

# PHEAA TRAINING

## **Disbursement Process Overview**

Pennsylvania State Grant Program

# Eligibility Certification STEPS

1. Review Certification Procedures
2. Confirm Notification of Eligibility
3. Apply All “Tests”
4. Submit Changes Electronically
5. Credit State Grant
6. Sign and Submit the Certification Page

# Accessing Disbursement Rosters

- PageCenter Report Repository
- Disbursement Transmission

## Outbound Data (From PHEAA to Your School)

The **State Grant Disbursement Data transmission** affords you the ability to upload disbursement data into your FAMS system for easier review and certification of eligibility. This electronic data is the equivalent of the data found on the State Grant Disbursement Roster that is generated to PageCenter.

- ★ Technical Layouts, Test File available in Document Library
- ★ Call 1-800-443-0646, **option 4** to get started!

# PageCenter Report Notification

- Changes in staffing or new reports
- To receive auto-email:
  - ★ Send email request to [sghelp@pheaa.org](mailto:sghelp@pheaa.org) with:
    - Name
    - Email address
    - CG# (PHEAA User ID)
    - Report name(s) – (i.e. Disbursement Rosters)
  - ★ The notification to you will come from [‘pagecenter@aessuccess.org’](mailto:pagecenter@aessuccess.org)

# Disbursement Procedures

- Banking Requirements

- ★ ACH transfer ONLY; ACH form to [fmeftadmin@aessuccess.org](mailto:fmeftadmin@aessuccess.org)
- ★ Designated, non-interest bearing account

- Roster Availability

- ★ PageCenter Report Repository
- ★ Disbursement transmissions

# Disbursement Procedures

- **Funds Availability, dependent upon **OUTSTANDING:****

- ★ Pre-Disbursement Rosters
- ★ Disbursement Rosters
- ★ Prior Year Refunds
- ★ Schedule; Start dates

# Disbursement Procedures

## Term Start Dates and Term Length

### ● Regulation § 121.1. Definitions

- ★ **Quarter**—A period of approximately 11 weeks normally comprising 1/3 of the academic year.
  - ★ <10 or >12 weeks in the term – DO NOT CREDIT
- ★ **Semester**—A period of approximately 17 weeks normally comprising 1/2 of the academic year.
  - ★ <15 or >18 weeks in the term – DO NOT CREDIT
- ★ **Trimester**—A period of approximately 15 weeks normally comprising 1/2 of the academic year.

# Disbursement Procedures

## Term Start Dates and Term Length

### ACADEMIC YEAR

- Definitions apply to ALL schools regardless of continual enrollment
- Combined 'modules' to meet definitions for academic year
  - ★ Must be consecutive and within start dates
  - ★ May not credit until student is enrolled in **final module**

# Disbursement Procedures

## Term Start Dates and Term Length

# SUMMER

- Schools with year-round curriculum
  - ★ Same rules as the academic year
- Schools without year-round curriculum
  - ★ Minimum of 8 weeks – May combine modules
    - ★ May be non-consecutive (summer only)
    - ★ May not credit until student is enrolled in **final module**

# Disbursement Procedures

## Term Start Dates and Term Length

Term Disbursement	Term Start Dates*	Disbursement Period
Fall Semester	July 16 - November 15	12-month period for a school on the semester schedule
Spring Semester	November 16 - March 15	
Summer Semester	March 16 - July 15	
<b>Quarterly Disbursement</b>		
Fall Quarter	August 2 - November 1	12-month period for a school on the quarter schedule
Winter Quarter	November 2 - February 1	
Spring Quarter	February 2 - May 1	
Summer Quarter	May 2 - August 1	
<p><b>*Term Start Dates - Indicate the dates during which a student must begin study in order to be eligible for the PHEAA payment disbursed for the corresponding Term Disbursement.</b></p>		

# Disbursement Procedures Schedules

- Regulation

  - § 121.50. Disbursement of State higher education grants

- Academic Year – 9 month period Sept - May

  - ★ Semester – 2X

  - ★ Quarter – 3X

- Summer

  - ★ Separate term and disbursement

# Disbursement Procedures Deadlines



<b>Academic Year Term</b>	<b>Within 45 calendar days</b> of receipt of the roster or within 45 days of the first day of the term (whichever is later) and <b>Example:</b> no later than <b>November 15</b> in the case of the Fall term roster.
<b>Summer Term</b>	<b>Within 30 days</b> of receipt of the roster or within 30 days of the beginning of the first Summer term in which eligibility can be certified, whichever is later.

