

WELCOME

Understanding and Completing the FISAP

Tuesday, July 7, at 3:00 EST

Moderated by

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What does **FISAP** stand for?

FIScal Operations Report and **AP**plication to Participate

The Fiscal Operations Report – FISAP Parts III through VI

Parts III, IV, V, and VI comprise the Fiscal Operations Report of the **FISAP**. You may sometimes hear these parts being referred to as the **FISCOP**.

What is the FISAP and Why am I being asked to complete it?

You must fill out a FISAP to report expenditures and/or apply for funding for one or more of the three campus-based programs:

1. **Federal Perkins Loan Program**
2. **Federal Work-Study (FWS) Program**
3. **Federal Supplemental Educational Opportunity Grant (FSEOG) Program**

You must fill out a FISAP for your school by **Thursday, October 1, 2009.** to:

- Be allocated funds for campus-based programs for the next award year
- Report cumulative activity in the Federal Perkins Loan Program
- Report on expenditure of any campus-based program funds in the completed award year

Completion and Submission of the FISAP:

- You must also complete and submit a FISAP if you wish to discontinue participation in the Federal Perkins Loan Program. {The FISAP you are submitting by October 1, 2009 consists of the *Fiscal Operations Report* for the recently completed award year (July 1, 2008-June 30, 2009) and the *Application to Participate* for July 1, 2010-June 30, 2011.}
- Federal regulations state that if you spent funds in 2008-2009 or if you have a Federal Perkins Loan Fund, you must submit the Fiscal Operations Report.
- The law also states that if the U.S. Department of Education (ED) does not receive a completed application by October 1, 2009, you cannot be assured that your school will be allocated funds for any of the campus-based programs. (Side Note: Even though you are not receiving any Perkins funds, you may be getting FWS and/or FSEOG.)

Is there a tutorial on how to complete the FISAP?

FISAP Web Tutorial

<https://cbfisap.ed.gov/ecb/tutorial>



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CONQUERING THE FEAR OF FISAP
A Web-Based Tutorial

FISAP on the Web (<https://cbfisap.ed.gov>)

Obtaining Access

Screen Layout & Navigation

Entering Data

Correcting Errors & Submitting

Summary & Review



START HERE
GO FURTHER
FEDERAL STUDENT AID

The eCampus-Based System

Welcome to the eCampus-Based Program Web site for Federal Student Aid.

[Campus-Based Program Materials](#) | [Other Links](#) | [Privacy Policy](#) | [Contacts](#) | [Q&As](#) | [FISAP Desk Reference](#) | [FISAP Form](#) | [FISAP Instructions](#) | [Title III/IV](#) | [Contact Us](#)

Warning: This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

This site contains the "Fiscal Operations Report and Application to Participate (FISAP)" for the three Campus-Based programs: Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS). In addition, this site allows users to access Campus-Based account data and view reports. For information on the eCampus-Based system and instructions for completing the FISAP, users can go to the [FISAP Tutorial](#).

To access eCB, you must be registered. If you are already registered, click on the "Login" button below and enter your User ID and password. If you are not registered, click on the "Login" button below, then click on the registration link in the left navigation bar and enter the information requested. Once you have registered, you will receive a User ID by e-mail. When you have your ID, return to this site and click "Login." Enter your User ID and the password you created when you registered. Click "Submit" to access eCB.

Login

What documents will I need to complete the FISAP?

The following documents will be needed to complete your FISAP:

- Fiscal Operations Report and Application to Participate (FISAP) Report: Award Period July 1, 2008 – June 30, 2009;
- Application: Award Period July 1, 2010 – June 30, 2011;
- The latest FISAP form and instructions can be found at the following links:
 - FISAP form -
<http://www.ifap.ed.gov/fisapformandinst/attachments/1011FISAP.pdf>
 - Instructions –
<http://www.ifap.ed.gov/fisapformandinst/attachments/1011InstforFISAP.pdf>
 - FISAP Desk Reference –
<http://www.ifap.ed.gov/fisapformandinst/attachments/1011FISAPDeskRef.pdf>

Print the following **June 30, 2009** reports from Campus Partners *eXpressReports*:

1. **ACCOUNTING REPORT**
2. **NDSL/INST FISCOP**
3. **NDSL/INST FISCOP SUPPLEMENT**
4. **FISCOP Part 3 / Sect B Addendums (Located in the left column under your invoice)**

IMPORTANT DATES

- You must fill out a FISAP for your school by **October 1** of this year
- Edit Corrections due to ED by **December 15.**
- ED will notify you electronically of your tentative awards by **February 1.**
- By **April 1**, your school should receive electronic Final Funding Authorizations that notify your school of the final allocation for each campus-based program.

