School Electronic Process Guide

FAA Access to CPS Online
Return of Title IV Funds
ISIR Analysis Tool
EDESuite

2009-2010

U.S. Department of Education

F E D E R A L
STUDENT AID

Table of Contents

Overview

Preface

The *School Electronic Process Guide* is designed to meet the reference needs of financial aid administrators (FAAs), programmers, and data processing staff. In this guide, we describe the following topics and products, including updates and enhancements for the 2009-2010 processing cycle:

- Schedules

- What's New for FAA Access to CPS Online

    – Return of Title IV Funds (R2T4) on the Web

    – ISIR Analysis Tool

- What's New for EDESuite

    – EDExpress for Windows, Release 1.0 – Global functionality and Application Processing (App Express) and Packaging modules

    – EDExpress for Windows, Release 2.0 – Federal Pell Grant (including Academic Competitiveness Grant, or ACG, and National Science and Mathematics Access to Retain Talent Grant, or National SMART Grant), Teacher Education Assistance for College and Higher Education Grant, or TEACH Grant, and William D. Ford Direct Loan (Direct Loan) modules

    – Direct Loan (DL) Tools for Windows, Release 9.0

    – Student Status Confirmation Report (SSCR) for Windows

We recommend you review all of the information provided in this guide related to the products and services you use.

Important Note: The Higher Education Opportunity Act (HEOA), P.L. 110-315, was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA). Information about the HEOA can be found at ed.gov/heoa. Policy and operational guidance can also be found on the IFAP Web site (ifap.ed.gov). Watch these Web sites for details about the steps we are taking to implement the HEOA for the 2008-2009 and 2009-2010 award years.

Major Changes

The following major 2009-2010 changes relate to the various school products discussed in this guide and are discussed in greater detail in later sections:

- **CCRAA and ECASLA Legislative Changes** – During 2009-2010, we will continue to implement changes to accommodate provisions of the College Cost Reduction and Access Act (CCRAA), Pub. L. 110-84, and the Ensuring Continued Access to Student Loans Act of 2008 (ECASLA), Pub. L. 110-227.

    Major 2009-2010 changes related to the CCRAA include:

    - Addition of Institutional Student Information Record (ISIR) elements, including values for new dependency status questions and a new TEACH Grant question on the Free Application for Federal Student Aid (FAFSA)

    - Policy revision that allows a school to award federal student aid on a SAR/ISIR transaction with a dependency override determination made by a previous school within the same award year

    - Addition of new CCRAA-compliant worksheets and calculations to the R2T4 on the Web site

    Major 2009-2010 changes related to the ECASLA include:

    - Implementation of revised Direct Loan award limits in the EDExpress 2009-2010 Packaging and Direct Loan modules

    - Implementation of revised eligibility rules for the ACG and National SMART Grant programs

- **New Special Circumstances Process** – We are modifying certain data edits on the FAFSA on the Web site to allow dependent students who indicate "special circumstances" and complete a prescreening process to bypass the parental questions. A new ISIR data element helps FAAs identify these transactions on the FAA Access to CPS Online Web site.

Schedules

School Electronic Product Release Schedule

The following schedule provides expected release dates for 2009-2010 FAA Access to CPS Online, the 2009-2010 version of the ISIR Analysis Tool Web application, and the 2009-2010 EDESuite PC software.

Product	Modules/Functionality Included	Expected Release

FAA Access to CPS Online 2009-2010	• Student Inquiry
	  – ISIR Compare
	  – FAA Standalone Signature
	• Application/Correction/Verification Tool Entry
	  – Save/Restore functionality
	• ISIR Request
	• ISIR Analysis Tool (available April 2009)
	• R2T4 on the Web
		January 1, 2009
		
		Central Processing System (CPS) begins 2009-2010 processing on January 2, 2009.

School Electronic Product Release Schedule (Continued)

Product	Modules/Functionality Included	Expected Release
EDExpress for Windows 2009-2010, Release 1.0	• Global functionality • Application Processing module • Packaging module	January 2009
EDExpress for Windows 2009-2010, Release 2.0	• Direct Loan module • Pell module (including ACG and National SMART Grant functionality) • TEACH Grant module	April 2009
ISIR Analysis Tool 2009-2010	The ISIR Analysis Tool Web site is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification process—either federally selected or defined by the institution. The ISIR Analysis Tool Web site enables schools to: • Upload ISIR data from the ISIR Datamart directly into the tool by creating flat text files of Social Security Numbers (SSNs) • Draw sample aid recipient data easily by using the random sample functionality built directly into the tool • Run predefined analytic reports and create ad hoc reports	April 2009

School Electronic Product Release Schedule (Continued)

Product	Modules/Functionality Included	Expected Release
Direct Loan (DL) Tools, Release 9.0	• Compare the School Account Statement (SAS) report to loans and actual disbursements recorded in EDExpress or an external file, and/or compare the SAS to the DL Tools Cash database • Print the SAS in a readable format • Track cash receipts (drawdowns) and Refunds of Cash for Direct Loan • Rebuild your Direct Loan origination and disbursement records in EDExpress using an automated process	July 2009

What's New for FAA Access to CPS Online?

Overview

This section describes the following areas of the 2009-2010 FAA Access to CPS Online Web site, including changes and enhancements:

- Enrollment for FAA Access to CPS Online

- FAA Access to CPS Online

- R2T4 on the Web

- ISIR Analysis Tool on the Web

- Demonstration Sites

Enrollment for FAA Access to CPS Online

To ensure your school can take full advantage of 2009-2010 enhancements at the beginning of the processing cycle, the Destination Point Administrator (DPA) of the TG number used to send and receive Free Application for Federal Student Aid (FAFSA) and ISIR correction data should verify your enrollment status.

- If your school is enrolled for 2008-2009, your enrollment status rolls over to 2009-2010.

- If your school is not enrolled, your school's DPA can complete the enrollment for FAA Access to CPS Online site services for your school through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at:

fsawebenroll.ed.gov

FAA Access to CPS Online

In this section, we describe changes and enhancements to FAA Access to CPS Online for 2009-2010, including changes resulting from the CCRAA.

FAFSA Redesign

Provisions of the CCRAA required that Federal Student Aid change some of the data collected on the FAFSA form. Implementing the CCRAA changes provided an opportunity to review the FAFSA question order and address other form issues. We recommend that you review the information provided in the *2009-2010 Summary of Changes for the Application Processing System* guide, posted in October 2008 to the Information for Financial Aid Professionals (IFAP) Web site, located at ifap.ed.gov, and the Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov, for a complete description of the FAFSA redesign. Changes to FAFSA on the Web are described in the *2009–2010 Student Web Application Products Process Guide*, posted in November 2008 to the IFAP (ifap.ed.gov) and FSAdownload (fsadownload.ed.gov) Web sites. Here we describe the FAFSA redesign as it relates to FAA Access to CPS Online.

Revised Dependency Status Questions

Five new questions are added to the dependency status questions in Step Three: Student Status with Yes or No responses. The FAFSA/Renewal Application Entry and Corrections Entry descriptions for FAFSA questions 56 to 60 are:

56	Is Student an Emancipated Minor?
57	Is Student in Legal Guardianship?
58	Is Student an Unaccompanied Homeless Youth as Determined by High School/Homeless Liaison?
59	Is Student an Unaccompanied Homeless Youth as Determined by HUD?
60	Is Student At Risk of Homelessness?

