Service Technology - Toyota	2400	Certificate
Aircraft Airframe and Power Plant Mechanics	2400	Certificate
Applied Welding Technology	1900	Certificate
Architectural Drafting	1400	Certificate
Automotive Collision Repair and Refinishing	1400	Certificate
Automotive Service Technology	2250	Certificate
Autotronics	1770	Certificate
Avionics	2120	Certificate
Business Computer Programming	1200	Certificate
Commercial Art Technology	1500	Certificate
Commercial Foods & Culinary Arts (OLD)	1500	Certificate
Commercial Foods & Culinary Arts (NEW)	1200	Certificate
Commercial Refrigeration and Heating Tech. I	750	Certificate
Commercial Refrigeration and Heating Tech.	1350	Certificate
Cosmetology	1200	Certificate
Custom Garment Making/Tailoring	900	Certificate
Dental Assisting	1230	Certificate
Dental Lab Technician	2040	Certificate
Digital Design	1200	Certificate
Digital Printing Technology	990	Certificate
Early Childhood Education	600	Certificate
Electrical Wiring /Electricity	1200	Certificate
Electricity	960	Certificate
Electronic Technology	1400	Certificate
Heavy Duty Truck & Bus Mechanic	1800	Certificate
Heavy Equipment Mechanics	1740	Certificate

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ELIGIBLE PROGRAMS	TOTAL CLOCK HOURS	DEGREE OR CERTIFICATE PROGRAM
Legal Secretary	1050	Certificate
Licensed Practical Nursing (LPN)	1350	Certificate
Major Appliance & Repair Technology	1500	Certificate
Marine Service Technology	1350	Certificate
Massage Therapy	750	Certificate
Medical Assisting	1300	Certificate
Mechanical Drafting	1900	Certificate
Medical Secretary	1050	Certificate
Network Support Services -- CISCO	1050	Certificate
Network Support Services -- Microsoft	1050	Certificate
Pattern Design for Industry	900	Certificate
Patient Care Technician	600	Certificate
PC Support Services	900	Certificate
Pharmacy Technician	1050	Certificate
Printing & Graphic Arts	1800	Certificate
Radio Broadcasting	960	Certificate
Surgical Technology	1650	Certificate
Television Production	1650	Certificate
Veterinary Assisting	750	Certificate
Web Design Services	1050	Certificate

Note: Programs listed are those with the largest number of clock hours established by the Florida Department of Education to obtain a Certificate of Completion. The programs contain core components that need not be repeated after other programs are completed with the same student performance standards

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REFUND POLICY

A refund relates to direct charges paid to the institution for tuition.

1. The refund policy of M-DCPS postsecondary educational centers follows this schedule:
 - a. Before the first day of classes – 100%
 - b. Within fourteen calendar days after the start of class – 50%
 - c. After fourteen calendar days from the start of class – No Refund
2. The financial aid refund policy for Title IV funds of M-DCPS postsecondary educational centers will conform to the provisions established in federal regulation 34 CFR 668.22. These provisions are detailed in the CURRENT Federal Student Aid Handbook. For students who withdraw from an eligible program before completion, the “Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program”, form must be completed; commonly referred to as R2T4 (**App 4**).
3. Students will be obligated for any difference in excess between the M-DCPS refund policy amount calculated in the R2T4.

ACADEMIC YEAR

For financial aid purposes, the academic year is 900 clock hours and 36 weeks in length. These hours commence on the student’s first day of attendance in an eligible vocational program.

ENROLLMENT STATUS

For the purpose of the financial aid program:

1. Full-time enrollment status is 18 or more hours of class work per week.
2. Half-time enrollment status is at least 12 to 17 hours of class work per week.
3. Part-time enrollment status is less than 12 hours of class work per week.

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PAYMENT SCHEDULE

1. Financial aid disbursements are scheduled as students meet requirements in accordance with Volume 3, Chapter 2 of the CURRENT Federal Student Aid Handbook.
2. Payment periods for full-time and part-time programs are scheduled as follows:
 - a. Full-time only program payment periods:
 - (1) For programs of 900 hours or more in length, the payment period is 450 hours representing $\frac{1}{2}$ of the academic year.
 - (2) For programs that are 899 to 600 hours in length, the payment period is $\frac{1}{2}$ of the program length.
 - b. Part-time only programs or full-time program payment periods offered on a part-time basis.
3. The award year is dependent upon the date of the application for financial aid by a student and the first day of attendance.
4. Regarding the cross-over payment period:
 - a. The third registration period is a trailer of the academic year.
 - b. However, students may be reviewed for Pell award year determination on a case by case basis.
5. Calculations for payments begin when a student has met all financial aid requirements.

REPAYMENT POLICY

1. If students withdraw from school before the disbursement date, they may not be eligible to receive the full award for the payment period. As permitted under 34 CRF 668.22, the school will only collect monies which the students have charged against their Federal Pell Grant for tuition, registration, and program costs. The student will be responsible for any remaining balances not covered by the Federal Pell grant award.
2. Students who withdraw from school and receive FFELP disbursements for that period are required to repay the lender, and the lender will take appropriate action on a repayment.