# Disbursement Procedures Adjustment

- Schools Affected: \$100K in Disbursements AND Used 96% or less of the Funds Disbursed for the last 2 academic years
- Schools Notified in July
- Should NOT Affect:
  - ★ Normal Crediting

FG3M

DISBURSEMENT PERCENTAGE 090 %

# Disbursement - PHEAA Edits and Audits

- Begin in May to mid-June
- Student notification of being chosen for Validation or other audits
  - ★ Email if address is valid
  - ★ Parents receive a separate email if different email address
  - ★ Paper notification if invalid email address “bounce-back”
- **Income Validation Fact Sheet and Flow Chart - available**
- Staff action
  - ★ Hold placed on student’s State Grant record
  - ★ Cancellation of State Grant award if no response prior to Fall disbursement
  - ★ Income Validation PageCenter report

# Disbursement Procedures

## Annual Reconciliation

- Begin in early April (**For 2013-14, start date is 3/31/14**)
  - ★ First Recon roster automatically generated
  - ★ **If there is a balance due institution after your 1<sup>st</sup> recon roster, you will need another recon roster.**
  - ★ **Schools are encouraged to monitor balance**
- Student's final State Grant status should match school records
- Return within **30 days** of receipt

# Disbursement Procedures

## Annual Reconciliation

- Academic Year Refunds due by June 1
- Regulation § 121.48 Limitation on payment of grants.
  - ★ August 1, 2013 was last date to request funds owed to school for 2011-12 academic year and Summer 2012
- Student deadlines for reconsideration
  - ★ April 1 academic year (4/1/14 for 2013-14 AY)
  - ★ October 31 – summer (10/31/14 for Summer 2014)

# Disbursement Procedures

## Annual Reconciliation

### MONITOR FG3S

- Funds due PHEAA or Funds due School
  - ★ Changes can happen after zero balance
- Remember:
  - ★ Outstanding prior year/term roster stops future disbursement rosters until certified and returned
  - ★ Any outstanding refunds due to PHEAA after the Fall term will put an automatic hold on any future AY disbursements
  - ★ If you report a change, make sure that the refund has been requested from your business office

# Disbursement Procedures

## Annual Reconciliation

# QUESTION CHECKLIST

- ❓ Have all funds been posted correctly?
- ❓ Have all rosters been certified and returned?
- ❓ Have all refunds been returned to PHEAA?
- ❓ Do I need a final recon roster?

# State Grant School Refunds

## ● Where to return

As noted on roster  
certification page

RETURN ALL FUNDS MADE BY CHECK  
DESIGNATED AS "PA STATE GRANT" TO:

**See Roster**

ACH/WIRE TRANSFER REFUNDS:

**See Roster**

## ● When to return –

- ★ Term by term or
- ★ Reconciliation
- ★ **By deadlines**

# State Grant School Refunds - Deadlines

## RECONCILIATION/REFUND DEADLINES -

Period	Deadline	Penalties for Missed Deadlines
Academic Year	June 1 following the academic year (example, June 1, 2014 for 2013-14 year)	<ol style="list-style-type: none"><li>1. Subsequent disbursements withheld until the refund is made, and;</li><li>2. At the Agency's discretion as prescribed by regulation § 121.51, an interest charge applied against the outstanding refund beginning June 1 and accruing until the refund is received by the Agency.</li></ol>

**Important Changes for  
Summer 2014 –  
Refer to Amendment**

# PHEAA Owes School FG3S

FG3S C 2012;	STATE GRANT COLLEGE DISBURSEMENT DISPLAY	
OE CODE	APPLICATION YEAR 2012-13	PAGE 3 OR 3
PHEAA CODE	ACAD YEAR	LAST USER
PHEAA UNIVERSITY	LAST UPDATE 05/13/2013	
DISBURSEMENT AND AWARDS SUMMARY		
TOTAL AWARDS	\$	125,800
CALCULATED DISBURSEMENT	\$	63,825
ADJUSTED DISBURSEMENT	\$	63,825
LESS PRIOR YEAR REFUND	\$	0
ACTUAL DISBURSED AMOUNT	\$	63,825
TOTAL SPECIAL CHECKS	\$	0
TOTAL COLLEGE REFUND	\$	0
TOTAL PROGRAM REVIEW REFUND	\$	0
TOTAL PHEAA COLLECTABLE REFUND	\$	0
BALANCE DUE PHEAA	\$	0
BALANCE DUE INSTITUTION	\$	61,975