Also, we revised the FAFSA/Renewal Application Entry and Corrections Entry descriptions of Dependency Status Question 55 to read "Parents Deceased?/Student Ward of Court?/In Foster Care?"

Revised Collection of Worksheet Data

The CCRAA mandates that we no longer collect untaxed income information in Worksheet A. As a result, we deleted Worksheet A. To make it easier for you to correct and verify student's and parents' total amounts from Worksheet B and C, we now collect the individual worksheet items on the FAFSA. The data collected for Additional Financial Information (former

Worksheet C) and Untaxed Income (former Worksheet B) is described in the *2009-2010 Summary of Changes for the Application Processing System* guide.

In FAA Access, we display the itemized fields in FAFSA/Renewal Application Entry and the Verification Tool. When the application is processed, we calculate total values for the Student's and Parents' Additional Financial Information and the Student's and Parents' Untaxed Income. The total values are included in the ISIR and displayed in Corrections Entry.

You can correct the system-calculated total by changing the itemized values in Corrections Entry. To enable you to view the itemized fields in Corrections Entry, we have replaced the Worksheet C and Worksheet B buttons with the Additional Financial Information and Untaxed Income buttons, respectively. When you select a button, we display the itemized values entered by the applicant for the selected category.

Added Dislocated Worker Status Questions

Two new dislocated worker questions are added to FAFSA/Renewal Application Entry and Corrections Entry with Yes, No, and Don't know responses. The descriptions of the dislocated worker questions in FAFSA/Renewal Application Entry and Corrections Entry are:

> 85   Is Parent a Dislocated Worker?

> 103   Is Student or Spouse a Dislocated Worker?

Revised Veterans Education Benefits Questions

In 2009-2010, we no longer ask you to provide the number of months the student will receive veterans education benefits and the amount of benefits per month. Instead, we ask if the student will receive veterans education benefits, with a Yes or No response. If the answer is yes, we ask you to select the type of benefits from the following list:

> 1 = Montgomery GI Bill – Active Duty (Chapter 30)

> 2 = Post-9/11 GI Bill (Chapter 33)

> 3 = Montgomery GI Bill – Selected Reserve (Chapter 1606)

> 4 = Reserve Education Assistance Program (Chapter 1607)

> 5 = Vocational Rehabilitation and Employment (Chapter 31)

> 6 = Dependents' Educational Assistance (Chapter 35)

> 7 = Any other types of veterans education benefits

Academic Competitiveness Grant (ACG)

Provisions of the ECASLA required that Federal Student Aid adjust certain data edits used to determine when ACG questions are displayed in FAFSA/Renewal Application Entry in FAA Access to CPS Online. Because the ECASLA extends ACG eligibility to eligible noncitizens (Citizenship Status equals 2) and to students whose State of Legal Residence is the Marshall Islands, Micronesia, Palau, or American Samoa, you will see the ACG questions displayed when you enter a 2009-2010 application for an eligible noncitizen or a resident of the Marshall Islands, Micronesia, Palau, or American Samoa, if the student meets other ACG eligibility criteria.

Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)

We continue to implement changes and enhancements related to the TEACH Grant provisions of the CCRAA. In 2009-2010, we are adding the following question to FAA Access to CPS Online:

> 32   Planning to Become an Elementary or Secondary School Teacher?

In addition, we are adding new TEACH Loan Aggregate Data from the National Student Loan Data System (NSLDS) to the NSLDS Information tab in Student Inquiry. The new NSLDS values related to a TEACH Grant converted to a loan can be found in the "Institutional Student Information Record (ISIR)" section in the *2009-2010 Summary of Changes for the Application Processing System* guide.

Special Circumstances

In prior cycles, a dependent applicant who was unable to provide parental information on the FAFSA due to a special circumstance was advised to use a paper application. To enable applicants in these situations to apply on the Web in 2009-2010, we are modifying certain FAFSA on the Web edits to allow a dependent applicant in this situation to bypass the parental questions. The student is now allowed to submit the Web application for processing and is advised to contact the financial aid office at the school he or she plans to attend for further guidance. The record is rejected and no EFC will be calculated on the resulting SAR/ISIR. The FAA has the sole authority to determine whether a special circumstance exists and can then decide whether or not to perform a dependency override.

We recommend that you review the information provided in the *2009-2010 Student Web Application Products Process Guide* for a more complete description of the Special Circumstances prescreening process the applicant may encounter when using FAFSA on the Web. Here we describe four features in FAA Access to CPS Online that help you identify a student who reported a special circumstance while completing a FAFSA on the Web.

- If a dependent applicant completes a FAFSA on the Web application and indicates that he or she is unable to provide parental information, a Special Circumstances Flag is set on the ISIR record as "1" (Dependent record submitted without parental data). When you retrieve the transaction later in Corrections Entry, the Special Circumstances Flag triggers an alert to inform you that the FAFSA has been completed and submitted without parental data because the applicant reported that a special circumstance exists that may qualify for a dependency override.

- The ISIR record is processed without an EFC being calculated and comment code 295 is included to refer the applicant to the financial aid office. If parental data is added later, the Special Circumstances Flag is set to 2 (Correction made to parental data) on the resulting transaction and comment code 296 is included to indicate that parental data has been added to the transaction.

- The Special Circumstances Flag is displayed on the FAA Information page in Student Inquiry, between the Dependency Status and the Dependency Override indicators.

    Blank = Special Circumstances Flag is not set

    1 = Dependent record submitted without parental data

    2 = Correction made to parental data

- The Special Circumstances Flag is displayed on the ISIR Compare Web page in Student Inquiry, just before the Dependency Override indicator.

You will need to review special circumstances ISIR transactions received in 2009-2010 and determine, based on each student's situation and documentation provided, if a dependency override should be submitted so the record may be processed and an EFC calculated or if the student must obtain and provide parental data.

Dependency Override Transactions Performed by Another School

Changes included in the CCRAA mandate that, beginning with the 2009-2010 award year, a school can award Title IV, HEA program assistance on a SAR/ISIR transaction with a dependency override determination made by a previous school within the same award year.

To help you determine if a dependency override has been applied to a student's transaction, FAA Access to CPS Online will now include an indicator for dependency override transactions on the Transactions page of Student Inquiry, along with the Federal School Code of the school that performed the dependency override.

You can also identify affected SAR/ISIR transactions by checking for new comment code number 284, which is directed to the student and states that the transaction was generated as a result of the FAA's decision to consider the student independent.

Important Note! The process at the CPS and at the school for performing a dependency override on a student's record *has not* changed. Additional information about how the CPS processes dependency override transactions can be found in the *2009-2010 Summary of Changes for the Application Processing System* guide.

More information on dependency overrides will be available in the *2009-2010 Application and Verification Guide*, scheduled to be posted to IFAP in January–February, 2009.

Return of Title IV Funds (R2T4) on the Web

R2T4 on the Web is a non-year-specific application developed to calculate the earned and unearned portion of Title IV program assistance in accordance with section 484B of the Higher Education Act.

In July 2008, Federal Student Aid released an updated version of R2T4 on the Web to implement changes to R2T4 calculations resulting from provisions of the CCRAA, Pub. L. 110-84. Additional non-CCRAA enhancements were implemented in September 2008.

R2T4 on the Web is accessible through the FAA Main Menu of the FAA Access to CPS Online Web site (fafsa.ed.gov/FOTWWebApp/faa/faa.jsp) and from the View menu in EDExpress 2008-2009.