Parts I –VI of the FISAP:

- PART I – Identifying Information, Certification and Warning
- PART II – Application to Participate
- PART III – Federal Perkins Loan Program Report*
- PART IV – FSEOG Program Report*
- PART V – FWS Program Report*
- PART VI – Program Summary

**** Significant changes were made to Part III, Part IV and Part V of the FISAP due to the Higher Education Opportunity Act (HEOA), Pub. L. 110-315, enacted on August 14, 2008. Several lines have been added to these parts of the FISAP to account for new provisions provided in the HEOA.***

Changes to FISAP Sections:

- **PART III** – Federal Perkins Loan Program Report
 - To report loan cancellations for various reasons as stated in the HEOA;
 - To allow for the transfer of FWS funds to the Perkins Loan Program, which is now authorized through HEOA;
 - To show short-term loans to the Perkins Loan Fund as well as repayment of short-term loans to the Perkins Loan Fund.
- **PART IV** – FSEOG Program Report
 - To allow for funds to be transferred from the FSEOG Program to be spend in the FWS Program
- **PART V** – FWS Program Report
 - To allow for funds to be transferred from the FSEOG to be spent in the FWS program and from FWS to Perkins
 - To report FWS funds that were spend for disaster-affected students and students who participated in civic education and participation activities

Parts I –VI of the FISAP:

- **Part I** - of the FISAP, *Identifying Information, Certification, and Warning*, consists of two sections. Section A contains identifying information for your school. Section B contains the certifications, warnings, and contact information. If you are submitting a FISAP, Part I must be filled out. The U.S. Department of Education (ED) uses this information to identify your school and to collect your school's contact information.
- **Part II** - If you want to request 2010-2011 funding for any of the three campus-based programs, you must provide information in Part II of the FISAP. ED uses the information you provide to compute the amount your school will receive. Always keep in mind... The amount that you request is the upper limit to the amounts your school receives. You will never receive more than you ask for!

Part II is divided into six sections:

Section A: Request for Funds for the 2010-2011 Award Year

Section B: Federal Perkins Loan Liquidation Request

Section C: Waiver Request for the Underuse of Funds

Section D: Information on Enrollment

Section E: Assessments and Expenditures

Section F: Information on Eligible Aid Applications for Award
Year 2008-2009

FISAP Parts III through VI - The Fiscal Operations Report:

Parts III, IV, V, and VI comprise the Fiscal Operations Report of the FISAP.

You may sometimes hear these parts being referred to as the **FISCOP**. If you participated in any campus-based programs in the recently completed award year (2008-2009), you must report on your activities for these programs.

FISCAL OPERATIONS REPORT

For Award Year July 1, 2008 – June 30, 2009

Part III. Federal Perkins Loan Program

Part IV. FSEOG Program

Part V. FWS Program

Part VI. Program Summary

•**Part III** consists of the following sections:

Section A – Fiscal report (cumulative) as of June 30, 2009

Section B – Fund activity (annual) during the 2008-2009 award year

Section C – Cumulative repayment information as of June 30, 2009

Sections D and E – Cohort default rate information

If your school made Perkins Loans to students during the 2008-2009 award year, you must fill in Part III of the FISAP, even if you did not receive an FCC. You must also complete this part if your school is liquidating its Perkins portfolio. You must do so every year until your final report shows that all outstanding loans have been assigned, fully retired, or purchased and that the federal share of cash on hand has been returned to ED.

•**Part IV** - Your school must complete Part IV if you received Federal Supplemental Educational Opportunity Grant (FSEOG) Program funds for the 2008-2009 award year. The five sections in this part of the FISAP summarize your school's use of FSEOG funds during the previous year.

Section A: Federal Funds Authorized for FSEOG

Section B: Federal Funds Available for FSEOG

Section C: Funds to FSEOG Recipients

Section D: Federal Funds Spent for FSEOG Program

Section E: Use of FSEOG Authorization

•**Part V** – Your school must complete Part V if you received Federal Work Study (FWS) funds for the 2008-2009 award year.

The nine sections in this part of the FISAP Summarizes...

Section A: Federal Funds Authorized for FWS

Section B: Federal Funds Available for FWS Expenditures

Section C: Total Compensation for FWS

Section D: Funds Spent from Federal Share of FWS

Section E: Use of FWS Authorization

Part V, cont.

Section F: Information about the Job Location and Development (JLD) Program

Section G: Information About FWS Students Employed in Community Service Activities

Section H: Information About FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Programs

Section I: Information about FWS Students Employed as Mathematics Tutors of Children

•**Part VI** - Your school must complete Part VI of the FISAP if you made awards to students in Perkins, FSEOG or FWS.