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POLICIES AND CONDITIONS CONCERNING FINANCIAL AID AWARDS

1. Awards are contingent upon actual receipt of funds from the federal and/or state government.
2. The financial aid office reserves the right to revise or cancel an award at any time because of changes in financial or academic status of students.
3. Students must report to the financial aid office any other financial assistance (scholarships, loans, grants, fee waivers, veteran's benefits, and social security income) not previously reported.
4. Students may register with a deferment based on the expected financial aid award. Deferments must not exceed the financial aid eligibility for the payment period. Students are responsible for the difference between the deferment and the registration costs. After registration, any money owed will be deducted from the actual award. Once these deductions have been made, the balance of awards will be disbursed to students.
5. Students must notify the financial aid office immediately of any changes in name, address, marital status, felony drug conviction, or enrollment status with appropriate verifying documentation.
6. Financial aid awards are not renewed automatically. A new application must be submitted each year. New forms are available each year.
7. Students are responsible for picking up any grant checks within a reasonable period of time after the disbursement date. If students have not picked up their payments within 20 days after the last date that their enrollment ends in that award year, the institution may credit the student's account only for allowable outstanding charges for the award year incurred by students while they were eligible in accordance with federal regulation 34 CFR 690.78(c), Federal Pell Grant Program. Attempts to contact students who do not pick up grant checks must be documented.
8. Intentional false statements or misrepresentations on any of the financial aid application materials will subject students to a fine or imprisonment, or both, under provisions of federal law.
9. Satisfactory progress as defined on page 14 must be maintained in order to receive financial aid.
10. Awards are based on continuous enrollment without interruption. If students withdraw from school, awards may become null and void. Students must see the financial aid officer to reactivate the award should they re-enter. The award may then be recalculated.

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CHAPTER II

FINANCIAL AID OFFICE ADMINISTRATIVE PROCEDURES

POLICIES AND PROCEDURES

1. The financial aid offices housed in M-DCPS postsecondary centers were established to coordinate all sources of financial assistance offered to students.
2. In accordance with established procedures, all students applying for federal financial aid must submit appropriate application forms to the financial aid office and complete other required processes. Federal financial aid will be processed when the financial aid office receives a valid SAR/ISIR, in addition to other required documents.
3. All awards for federal financial aid to students shall be administered through the financial aid office, depending upon the availability of funds.
4. Students who are eligible will be given consideration for all programs administered by the financial aid office. Aid packages may consist of one or more grants, or loan in any combination that, in the opinion of the financial aid officer, most appropriately meets students' needs.
5. M-DCPS postsecondary educational centers will not discriminate in the awarding of financial aid. The centers must adhere to laws under the Title VI Civil Rights Act of 1964, the Title IX Protection Act, the Privacy Act of 1974, the Rehabilitation Act of 1973, and the Age Discrimination Act.
6. Designated progress reports for Adult Students must be completed by instructors for all students receiving federal financial aid and must be submitted to the financial aid officer. All attended hours for PELL (financial aid) students must be posted in VACS bi-weekly for every vocational course. FM-4801 (App 5 a or b) (quantitative measure of progress) or FM-6825 (App 6) (qualitative measure of progress) are to be used depending on which is used by the institution. FM-6825 (App 6) needs to be used in conjunction with the Summary of Vocational Hours screen in VACS. This data will be used to track progress. These reports may be provided to appropriate community- based organizations.
7. The Financial Aid Committee members, as assigned by each postsecondary educational center, will serve as an appeals board for students.
8. The Federal Grant Disbursement Authorization is to be prepared by the financial aid office and transmitted to the business office for disbursement FM 6854 (App 7).

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RECORD MAINTENANCE

1. All postsecondary educational center financial aid offices shall maintain records according to the following guidelines:
2. Adequate records are maintained to assure that aid given to each student is not in excess of the actual award.
3. An individual student master record is maintained by the financial aid office for each student receiving assistance. This record reports the type and amount of assistance received.
4. The financial aid office serves as an information clearing house for detailed and summary data about student aid programs.
5. All records of financial assistance are maintained for five years following submission of the fiscal operations reports.

ADMINISTRATIVE AIDS AND RESOURCES

All postsecondary educational centers should maintain administrative files, manuals, and journals, which are easily accessible, or be able to retrieve them electronically. These materials should include:

1. Manuals/Journals
 - a. The Blue Book (Accounting, Record keeping, and Reporting by Postsecondary Educational Institutions for Federally Funded Student Financial Aid Programs)
 - b. Compilation of Student Aid Regulations, 34 CFR
 - c. Federal Registers accessed via the Internet
 - d. Dear Colleague Letters accessed via the Internet
 - e. Federal Student Aid Handbook
 - f. Verification Guide
 - g. "Questions and Answers" (published by the United States Department of Education [ED] periodically)
 - h. Student consumer information publications
 - i. M-DCPS Federal Financial Aid Manual
 - j. M-DCPS drug abuse plan
 - k. M-DCPS campus crime statistics published by the M-DCPS School Police available via the Internet

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2. Files

- a. Program Participation Agreements (past and present) that include:
 - (1) Letters of eligibility
 - (2) All materials and applications used to establish eligibility
 - (3) Signed letter from ED certifying eligibility
- b. Notification of tentative and final funding levels, as well as any appeals notification (kept on a per-award-year basis)
- c. Federal Pell Grant Program Pell Origination Acknowledgment list (PGOA) (kept on a per-award-year basis)
- d. Federal Pell Grant Program Pell Disbursement Acknowledgment list (PGDA) (kept on a per-award-year basis)
- e. Electronic Student Status Confirmation Report(s) (SSCR)
- f. Student budgets (kept on a yearly basis)
- g. Any audit reports and responses
- h. A master list of all students receiving aid on an award-year basis and the award amounts according to funding source
- i. Individual student files (active and inactive)
- j. Fiscal Operations Report/Application for Funds (FISAP) and all related information which is to be filed by fiscal year

FISCAL REPORT RESPONSIBILITY

- 1. Within 30 days of disbursement, prepare the PGDA for submission to ED. This report identifies individual Federal Pell Grant student payments for a specific payment period with projected future payments for the remainder of the award year.
- 2. Annually prepare the FISAP for submission on October 1st to ED. This report serves as the application for financial aid funds for the upcoming award year and details fiscal operations for the preceding award year which includes Federal Pell Grant disbursements, FSEOG disbursements, enrollment verification, income, and dependency status. During the spring collection period prepare appropriate portions of the Integrated Postsecondary Educational Data System (IPEDS) having to do with financial aid.