General Functionality

The following functionality is available on R2T4 on the Web:

- **Home Page** – R2T4 on the Web's home page is designed to provide you with a quick overview of the site's functionality and capabilities. Help links provide additional detailed information on R2T4 issues.

- **Navigation** – The left navigation bar links enable you to move intuitively through R2T4 on the Web. Links included are: Institutional Charges, School Calendar, Student Record Status, Create New Record, Find Existing Record, User-Specified Fields, Reports, and Data Export.

- **Institutional Charges** – R2T4 on the Web requires that you first establish Institutional Charges and School Calendar Profile codes before creating student records. Institutional Charges codes are created to track various combinations of tuition and fees, room, board, and other fees by academic program. We recommend that you enter charges that apply to the majority of your students. If necessary, you can modify the charges within an individual student's record.

- **School Calendar** – Define your school's calendar by academic program using the School Calendar Profile (SCP) setup page. The SCP is used to calculate the number of days or hours in a program's payment period or period of enrollment or the total clock hours for a clock-hour program. An Institutional Charges code must be associated with each SCP.

- **Student Record Status** – The Notification Tracking Status page of R2T4 on the Web is designed to give you a method to track student records at various stages in the R2T4 process and enables you to view, monitor, and update those records. Tracking pages available include:

- **Student Notification** – This status page tracks the date you notify each student of a Title IV grant or loan overpayment or the number of days you have left to notify the student.

- **Student Repayment Arrangements—Not Completed** and **Student Repayment Arrangements—Completed** – These two status pages track whether the student has made arrangements to repay a Title IV grant overpayment, the type of repayment arrangement and the date the repayment arrangement is made, or the number of days remaining for the student to respond to your notification that he or she must take positive action to resolve the grant overpayment. In addition, students who owe only a Title IV loan repayment will be listed. Schools must notify the loan holder of the student's withdrawal.

- **School Portion of Title IV Funds To Be Returned** and **School Portion of Title IV Funds Returned** – These two status pages track whether the school has returned its portion of the unearned funds, the date, or the number of days the school has left to return the funds it is responsible to repay.

- **Students with a Post-Withdrawal Disbursement** – This status page tracks students in your database with post-withdrawal disbursements of loan and/or grant funds at a complete or an incomplete status. **Note**: See "July 2008 Updates to R2T4 on the Web" later in this section for more information on recent changes to this status page.

- **Student Records Referred to ED** – This status page tracks the students referred to ED and the date the school referred them to ED.

- **Create New Record** – New student records are easily created in R2T4 on the Web. You must first enter the student's SSN to create a demographic page for the student—you can also provide the student's name, address, and other demographic information on this page (although it is not required). You can then add an R2T4 worksheet for the student by providing the student's withdrawal date, award year, and school calendar profile.

- **Find Existing Record** – A link on the left navigation bar enables you to locate existing student records easily. You can search for records by SSN or last name.

- **User-Specified Fields** – Five predefined fields (GPA, Major, Repayment Status, Withdrawal Reason, and Leave of Absence Reason) commonly used by schools are provided by default on the Web site. In addition, you can create up to ten user-specified fields to gather and track student data specific to your school. The ten additional user-specified fields can be formatted to collect data in numeric, string (text), date, or Boolean (yes/no) format.

- **Reports** – Six reports are available in R2T4 on the Web:

  - **Student Listing** – This report lists all the student records in your database by withdrawal date, withdrawal reason, last name, and SSN.

- **Student Notification** – This report lists students in your database who owe Title IV funds. Students appear on this report regardless of their Repayment Arrangement Type.

- **Student Repayment Arrangements** – This report lists students in your database who must repay Title IV grant overpayment amounts. In addition, students who owe only a Title IV loan repayment will be listed. Schools must notify the loan holder of the student's withdrawal.

- **School Portion of R2T4 Returned** – This report lists students for whom the school has returned or must return an unearned portion of Title IV funds.

- **Students with a Post-Withdrawal Disbursement** – This report lists student records in your database with post-withdrawal disbursements at a complete or an incomplete status.

- **Student Records Referred to ED** – This report lists students in your database whose Repayment Arrangement Type is one of the following:
  - **3** (Make satisfactory repayment arrangements with ED)
  - **4** (No satisfactory arrangement made)
  - **5** (Made arrangements, but did not comply with arrangements)
  - Blank and more than 45 days have elapsed since the school notified the student that a return of Title IV funds is required

- **Data Export and Browse Data** – The Data Export feature enables you to export your R2T4 student data to a comma-delimited text file. You can also display your data on a viewable Web page using the Browse Data option.

- **Student Record Tabs** – Each student record contains six tabs that organize, calculate, and store data:

  - **Overview Tab** – Provides high-level information on the R2T4 records you have created for a particular student, including the last date you modified a particular section of the record. You can print a summary report of the student's R2T4 records from this tab.

  - **Demographic Tab** – Documents the student's name, date of birth, address, phone numbers, and other general student information.

  - **R2T4 Tab** – Calculates the student and school repayment obligations automatically using established federal rules and regulations. You can print the R2T4 Worksheet in PDF format from this tab.

  - **Post-Withdrawal Disbursement Worksheet Tab** – Enables you to view, track, calculate, update, and print post-withdrawal disbursement amounts.

  - **Notes Tab** – Enables you to document information about the student, including withdrawal information or other data you want to track.

– **User Data Tab** – Enables you to enter data in user-specified fields you have created, or in the five predefined fields (GPA, Major, Repayment Status, Withdrawal Reason, and Leave of Absence Reason) provided by default on the Web site.

- **Help and Federal Student Aid Links** – All pages display a link to the R2T4 on the Web Welcome page, R2T4 on the Web Online Help, and Frequently Asked Questions (FAQs).

July 2008 Updates to R2T4 on the Web

In July 2008, Federal Student Aid released an updated version of R2T4 on the Web to implement changes to R2T4 calculations resulting from provisions of the CCRAA, Pub. L. 110-84. The July 2008 version of R2T4 on the Web added new CCRAA-compliant credit-hour and clock-hour R2T4 worksheets and a new Post-Withdrawal Disbursement worksheet for use with students who have a withdrawal date on or after July 1, 2008. The CCRAA-compliant worksheets are designed to capture the same information as the modified paper R2T4 and Post-Withdrawal Disbursement worksheets available on the IFAP Web site (ifap.ed.gov).

Based on the withdrawal date you enter when adding a new student record, the Web site now displays the appropriate worksheet and associated entry fields and performs calculations according to the rules and regulations applicable to the specific worksheet.

The following additional changes, related to the CCRAA, were implemented in the July 2008 update to R2T4 on the Web:

- **TEACH Grant Added to R2T4, Post-Withdrawal Disbursement Worksheets** – The CCRAA authorized the TEACH Grant Program for implementation beginning with the 2008-2009 award year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the Direct Loan Program. Final regulations for the TEACH Grant Program were published in the Federal Register on June 23, 2008 (73 FR 35472) and are effective July 1, 2008.

  We added the TEACH Grant to the modified credit-hour and clock-hour R2T4 worksheets (in Step 1, Step 6, and Step 10) and the Post-Withdrawal Disbursement worksheet (in Step IV) for students with a withdrawal date on or after July 1, 2008.

