

# 2006-2007 FSA Handbook

## Vol. 6 Managing Campus Based Programs

### Introduction.....i

<b>Chapter 1, Participation, Fiscal Procedures &amp; Records .....</b>	<b>1</b>
PROGRAM PARTICIPATION AGREEMENT .....	1
FISAP .....	2
ALLOCATION OF FUNDS .....	3
TRANSFER OF CAMPUS-BASED FUNDS .....	6
FSEOG AND FWS CARRY FORWARD/CARRY BACK .....	8
FEDERAL SHARE LIMITATION .....	9
NONFEDERAL SHARE .....	12
USE OF FWS ALLOCATED FUNDS .....	15
CAMPUS-BASED RECORDKEEPING.....	17
PERKINS REIMBURSEMENT & ASSIGNMENT .....	23
ADMINISTRATIVE COST ALLOWANCE (ACA) .....	25
CERTIFICATIONS A SCHOOL MUST SUBMIT TO THE DEPARTMENT .....	26

<b>Chapter 2, Operating a Federal Work-Study Program .....</b>	<b>27</b>
ASSIGNING FWS JOBS .....	27
EMPLOYMENT CONDITIONS AND LIMITATIONS.....	27
COMMUNITY SERVICE JOBS .....	29
ESTABLISHING FWS COMMUNITY SERVICE JOBS .....	30
LIST OF AGENCIES, INSTITUTIONS, AND ACTIVITIES INCLUDED IN THE DEFINITION OF COMMUNITY SERVICES .....	32
WORK ON CAMPUS .....	34
EMPLOYMENT IN A FOREIGN COUNTRY .....	36
WORK FOR PROPRIETARY SCHOOL .....	36
STUDENT SERVICES .....	36
WORK OFF CAMPUS .....	37
OFF-CAMPUS AGREEMENTS .....	39
EMPLOYING FWS STUDENTS AS TUTORS .....	41
JOB LOCATION AND DEVELOPMENT PROGRAM.....	45
WORK-COLLEGES PROGRAM .....	48

### Appendix A Model Off-Campus Agreement

### Appendix B Need Assessment for FWS Community Service Program

## **Chapter 3, Making Perkins Loans ..... 51**

MAKING A PERKINS LOAN .....	51
LOAN TYPES AND MAXIMUMS .....	51
DISCLOSURE TO STUDENTS.....	52
PROMISSORY NOTE.....	54

## **Chapter 4, Perkins Repayment, Forbearance, Deferment, and Cancellation ..... 61**

PREPAYMENT .....	63
INTEREST ACCRUAL .....	63
ESTABLISHING A REPAYMENT PLAN .....	64
MINIMUM MONTHLY REPAYMENT AMOUNTS .....	65
PAYMENT PROCESSING.....	67
INCENTIVE REPAYMENT PROGRAM .....	67
ESTABLISHING REPAYMENT DATES .....	68
DISCHARGING PERKINS LOANS.....	70
FORBEARANCE .....	75
DEFERMENT .....	76
PERKINS CANCELLATION .....	86
CANCELLATION RESTRICTIONS .....	87
U.S. ARMY LOAN REPAYMENT PROGRAM .....	96
DEFINITIONS .....	97

## **Chapter 5, Perkins Billing, Collection, and Default ..... 101**

PERKINS COLLECTION REQUIREMENTS .....	101
EXIT INTERVIEWS .....	101
DISCLOSURE OF REPAYMENT INFORMATION .....	103
CONTACT DURING GRACE PERIODS .....	104
BILLING PROCEDURES AND OVERDUE PAYMENTS .....	105
BILLING AND COLLECTION COSTS .....	113
USING BILLING AND COLLECTION FIRMS .....	115
DEFAULT STATUS AND PERKINS ELIGIBILITY .....	116
PERKINS ASSIGNMENT .....	118
DEFAULT REDUCTION ASSISTANCE PROGRAM .....	119
PERKINS COHORT DEFAULT RATES .....	120
PENALTIES FOR HIGH COHORT DEFAULT RATES .....	122