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STUDENT FILE COMPONENTS

Student files will include:

1. The Postsecondary Educational Center Financial Aid Application (FM 5467 Rev. [07-00]) obtained at the time of initial application (App 8). This application form is not mandatory for Title IV programs. However, it is recommended for the purpose of maintaining current information and for ensuring that information is consistent among various documents.
2. Needs analysis derived from an approved Multiple Data Entry (MDE) processor (SAR/ISIR).
3. Selective Service Registration collected and verified on FAFSA.
4. Statement of Educational Purpose (including a default/refund statement).
5. Verification worksheets for Dependent (**App 9**) Independent (**10**) and Review Sheet (**App 11**), if selected, and appropriate copies in accordance with the Application and Verification Guide.
6. Award(s) notification(s) issued from various organizations as well as those issued by the postsecondary educational center.
7. Any pertinent material involved in FFELP awards (e.g., Entrance FM 5470 (**App 12**) and Exit Interview FM 5474 (**App 13**) and the Stafford Loan Worksheet FM (**App 14**).

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

1. Satisfactory progress is evaluated at the time the student completes the hours in the payment period or has reached the maximum time (150%) of scheduled hours in which that payment period should have been satisfied.

Progress is defined as:

- a. Receiving a satisfactory Competency Completion report (qualitative measurement) from the instructor.
- b. Completing 67% of the scheduled hours for which the student was enrolled as mandated by the Federal Financial Aid Handbook. Students with disabilities, including those with a chronic illness (e.g., sickle cell anemia, leukemia), who provide written documentation verifying the disability from a physician, psychologist, or agency such as the Division of Vocational Rehabilitation, will be required to complete 60% of the scheduled hours for which they were enrolled (quantitative measurement).

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- c. The number of payment periods for which students will be awarded financial aid will be limited by the number of hours required to complete the program. The period of eligibility commences from the date students enter the program. The time-frame is based on 150% of the program length. The quantitative measure is based on calendar time calculated based on the student's clock hours. The calculation period will vary by the academic year and, as such, so will the total weeks of attendance.

For example:

- ▶ The student must complete the first payment period of 450 hours within a time-frame of 675 hours to be in compliance within the maximum time-frame. If this criterion is not met, the student is no longer eligible for financial aid and their award will be canceled.

If students exceed the maximum number of payment periods of eligibility, they will no longer be eligible for financial aid for that program.

Satisfactory Progress Appeal Process

2. If students fail to make satisfactory progress they will not be eligible for financial assistance for the next payment period. Students are then financially obligated for expenses incurred until eligibility is re-established. If students make satisfactory progress during their subsequent payment period financial aid will be re-established
 - a. If students have been notified of cancellation of a financial aid award, they have the opportunity to appeal such action. The appeal should be presented in writing and may include the following documents:
 - 1) Complete the Financial Aid Student Appeal Form, FM 6863 (**App 15**) explaining mitigating circumstances.
 - 2) A physician's note and/or records if appeals are based on medical reasons.
 - 3) Any additional supporting documents.
 - b. The decision of the Committee is final. Students will receive notification of decisions.
 - c. If a student's appeal is approved, they may be eligible for a disbursement for the next payment period.
 - d. Reinstatement of financial aid can be achieved if students attend a payment period without financial assistance and re-establish satisfactory progress for their overall program. **Students may be granted only one appeal for the length of their program.**

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PROFESSIONAL JUDGEMENT ... Sec 479A (a) CURRENT Federal Financial Aid Handbook.

The Financial Aid Officer (FAO) may, on a case-by-case basis, adjust one or more of the data elements used to calculate the EFC. The FAO may need to adjust the data elements during the award year to reflect a student's changed circumstances. For example, if a wage-earning parent dies after the student's first payment period, the FAO could adjust the adjusted gross income in the EFC to reflect the loss of income.

1. In order for the FAO to consider such circumstances, students must request consideration in writing, explaining the circumstances, and how they occurred, and providing documentation to substantiate the claim.
2. All decisions of the FOA are final.

Examples of appropriate forms of documentation include:

- a. Medical expenses - medical bills, doctor's statements, and cancelled checks
- b. Death of household member - obituary clipping from the newspaper and/or a death certificate
- c. Change in income - check stub, tax return, and W-2 forms
- d. Separation/divorce - copies of court documents and legal papers
- e. Marriage - copy of a marriage license
- f. Birth - hospital bills and a birth certificate
- g. Wage determination and transcript

VERIFICATION POLICIES

Postsecondary educational centers adhere to the following verification principles:

1. The institution must ensure that financial aid funds are awarded to eligible students in an equitable and consistent manner.
2. In order to qualify for financial aid funds, applicants must meet the standards set for verification. Family-reported information must be within a reasonable tolerance range in accordance with the CURRENT Application and Federal Financial Aid Handbook;
3. Institutional policies, outlining required forms and procedures that are to be used to fulfill verification standards, are made available to applicants for financial aid.

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4. Verification procedures must be uniformly applied to all federal financial aid programs. The institution will verify all applicants selected by ED or the institution and will require transfer students previously selected for verification to re-verify their information.

A. Verification /Documentation

- I. For applicants selected through ED, the institution will verify the required items specified in the CURRENT Application and Federal Financial Aid Handbook by completing the appropriate worksheet based on their dependency status (dependent or independent) (App 9) or (App 10).
- II. The institution will resolve and document discrepant application information for all applicants.