  Note: The TEACH Grant is treated as a grant (not a loan) for R2T4 and Post-Withdrawal Disbursement calculation purposes.

  The TEACH Grant does not appear on the R2T4 on the Web worksheets for students with a withdrawal date prior to July 1, 2008.

- **Post-Withdrawal Disbursement Tracking Status Page and Report Redesigned to Separate Grant and Loan Calculations** – The CCRAA modified the amount of time a school has to make a post-withdrawal disbursement of loan or grant funds to a student. Under pre-CCRAA regulations, a school had 120 days from the date of the school's determination that the student withdrew to make a post-withdrawal disbursement of loan or grant funds to the student. The CCRAA revised the time period to make a direct disbursement of the grant portion of a post-withdrawal disbursement not credited to the student's account to a maximum of 45 days from the date of determination. When any portion of a post-withdrawal disbursement is comprised of Title IV loan proceeds, the institution has 30 days from the date of determination to notify the borrower to request confirmation of the borrower's need for the loan. The institution has a maximum of 180 days from the date of determination to complete the post-withdrawal disbursement of the loan portion of the disbursement. Institutions may no longer request a waiver for periods longer than 180 days from the date of determination.

  As a result of the CCRAA and the new contrast between the time period for post-withdrawal disbursements of loan funds (180 days) and post-withdrawal direct disbursements of grant funds (45 days), we redesigned the Students with a Post-Withdrawal Disbursement Notification Tracking Status page and its associated report to provide unique countdown information for pre-CCRAA and CCRAA records.

  Prior to displaying post-withdrawal disbursement records on the Students with a Post-Withdrawal Disbursement Notification Tracking Status page or its associated report, R2T4 on the Web now prompts you to select one of the following options for viewing records:

  1. **Withdrawal Date Prior to July 1, 2008**: This option displays both loan and grant post-withdrawal disbursement status information for students with a withdrawal date prior to July 1, 2008. The Web site calculates the difference between the R2T4 system date and date of the school's determination that the student withdrew, and then subtracts the result from 120. The result appears in the # Days Left From 120 field. The countdown for this field stops after the field "Post-Withdrawal Disbursement completed?" (on the Post-Withdrawal tab) is set to Yes.

  2. **Withdrawal Date on or after July 1, 2008—Loans**: This option displays loan post-withdrawal disbursement status information for students with a withdrawal date on or after July 1, 2008. The Web site calculates the difference between the R2T4 system date and date of the school's determination that the student withdrew, and then subtracts the result from 180. The result appears in the # Days Left From 180 field. The countdown for this field stops after the new "Post-Withdrawal Disbursement completed - Loans?" field (on the Post-Withdrawal tab) is set to Yes.

3. **Withdrawal Date on or after July 1, 2008—Grants:** This option displays grant post-withdrawal disbursement status information for students with a withdrawal date on or after July 1, 2008. The Web site calculates the difference between the R2T4 system date and date of the school's determination that the student withdrew, and then subtracts the result from 45. The result appears in the # Days Left From 45 field. The countdown for this field stops after the new "Post-Withdrawal Disbursement completed - Grants?" field (on the Post-Withdrawal tab) is set to Yes.

September 2008 Updates to R2T4 on the Web

In September 2008, we implemented two additional enhancements to R2T4 on the Web. These enhancements, listed below, were not related to the CCRAA:

- **Award Year Valid Value Range Expanded** – We expanded the valid value range for the Award Year field from 2000-2010 to 2000-2020 to accommodate cycles following the upcoming 2009-2010 award year. This field appears in Institutional Charges setup, School Calendar Profile setup, and on the Add and Update R2T4 Record pages.

- **New Repayment Arrangement Type for Loan-Only Students** – We added a new Repayment Arrangement Type for students who only have Title IV loan repayment obligations. You should select Repayment Arrangement Type 6 for students who owe only a Title IV loan overpayment. This new value is available on the Student Repayment Arrangements - Completed and Student Repayment Arrangements - Not Completed Notification Tracking Status pages.

Enrollment for R2T4 on the Web

Your staff members must be enrolled for both FAA Access to CPS Online and Return of Title IV Funds to access the R2T4 on the Web site. The destination point administrator (DPA) or secondary destination point administrator (SDPA) of the TG number currently used by your school to send and receive FAFSAs and ISIR corrections has access to the FAA Access to CPS Online Web site by default and can add or modify rights. The DPA or SDPA needs to enroll financial aid staff members for access to FAA Access to CPS Online and the R2T4 on the Web sites.

You can easily sign up financial aid staff members for FAA Access to CPS Online and R2T4 on the Web on the SAIG Enrollment Web site, located at:

fsawebenroll.ed.gov

Signature pages are *not* required for FAA Access to CPS Online or R2T4 on the Web enrollment.

ISIR Analysis Tool

The ISIR Analysis Tool Web application is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification process (either selected by ED or defined by the school).

The ISIR Analysis Tool is accessible through the FAA Main Menu of the FAA Access to CPS Online Web site (fafsa.ed.gov/FOTWWebApp/faa/faa.jsp). You must have Microsoft Internet Explorer Version 5.5 or higher as your browser to use the reporting features available in the ISIR Analysis Tool.

Note: Using the ISIR Analysis Tool does not necessarily mean that your school is in the Quality Assurance (QA) Program or is exempt from federal verification requirements. To have these benefits, you must have a signed QA Amendment to your Title IV Program Participation Agreement (PPA).

Note: Demonstration functionality for the ISIR Analysis Tool will be added to the FAA Access to CPS Online Web demo site in April 2009. This demo site, which automatically preloads with 500 test ISIR records, enables schools interested in using the ISIR Analysis Tool to examine features such as standard and ad-hoc report generation in a mock-production environment. For more information, see the "Demonstration Sites" section of this guide.

General Functionality

You can use the ISIR Analysis Tool to perform the following functions:

- Request specific or random samples of Initial and Paid On ISIR transactions from the ISIR Datamart to update your ISIR Analysis Tool database using a basic text flat file of SSNs.

- Define and complete user-specified fields to track data specific to your school.

- Set the School Verification Flag to indicate students meeting your school's institutional verification criteria.

- Run the Data Validation process to identify and delete student records missing an Initial or Paid On ISIR transaction and perform other calculations to finalize your overall ISIR sample before generating reports.

- Generate standard reports that are used for in-depth analysis based on discrepancies or trends identified in requested ISIR data. QA Program participants can share standard report templates with other QA participants using the ISIR Analysis Tool.

- Create ad-hoc reports that can be used to conduct additional analysis unique to your school's user data and student demographics.

- Export a flat file listing of all student records in your ISIR Analysis Tool database to your SAIG mailbox.

- For additional information on using the ISIR Analysis Tool, see the "Guidance" section of Federal Student Aid's QA Program site, located at ifap.ed.gov/qahome/guidance.html.

2009-2010 Enhancements to the ISIR Analysis Tool

The 2009-2010 version of the ISIR Analysis Tool will be available in April 2009 and includes the following enhancements:

- **Year References and Message Classes Updated for 2009-2010** – We updated all ISIR Analysis Tool Web site labels and other text to reference the 2009-2010 cycle. We also updated the message class for export files listing all student records in your ISIR Analysis Tool database to IATX10OP.

