

PHEAA TRAINING

Certification Procedures 2014 Summer Amendments

Pennsylvania State Grant Program

Purpose of this Webinar

- Explain

- Summer 2014 Term Amendments

- Amendments to: *2013-14 Academic Year and Summer 2014 PA State Grant Certification Procedures*

- Address questions regarding the policy and procedural changes

Summary of Changes



- Outstanding Summer Rosters/Refunds
 - Impact on subsequent academic year funds
- Adjustment Percentage
- Required Pre-Disbursement Roster Certification
- Fund Availability
- Formal Summer Reconciliation Process
- Revised Summer Refund Deadline

Amendment 1

CURRENT CITATION

- Page 27, Section III, Paragraph A.1.c.ii
 - ii. Outstanding rosters and refunds - The issuance of a school's funds for a particular term is contingent upon the return and certification of any outstanding pre-disbursement rosters (all business, trade, and technical schools and other selected institutions) for the current academic year or any outstanding disbursement rosters, which are due to the Agency from the school. Refunds are any funds due to PHEAA by the school based upon updates to student records since the disbursement occurred. PHEAA withholds subsequent disbursements and rosters pending the return of outstanding rosters or refunds due for a previous term or academic year.

AMENDED TO READ

Outstanding disbursement or reconciliation rosters and refunds – in addition what has been published in Section III.A.1.c.ii of the *2013-14 State Grant Certification Procedures*, **PHEAA will withhold disbursements for any subsequent non-disbursed terms beginning October 31, 2014 pending the return of outstanding rosters or refunds due for the Summer 2014 term.**

Reminder

STEP 1: SUBMIT CORRECTIONS

Preferred Methods:

Certification Transmissions

Partner Interface



Pennsylvania Higher Education Assistance Agency

Federal and State Systems	
Title:	Certification Transmission
System:	2013-2014 Grants
Record Length:	400

2013-2014 Certification Transmission
- PLEASE ENTER ALL DATA USING ALL CAPITAL LETTERS.
- First six fields are required for each transmission.

Field Name	Position	Length	Type	Format
College Code	1	6	N	
Student's Social Security Number	7	9	N	
Student's LastName	16	16	A/N	
Student's FirstName	32	12	A/N	
Student's Middle Initial	44	1	A/N	
Academic Year	45	2	N	Constant = 13
Full Year Cancellation	47	1	A/N	G = Not Enrolled A = Graduated R = Reinstated

Record Layout
1

THE FINANCIAL AID KNOW-IT-ALL

- Home
- State Grants
- Loan Processing
- Reports & Files

State Grants

- View State Grants Dashboard
Standard Lists and Worklists
- Create Mass Update Queue
Create Mass Update Queue
- View Weekly Update and Roster
Download from PageCenter
- State Grant Disbursement Certification
Disbursement Certification Form
- View My Exports
View Exported Student Lists
- Access State Grant & Special Programs
OC/Webconnect
- State Grant Education Costs
Education Cost Form
- Request Primary School Change
Change Primary School in Student Record

Loan Processing



Pennsylvania Higher Education Assistance Agency

Reminder

STEP 2: CERTIFY THE ROSTER ONLINE

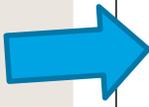
The screenshot shows the Alec website interface. At the top, there is a search bar and user account options. The main navigation menu includes Home, State Grants, Loan Processing, and Reports & Files. A dropdown menu for State Grants is open, showing options like View State Grants Dashboard, View My Exports, Create Mass Update Queue, Access State Grant & Special Programs, View Weekly Update and Roster, State Grant Education Costs, State Grant Disbursement Certification, and Request Primary School Change. A 'Navigation Links' button is also visible in the dropdown.

