SESSION 6 Reporting Requirements for Title IV Programs

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Reporting Requirements For Title IV Programs

Required Reports	Federal Pell Grant	Campus-Based (FSEOG, FWS, Federal Perkins)	(FFEL , Federal Stafford and Federal PLUS Loans)	Federal Direct Loans
Institutional Payment Summary (IPS)	✔			
ED/PMS Reports	✔	✔		
Monthly Reconciliation Report				✔
Student Status Confirmation Report (SSCR)			✔	✔
FISAP		✔		
Audit	✔	✔	✔	✔

Notes:

Institutional Payment Summary (IPS) Report

Serves two purposes:

- establishes basic demographic information about a school and
- accompanies and summarizes each batch of paper student payment records transmitted for Federal Pell Grants.

Notes:

Required IPS Reports or Electronic/Magnetic Equivalents

Please turn in *The Blue Book*
to Section 6.1.1.3, page 208.

Notes:

Automated Methods to Report Federal Pell Grant Payment Information

- Electronic Data Exchange (EDE)
- Recipient Data Exchange (RDE)
- Floppy Disk Data Exchange (FDDE)

Refer to: Appendix D

Notes:

Federal Direct Loan Program Reporting

Electronic reports, reconciliation reports, and other communications are sent to the Direct Loan Servicing Center.

Notes:

Student Status Confirmation Report

- FFEL Program and Direct Loan Program student borrowers
- Electronic or paper
- At least twice a year
- 30 days to respond

Notes:

National Student Loan Data System (NSLDS)

Will be used to:

- replace existing information-processing systems at schools and guaranty agencies and
- provide a database of Title IV information that can be used for research purposes.

Notes:

Fiscal Operations Report and Application to Participate (FISAP)

- Application for campus-based funds for the upcoming award year
- Annual report on use of aid for the previous award year

Notes:

The Six Parts of the FISAP

Part I - Identifying Information, Certifications, and Warning

Part II - Application to Participate

Part III - Federal Perkins Loan Fiscal Operations Report

Part IV - FSEOG Fiscal Operations Report

Part V - FWS Program Fiscal Operations Report

Part VI - Program Summary Fiscal Operations Report

Please open *The Blue Book* to page 269.

Notes:

ED/PMS Reports

ED/PMS 272	Status of Federal Cash
ED/PMS 272-A	Federal Cash Transaction Report
ED/PMS 272-B	Statement of Cash Accountability
ED/PMS 272-F	Authorizations for Future Periods
ED/PMS 272-G	Inactive Documents Report

Notes:

Monthly Electronic Expenditure Reporting System (MEERS)

- Schools that report on a monthly basis use MEERS.
- MEERS will eventually replace the paper ED/PMS 272 report.

Notes:

Adjusting Expenditures Reported to ED/PMS

Some reasons for changes:

- institutional refunds,
- student repayments,
- recovery of funds,
- required payments,
- deobligations and authorization adjustm
- errors.

Notes:

Open Awards (Current-Year Adjustments)

"Current-year" Federal Pell Grant adjustments for the 1995-96 award year can be made through September 30, 1996.

Notes:

Checks to the National Finance Center (NFC) for Closed Awards

- Entity Identification Number (EIN) and Payee Identification Number (PIN)
- Pell Institution Number
- Obligation Document Number

Notes:

Three Payment Systems

- The U.S. Department of Health and Human Services (HHS) payment system (DFAFS) paid ED awards prior to 1982.
- The Education Department Payment System (EDPMTS) paid awards from 1982-1985.
- The current Education Department Payment Management System (ED/PMS) started paying awards in 1986.

Notes:

Reconciliation of School's ED/PMS Report to ED Records

School's letter should:

- itemize changes by award (document) number and total cumulative disbursements and request that ED/PMS make the changes;
- be accompanied by all relevant documents, such as grant authorizations, required to support the need for an adjustment to ED's records;
- clearly itemize any errors or omissions on the institution's records that, when taken into consideration, allow for calculation of a corrected cash on hand for the ED/PMS 272; and
- include copies of ED's notice, cash reconciliation schedule, and supporting schedules.

Notes: