

REFUND PROCEDURE

A the end of the project period, the grantee must return any Federal funds drawn under a grant but not expended or make any other appropriate financial adjustment due the Corporation for National and Community Service (CNCS).

To make a refund, a grantee must do the following:

1. Make a check payable to the Department of Health and Human Services.
2. Specify on the check the Payment Management System account and subaccount numbers (these numbers can be found on page one of the PSC 272 Report).
3. Send a letter to accompany the check specifying:
 - that the check is a REFUND to be credited to CNCS Grant No. _____.
 - the amount of any interest that is included in the refund check.
4. Send the check and the accompanying letter to:
 - Division of Payment Management
 - PO Box 6021
 - Rockville, MD, 20852
5. Send a copy of the refund check and accompanying letter to CNCS at the following address:
 - Corporation for National and Community Service
 - Office Grants Management
 - 1201 New York Avenue, NW
 - Washington, D.C. 20525
 - Or
 - To the appropriate
 - Corporation Service Center
 - that administers the grant.