

## Comité de Reglamentación – Boletín 2018- 3

### ELECTRONIC ANNOUNCEMENT

El cierre de todas las adjudicaciones de *Campus-Based* 2016-17 se completó basado en el *FISAP* 2016-17 y Solicitud de Participación para el *FISAP* 2018-19.

La liquidación del AY2016-17 de los programas de *Campus-Based* se explica a continuación. Además, brindan información importante sobre el proceso de notificación relacionado con el cierre de las asignación de fondos.

#### **Cierre de la asignación del AY2016-17 de los programas de *Campus-Based***

La asignación de los los fondos del AY2016-17 de *Campus-Based* implica reconciliar la asignación de fondos autorizada de una institución para cada uno de los programas de *Campus-Based* con el monto informado como gastado para el programa en el *FISAP* 2016-17 de la institución. Por ejemplo, si el monto autorizado de Estudio Trabajo y (FWS) fue de \$50,000 y la institución una cantidad gastada de \$40,000, la adjudicación de la institución se cerrará por la cantidad gastada de \$40,000. El USDE supone que la cantidad correcta de gastos es la cantidad informada en el *FISAP*. Los \$10,000 no utilizados se descontarán del monto de la autorización inicial de la institución en *G5*.

#### **Informe ajustando de gastos incorrecto del *FISAP* 2016-17**

Como se anunció en el [“2017–2018 Award Year Deadline Dates for Campus-Based Programs](#), publicado en el *Federal Register* el 4 de enero de 2017 (82 FR 828), la fecha límite para realizar correcciones a los datos *FISAP* y editar errores fue el **viernes, diciembre 15, 2017**. No obstante, bajo circunstancias limitadas, y con suficiente justificación y aprobación del USDE, una institución puede corregir su *FISAP*2016-17 a través del [eCampus-Based \(eCB\) website](#). Las instrucciones para realizar tal solicitud se describen en la sección “*Post-Deadline FISAP Correction Process*” a continuación.

**Importante:** las solicitudes de corrección se deben realizar lo antes posible, pero no más tarde del **29 de enero de 2018**. Para garantizar que los datos sean precisos en el sistema antes de la transición de marzo, las solicitudes de cambio de *FISAP* recibidas después del 29 de enero de 2018 **no** se procesarán. Para obtener más información sobre la transición de las funciones basadas en eCampus al sitio web de COD, consulte los anuncios de *eCampus-Based Transition announcements* [#1](#) and [#2](#).

#### **Cantidad de cierre en *G5* y en los Reportes de *G5***

El monto del cierre aparecerá en *G5* como la cantidad autorizada para el AY2016-17. Si una institución recibió más de lo que se informó que se gastó en su *FISAP* 2016-2017, aparecerá

una cantidad negativa en la línea de "saldo disponible" en G5 y en los informes generados a partir de G5.

*Nota importante sobre los saldos negativos:* si una institución tiene un saldo negativo en G5, la institución debe reembolsar el importe del saldo negativo utilizando G5. Si una institución realizó el reembolso pero lo envió al programa equivocado, la institución debe hacer una reducción del programa en el que se envió el reembolso incorrecto y luego reembolsar el monto al programa correcto.

Para asistencia en hacer reembolsos o reintegros, comuníquese con la línea directa de G5 al [1-888-336-8930](tel:1-888-336-8930). Los representantes de servicio al cliente están disponibles de lunes a viernes de 8 a.m. a 6 p.m. Hora del este (ET).

Para información adicional hacer referencia al número de teléfono o correo electrónico al final del anuncio.

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Subject: 2016–17 Campus-Based Awards Closeout

Closeout of all 2016–17 Campus-Based program awards has been completed based on the official reporting in the Fiscal Operations Report for 2016–17 and Application to Participate for 2018–19 (FISAP).

The 2016–17 awards closeout for the Campus-Based programs is explained below. In addition, we provide important information regarding the notification process related to the awards closeout.

### **2016–17 Awards Closeout for the Campus-Based Programs**

The 2016–17 awards closeout for the Campus-Based programs involves reconciling a school's authorized award for each of the Campus-Based programs with the amount reported as expended for the program on the school's 2016–17 Fiscal Operations Report. For example, if a school's Federal Work-Study (FWS) authorized amount was \$50,000 and the school reported an expended amount of \$40,000, the school's award will be closed out at the expended amount of \$40,000. We assume that the correct amount of expenditures is the amount reported on the FISAP. The unexpended \$10,000 will be deobligated from the school's initial authorization amount in G5.