In this part, you will report these expenditures by income category and type of student.

Section A: Distribution of Program Recipients and Expenditures by Type of Student

Section B: Calculating the Administrative Cost Allowance (ACA)

**The Administrative Cost Allowance (ACA) worksheet will assist you in determining your allowable ACA.*

WHAT IS THE ADMINISTRATIVE COST ALLOWANCE (ACA)?

A school participating in the campus-based programs is entitled to an ACA for an award year if it advances funds under the Perkins Loan Program, provides employment under the FWS Program, or awards grants under the FSEOG Program to students in an award year.

The ACA may be used to help offset administrative costs, such as salaries, furniture, travel, supplies, and equipment. The ACA can also be used for service fees that banks charge for maintaining accounts. Computer cost associated with Perkins Loan billing may also be paid from this allowance.

ADMINISTRATIVE COST ALLOWANCE (ACA), *cont.*

Schools may use the allowance to help pay the costs of administering not only the campus-based programs but the Federal Pell Grant Program as well. Administrative costs also cover expenses for carrying out the student consumer information services requirements.

The amount of the ACA is calculated as a percentage of the school's expenditures for students for an award year under the campus-based programs. For additional information, see the 2008-2009 FSA Handbook, Volume 6, Chapter 1, page 6-29.

Which Parts Must be Completed?

- All schools submitting a FISAP must complete Part I.
- Complete Part II if your school is applying for funding for one or more of the three campus based programs for the 2010-2011 award year.
- Complete Part III if your school is a continuing participant in the Federal Perkins Loan Program.

***NOTE: You must also complete Part III if you are liquidating your Perkins Loan Fund.**

- Complete Part IV if your school received FSEOG funds for 2008-2009.
- Complete Part V if your school received FWS funds for 2008-2009.
- If you participated in any of the three campus-based programs during the 2008-2009 award year, you must complete Part VI.

For this situation:	Complete these parts:
<p>You are requesting campus-based program funds for 2010-2011</p>	<p>FISAP, Part I: Identifying Information, Certification, and Warning FISAP, Part II: Application to Participate</p>
<p>You received funds for one or more of the campus-based programs for 2008-2009</p>	<p>FISAP, Part I: Identifying Information, Certification, and Warnings FISAP, Parts III, IV, V: Fiscal Operations Report (as applicable) FISAP, Part VI: Program Summary</p>
<p>You are liquidating your Federal Perkins Loan Fund Or You did not receive a Federal Capital Contribution for 2008-2009, but did make loans from your Federal Perkins Loan Fund</p>	<p>FISAP, Part I: Identifying Information, Certification, and Warning FISAP, Part III: Federal Perkins Loan Program section of the Fiscal Operations Report</p>

Where Can I Get This Information?

Your best source of information is your school's records: financial aid, payroll for FWS, and ledgers. The previous year's FISAP is also an important source of information.

If your school is a new participant in the campus-based programs and has not previously submitted a FISAP, you will need to get information from your school's financial aid office or business office.

How to Complete Part III:

To complete Part III you will need to print the following **June 30, 2009** reports from Campus Partners *eXpressReports*:

- 1. ACCOUNTING REPORT**
- 2. NDSL/INST FISCOP**
- 3. NDSL/INST FISCOP SUPPLEMENT**
- 4. FISCOP Part 3 / Sect B ADDENDUMS (Located in the left column under your invoice)**

Part III, pertains to the Federal Perkins Loan Program.

You will also need the Campus Partners FISCOP Report.

Please be advised that Campus Partners provides limited information as it relates to the FISCOP completion. You will be required to gather information that only your institution has.

Part III, Section A – Fiscal Report (Cumulative) as of June 30, 2009

Section A is a historical report of your school's Perkins Loan fund activity, from the inception of the program through June 30, 2009.

Section A is the balance sheet for your Perkins Loan fund, and the data **must balance**.

Except for reporting cash on hand as of October 31, report your Perkins Loan data as of June 30.

Part III, Section B – Fund Activity (Annual) During the 2008-2009 Award Year

***Note:** This section requests information only for the 2008-2009 award year – do not report cumulative amounts here.

****Field 1- Final adjusted Federal Capital Contribution (FCC) authorization.**

–You cannot enter any data in this field because Congress did not authorize any FCC for 2008-2009. However, in years when FCC is authorized, the amount in this field is the original allocation plus any supplemental award, minus any amount returned to ED. If a school returns any FCC on the Reallocation Form, it should be deducted from the amount reported in this field.

Part III, Section C – Cumulative Repayment Information

Section C collects information on the status of *all loans* a school has made from the beginning of its participation in the Perkins Loan Program.