[Home](#) | [Logout](#)

- ☑ [Main Menu](#)
- ☑ [Asset Management Reports Documentation](#)
- ☑ [BPAMS: Business Partner Access Management System](#)
- ☑ [Compliance](#)
- ☑ [Newsletters](#)
- ☑ [Financial Aid Services](#)
- ☑ [Loan Origination/FTS Refund](#)
- ☑ [OC Webconnect](#)
- ☑ [PA School Services](#)
- ☑ [PageCenter Guide](#)
- ☑ [Special Programs](#)
- ☑ [State Grant Program](#)

[Main Menu](#) / [State Grant Program](#) / [Certification Procedures](#)

- ☑ [2013-14 Academic Year and 2014 Summer Certification Procedures - dlr2065](#)
- ☑ [2013-14 Certification Procedures Workshop Presentation - dlr2079](#)
- ☑ [2013-14 Certification Procedures Workshop Q&A - dlr2086](#)
- ☑ [2013-14 Credit Reporting Q&A - dlr2087](#)
- ☑ [Income Validation Handout - dlr2066](#)
- ☑ [Transmission Best Practices Handout - dlr2064](#)
- ☑ [2012-13 Academic year and 2013 Summer Certification Procedures - dlr1254](#)
- ☑ [2012-13 Certification Procedures Workshop Presentation \(Power Point Presentation\) - dlr1859](#)
- ☑ [2012-13 Certification Procedures Workshop Q&A - dlr1999](#)
- ☑ [2013-14 State Grant Disbursement Roster Certification Page \(Including Summer 2014\) - grantRosterDisbCurrent](#)
- ☑ [2012-13 State Grant Disbursement Roster Certification Page \(Including Summer 2013\) - grantRosterDisbPrior](#)



Amendment 2

CURRENT CITATION

- Page 28, Section III, Paragraph A.1.c.iii

iii. Certification Deadlines

Schools are required to return their certified copy of the term disbursement roster to PHEAA (Refer to section d below – Roster Certification); Failure to certify the roster within the designated period may result in administrative action against the institution.	
Academic Year Term	Within 45 calendar days of receipt of the roster or within 45 days of the first day of the term (whichever is later) and no later than the following: November 15 for the Fall disbursement roster February 1 for the Winter disbursement roster May 1 for the Spring disbursement roster
Summer Term	Within 30 days 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.

Amendment 2

AMENDED TO READ

This is a **clarification** to Section III.A.1.c.iii of the *2013-14 State Grant Certification Procedures* regarding the Summer term certification deadline. Summer 2014 disbursement rosters must be returned within 30 days of the receipt of the roster or within 30 days of beginning of the first Summer term in which eligibility can be certified, whichever is later. However, schools should be aware that:

- Failure to return a roster will prevent further fund disbursement as noted in the section entitled **Summer Term Disbursement Rosters**.
- Failure to reconcile the Summer 2014 term by October 31, 2014 will prevent further fund disbursement as noted in **Summer Amendment #1** and **Summer Amendment #6**.
- Failure to request Summer 2014 funds by December 31, 2014 will result in the school being ineligible for payment for those students as noted in **Summer Amendment #6**.

Amendment 3

CURRENT CITATION

- Page 28, Section III, Paragraph A.1.c.iv
 - iv. Adjustment Procedure - Institutions, which receive at least \$100,000 in State Grant funds, are subject to an adjustment procedure whereby PHEAA reduces the term disbursement amount. PHEAA bases the percent of the reduction on the percentage of funds used by that institution during the preceding academic year. In July, prior to the fall disbursement, PHEAA notifies institutions receiving less than 100 percent of the exact percentage of State Grant funds to expect. This notification provides schools with information concerning disbursement adjustment procedure.

Amendment 3

AMENDED TO READ

Adjustment Procedure - In addition what has been published in Section III.A.1.c.iv of the *2013-14 State Grant Certification Procedures*, **all Pennsylvania schools** that participate in the Summer term are subject to an adjustment procedure whereby PHEAA reduces the term disbursement amount. This is effective with the 2014 Summer term. PHEAA calculates the percent of the reduction by using the historical average percentage of funds used by that institution for the Summer term for the past three years. PHEAA will update the FG3M display with your school's adjustment percentage and will notify your school by March 31, 2014. Schools must credit 100% of the award for which the student is certified as eligible. For example, if a school's adjustment percentage is 80% and the student is certified as eligible for \$1,000 Summer term award, the school must credit the full award of \$1,000, not \$800 (80%).

