

PHEAA TRAINING

Disbursement Hold Process

Pennsylvania State Grant Program

Purpose

- Review disbursement hold reasons
- Provide example scenarios of when a disbursement hold will be applied
- Gather questions regarding these changes

Please note:

- Additional information regarding disbursement holds will be available during the State Grant Certification Procedures Workshops.
- Specific information related to SGDEPP will not be covered today. It will be addressed in future materials sent to SGDEPP schools.

Pre-Disbursement Roster

- Purpose: Verify actual enrollment and eligibility so that when the term disbursement roster is generated, the funds disbursed more closely align with the actual student eligibility
- Timeline: Generated two weeks prior to the school's term start date as reported on Education Cost form and recorded on FG3M
 - Summer Term- every school will get one (implemented for Summer 2014 and beyond)
 - Academic Year- all BTT's, non-PA schools, and other selected institutions

Outstanding Pre-Disbursement Examples

Example	Outstanding	Illustration
1	Current term disbursement	Outstanding Fall pre-disbursement roster prevents Fall disbursement.
2	Future term disbursement within academic year period	Outstanding Fall pre-disbursement roster prevents Winter and/or Spring disbursement.

An outstanding Fall pre-disbursement roster will NOT prevent Winter and/or Spring pre-disbursement rosters, but it will prevent all disbursements and disbursement rosters (any rosters with money).

Term Disbursement Rosters

- Rosters with funds will not be sent until any outstanding disbursement rosters for the current academic year or prior periods, including summer are returned.

Outstanding Term Disbursement Examples

Example	Outstanding	Illustration
1	2013 Summer disbursement roster	The Summer 2014 disbursement and any subsequent disbursements will be held.
2	2014 Summer disbursement roster	The Summer 2014 reconciliation roster is delayed. Also, any subsequent disbursements, including Fall, will be held after October 31, 2014.
3	Prior Academic Year term disbursement roster (2013-14)	The Spring 2014 (2013-14) disbursement roster was not returned so the Fall 2014 disbursement and any subsequent disbursements will be held.
4	2014-15 Academic Year term roster (Fall, Winter, or Spring)	The Spring 2015 (2014-15) term disbursement roster was not returned so the 2014-15 Academic Year reconciliation roster is delayed. The Summer 2015 disbursement and any subsequent disbursements will be held.

Questions/Comments

Pre-Disbursement Rosters
or
Term Disbursements Rosters

Reconciliation Rosters

- Academic year and summer reconciliation rosters with funds will not be sent until all outstanding rosters for the current academic year or prior periods, including summer, are returned.

Outstanding Reconciliation Roster Examples

Example	Outstanding	Illustration
1	Summer 2014 reconciliation	The following will be held: 1) any Fall 2014 term disbursements after October 31, 2014; and, 2) any subsequent disbursements.
2	Summer 2015 reconciliation	The following will be held: 1) any Fall 2015 term disbursements after October 31, 2015; and, 2) any subsequent disbursements.
3	Academic Year 2013-14 reconciliation	The Fall 2014 term disbursement and any subsequent disbursements will be held.
4	Academic Year 2014-15 reconciliation	A third 2014-15 reconciliation roster was sent to the school on May 25, 2015 and was not returned before the first scheduled run of 2015 Summer term rosters. The Summer 2015 term disbursement and any subsequent disbursements will be held.

Outstanding Refunds

- Over-disbursed funds are defined as a school refund due to PHEAA.
- This occurs when there have been updates to student records since the disbursement occurred.
- Disbursement and recon rosters with payments will not be sent until all outstanding refunds for prior periods, including summer are returned.

Outstanding Refund Examples

Example	Outstanding	Illustration
1	Prior Summer refund (Summer 2013 or before)	The Summer 2014 disbursement and any subsequent disbursements will be held.
2	2014 Summer refund	The following will be held: 1) any Fall 2014 disbursements after October 31, 2014; and, 2) any subsequent disbursements.
3	Prior Academic Year Term refund (2013-14 or before)	The Fall 2014 disbursement and any subsequent disbursements will be held.
4	2014-15 Academic Year term (Fall, Winter, or Spring) refund	The Summer 2015 disbursement and any subsequent disbursements will be held.

Questions/Comments

Reconciliation Rosters
or
Refunds

Outstanding Credit Reporting

- A school's term or recon roster with payment will not be sent until the school completes reporting of attempted credits for all SG recipients by the published deadlines for any previous periods including summer.
- Outstanding here means that attempted credits were not reported in accordance with the criteria and deadlines set forth.
- For the 2013-14 academic year ONLY, PHEAA will allow a grace period from July 31, 2014 to December 1, 2014.

Outstanding Credit Reporting Examples

Example	'Outstanding'	Illustration
1	2013-14 Academic Year	Any Academic Year or Summer term disbursements after December 1, 2014, beginning with the Fall 2014 term will be held. If the Fall 2014 term was already disbursed, then subsequent disbursements will be held.
2	Summer 2014 Term	Any Academic Year or Summer term disbursements after December 31, 2014, beginning with the Winter 2014 term (2014-15) will be held. If the Winter 2014 and/or Spring 2015 terms were already disbursed, then subsequent disbursements will be held.
3	2014-15 Academic Year	Any Academic Year or Summer term disbursements after July 31, 2015, beginning with the Summer 2015 term will be held. If the Summer 2015 term was already disbursed, then subsequent disbursements will be held.
4	Summer 2015 Term	Any Academic Year or Summer term disbursements after December 31, 2015 will be held. If the Fall 2015 term was already disbursed, then subsequent disbursements will be held.

Other Reasons for Disbursement Holds

- School does not have proper Automated Clearing House (ACH) paperwork completed to facilitate electronic funds transfer (EFT).
- PHEAA receives notification there is a change in ownership of the school.
- PHEAA receives notification the school closed.
- PHEAA determines the school lacks administrative capability.
- For SGDEPP schools only: not completing the required reporting requirements by the deadlines.*

**This will be covered in more detail through SGDEPP webinars and guidelines.*

Available Resources

- 2013-14 PA State Grant Certification Procedures
 - Summer 2014 Amendment **JUST RELEASED**
 - 2014-15 Procedures and Certification Workshops **COMING SOON**
- Record Webinars, Tutorials, FAQs and Supporting Documents available on www.pheaa.org/training
- Email us at sghelp@pheaa.org
- Call us 1-800-443-0646, Option 3, Option 1

Questions/Comments

- **Please Note:** You may experience moments of silence while we review and prepare a response to questions that have been received.
- **To verbally ask your question:** Type the word “microphone” in the Q&A, then PHEAA staff will unmute your microphone for you.
- **If we don’t have an answer to your question,** we will follow up by email after the session. This can happen for a variety of reasons: sometimes a question submitted is private in nature or geared towards a limited amount of schools. Other times, providing an answer requires us to complete more research first.

Thank you for attending today!

- Email us at sghelp@pheaa.org
- Call us 1-800-443-0646, Option 3, Option 1

Complete the survey that will pop-up as you leave today's session!