B. Applicant Responsibility

- 1) Applicants selected for verification by ED or the institution are required to provide requested information or documentation as per CURRENT Federal Student Aid Handbook, Application and Verification Guide in order to be eligible to receive Title IV student aid funds. The Financial Aid Office reserves the right to request additional documentation as they deem necessary to complete the verification process. Any additional documents/information will be identified by the Financial Aid Officer on the Missing Information Request Form, FM 6848, (App 16)
- 2) If applicants' dependency status has changed during the award year or the original applications were filed incorrectly, applicants must file a corrected form reflecting the changed status, unless the change results from a change in marital status.
- 3) Selected applicants must certify and/or update the household size and number of family members in postsecondary education to reflect accurate data as of the date of verification.
- 4) Applicants must repay any overpayment discovered during the verification process.

C. Time Period Limitations

- 1) Applicants selected for verification either by ED or the institution must provide the requested information or documentation no later than two (2) months from the date of written (Missing Information Request Form, FM 6848, (App 16) or verbal notification. The institution may grant an extension of time on an individual basis.

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- 2) Failure to provide documentation or information within the specified time period will result in the following:
 - a. The institution may not disburse any federal grants or certify a loan application for applicants who fail to provide requested documentation within the time frame.
 - b. The institution may accept requested documentation after the specified time period and award aid to such applicants when the verification has been completed.

D. Tolerances

- 1) For the Federal Pell Grant Program, the institution will not recalculate the Expected Family Contribution (EFC) for applicants. Students will resubmit their SAR/ISIR if applicant information changes as a result of verification or the institution may input the changes electronically with the appropriate documentation signed by the student.
- 2) For all financial aid applicants, the institution will have students resubmit the SAR/ISIR, if there are any errors in non-dollar items used to calculate the EFC or if there is a net dollar error of \$400 or more. Calculation will be performed by the institution. The institution may input the changes electronically only with the appropriate documentation signed by the student.

E. Notification

- 1) The institution will inform applicants of verification procedures and requirements through written and/or verbal communication.
- 2) The institution will notify applicants of the results of the verification through written and/or verbal communication.
- 3) For the Federal Pell Grant Program, the institution will notify students if a dollar error in their application information would increase their Federal Pell Grant awards. The institution may pay on the students' original SAR/ISIR and should encourage students to resubmit it. The institution may input the changes electronically with the appropriate documentation signed by the student.

F. Discrepancy Resolution

After the institution has made a reasonable effort to resolve any discrepancies that results in applicant receiving funds on inaccurate or miscalculated information the institution will notify ED accordingly.

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G. Fraud Referral

Department regulations (34 CFR 668.16 (g)) require an institution to refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application.

Remember that fraud is the intent to deceive as opposed to a mistake. If you suspect such intent on the part of a student, report it to the OIG by phoning

1-800-MISUSED

PACKAGING POLICIES

Packaging refers to evaluating financial need and awarding aid in an equitable and consistent manner.

1. Financial need is calculated according to the center's budget minus family/student contributions. After estimated needs are established, the financial aid officer should look at all available aid resources relative to students. The financial aid officer will also take into account any aid received from other sources and subtract this from the need.
2. The financial aid office will attempt to meet students' full needs depending upon available resources. Aid packages are built in the following sequence until financial needs are met, based upon the available program in which the individual centers participate:

Federal Pell Grant
Federal Supplemental Opportunity Grant (FSEOG)
District Financial Aid Program (DFAP)
Federal Family Education Loan Programs (FFELP)

Examples of allowable packaging that includes discretionary disbursement based upon financial need are:

Pell Grant and FSEOG
Pell Grant, FSEOG, and DFAP
Pell Grant, Homeless Waivers, and FSEOG
Pell Grant, FSEOG, FFELP
DFAP
Pell Grant

Packaging may also include vouchers from various agencies.

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PROGRAM CHANGES

Students may make two program changes and still be eligible to receive financial aid as long as they maintain all other eligibility requirements. For each program change, students will establish a new time frame for completion of the new program, taking into consideration the hours completed in the old program if the hours are applicable to the new program.

PROGRAM ASSESSMENT—“SYSTEM OF CHECKS AND BALANCES”

The institution must ensure that the financial aid office is adequately staffed with qualified personnel to carry out the functions outlined in this manual. The institution must also ensure that its administrative procedures for the FSA programs include an adequate system of internal checks and balances. This system separates the functions of authorizing payments and disbursing or delivering funds so that no one person or office exercises both functions for any student receiving FSA funds. Small schools are not exempt from this requirement even though they may have limited staff. Individuals working in either authorization or disbursement may perform other functions as well but not both authorization and disbursement.

DEPARTMENTAL AUDITS AND PROGRAM REVIEWS

The evaluations are done to measure the efficiency and effectiveness of the operation of the financial aid program and to determine compliance with federal laws and regulations.

1. Non-Federal Audits

- a) Federal regulations require the school to audit, or have audited under its direction, all Federal Pell Grant, FSEOG, FWSP, and FFELP transactions to determine the fiscal integrity of financial transactions and reports and to assure that such transactions are in compliance with applicable laws and regulations.
- b) Annual audits will be performed in accordance with the appropriate ED Audit Guide. For newly established financial aid programs, the M-DCPS, Office of the Controller should be provided information required for the Single Audit report from the postsecondary educational centers. Audit reports are submitted to the regional Office of the Inspector General.

2. Federal Program Reviews - ED periodically conducts reviews of student financial assistance programs. During a program review, activities related to student financial aid programs are examined for compliance with federal, state, and institutional policies, procedures, and regulations as well as for compliance with good management practices.

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FINANCIAL AID COMMITTEE MEMBERSHIP AND RESPONSIBILITY

Committee membership is assigned as desired by each institution. The Committee's responsibility is to make decisions on appeals for those students who fail to maintain satisfactory progress.