← Balance Due Institution

F1=HELP   F2=   F3=EXIT   F4=FG3Y   F5=RFR   F6=FG3M  
F7=   F8=   F9=PRT   F10=REFUND   F11=DISBS   F12=CAN

# School Owes PHEAA FG3S

FG3S I 2012;A		STATE GRANT COLLEGE DISBURSEMENT DISPLAY	
OE CODE	APPLICATION YEAR 2012-13	PAGE 3 OR 3	
PHEAA CODE	ACAD YEAR	LAST USER	
PHEAA UNIVERSITY	LAST UPDATE 05/14/2013		
DISBURSEMENT AND AWARDS SUMMARY			
TOTAL AWARDS	\$	111,900	
CALCULATED DISBURSEMENT	\$	123,950	
ADJUSTED DISBURSEMENT	\$	123,950	
LESS PRIOR YEAR REFUND	\$	0	
ACTUAL DISBURSED AMOUNT	\$	123,950	
TOTAL SPECIAL CHECKS	\$	0	
TOTAL COLLEGE REFUND	\$	0	
TOTAL PROGRAM REVIEW REFUND	\$	0	
TOTAL PHEAA COLLECTABLE REFUND	\$	0	
BALANCE DUE PHEAA	\$	12,050	
BALANCE DUE INSTITUTION	\$	0	



F1=HELP    F2=    F3=EXIT    F4=FG3Y    F5=RFR    F6=FG3M  
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# In Balance

FG3S I 2012;A STATE GRANT COLLEGE DISBURSEMENT DISPLAY  
OE CODE APPLICATION YEAR 2012-13 PAGE 3 OR 3  
PHEAA CODE ACAD YEAR LAST USER  
PHEAA UNIVERSITY LAST UPDATE 05/13/2013

## DISBURSEMENT AND AWARDS SUMMARY

TOTAL AWARDS	\$	123,950
CALCULATED DISBURSEMENT	\$	123,950
ADJUSTED DISBURSEMENT	\$	123,950
LESS PRIOR YEAR REFUND	\$	0
ACTUAL DISBURSED AMOUNT	\$	123,950
TOTAL SPECIAL CHECKS	\$	0
TOTAL COLLEGE REFUND	\$	0
TOTAL PROGRAM REVIEW REFUND	\$	0
TOTAL PHEAA COLLECTABLE REFUND	\$	0
BALANCE DUE PHEAA	\$	0
BALANCE DUE INSTITUTION	\$	0

Zero Due PHEAA  
Zero Due Institution

F1=HELP

F2=

F3=EXIT

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# School Reconciliation – Examples

In these examples, the audit occurred on 6/1/2013

Sue received a part-time grant of \$1000 for Fall 2010. An internal audit found that she was enrolled full-time for 15 credits during that semester. Can we increase to full-time?

No. The deadline to request funds for 2010-11 was August 1, 2012.

Sue received a full-time grant of \$2000 for Fall 2010. An internal audit found that she was enrolled part-time during that semester. Should we refund?

Yes. Funds should be returned.

# Certifying and Crediting

## CREDITING

- Requirements met and school has committed State Grant funds
  - ★ Credit an account
  - ★ Deferment of a bill
- Does not require actual receipt of funds
- Must be done term-by-term
- Individual basis
- Entire amount for which student is eligible
- Date critical

# Certifying and Crediting

- May make 'preliminary' credit (defer portion of term's bill) prior to:
  - ★ Beginning of term
  - ★ Full certification of eligibility
- Must remove if does not appear on roster or amount differs
- Both must be true (preliminary and credits after roster):
  - ★ Notification of eligibility exists; acceptable modes
    - ★ **Student Award Notifications and Displays**
    - ★ **School reports and transmissions:** Status Listing/Transmission; Disbursement Roster/Transmission; GPAD report
  - ★ Credited award matches enrollment

# Certifying and Crediting Final Credits

Credit if:

- Student on term's roster (NOT pre) or notifications just mentioned
- Confirmation of enrollment for the term
- All eligibility checks completed
- All reviews for which the school received notification are complete

# Certifying and Crediting Unusual Schedules

- Follow irregular term guidelines for Term Start Date ranges
- Match disbursements with school terms
- Follow specific crediting instructions from PHEAA

# Record Retention and Audit Trail

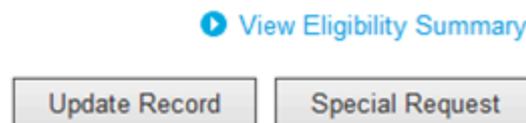
- Retain ALL supporting documentation for 5 years from the date the Reconciliation Roster is certified
- Requirements:
  - ★ Auditable record
  - ★ Date of crediting
  - ★ Amount of grant
  - ★ Term
  - ★ Identification as “State Grant” or “PHEAA”

