

Volume 6 Managing Campus-Based Programs

Chapter 1: Participation, Fiscal Procedures & Records.....	1
Program Participation Agreement.....	1
<i>Perkins PPA requirements; Federal Work-Study PPA requirements</i>	
FISAP Report & Application	3
<i>Application for funds; Reporting expenditures</i>	
Allocation of Campus-Based funds.....	4
Reallocation of funds	5
<i>Releasing unused funds</i>	
Transfer of Campus-Based funds	6
<i>Federal Work-Study transfer to FSEOG or Perkins; FSEOG transfer to Perkins</i>	
FSEOG & FWS Carry Forward/Carry Back.....	8
<i>Carry forward; Carry back; General principles;</i> <i>FWS limitations on use of funds carried forward or carried back</i>	
Federal Share Limitation.....	10
<i>Federal share of FWS; Federal share of Perkins; Federal share of FSEOG</i>	
Nonfederal Share.....	12
<i>Nonfederal share of FWS; Nonfederal share of FSEOG; Nonfederal share of Perkins</i>	
Use of FWS Allocated Funds.....	14
<i>Private for-profit organizations; Work-Colleges; Community Service Jobs</i>	
Campus-Based Recordkeeping	16
<i>Perkins recordkeeping; FWS recordkeeping; FSEOG recordkeeping</i>	
Record Retention & Formats	20
<i>Availability of records & period of retention; Record formats, storage, etc.</i>	
Perkins Reimbursement & Assignment.....	22
<i>Reimbursement for overpayment or default; Assigning loans if Perkins participation ends;</i> <i>Perkins liquidation</i>	
Administrative Cost Allowance (ACA)	23
Chapter 2: Operating a Federal Work-Study Program.....	25
FWS Jobs & Employers.....	25
<i>Employment Conditions & Limitations</i>	
<i>Wages; General restrictions on employment; Fringe benefits</i>	
<i>Employment Conditions & Limitations</i>	26
<i>FWS earnings for the next period of enrollment;</i> <i>Periods of nonattendance for FWS students</i>	
Community Service Jobs	29
<i>Community services eligible for FWS; Employing FWS students as tutors</i>	
Work on Campus (School is Employer).....	33
<i>Work for proprietary school</i>	
Work Off-Campus	35
<i>Work for nonprofit or government agency; Work must be "in the public interest";</i> <i>Work for private for-profit companies; Off-campus agreements</i>	

Job Location & Development Program	40
<i>JLD program participation; Student eligibility; Use of FWS allocation for JLD program; Use of JLD program funds; Federal share limitation; Allowable program costs; Students as staff in the JLD program office; Multi-institutional JLD programs</i>	
Work-Colleges Program	43
<i>Allowable costs</i>	
Appendix A: Model Off-Campus Agreement	45
Appendix B: Need Assessment for FWS Community Service Program.....	47
Chapter 3: Making Perkins Loans	49
Making a Perkins Loan.....	49
Disclosure to Students Prior to First Disbursement	50
Perkins Promissory Note.....	51
<i>Single vs. multi-year use of the MPN; Retaining the electronic MPN; Using ED-approved MPN & customizing the MPN; Minimum montly payment option</i>	
Subsequent Disclosures & Notifications	55
Chapter 4: Perkins Repayment, Forbearance, & Deferment	57
Grace Periods	57
<i>Initial grace periods; Post-deferment grace periods; Applicable grace peiod for 1/2-time student; Calculating the grace period; Grace period when student doesn't return from leave of absence</i>	
Establishing a Repayment Plan	60
<i>Calculating the repayment amount; Interest accrual; Incentive repayment program</i>	
Minimum Monthly Repayment Amounts	62
<i>Conditions for minimum monthly repayment; Multiple loans at same school; Loans from multiple schools</i>	
Establishing Repayment Dates.....	64
<i>Extending repayment period for illness; unemployment; or low income</i>	
Forbearance	66
Deferments & Deferment Procedures.....	67
<i>Concurrent deferment/cancellation; Deferment and default; Maintaining in-school enrollment status vs. in-school deferment</i>	

Chapter 5: Perkins Cancellation	75
General Cancellation Provisions	75
<i>Application for cancellation; Concurrent deferment; ED reimbursement to school</i>	
Cancellation Restrictions	76
<i>Prior service & payments prior to cancellation; Defaulted loans; Americorps recipients</i>	
Elementary/Secondary Teacher Cancellation	77
<i>Cancellation for teaching in a low-income school or educational service agency; Cancellation for teaching in a teacher shortage field; Cancellation for teaching in special education</i>	
Public Service Cancellations.....	80
<i>Nurse or medical technician cancellation; Firefighter cancellation; Early intervention (for disabled infants/toddlers) cancellation; Child or family services cancellation; Speech pathologist (at Title I) school cancellation; Librarian (at Title I) cancellation; Faculty member at a tribal college or university</i>	
Law Enforcement & Public Defender Cancellations	84
<i>Law enforcement/corrections officer cancellation; Public defender cancellation</i>	
Military Service Cancellation.....	86
Early Childhood Cancellation (Prekindergarten, Child Care, HEAD Start)	86
Volunteer Service Cancellation	87
Discharging Perkins Loans	88
<i>Discharge due to death; Discharge for total & permanent disability (nonveterans); Discharge for service-connected disability (veterans); Closed school discharge; Discharge for spouses of 9-11 victims; Bankruptcy discharge</i>	

Chapter 6: Perkins Billing, Collection & Default	95
Communication with Borrower.....	95
Requirements at End of Enrollment	96
<i>Exit Interview; Disclosure of repayment information; Contact during grace periods</i>	
Billing procedures and Overdue Payments	99
<i>Notices of overdue payments; Late charges; Contacting the borrower by telephone; Loan acceleration; Address searches</i>	
Default & Collection Procedures.....	102
<i>Credit bureau reporting; Efforts to collect; Ceasing collections; Alternatives to litigation; Litigation; Assignment</i>	
Billing & Collection Costs.....	106
Default Status & Perkins Eligibility	109
<i>Satisfactory repayment arrangements; Perkins loan rehabilitation; Loans with judgments; Previously defaulted loans discharged for school closure</i>	
Perkins Assignment	111
<i>Required documentation; Terms of assignment</i>	
Perkins Cohort Default Rates	113
<i>How the Perkins default rate is calculated; Perkins loans that are not treated as defaults; Rules for calculating the number of days in default; Penalties for high Perkins default rates;</i>	