Adjustment Percentage

```
TYPE S "SUMMER" DISBURSEMENT
DISB AMT      $      33,978 (40%)
DATE PAID           07/18/2014
DISB ROSTER DATE   07/03/2014
STATUS          P PRINTED   -  ---  ---
DISB ROSTER RETURNED  ---  ---  ---

      PREDISBURSEMENT ROSTER INFO

PREDIS ROSTER DATE   06/02/2014
STATUS              C COMPLETED - 06 17 2014
```



- Example: Summer Term and 40% Disbursement Percentage
- Summer will display the same way on FG3S disbursements

Amendment 4

CURRENT CITATION

- Page 29, Section III, Paragraph A.2.b

b. Summer Term

PHEAA does not consider the summer term as part of the academic year. Summer term State Grant awards and disbursements occur separately from the academic year. Students must file a separate, online, summer application via PHEAA's Account Access.

AMENDED TO READ

In addition to what has been published in the Section III.A.2.b of the *2013-14 State Grant Certification Procedures*:

- All schools will receive a 2014 Summer term pre-disbursement roster beginning in June.
- For the 2014 Summer term, disbursement of funds will not begin prior to the passage of the Commonwealth budget which generally occurs in late June or early July.

Pre-Disbursement Rosters

REDUCE OVER-DISBURSED FUNDS

- No Funds
- Impacts All Schools
- Begins in June (based on term start date)
 - Review FG3M
- Return After Term Started
- Used to correct and confirm enrollment and eligibility for as many students as possible.
 - Confirm enrollment and eligibility by reviewing weekly reports
 - Submit timely electronic corrections through the Partner Interface or Certification Transmissions

PREDISBURSEMENT ROSTER INFO	
PREDIS ROSTER DATE	06/02/2014
STATUS	C COMPLETED - 06 17 2014

Clean-Up Illustration

TOTAL AWARDS/STUDENTS = 60

Example Set	Number of Students in Example Set	Total Award Value	Enrollment or Eligibility Status BEFORE	Enrollment or Eligibility Status AFTER	Revised Total Award Value
1	10	\$10,000	Full-time	Half-time	\$5,000
2	10	\$10,000	Half-time	Less-than Half-time	\$5,000
3	20	\$20,000	Award	No Change	\$20,000
4	10	\$10,000	Award	Not Enrolled	\$5,000
5	10	10,000	Award	00-'Other' Program (Less than 8 week term)	\$5,000
Total	60	\$60,000			\$40,000

- \$20,000 to be cleaned up prior to disbursement
- Avoid over-disbursement and refund due PHEAA

Summer Monitoring

REPORTS YOU CAN USE

- *Summer Student Grant Applicants Report*
- *2014-15 GPAD Summer Processing Report*
- *Status Transmission*
 - *Summer Data not available on Status Listing*

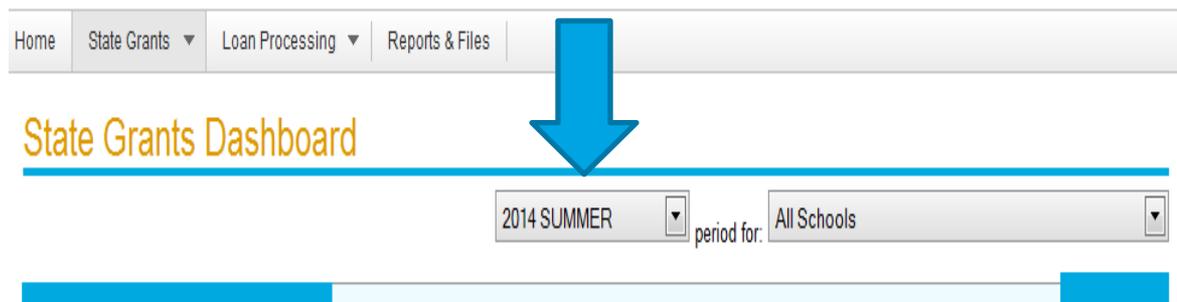
Summer Monitoring

Partner Interface

Home State Grants ▾ Loan Processing ▾ Reports & Files

State Grants Dashboard

2014 SUMMER ▾ period for: All Schools ▾



TOTAL RECORDS ▾

- Complete - Active** 3
- Incomplete - Active 0
- Complete - Reject 2
- Incomplete - Reject 1
- Complete - Inactive 0
- Incomplete - Inactive 0
- All Records 6