- **New ISIR Data Elements Added to the ISIR Analysis Tool Database** – New ISIR fields for 2009-2010 will be added to your ISIR Analysis Tool database as a result of an ISIR data request. This includes responses to the new dependency status questions and the new TEACH Grant question. For more information on 2009-2010 ISIR changes, see the *2009-2010 ISIR Guide*, posted in November 2008 to the IFAP (ifap.ed.gov) and FSAdownload (fsadownload.ed.gov) Web sites.

Enrollment for the ISIR Analysis Tool

Your staff members need to be enrolled for both FAA Access to CPS Online and the ISIR Analysis Tool to access the ISIR Analysis Tool Web site. The DPA or SDPA of the TG number currently used by your school to send and receive FAFSAs and ISIR corrections has access to the FAA Access to CPS Online Web site by default and can add or modify rights. The DPA or SDPA needs to enroll financial aid staff members for access to the FAA Access to CPS Online and the ISIR Analysis Tool Web sites.

You can easily sign up financial aid staff members for FAA Access to CPS Online and the ISIR Analysis Tool on the SAIG Enrollment Web site, located at:

fsawebenroll.ed.gov

Signature pages are *not* required for FAA Access to CPS Online or ISIR Analysis Tool enrollment.

Demonstration Sites

Demonstration (demo) versions of the FAA Access to CPS Online and FAFSA on the Web sites are available as a training tool for you and your financial aid staff.

These demo sites offer most of the features of the production versions of FAFSA on the Web and FAA Access to CPS Online (including the ISIR Analysis Tool and Return of Title IV Funds) and they are preloaded with test data for your use. The 2009-2010 test data includes a record with NSLDS TEACH Loan Aggregate Data (Test Case 8: Val Demoteachloan) and a record with the new Special Circumstances Flag set (Test Case 9: Helen Demospecialcircum).

The FAA Access to CPS Online and FAFSA on the Web demo sites will be available for use at fafsademo.test.ed.gov beginning in mid-December 2008. The demo version of the ISIR Analysis Tool will be available beginning in April 2009, simultaneously with the release of the 2009-2010 production version of the ISIR Analysis Tool.

You can log into the demo sites, when available, using the following user name and password:

- User Name: **eddemo**

- Password: **fafsatest**

The user name and password fields are case-sensitive.

Note: Users of the ISIR Analysis Tool demo site must also provide their Federal School Code during login.

What's New for EDESuite?

Overview

The following sections describe the major 2009-2010 cycle changes in the EDESuite software:

- EDExpress Release 1.0—Global functionality and the Application Processing and Packaging modules

- EDExpress Release 2.0—Pell (including ACG and National SMART Grant functionality), TEACH Grant, and Direct Loan modules

- DL Tools

- SSCR

New EDExpress Users

We recommend that new EDExpress users review the user documentation posted to the FSAdownload Web site (located at fsadownload.ed.gov) with each EDExpress release. User documentation includes the EDExpress desk references, cover letters, and installation guide. These documents provide important information about each software release and step-by-step guidance on basic and advanced EDExpress functionality.

You can also use *EDExpress Basics*, an online interactive tutorial available on the IFAP (ifap.ed.gov) Web site. This course provides new EDExpress users with a detailed simulation of the software's major functionality.

Lastly, new EDExpress Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan users can review the *2009-2010 COD Technical Reference*, which is available on the FSAdownload Web site.

Microsoft Windows Vista Test Results

We tested Microsoft Windows Vista as an operating system for our EDESuite PC products earlier this year. EDExpress 2009-2010 and DL Tools Release 8.0 include modifications that will allow you to install and run these programs on Vista workstations.

For more information on our Vista testing results and the issues we discovered, see the September 18, 2008 electronic announcement posted to the IFAP (ifap.ed.gov) Web site.

Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, all EDESuite PC products are compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDESuite software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, EDESuite software includes the following features:

- All software fields that are shaded yellow to indicate they are required also display a "-R" after the software label. The "-R" indicates the field is required.

- All software fields that are shaded blue after a previously saved value has been modified also display a "-C" after the software label. The "-C" text indicates the field has been changed.

- All software grids display "floating" text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value.

For more information on EDExpress functionality related to Section 508, see the help topic "Enable 508 Grid Functionality?" in EDExpress 2009-2010.

EDExpress – Release 1.0

This section of the *School Electronic Process Guide* describes enhancements to EDExpress 2009-2010, Release 1.0. Release 1.0, available January 2009, contains the Application Processing and Packaging modules, as well as Global functionality applicable across all EDExpress modules.

Global

The following enhancements have been made to EDExpress 2009-2010 Global functionality (applicable to all EDExpress releases and modules):

General

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2009-2010 cycle. Message classes with cycle indicators are also updated for 2009-2010 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

   Note: For more information regarding message classes used by the CPS in 2009-2010, see the Processing Codes section of the *2009-2010 EDE Technical Reference*. For more information regarding message classes used by the Common Origination and Disbursement (COD) System in 2009-2010, see Volume III, Section 2 of the *2009-2010 COD Technical Reference*.

- **Updated HERA Overview and TEACH Grant Help Topics** – We updated help topics available in Global, Application Processing, Packaging, and Query online help for 2009-2010 that provide detailed information and guidance on EDExpress changes related to the HERA and the TEACH Grant. The topics are titled "Academic Competitiveness Grant (ACG)," "National Science and Mathematics Access to Retain Talent (SMART) Grant," "Graduate and Professional Student PLUS Loan (Grad PLUS)," "Other HERA Changes Overview," and "Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)." You can access the topics by clicking **Help**, **Help Topics** from the EDExpress menu bar, selecting the **Index** tab, and typing the name of the topic you want to view.

Imports

- **Updated ED-Initiated Import Message Class for ACG Data File** – The 2009-2010 version of the ACG Data File (message class ED2010OP) can be imported and printed using the EDExpress Global ED Initiated import function. The ACG Data File contains ACG student self-identification data entered on FAFSA on the Web or FAA Access to CPS Online, or by calling the FSAIC, and can be used as part of eligibility determination and verification

procedures. The report is print-only, and the data is not stored in the EDExpress database.
You must define the ACG Data File message class in **Tools**, **Setup**, **Global**, **ED Initiated
Imports** before you can import ACG Data Files you have received. A record layout for the
ACG Data File is available in the Record Layouts section of the *2009-2010 Electronic Data
Exchange (EDE) Technical Reference*, available on the IFAP (ifap.ed.gov) and
FSAdownload (fsadownload.ed.gov) Web sites.

Note: Due to a limitation in the number of comment codes that can be assigned to a given
ISIR transaction, ACG-related comment codes may not always appear on the ISIR for ACG-
eligible students. Be sure to check ACG Data Files (ED2010OP) for additional ACG
eligibility information.

- **TEACH Grant Setup and Queries Added to Prior Year Import** – We updated the Prior
  Year import process to pull TEACH Grant setup parameters and queries from the EDExpress
  2008-2009 database into EDExpress 2009-2010, reducing user entry time. In EDExpress
  2009-2010, Release 1.0, you can pull forward Global Security Groups and File Management
  setup with TEACH Grant-specific settings, as well as the TEACH Grant fund code in
  Packaging Fund Maintenance. In EDExpress 2009-2010, Release 2.0, you will be able to
  pull forward TEACH Grant file formats, TEACH Grant queries, TEACH Grant System and
  School setup, and COD setup parameters that were modified in 2008-2009 to include
  TEACH Grant data with existing options for the Direct Loan, Pell Grant, ACG, and the
  National SMART Grant programs.