**Part III. Federal Perkins Loan Report
Section C. Cumulative Repayment
Information as of June 30, 2008**

Part III, Sections D and E – Cohort Default Rate

Sections D and E are used to calculate your school's **cohort default rate**.

Use Section D if your school had 30 or more borrowers who entered repayment during the 2008-2009 award year. Otherwise, use Section E.

Part III. Federal Perkins Loan Report Cohort Default Rate

Section D. 30+ borrowers in repayment

Section E. <30 borrowers in repayment

What Happens after the FISAP is submitted?

Once you submit your FISAP, a validation report will be displayed, this report shows all error messages associated with your FISAP. The real-time Validation report serves as your FISAP Edit report. Make any necessary corrections and edits and resubmit the FISAP to ED by **December 15**. If your school participates in the Federal Perkins Loan program, remember to enter the cash on hand as of **October 31, 2009**. (Part III, Section A, Field 1.2)

After you resubmit, ED calculates the amount of your awards. Using the information you reported on the FISAP, ED determines the amount of federal funds your school will receive for the award year. This federal portion of the campus-based award is called an "**allocation**." ED calculates the allocations on the basis of the allocation formulas prescribed in the federal law.

ED will notify you electronically of your tentative awards by **February 1**. You will not receive allocations that exceed the amount you requested on the FISAP, even if you are eligible for additional funds. So make sure you request an adequate amount.

By **April 1**, your school should receive electronic Final Funding Authorizations that notify your school of the final allocation for each campus-based program. Included with your school's Final Funding Authorizations are the school's Final Funding Worksheets that show the actual numbers ED used to determine your allocation for each campus-based program and how ED determined each final allocation.

Your school can receive two types of campus-based funds allocations:

- Initial - The Initial allocation is the amount that ED first allocates to your school in the spring of each year according to the prescribed formulas.
- Supplemental - The Supplemental allocation is an additional amount that may be allocated based on excess campus-based funds from the previous award year returned by all participating schools.

Campus-Based Allocation Process:

ED uses the information you provide in the FISAP to calculate your school's allocation of campus-based funds for the upcoming award year (2010-2011). The calculations are based on formulas prescribed by the U.S. Congress. ED uses the federal formulas to determine a base guarantee. This is the amount of campus-based funding your school is guaranteed to receive for the 2010-2011 award year.

If there are any campus-based funds remaining after all the base guarantees have been met, ED makes those funds available to schools whose fair share exceeds their base guarantee. These additional funds are distributed according to a fair-share calculation that determines the ratio of each school's 'need' compared to all schools' 'need'. The information you provide in the FISAP is critical to your school's receiving the appropriate amount of campus-based funding. If you don't request enough campus-based funds, your students may miss out on much-needed financial assistance.

*Remember—your school will never receive more than it requests, even if the base guarantee exceeds the request.

On the other hand, if you request too much campus-based funding, you may monopolize funds that could be used to meet student needs at other schools. Your school may also face an underuse penalty if it returns more than 10 percent of its allocated campus-based funds.

This penalty reduces the amount of the award for the upcoming year by the amount you returned.

CAMPUS BASED CALL CENTER

You may contact the [campus-based call center](#) for questions regarding campus-based program issues and technical questions regarding FISAP on the Web. By phone at 1-877-801-7168 or email at cbfob@ed.gov. Hours are Monday through Friday, 8 a.m. to 8 p.m. (ET).

FISAP Technical Support

Campus-Based Call Center

877-801-7168 M-F 8 am to 8pm (ET)

703-761-0220 - Fax

FISAP Signature Page mailing address:

FISAP Administrator

1951 Kidwell Drive, Eighth Floor

Vienna, VA 22182

For questions regarding SAIG enrollment:

Student Aid Internet Gateway

P.O. Box 30

Iowa City, IA 52244

800-615-1189

www.fsawebenroll.ed.gov

LINKS

Department of Education's Official Website - www.ifap.ed.gov

FISAP on the Web -

www.cbfisap.sfa.ed.gov/CBSWebApp/welcome.jsp

FISAP form -

www.ifap.ed.gov/fisapformandinst/attachments/1011FISAP.pdf

Instructions –

www.ifap.ed.gov/fisapformandinst/attachments/1011InstforFISAP.pdf

FISAP Desk Reference –

www.ifap.ed.gov/fisapformandinst/attachments/1011FISAPDeskRef.pdf

QUESTIONS?

Thank you for joining us!

**Should you have questions or want additional training,
Please contact Pattie Mastin at
pmastin@campuspartners.com or call 800-458-4492 Ext. 2011**