GRIEVANCE PROCEDURES

A grievance is a situation that occurs in the course of the financial aid operation which causes students to consider themselves aggrieved. The financial aid office is responsible for providing mechanisms for the expression and resolution of grievances.

Students who believe they have been aggrieved may take their complaints to the designated administrator who will investigate the alleged incident and talk to necessary witnesses. If the administrator agrees that students have legitimate grievances, appropriate action will be taken. Students are notified of the case disposition.

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CHAPTER III

FEDERAL FINANCIAL AID GRANTS AND LOANS

FEDERAL PELL GRANT DISBURSEMENT POLICIES AND PROCEDURES

All financial aid applicants are required to apply for this grant. This federally funded grant is available to all students who demonstrate financial need and who enroll in certificate programs of at least 600 hours. The award amount is determined through federal formula. (Forms are available in the student services office.)

1. Application Procedures

- a) Complete M-DCPS "Postsecondary Institution/Area Technical Center Financial Aid Application," (FM-5467 Rev. (09-04) **(App 8)**)
- b) Complete the "Free Application for Federal Student Aid" form (FAFSA).
- c) Maintain the SAR/ISIR in the financial aid office.
- d) Complete and submit verification documentation with the SAR/ISIR if applicable.
- e) Provide additional information upon request.

2. To be eligible for financial assistance, students must:

- a) Be U.S. citizens/nationals or (b) eligible non-citizens.
 - I. must provide documentation if conflict is noted on ISIR in the form of copy of:
 - 1) Certificate of Naturalization
 - 2) Certificate of Birth Abroad
 - 3) Copy of US Passport
 - 4) Completion of FM 5468 (App 2)

As noted in CURRENT Federal Student Aid Handbook

- II. if status not confirmed on ISIR must complete G845S (SAVE) form (App 3)
 - b) Be admitted to schools as regular students as defined by 34 CFR 600.2.
 - c) Not be in default or have received an overpayment on any previous aid.
 - d) Make satisfactory progress.
 - e) Demonstrate financial need.

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- f) Be enrolled in an eligible vocational program.
 - g) Not have a bachelor's degree or foreign equivalent.
 - h) Have a high school diploma, GED, or the ability to benefit as previously referenced on page 4
 - i) Comply with federal requirements regarding felony drug conviction.
3. Award amounts are based on the following criteria:
- a) Students' EFC index, supplied by an approved Central Processing System (CPS)
 - b) Actual costs of attendance
 - c) Number of clock hours enrolled
 - d) Total number of clock hours in the program
4. Processing Procedures
- a) Students receive the Student Aid Report (SAR) from the DE.
 - b) Students must assist in obtaining the following information for submission to the financial aid office:
 - 1) All parts of the SAR/ISIR
 - 2) Completed "Postsecondary Institution/Area Technical Center Financial Aid Application" form (FM-5467 Rev. (09-04) (App 8)
 - 3) Verification documentation if needed
 - 4) Any other information requested
 - c) The financial aid office will:
 - 1) Review students' files to see if they are renewal students or have other financial aid information on file. A file must be prepared when appropriate.
 - 2) Verify citizenship status (**App 1**) for Citizenship Eligibility Status procedures.
 - 3) Obtain student signatures on the input document for the initial FAFSA application or for a correction if either is submitted electronically by the school.
 - 4) Assist students in correcting misinformation on the Information Review Form, Part II of the ISIR, and will resubmit it if necessary.
 - 5) Prepare the Financial Aid Award Letters (FM-5471Rev. [10-00]) (**App 17**).

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- 6) Cross-reference documents in student files to ensure that required forms are enclosed and the information provided appears reasonable and consistent. If information is incomplete, unreasonable, and/or inconsistent, additional information must be requested from students.
- 7) Verify selected files in accordance with current ED regulations.
- 8) Calculate the award based upon the current year's ED regulations by using the Federal Pell Grant Payment Worksheet (**App 18**).
- 9) Review students' records to determine eligibility for other types of aid.

5. Disbursement Procedures

Disbursements are payments of funds to students. These payments will be made directly to students in the form of a check prepared by the Institution's business office. Prior to disbursement, the Automatic Clearing House/Electronic Funds Transfer (ACH/EFT) Payment Request Record FM-6826 (**App 19**) is completed by the financial aid officer with requested information, including the amount of funds needed. The request may be made by phone to the ED Payment Management System, or it may be submitted electronically using the Grant Administration and Payment System (GAPS). ED confirms the request with a control number. Within five working days after the request is made, funds should be available at the center's bank in the federal funds account.

- A. Disbursements will be made two times within an award year.
- B. The students will be paid retroactively for any hours completed during a previous payment period (within the same award year) for which students were eligible for payment.
- C. Prior to any disbursement, the following must be completed for all students:
 - 1) Determine that students have maintained satisfactory academic progress. A review of the progress report for each student for the required attendance and academic progress
 - 2) Determine award amount for that payment period.
 - 3) The financial aid office will process the award, complete the "Federal Grant Disbursement Authorization" FM-6854 (**App 7**), and transmit it to the business office. Students will then be notified.
 - 4) Before the grants are disbursed, the disbursement form is checked against school records to identify other aid received.
 - 5) Valid Florida Photo IDs must be shown when picking up and signing for checks.

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- 6) The business office periodically informs the financial aid office of any checks not picked up. After ample notice has been given to the student the check will be returned to the lender voiding that portion of the loan payment.
6. When the overage check becomes void the Institution will return the remaining funds to the appropriate Title IV account.

FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)/THE FEDERAL STAFFORD LOAN PROGRAM (CURRENTLY INACTIVE)

The FFELP makes long-term loans available to students attending institutions of higher education, vocational, technical, business, trade schools, and some foreign schools. The Federal Stafford Loan Program is the only FFELP used in M-DCPS. It enables students to borrow directly from participating lenders in order to finance educational expenses. The loans are guaranteed by the federal government.