Reports

- **SSN Masking Implemented for Document Tracking and User-Defined Letters** – For
  increased security, EDExpress now masks the first five digits of students' SSNs with Xs and
  displays only the last four digits (such as XXXXX9999) on Document Tracking and User-
  Defined Letters.

Application Processing

The following enhancements have been made to the EDExpress 2009-2010, Release 1.0
Application Processing module:

ISIR View, Print, File Format, and Query

- **New and Modified ISIR Fields Available** – New and modified data elements on the 2009-
  2010 ISIR print on the EDExpress ISIR report, appear on the ISIR Review tab and Apps
  Browse grid, and are available for selection in App Express File Format and Query setup.

Note: See the *2009-2010 ISIR Guide*, available on the IFAP (ifap.ed.gov) and FSAdownload
(fsadownload.ed.gov) Web sites, for more detailed information on changes to the ISIR for
2009-2010.

NSLDS View and Print

- **New TEACH Grant NSLDS Data Elements on ISIR Record** – New NSLDS data elements for the TEACH Grant are included in the 2009-2010 ISIR record. NSLDS data elements included in the ISIR record can be viewed in EDExpress from a student's record (**View**, **NSLDS**) or printed on the NSLDS report (**File**, **Print**, **App Express**, **NSLDS**).

  Note: See the *2009-2010 Summary of Changes for the Application Processing System* guide, available on the IFAP (ifap.ed.gov) and FSAdownload (fsadownload.ed.gov) Web sites, for more detailed information on changes to NSLDS information for 2009-2010.

Packaging

The following enhancements have been made to the EDExpress 2009-2010 Packaging module:

Setup, Entry, Import, and Query

- **Housing Plans Values Updated** – To match the changes to the Housing Plans field on the 2009-2010 ISIR, we reordered the values available for selection for the Default Housing Plans field in Packaging System setup (**Tools**, **Setup**, **Packaging**, **System**). We also updated the values for the Housing Plans field on the Awards tab, in Packaging Multiple Entry and Query, and for the Housing Plans field in the Packaging Import External Add and Change record layout. The new field order and values are: **1** – On Campus, **2** – With Parent, and **3** – Off Campus (**3** is the default for Packaging System setup).

  Note: For more detailed information on the revisions to the Packaging Import External Add and Change record layout for this change, see the *2009-2010 EDExpress Packaging Technical Reference*, available at fsadownload.ed.gov.

Package, Repackage Process

- **Package, Repackage Processes Updated for ECASLA Loan Limits** – We updated the Package and Repackage processes to award unsubsidized Direct Loans (Aid Type U) according to the loan limit increases mandated in the ECASLA.

  Note: This enhancement will not be implemented in the Packaging module until EDExpress 2009-2010, Release 2.0, which is scheduled for release in April 2009.

Reports

- **SSN Masking Implemented for Award Letters** – For increased security, EDExpress now masks the first five digits of students' SSNs with Xs and displays only the last four digits (such as XXXXX9999) on the Offer and Notification versions of award letters and the missing document letter.

EDExpress – Release 2.0

This section of the *School Electronic Process Guide* describes enhancements to EDExpress for Windows 2009-2010, Release 2.0. Release 2.0, available April 2009, adds the 2009-2010 Pell Grant, TEACH Grant, and Direct Loan modules. The Pell module includes origination and disbursement functionality for the ACG and the National SMART Grant.

Overall Enhancements

We will implement enhancements affecting Pell Grant, TEACH Grant, ACG, National SMART Grant, and Direct Loan functionality in EDExpress 2009-2010, Release 2.0 in the following areas:

- **Updated Valid Date Ranges** – We updated valid date ranges for the 2009-2010 processing cycle to synchronize EDExpress with the COD System edits and federal policy. These date ranges include:

Field	Range
ACG, National SMART Grant, and Pell Enrollment Date	1/1/2009 to 06/30/2010
ACG, National SMART Grant, and Pell Payment Period Start Date	1/1/2009 to 06/30/2010
ACG, National SMART Grant, and Pell Payment Disbursement Date*	1/1/2009 to 09/30/2015
TEACH Grant Enrollment Date and Disbursement Date	On or after 1/1/2009
DL Date of Birth	1/1/1910 to 12/31/2001
DL Loan Period Begin Date	On or before 6/30/2010
DL Loan Period End Date	On or after 7/1/2009
DL Academic Year Start Date	On or before 6/30/2010
DL Academic Year End Date	On or after 7/1/2009
DL Disbursement Date (all loan types)	06/22/2007 to 12/26/2013

* Although EDExpress accepts any date on or after 01/01/2009, the valid 2009-2010 date range for Pell Grant, ACG, and National SMART Grant disbursement records is the date the 2009-2010 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2015.

- **Updated HERA Overview and TEACH Grant Help Topics** – We updated help topics available in Pell, Direct Loan, and EDExpress COD online help for 2009-2010 that provide detailed information and guidance on EDExpress changes related to the HERA and the TEACH Grant. The topics are titled "Academic Competitiveness Grant (ACG)," "National Science and Mathematics Access to Retain Talent (SMART) Grant," "Graduate and Professional Student PLUS Loan (Grad PLUS)," "Other HERA Changes Overview," and "Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)." You can access the topics by clicking **Help**, **Help Topics** from the EDExpress menu bar, selecting the **Index** tab, and typing the name of the topic you want to view.

TEACH Grant Enhancements

The following enhancements affect the EDExpress TEACH Grant module only:

Setup

- **TEACH Grant Setup Option Added to Require Entrance Interview Date Prior to Actual Disbursements** – We added a new field labeled "Entrance Interview Required Prior to Actual Disbursement?" to TEACH Grant School setup (**Tools**, **Setup**, **COD**, **School**, **TEACH**). If you select this option, EDExpress requires that the TEACH Grant Entrance Interview Date field be non-blank on a student record's Demo tab before you can save any TEACH Grant actual disbursements for the student.

Import

- **Added Import, Storage, and Display of TEACH Grant Entrance Counseling Results Data Sent by COD System** – We updated EDExpress to import, store, and display data in the new TEACH Grant Annual Counseling Acknowledgement (message class CRAC10OP) file sent by the COD System. If you select the new "Overwrite Existing TEACH Entrance Interview Date?" checkbox on the import dialog box (**File**, **Import**, **TEACH**), the import process overwrites TEACH Entrance Interview Date values on the Demo tab for impacted students with the data in the CRAC10OP file.

- **TEACH Grant ATS Discharge Report Import, Print Functionality Added** – We modified EDExpress to import and print the new TEACH Grant Agreement to Serve (ATS) Discharge Report sent by the COD System for the 2009-2010 award year under message class ATSDISOP. The report includes student identifier information, the ATS ID, the ATS Expiration Date, the discharge reason code, and the discharge reason code description.

Pell Enhancements (including ACG and National SMART Grant)

Other than rollover of cycle indicators and message classes, no major enhancements are planned for the 2009-2010 Pell Grant module at this time. The following enhancements impact ACG and National SMART Grant functionality only:

Entry, Import

- **ACG and National SMART Grant Data Edits Updated to Allow Eligible Noncitizens** – Provisions of the ECASLA extended ACG and National SMART Grant eligibility to eligible noncitizens. As a result, we updated origination data edits in the software to allow ACG and National SMART Grant records to be saved with a Citizenship Status of 2. This change is applicable to records created or modified using manual entry, multiple entry, or external import.