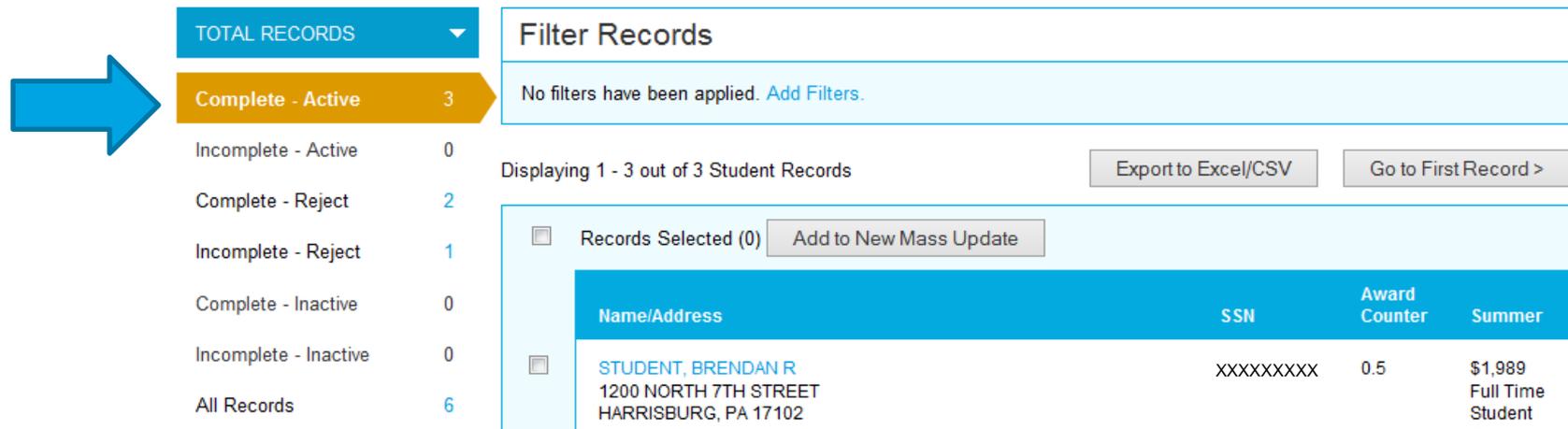
Filter Records

No filters have been applied. [Add Filters.](#)

Displaying 1 - 3 out of 3 Student Records Export to Excel/CSV Go to First Record >

Records Selected (0) Add to New Mass Update

Name/Address	SSN	Award Counter	Summer
<input type="checkbox"/> STUDENT, BRENDAN R 1200 NORTH 7TH STREET HARRISBURG, PA 17102	XXXXXXXX	0.5	\$1,989 Full Time Student



Regular Summer Disbursement Rosters

- May not receive funds prior to first day of term
- 1st rosters begin in July
 - 10 day payment delay
- 2nd rosters begin in August
- No augmentations or lump sum payments
- Reconciliation rosters begin October 1

Possible Reasons for Summer Disbursement Delay

- Outstanding 2013 Summer term roster or refund
- Summer term has not begun (based on date reported on the 2014-15 Educational Cost Form)
- Summer 2014 Pre-Disbursement roster has not been returned
- Current date is prior to July 2014

Amendment 5

CURRENT CITATION

- Page 29, Section III, Paragraph A.3

3. RECONCILIATION

The annual reconciliation roster provides the school with a final opportunity to ensure that Agency and school records for the academic year are consistent with regard to both student eligibility and the disbursement and crediting of State Grant funds. PHEAA's reconciliation process requires the reporting of final comments regarding student eligibility in accordance with these Procedures. **The student's final State Grant status, as shown on this roster, should match the school's records. Reconciliation means the amount of funding the school received should match the funding disbursed by PHEAA. When additional funding is due to the school, PHEAA requires the school request the funding from PHEAA. When a school owes State Grant funding, PHEAA requires the funding be returned through a refund or the Fall offset process. PHEAA requires the certification of the reconciliation roster within 30 days of receipt. Failure to comply with this deadline may result in administrative action.**

Amendment 5

AMENDED TO READ

In addition what has been published in Section III.A.3 of the *2013-14 State Grant Certification Procedures*, PHEAA **requires each school to certify a 2014 Summer term reconciliation roster**. This replaces the previous Summer reconciliation process whereby the school requested multiple Summer term disbursement rosters until a zero balance was achieved. Reconciliation means that all student changes have been submitted and processed, all students with awards have been certified and credited with the State Grant award, and all over-disbursed funds, if applicable, have been returned to PHEAA.