1. Application Procedures under the Stafford Loan Program

a) Forms are available from the financial aid office or from lending institutions

b) The complete loan packet includes:

- 1) Postsecondary Institution/Area Technical Center Financial Aid Application
- 2) Federal Stafford Loan Application with completed application section
- 3) SAR/ISIR on file
- 4) Appropriate proof of income if needed
- 5) Stafford Loan Entrance Interview Certification, (FM-5470 **(App 12)**)
- 6) Stafford Loan Exit Interview Certification, (FM-5474 **(App 13)**)

2. Entrance/Exit Counseling for Borrowers

a) Under the FFELP, institutions must counsel borrowers concerning loans prior to loan certification and again prior to completion of the course of study, or at the time of departure, in accordance with the requirements set forth by ED.

b) If students leave the institution without the knowledge of the financial aid office, information shall be communicated to students in writing at the last known address.

3. Eligibility Requirements

a) Same as Federal Pell Grant (see page 20) except student may have a bachelor's degree or higher. Additionally, students must be enrolled for a minimum of 12 hours per week.

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- b) Meet eligibility criteria of the lender.

4. Processing Procedures

- a) Students complete application process.
- b) Institutional part of the application is completed by the financial aid office.
- c) Students are responsible for communicating with the lender throughout the loan process.
- d) The lender will mail all loan checks to the postsecondary institution/area technical centers.
- e) Students will notify the financial aid office and the lender if there is a change of name, address or student enrollment status.

5. Loan Disbursement Procedures

- a) The lender sends checks to the postsecondary institution/area technical center where checks are directed to the business office.
- b) The business office records the following information on the Stafford Loan Check Log FM-6861 (**App 20**):
 - 1) name of student
 - 2) student ID or social security number
 - 3) name of bank
 - 4) check number
 - 5) amount of check
 - 6) date check was received at center
 - 7) disposition
- c) The business office then forwards the loan check transmittal received from the bank, which accompanies the check, to the financial aid office prior to disbursement to students. Upon receipt of the loan check transmittal, the financial aid office completes and forwards a "Stafford Loan Transmittal" form to the business office to identify the students for whom checks have been received (App 21). The form provides check eligibility status--Cleared, Pending, or Void--which indicates that the financial aid office has confirmed:
 - 1) *Cleared status* - The Stafford Loan Disbursement Authorization, (FM-5469) (App 22) has been completed and accompanies the Stafford Loan Transmittal.
 - 2) *Pending status* - The file must be reviewed for possible check release at a later date.
 - 3) *Void status* - The check should be returned to the lender with the term Void placed on the check. If the "Notice of Loan Guarantee and Disclosure Statement" (**App 23**) is received from the lender, it must be completed, signed, and dated by the business office, and must be returned with the voided check to the lender.

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- d) Students are notified that checks are available and should be picked up at the business office.
- e) The business office releases checks to students upon verification of current enrollment in the Vocational Adult Community System (VACS) and upon presentation of authorized valid Florida photo IDs. The business office must print the VACS schedule screen to verify students' current enrollment.
- f) After students have picked up the checks and signed loan disbursement authorization forms, the duplicate forms are returned by the business office to the financial aid office to be placed in students' files.
- g) The business office periodically informs the financial aid office of any checks not picked up. After ample notice has been given to the student the check will be returned to the lender voiding that portion of the loan repayment.

6. Notification of Student Separation

When students withdraw from postsecondary institutions/area technical centers or complete a program, the financial aid office:

- a) Enters the last date of attendance and date of notification on the "Notice of Loan Guarantee and Disclosure Statement" and sends it to the lender. (if received)
- b) Copies of the notice are placed in student folders.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is a federally funded grant awarded to students who demonstrate significant financial need. Awards are determined by financial aid officers in postsecondary institutions/area technical centers. FSEOG annual awards range from \$100 to \$1,000. All Federal Pell Grant applicants are considered for this grant based upon eligibility and availability of funds.

1. Application procedures and eligibility requirements follow those of the Federal Pell Grant (see page 20).
2. Selection Criteria:
 - a) Students must submit the SAR/ISIR.
 - b) Awards will be made to students with the lowest expected family contributions.
 - c) From the above group of recipients, first priority will be granted to full-time students who are enrolled at the time of awarding.
 - d) Maximum FSEOG awards will be determined annually according to the funds available at each center.

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3. Processing Procedures - To determine FSEOG awards, the financial aid office will:
 - a) Review the SAR/ISIR.
 - b) Determine eligibility.
 - c) Calculate the award according to the "Input Document for Awards/ Revisions," **(App 24)**. FSEOG awards will be calculated after taking into consideration all other aid received to identify remaining need.
 - d) Prepare award letters to be sent to students.
 - e) Prepare the "Federal Grant Disbursement Authorization" **(App 7)** and forward it to the business office.
 - f) Review academic progress for continued eligibility at the end of the payment period.

4. Disbursement Procedures

Disbursement Procedures for FSEOG will be the same as the Federal Pell Grant.

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CHAPTER IV

STATE FINANCIAL AID PROGRAMS

FLORIDA STUDENT ASSISTANCE GRANT-CAREER EDUCATION (FSAG-CE)

The Florida Assistance Grant is a need-based grant program available to:

- Florida residents
- Students enrolled in certificate programs with a minimum length of 450 clock hours or 15 semester hours
- Students at participating career centers operated by district school boards

The grant is a decentralized program where the institution determines student eligibility based on State criteria.