- **National SMART Grant Data Edits Updated to Allow Five-Year Programs** – Provisions of the ECASLA extended National SMART Grant eligibility to students enrolled in five-year programs. As a result, we relaxed origination data edits in the software to allow National SMART Grant records to be saved with an Academic Year Level of 5 (5th year/Other Undergraduate). This change is applicable to records created or modified using manual entry, multiple entry, or external import.

Direct Loan Enhancements

The following enhancements affect the EDExpress Direct Loan module only:

Entry, Import

- **Direct Loan Origination Process, Data Edits Updated for ECASLA Loan Limits** – We updated the origination process and data entry edits to calculate and allow Direct Loan awards that are based on the loan limit increases mandated in the ECASLA. This change also impacts records created or modified using manual entry, multiple entry, and external import add (DIEA10OP) or external change (DIEC10OP) files.

  The higher loan limits resulting from the ECASLA are shown in **bold** below; items followed by an asterisk (*) impact the EDExpress origination process and data entry edits:

  – $3,500 in base subsidized/unsubsidized loans for first-year undergraduate dependent students (excluding students whose parents cannot borrow PLUS); **$2,000** for additional unsubsidized loans*

- $4,500 in base subsidized/unsubsidized loans for second-year undergraduate dependent students (excluding students whose parents cannot borrow PLUS); **$2,000** for additional unsubsidized loans*

- $5,500 in base subsidized/unsubsidized loans for third-year and beyond undergraduate dependent students (excluding students whose parents cannot borrow PLUS); **$2,000** for additional unsubsidized loans*

- $3,500 in base subsidized/unsubsidized loans for first-year undergraduate independent students and dependent students whose parents cannot borrow PLUS; **$6,000** for additional unsubsidized loans*

- $4,500 in base subsidized/unsubsidized loans for second-year undergraduate independent students and dependent students whose parents cannot borrow PLUS; **$6,000** for additional unsubsidized loans*

- $5,500 in base subsidized/unsubsidized loans for third-year and beyond undergraduate independent students and dependent students whose parents cannot borrow PLUS; **$7,000** for additional unsubsidized loans*

- $8,500 for graduate/professional base subsidized/unsubsidized loans; $12,000 for additional unsubsidized loans*

- $2,625 for preparatory coursework base subsidized/unsubsidized loans (for enrollment in an undergraduate program); **$6,000** for additional unsubsidized loans

- $5,500 for preparatory coursework base subsidized/unsubsidized loans (for enrollment in a graduate or professional program); $7,000 for additional unsubsidized loans*

- $5,500 for teacher certification base subsidized/unsubsidized loans; $7,000 additional unsubsidized loans*

- **$31,000** aggregate limit for subsidized/unsubsidized loans for dependent students (excluding students whose parents cannot borrow PLUS loans)

- **$57,500** aggregate limit for subsidized/unsubsidized loans for independent students and for dependent students whose parents cannot borrow PLUS loans

- $138,500 aggregate limit for subsidized/unsubsidized loans for graduate and professional students (including maximum of $65,500 in subsidized loans)

The COD System will use the date of the earliest anticipated disbursement (Disbursement Release Indicator [DRI] = False) if there are no actual disbursements (DRI = True) when determining the appropriate loan limits to apply. The COD System will use the earliest actual disbursement, if both actual and anticipated disbursements exist for a loan, when determining the appropriate loan limits to apply.

- **Counseling Type Indicator Added to Loan Entrance Counseling Results Import Report** – The import edit report for the Loan Entrance Counseling Results file (message class DECFENOP) displays the counseling type indicator that is now sent by Direct Loan Servicing for each record in the file. The counseling type indicator defines whether the record is a subsidized, unsubsidized, or Grad PLUS loan. Counseling type indicator data is not stored in the EDExpress database and will not update entrance counseling information displayed on the Demo tab for impacted students.

Setup

- **Origination Fee Defaults to 1.5% for Subsidized and Unsubsidized Loans** – Provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, reduced the origination fee charged to Direct Stafford Loan borrowers to 1.5 percent for loans, provided the earliest actual disbursement (Disbursement Release Indicator = True, or selected) is made on or after July 1, 2009. As a result, the Sub/Unsub Loan Fee Percentage in Direct Loan School setup (**Tools**, **Setup**, **COD**, **School**, **Direct Loan**) defaults to the reduced origination fee percentage of 1.5 percent for subsidized and unsubsidized loan records created in EDExpress 2009-2010.

  Note: If you are originating loans in EDExpress 2009-2010 with an earliest disbursement date *before* July 1, 2009, you must change the Sub/Unsub Loan Fee Percentage field to 2.000 in Direct Loan School setup before originating those loans. If you want to subsequently originate loans with an earliest disbursement date *on or after* July 1, 2009 you must change the Sub/Unsub Loan Fee Percentage field back to 1.500 in Direct Loan School setup before originating those loans.

  Note: If you import Prior Year User-Defined Queries, Setup, and File Formats from EDExpress 2008-2009 into EDExpress 2009-2010 with the COD School (Direct Loan School) checkbox selected, be aware that the default value for the Sub/Unsub Loan Fee Percentage will be set to 2.000. Make sure that you return the Sub/Unsub Loan Fee Percentage value in COD School setup (Direct Loan) to the 2009-2010 default of 1.500 before you originate any subsidized or unsubsidized loans with an earliest disbursement date on or after July 1, 2009.

- **Interest Rebate Percentage Defaults to 1.0% for Subsidized and Unsubsidized Loans** – Changes in federal regulations reduced the interest rebate percentage calculated for Direct Stafford Loan borrowers to 1.0 percent for loans, provided the earliest actual disbursement (Disbursement Release Indicator = True, or selected) is made on or after July 1, 2009. As a result, the Sub/Unsub Interest Rebate Percentage in Direct Loan School setup (**Tools**, **Setup**, **COD**, **School**, **Direct Loan**) defaults to 1.000 percent for subsidized and unsubsidized loan records created in EDExpress 2009-2010.

Note: If you are originating loans in EDExpress 2009-2010 with an earliest disbursement date *before* July 1, 2009, you must change the Sub/Unsub Interest Rebate Percentage field to 1.500 in Direct Loan School setup before originating those loans. If you want to subsequently originate loans with an earliest disbursement date *on or after* July 1, 2009 you must change the Sub/Unsub Interest Rebate Percentage field back to 1.000 in Direct Loan School setup before originating those loans.

Note: If you import Prior Year User-Defined Queries, Setup, and File Formats from EDExpress 2008-2009 into EDExpress 2009-2010 with the COD School (Direct Loan School) checkbox selected, be aware that the default value for the Sub/Unsub Interest Rebate Percentage will be set to 1.500. Make sure that you return the Sub/Unsub Interest Rebate Percentage value in COD School setup (Direct Loan) to the 2009-2010 default of 1.000 before you originate any subsidized or unsubsidized loans with an earliest disbursement date on or after July 1, 2009.

Note: There is no change in the Interest Rebate Percentage for Direct PLUS Loans; it remains at 1.5 percent.

Print

- **SSN Masking Implemented for Disclosure Statements** – For increased security, EDExpress now masks the first five digits of students' SSNs with Xs and displays only the last four digits (such as XXXXX9999) on the subsidized/unsubsidized, PLUS, and Grad PLUS versions of the Disclosure Statement.