Initial Summer term Reconciliation Rosters will begin on October 1, 2014.

Summer term rosters and refunds are due to PHEAA by October 31, 2014, a date that aligns with the student reconsideration deadline. PHEAA permits multiple reconciliation rosters but requires certification action by the school which may involve a refund to PHEAA.

Amendment 6

CURRENT CITATION

- Page 33, Section III, Paragraph C

C. REFUNDS TO PHEAA

If a grant has been reduced (including those that are adjusted, refer to [Section II.A](#) or cancelled for one or more terms as a result of the eligibility checks required of the institution, the school is responsible for refunding these funds to PHEAA. When PHEAA provides instructions concerning proper crediting in a particular student's case and the school credits funds improperly, PHEAA requires repayment from the school.

The school may refund State Grants for ineligible students with each term's disbursement roster or at the end of the academic year. However, at least 80 percent of the refund due to PHEAA for the academic year as a result of cancellations and/or adjustments reported up until the processing of the Spring disbursement roster **must** be remitted prior to or upon return of that roster.

Amendment 6

AMENDED TO READ

PHEAA modifies Section III.C of the *2013-14 State Grant Certification Procedures* by establishing that the Reconciliation/Refund Deadline for the Summer 2014 term is October 31, 2014, not November 15, 2014 as previously indicated.

- 1. No school will receive additional funds after December 31, 2014 for the Summer 2014 term.**
- 2. At the time of reconciliation, the school will only be permitted to post a payment to a student who appears on the reconciliation roster.**



Clarification

NO NETTING DURING RECONCILIATION

Section III.B.4.a of the *2013-14 Academic Year and Summer 2014 PA State Grant Certification Procedures* indicates that final credits are permitted when student does not appear on the term's regular disbursement roster but when: 1) that regular disbursement roster has been generated; and 2) the school has received notification of State Grant eligibility for the term in question such as on a GPAD report, etc.

This Summer Amendment allows for this practice ONLY until reconciliation. In other words, no 'netting' is permitted at the time of reconciliation. This change will allow PHEAA to provide better accounting of the total amount of funds and for reconciliation of each change on a student-by-student basis.

Amendment 6

AMENDED TO READ - CONTINUED

Any changes to student records for the Summer 2014 term that occur after the October 31, 2014 reconciliation deadline must continue to be reconciled. If this reconciliation means that additional funds are due to your school, PHEAA will disburse those funds ONLY if:

1. the date is on or before December 31, 2014; and
2. the school does not owe any prior refund or roster that will prevent the disbursement. **There are no exceptions to this requirement.**