Students must meet Florida's general eligibility requirements in Section 1009.40, Florida Statutes, for receipt of state aid. Students must

- Be a Florida resident and a U.S. citizen or eligible non-citizen as determined by institution
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made
- Enroll for a minimum of 180 clock hours per term (or equivalent of 6 semester credits) at an eligible community college or eligible career center
- Demonstrate financial need by submitting, annually, a completed error free FAFSA (Pell entitlement is not required to receive grant)

Financial need is determined by the following:

- Institutional Cost of Attendance
- Minus: Expected Family Contribution (EFC)
- Minus: Pell Award, if applicable
- Minus: Other sources of financial aid (except student loans)
- Equals: Unmet need (must be \$200 minimum)

**Note: Grant may not exceed a student's unmet need.*

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The following are the allowable expenditures for the FSAG-CE:

- The FSAG-CE grant may be applied to any cost of attendance:
- Tuition and fees
- Books
- Student's Supplies
- Tools
- Transportation, etc.

The renewal requirements are as follows:

- Student Criteria
- Earn an institutional cumulative 2.0 grade point average as of the end of the Spring term each year
- Earn per term awarded at least:
 - 360 clock hours for full-time enrollment
 - 270 clock hours for three-quarter enrollment
 - 180 clock hours for half-time enrollment

FLORIDA WORK EXPERIENCE PROGRAM (FWEP)

The Florida Work Experience Program is a need-based program available to:

- Florida Residents
- Students who are enrolled in certificate programs with a minimum length of 450 clock hours or 15 semester hours
- Students at participating career centers operated by district school boards

The grant is a decentralized program where the institution determines student eligibility based on State criteria.

The mission of the Florida Work Experience Program is

- To serve as a retention tool at institutions by providing on-campus employment
- To provide a self-help student aid program that reduces student loan indebtedness
- To introduce eligible students to work experience that will complement and reinforce their educational program and career goals

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The FWEP participation details are as follows:

- To participate in FWEP, institutions must complete the “*FWEP Allocation Request*” form online at www.FloridaStudentFinancialAid.org by June 30th prior to the academic year of participation.
- To access the FWEP Allocation Request screen from the OSFA Homepage select:
 - State Grants, Scholarships & Applications
 - Postsecondary Institutions
 - Allocation FWEP, Click Request
 - Login using your User ID and PIN
 - The FWEP Allocation Request screen will display your institution (DOE/OSFA) code and institution name, after login.
 - Indicate if you will participate in FWEP by checking Yes or No.
 - If No, click Submit. No additional information is required.
 - If Yes, provide the Total amount your institution anticipates on spending for the upcoming year.
 - Click Submit.
 - A message will appear “Form Successfully Submitted.”

Students must meet Florida’s general eligibility requirements in Section 1009.40, Florida Statutes, for receipt of state aid. Students must

- Be a Florida resident and a U.S. citizen or eligible non-citizen as determined by institution
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made
- Enroll for a minimum of 180 clock hours per term (or equivalent of 6 semester credits) at an eligible community college or eligible career center
- Demonstrate financial need by submitting, annually, a completed error free FAFSA (Pell entitlement is not required to receive grant)

Financial need is determined by the following:

- Institutional Cost of Attendance
- Minus: Expected Family Contribution (EFC)
- Minus: Pell Award, if applicable
- Minus: Other sources of financial aid (except student loans)
- Equals: Unmet need (must be \$200 minimum)

**Note: Grant may not exceed a student’s unmet need.*

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The following are the allowable expenditures for the FWEP.

- Reimburse 100% of wages
- Employed on your campus
- Employed at public elementary and secondary schools
- Reimburse up to 70% of wages at other locations
- Utilize up to 10% of allocation for administrative costs (e.g. salaries, supplies, printing, etc...)

The renewal requirements are as follows:

- Student Criteria
- Earn an institutional cumulative 2.0 grade point average as of the end of the Spring term each year
- Earn per term awarded at least:
 - 360 clock hours for full-time enrollment
 - 270 clock hours for three-quarter enrollment
 - 180 clock hours for half-time enrollment

For renewal of the award for the following year, a student who:

- Fails to earn the required hours may not renew, but may apply for restoration the next school year
- Fails to earn the GPA, receives probationary award

The employment contracts and responsibilities are as follows:

- Each institution is authorized to enter into contractual agreements with private or public employers for FWEP student employment.
- Per 6A-20.038(4), an institution shall not contract with another institution.
- Contracts shall include as a minimum the following responsibilities:
 - Institutional
 - Employer

The employment contracts and responsibilities for the institution are as follows:

- Select and refer eligible students in complementary jobs that enhance their education.
- Reimburse the employer the appropriate wages (Reimbursement is limited to student wages and shall not include costs for fringe benefits, travel or other related employment costs.)
- Monitor the number of hours per week the student works and the earnings of the student to avoid an over award or commitment.

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The employment contracts and responsibilities for the employer are as follows:

- Develop and implement with the institution a program of supervision consistent with student job duties and educational objectives.
- Certify that the work performed by employed students does not displace or discriminate against company employees.
- Place the student on employer's payroll and provide for mandatory benefits.
- Provide institution with an initial "work agreement" documenting job duties, hours employed, and pay rate.
- Provide time sheets to the institution when requesting reimbursement.
- The reporting requirements for FWEP are as follows:
 - Disbursement Eligibility Reports (DERs) are due no later than 30 days after the end of each term
 - Reconciliation is due no later than 60 days after the end of each term
 - Annual Reconciliation and Annual Refunds are due June 1
 - Grade and Hours Report is due June 30
 - FWEP Annual Financial Summary Report is due by July 30

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CHAPTER V

BUSINESS AND ADMINISTRATIVE OFFICE PROCEDURES

The primary role of the business office in regard to federal financial aid is disbursement of federal funds as authorized by the financial aid office.*

GRANT DISBURSEMENT

The financial aid office forwards the Federal Grant Disbursement Authorization FM-6854 (App 7) to the business office. This document provides the names of students, social security numbers, and the dollar amounts that each student is entitled to receive for that disbursement period.