# PHEAA Collectables/Offsets

- PHEAA recovery of funds from student
- Grouped at the beginning of the disbursement roster
  - ★ Ease of identification
  - ★ Reconciliation

```
PHEAA ACTION - 12/12/2012
DEPENDENT
PHEAA-COLLECT-SEE REF LTR      $786
CYR COLLECT-STD OWES PHEAA    $786
PRIOR GRANTS - NONE
PRIOR TERM(S) - NONE
```

- Contact PHEAA if funds were not credited



# PHEAA Collectables/Offsets

- PHEAA accounts for amounts

Disbursement  
Roster Summary  
page

## SUMMARY

GRANT FUNDS TO BE CREDITED TO STUDENTS (AS OF THIS ROSTER)	\$ 5,307,982.00
LESS: PRIOR ACTUAL DISBURSEMENTS	
ROSTER DATED 08/27/2012	\$3,628,737.00 (80%)*
ROSTER DATED 02/11/2013	\$1,908,151.00 (80%)*
TOTAL PRIOR ACTUAL DISBURSEMENTS	\$ 5,536,888.00
PLUS: REFUNDS RETURNED TO PHEAA:	
REFUNDS TO BE COLLECTED BY PHEAA	\$3,352.00
REFUND TO BE SENT TO PHEAA	\$ 225,554.00
TOTAL NUMBER OF GRANT RECIPIENTS ON ROSTER	4,909
FOR INFORMATIONAL PURPOSES ONLY:	
PHEAA OFFSET: NUMBER OF RECIPIENTS & TOTAL	3 \$2,545
PHEAA COLLECTABLES: NUMBER OF RECIPIENTS & TOTAL	5 \$4,565

\* PERCENTAGE DISBURSED OF AMOUNT DUE INSTITUTION FOR THAT TERM

# Student Reimbursement

- Must have written consent from the student to carry credit balance created by State Grant from one academic period to another
  - ★ AY to Summer and vice versa
  - ★ AY to AY

# Certification Final Steps

1. Confirm all changes/requests for changes have been submitted
2. Use electronic Certification Page/Document Library
3. Print and keep a copy for your files **BEFORE** submitting

[Main Menu](#) / [State Grant Program](#) / [Certification Procedures, Workshop Materials and Roster Certification Page](#)

- [2012-13 Academic year and 2013 Summer Certification Procedures](#)
- [2012-13 Certification Procedures Workshop Presentation \(Power Point Presentation\)](#)
- [2012-13 Certification Procedures Workshop Q&A](#)
- [2011-12 Pennsylvania State Grant Program Certification Procedures and 2012 Summer Term](#)
- [2012-13 State Grant Disbursement Roster Certification Page \(Including Summer 2013\)](#)
- [2011-12 State Grant Disbursement Roster Certification Page \(Including Summer 2012\)](#)

2011-12 State Grant Disbursement Roster Certification  
Page (Including Summer 2012)

Under 'Certification Procedures,  
Workshop Materials and Roster  
Certification page

# Certification Final Steps

- Activity will be logged
- Last resort- Print from PageCenter
  - ★ Sign, scan, and email using [sghelp@pheaa.org](mailto:sghelp@pheaa.org) address
  - ★ Sign and fax to (717)720-3786
  - ★ Sign and mail using address on the roster

## STATE GRANT DISBURSEMENT CERTIFICATION

Please refer to the [State Grant Certification Procedures](#) before providing the information requested below. Remember when certifying a Summer term disbursement to refer to the State Grant Certification Procedures for the previous academic year (for example, refer to the 2012-13 Procedures when certifying the 2013 Summer term).

**WARNING:** Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties which may include fines or imprisonment under the United States Criminal Code and 20 U.S.C. 1097.

1. OE Code:

2. School Information:

Name:

Address:

Phone Number:

To be completed by a financial aid administrator or other school official authorized to certify financial aid forms.

3. State Grant adjustments and/or cancellations from this term have been reported to PHEAA by the method indicated:

4. Did your Institution also use remote computer terminal capabilities SCHG (FG11) ACTN (FG5Y)?

# Feedback and Resources

- Contact State Grant and Special Programs staff:
  - ★ Email: [sghelp@pheaa.org](mailto:sghelp@pheaa.org) (an email reserved for financial aid administrators only)
  - ★ 1-800-443-0646, option 4 – to discuss transmissions
  - ★ 1-800-443-0646, option 3, option 1 (a private number reserved for the use of financial aid administrators only)

**THANK  
YOU FOR  
YOUR  
TIME**