Direct Loan (DL) Tools

DL Tools is a multiyear Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the SAS to loans and actual disbursements recorded in EDExpress or an external file, and/or compare the SAS to the DL Tools Cash database.

- Print the SAS in a readable format.

- Track Cash Receipts (drawdowns) and Refunds of Cash.

- Rebuild your Direct Loan origination and disbursement records in EDExpress using an automated process.

- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDExpress database.

DL Tools was developed to process data for multiple program years. DL Tools Release 9.0, scheduled for release in July 2009, will contain functionality for the 2007-2008, 2008-2009, and 2009-2010 cycles. All functionality related to the 2006-2007 cycle will be removed.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDExpress for Windows databases. However, non-EDExpress users can export data from a rebuilt EDExpress database to recreate non-EDExpress loans or databases.

The Disbursement Measurement Tool Report (available in DL Tools if connected to EDExpress) and certain Direct Loan lists with tolerances (available in EDExpress) assist schools with monitoring current operations, procedures, and program status, and can also help meet the Quality Assurance requirement in the Direct Loan program. Tolerances can be applied when running these reports. Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures.

Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

If you do not use EDExpress, you can still use DL Tools to assist in reconciling Direct Loans. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools and compare your data to the SAS.

SSCR

SSCR (Student Status Confirmation Report) for Windows is a multiyear application designed to help you perform enrollment reporting electronically with the NSLDS. No changes to the SSCR software are planned for the 2009-2010 cycle.

NSLDS regularly sends you an Enrollment Reporting Roster containing the students enrolled at your school for whom NSLDS has loan records. SSCR Release 3.0, currently available on the FSAdownload Web site (fsadownload.ed.gov), can be used to import, update, and export student records in the Enrollment Reporting Roster to return to NSLDS.

The Enrollment Reporting Roster is sent to you by NSLDS as often as once a week or as seldom as twice a year. You can change your preferences on the U.S. Department of Education's NSLDS Web site, located at nslds.ed.gov/nslds_FAP/secure/logon.jsp.

Getting Help

CPS/SAIG Technical Support

If you have any questions regarding this guide, contact CPS/SAIG Technical Support at 800/330-5947 or by sending an e-mail to CPSSAIG@ed.gov. TDD/TTY services are also available at 800/511-5806. Representatives are available Monday through Friday, 8 a.m. to 8 p.m. (ET).

CPS/SAIG Technical Support can assist you with the following:

Software and Web Assistance

- EDExpress – Application Processing, Packaging, Direct Loan, Pell Grant (including ACG and National SMART Grant), and TEACH Grant

- DL Tools

- SSCR

- FAA Access to CPS Online

- R2T4 on the Web

- ISIR Analysis Tool

- CPS Test System Support

- Custom/Combo/Mainframe Support for Direct Loans

- EDconnect/TDClient

- SAIG Network Password Changes and Resets, Restoration of Files to Mailboxes, and Transmission Error Resolution

- EDE Enrollment and Participation

Technical References

- *COD Technical Reference Vol. III (Pell Grant, ACG, National SMART Grant, TEACH Grant, & Direct Loan Combination System Supplement)*

- *COD Technical Reference Vol. IV (Direct Loan Tools)*

- *Electronic Data Exchange (EDE) Technical Reference*

- *EDExpress Packaging Technical Reference*

Other Customer Service Resources

COD School Relations Center

The COD School Relations Center integrates customer service for the Direct Loan, Pell Grant, ACG, National SMART Grant, and TEACH Grant programs for all award years.

If you have any questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loan. The COD School Relations Center telephone system prompts the school for its school code and the call is routed to the proper COD Customer Service Center staff.

E-mail: CODsupport@acs-inc.com

Federal Student Aid Information Center (FSAIC)
800/4-FED-AID (800/433-3243); 319/337-5665; TDD/TTY: 800/730-8913

The Federal Student Aid Information Center (FSAIC) serves the public with information about the federal student aid application process. FSAIC customer service representative (CSR) support is provided in both English and Spanish. Customers include students, parents, and FAAs seeking general information about Federal Student Aid grant and loan programs and specific assistance with the FAFSA (paper and FAFSA on the Web versions, including Federal Student Aid PIN assistance) and student aid processing timeframes.

Specific types of FSAIC CSR assistance also include: FAFSA application status checks, completion of FAFSA and FAFSA corrections, requests to change addresses and Federal School Codes on the FAFSA, duplicate Student Aid Report (SAR) requests, identification of holders of existing student loans (including contact information), and Federal Student Aid publication fulfillment.

FSAIC CSRs are available Monday through Friday from 8 a.m. to 12 a.m. (ET) and on Saturdays from 9 a.m. to 6 p.m. (ET).

Federal Student Aid's Research and Customer Care Center (RCCC)

800/433-7327 (phone); 202/275-5532 (fax)

The Research and Customer Care Center (RCCC) provides assistance with Title IV policy and regulations, including questions regarding application processing systems, and helps clients contact other ED staff.

Representatives are available Monday through Friday, 9 a.m. to 5 p.m. (ET).

E-mail: FSA.Customer.Support@ed.gov

FSATECH

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products.

For more information on subscribing to FSATECH, go to ed.gov/offices/OSFAP/services/fsatechsubscribe.html.

Documents

The following documents detail 2009-2010 changes to the Central Processing System (CPS), the COD System, Federal Student Aid Web sites for students and financial aid professionals, and the EDExpress software. All documents listed are located on the Information for Financial Aid Professionals (IFAP) Web site, located at ifap.ed.gov, and on the Federal Student Aid Download Web site, located at fsadownload.ed.gov.

- *2009-2010 Common Origination and Disbursement (COD) Technical Reference*, available October 2008

- *2009-2010 Summary of Changes for the Application Processing System* guide, available October 2008

- *2009-2010 Electronic Data Exchange (EDE) Technical Reference*, available October 2008

- *The 2009-2010 ISIR Guide*, available November 2008

- *2009-2010 Student Web Application Products Process Guide*, available November 2008

- *2009-2010 EDExpress Packaging Technical Reference*, available October 2008 (FSAdownload Web site only)

- *EDExpress for Windows 2009-2010, Release 1.0 Desk Reference*, available January 2009 (FSAdownload Web site only)

- *EDExpress for Windows 2009-2010, Release 2.0 Desk Reference*, available April 2009 (FSAdownload Web site only)

For record layouts and other information on the Enrollment Reporting process, see the *NSLDS Enrollment Reporting Guide*, which is available on the IFAP (ifap.ed.gov) Web site.

Web Sites

You can find out more about the products and services described in this guide, as well as information about other student financial aid tools, on the following Web sites:

- IFAP: ifap.ed.gov

- FSAdownload: fsadownload.ed.gov

- Training for Financial Aid Professionals (TFAP): ed.gov/offices/OSFAP/training

- SAIG Enrollment: fsawebenroll.ed.gov

- FAA Access to CPS Online (including R2T4 on the Web and the ISIR Analysis Tool): fafsa.ed.gov/FOTWWebApp/faa/faa.jsp

- Federal Student Aid PIN: pin.ed.gov

- Common Origination and Disbursement (COD) System: cod.ed.gov

- Demonstration Web site: fafsademo.test.ed.gov

- Quality Assurance Web site: ifap.ed.gov/qahome/Default.html

- NSLDS: nslds.ed.gov/nslds_FAP/secure/logon.jsp