The business office must review the disbursement authorization to determine total funds needed. The available cash on hand is subtracted from the total funds needed for the current disbursement to determine the additional funds that will be requested.

Postsecondary institutions/area technical centers that offer FSEOG must determine the matching portion for this grant in accordance with federal guidelines.

The ACH/EFT Payment Request Record FM-6826 (**App 19**) is then completed by the financial aid officer, who requests the amount of funds needed. The request may be made by telephone to the ED Payment Management System, or it may be submitted electronically using GAPS. ED confirms the request with a control number. Within five working days after the request is made, funds should be available in the federal funds account at the center's bank.

Prior to disbursement, the availability of funds must be verified with the bank. The business office then verifies enrollment of the students through VACS and prints schedule screen.

The business office then completes the Federal Grant Disbursement Authorization in the following areas:

1. Tuition and fees assessed through VACS
2. Books
3. Supplies
4. Other items
5. Remaining amount to be issued to students; and
6. Records check numbers after writing checks.
7. (The financial aid office notifies students when checks are available for pick-up).
8. Collects signatures of students and records the date of checks issued upon presentation of a valid Florida photo ID from students.

*For the purpose of this document, business office refers to the following personnel: business manager, treasurer, cashier or clerk. Individual functions of these persons will be determined at the discretion of the principal or his/her designee.

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Following check disbursement, a copy of the completed Federal Grant Disbursement Authorization is returned to the financial aid office. Periodically the business office will inform the financial aid office of any checks that were not picked up by students. Attempts to contact students who do not pick up grant checks must be documented.

LOAN DISBURSEMENT

1. The lender sends checks to the postsecondary institution/area technical center where checks are directed to the business office.
2. The business office logs in the checks giving the following information:
 - a. name of student
 - b. ID number or Social Security number
 - c. name of bank
 - d. check number
 - e. amount of check
 - f. date check was received at center
 - g. disposition
3. The business office forwards the Loan Check Transmittal received from the bank, which accompanies the check, to the financial aid office prior to disbursement to students. Upon receipt of the Loan Check Transmittal, the financial aid office completes and forwards a Stafford Loan Transmittal form to the business office to identify students for whom checks have been received. The form provides check eligibility status (CLEARED, PENDING, or VOID) which indicates that the financial aid office has confirmed:
 - a. CLEARED status - The Stafford Loan Disbursement Authorization, (FM-5469
 - b. (App 22) has been completed and accompanies the Stafford Loan Transmittal.
 - c. PENDING status - The file must be reviewed for possible check release at a later date.
 - d. VOID status - The check should be returned to the lender with the term VOID placed on the check. If the "Notice of Loan Guarantee and Disclosure Statement" (App 23) is received from the lender, it must be completed, signed, and dated by the business office and must be returned with the voided check to the lender.
4. Students are notified that checks are available and should be picked up at the business office.
5. The business office releases checks to students upon verification of current enrollment in VACS if they have been enrolled for a minimum of 12 hours per week, and upon presentation of valid Florida photo IDs. The business office must print the VACS schedule screen to verify students' current enrollment.

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6. After students have picked up the checks and signed loan disbursement authorization forms, the duplicate forms are returned by the business office to the financial aid office to be placed in students' files.
7. The business office periodically informs the financial aid office of any checks not picked up.

FISCAL REPORT RESPONSIBILITY

1. Complete a monthly bank reconciliation of the Federal Funds Account and the monthly Financial Report. Submit the results to the appropriate district office and the internal accounts office in accordance with district requirements.
2. Complete the annual Summary of Transactions for the Federal Funds Account, submit it to internal accounts, and provide copies to the appropriate district office.
3. Verify the following data needed by the financial aid office:
 - a. FISAP
 - b. Federal PGDA list

FINANCIAL AID DISBURSEMENT RECORDS

The Business Office maintains the following records for each student receiving federal financial aid:

1. Original check requisitions and copies of the Federal Grant Disbursement Authorizations filed numerically by check requisition.
2. Copies of the check requisitions and copies of the Federal Grant Disbursement Authorizations with book authorizations, tuition deferments, class schedules, tuition payment. (i.e.: cash agency charge) miscellaneous charges, and any other supporting documentation for authorized charges filed alphabetically by student.
3. Electronic transactions record must be maintained for every student, including all financial transactions.

The original copies of Federal Grant Disbursement Authorizations and ACH/EFTs or the GAPS are filed together and are maintained for audit purposes.

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ADMINISTRATIVE OFFICE RESPONSIBILITY

The postsecondary institution/area technical center principals or designees are responsible for signing financial aid checks and reviewing, approving, and submitting financial aid documents to ED and district offices in a timely manner.

Prior to signing financial aid checks, principals or designees must:

1. Confirm availability of the financial aid funds in the federal bank account as indicated on the ACH/EFT Request Record or GAPS.
2. Compare the Federal Grant Disbursement Authorization figures with the dollar check amount for recipients of financial aid.

The following reports should also be reviewed by the principal or designees:

1. Monthly reports:
 - a. Bank Reconciliation, noting if the federal bank account balance agrees with the Monthly Financial Report
 - b. Monthly Financial Report which provides a summary of monthly expenditures and receipts in the federal bank account must agree with the ending figures on the Bank Reconciliation
2. Annual reports:
 - a. Review the Summary of Transactions to assure there is a match with total disbursements and receipts on the federal ledger cards.
 - b. Review FISAP expenditures to assure there is a match with total disbursements on the ledger cards and that interest earned in excess of \$250 is returned to ED at the end of the school year.
 - c. Review the final PGDA amounts paid to students to determine if there is a match with the Federal Pell Grant ledger card disbursements.