Amendment 6

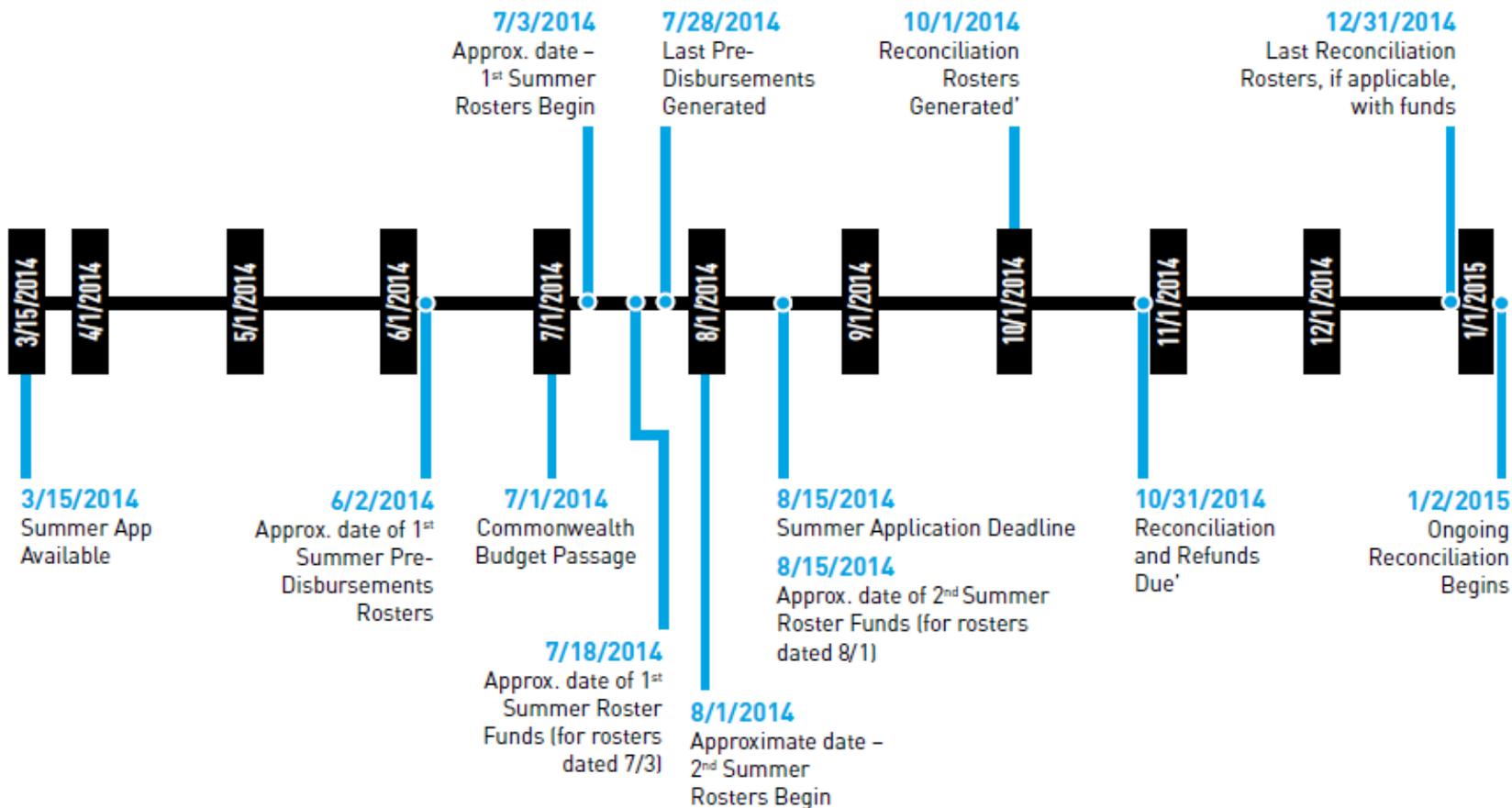
AMENDED TO READ - CONTINUED



It is possible for Summer 2014 records to continue to change after December 31, 2014 and PHEAA expects the school to reconcile student records. However, after December 31, 2014, if PHEAA records:

1. Reflect 'balance due school', the school will be expected to reconcile, reporting what students were not paid at all or not paid a balance and PHEAA will cancel and/or adjust the student's award(s) to match the amounts that were disbursed on or before December 31, 2014.
2. Reflect 'balance due PHEAA', the school will be expected to reconcile and make a refund payment to PHEAA.

Time Line – Summary



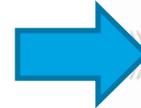
Resources

Resources

- www.PHEAA.org/training
 - Tutorials, Webinars, User Guides, etc.
- PageCenter Reports
- Document Library

Contact State Grant and Special Programs Staff:

- Email sghelp@pheaa.org or Call [1-800-443-0646](tel:1-800-443-0646), Option 3, Option 1
 - Reserved for Financial Aid Administrators
- Call [1-800-443-0646](tel:1-800-443-0646), Option 4
 - Discuss Transmissions



Partner Interface Training

Let us help you keep current with the latest tools for postsecondary schools to report and verify key components used in evaluating eligibility and disbursement for State Grant awards.



State Grant Training

View and download a wide range of resources that will provide you with program-specific information that are essential for your staff and students.



PA-TIP Training

View and download a wide range of resources that will provide you with program-specific information that are essential for your staff and students.



Training Events

View our training events, including those sponsored by Pennsylvania Financial Aid Training (PFAT), Pennsylvania School Services, and Pennsylvania State Grant and Special Programs.



K-12 Counselor Workshops

To ensure you have the tools students need to reach their educational goals, we offer free workshops for high school counselors and teachers.

Question and Answer

Please give us few moments to review the questions that have been submitted during today's session.

If you have additional questions or comments that have not been submitted, please type them to us at this time by using the Q&A functionality.

Thank you for participating in today's webinar.

Please remember to complete the survey once the session has closed. Thank you!