### **Adjusting an Incorrect 2016–17 FISAP Expenditure Report**

As announced in the "[2017–2018 Award Year Deadline Dates for Campus-Based Programs](#)," published in the Federal Register on January 4, 2017 (82 FR 828), the deadline for making corrections to FISAP data and edit errors was Friday, December 15, 2017. However, under limited circumstances, and with sufficient justification and approval from the Department, a school may correct its 2016–17 Fiscal Operations Report via the [eCampus-Based \(eCB\) website](#). Instructions to make such a request are described in the "Post-Deadline FISAP Correction Process" section below.

**Important:** Requests to make a correction should be made as soon as possible, but no later than January 29, 2018. To ensure data is accurate in the system prior to the March transition, FISAP change requests received after January 29th will not be processed.

For more information on the transition of eCampus-Based functions into the COD Web Site, refer to eCampus-Based Transition announcements [#1](#) and [#2](#).

### **Post-Deadline FISAP Correction Process**

Because the online application does not allow changes to the FISAP after the December 15th deadline, any correction made after the deadline is considered a "Change Request."

The school must:

- 1) Enter the correction(s) and save
- 2) Click on "Submit," then click on "Submit Change Request"
- 3) Enter a description specifying the Parts of the FISAP being changes and the reason for the
- 4) Submit the Change Request

The data is saved as a "Working Copy" of the FISAP. The correction in the "Working Copy" is not considered accepted until Department staff reviews the correction and approves it for submission.

The school will be notified via email of the Department's decision regarding their request to update the FISAP. If the correction is approved, the school is instructed to access the FISAP, ensure that the correction has been saved to its Working Copy, and then click on "Submit." At this point, the correction is accepted.

**Note:** If changes to the FISAP are authorized, only the reporting will be updated. No Campus-Based funding will be reinstated.

### **Closeout Amount in G5 and on G5 Reports**

The closeout amount will appear in G5 as the authorized amount for the 2016–17 Award Year. If a school drew down more than what was reported as expended in its 2016–17 Fiscal Operations Report, a negative amount will appear in the "available balance" line in G5 and on reports generated from G5.

**Important Note about Negative Balances:** If a school has a negative balance in G5, the school must refund the amount of the negative balance using G5. If a school has made the refund but posted it to the wrong program, the school must make a drawdown from the program in which the incorrect refund was posted and then refund the amount to the correct program.

For assistance in making refunds or drawdowns, contact the G5 Hotline at [1-888-336-8930](tel:1-888-336-8930). Customer Service Representatives are available Monday through Friday from 8 a.m. to 6 p.m. Eastern time (ET).

### **Closeout Amounts Determination Process**

Closeout amounts were determined as follows:

**For the Federal Supplemental Educational Opportunity Grant (FSEOG) Program,** the closeout amount was determined by subtracting the unexpended 2016–17 FSEOG authorization amount (Part IV, Line 18 of a school's FISAP) from the school's current 2016–17 FSEOG award

authorization amount. The school's final 2016–17 FSEOG award amount is now equal to the expended FSEOG authorization amount (Part IV, Line 17 of the school's FISAP).

**For the FWS Program**, the closeout amount was determined by subtracting the unexpended 2016–17 FWS authorization amount (Part V, Line 19 of a school's FISAP) from the school's current 2016-17 FWS award authorization amount. The final 2016-17 FWS award amount is now equal to the expended FWS authorization amount (Part V, Line 18 of the school's FISAP).

**Note:** If a school did not submit a FISAP reporting 2016–17 expenditures, the school's authorizations were reduced to zero (\$0.00).

### **Notification of Award Decrease**

If a 2016–17 Campus-Based award is decreased through this closeout process, the school is notified by email. In the email, the school is informed that the award decrease is reflected in the Statement of Account posted on the [eCB website](#). This email is sent to the school's Financial Aid Administrator, as provided in the school's most recently submitted FISAP or as updated via the "Contact Info" page on the [eCB website](#). Upon notification, if the authorization decrease results in a negative balance in G5, the school must return the funds through G5.

To access the Statement of Account following receipt of this email:

- 1) Log in to the eCB website
- 2) Select the “Self-Service” link from the top navigation bar
- 3) Scroll to the “Campus-Based Notifications for All Available Award Years” section
- 4) Scroll to the “Statement of Account” bullet
- 5) Select the “2016–2017” link next to it

**Note:** Due to the eCB System transition, a school will only be able to view the Statement of Account through February 5, 2018. If a school needs a copy of the Statement of Account after February 5, 2018, it should contact the Campus-Based Call Center for assistance.

### **Contact Information**

For additional information about or assistance related to the 2016–17 awards closeout for the Campus-Based programs, contact the Campus-Based Call Center at [1-877-801-7168](tel:1-877-801-7168). Customer service representatives are available Monday through Friday from 8 a.m. until 8 p.m. ET. You may also email [CBFOB@ed.gov](mailto:CBFOB@ed.gov).

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## **COMITÉ DE REGLAMENTACIÓN**