

Cartographic Design of Policies & Procedures

What to include when creating or updating your Policies and Procedures Map (Manual)



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Why the need for policy and procedures?


- Assist in documenting policies and procedures
- Designed to help schools meet minimum requirements
- Create a comprehensive manual

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Are policy and procedures required?

- Regulations do not specifically require a policy and procedures manual
- Facilitates good managerial habits in administering Title IV programs

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Before you start

- Use an existing manual if one exists
- www.ifap.ed.gov/qadocs/policiesandprocedures/designprocessforpandp.doc
- Establish teams
- Calendar for delivery and deadlines
- Schedule a review
- Train staff on existing and new procedures


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Create your draft

- Begin with:
 - policy statement
 - institutional mission statement
 - school philosophies
 - school information with explanations
 - handbooks
 - catalogues

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Administrative capability

Fiscal reports/financial statements

- <http://ifap.ed.gov/qahome/qaassessments/fiscalmanagement.html>
- Financial aid counseling

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Institutional eligibility

- ECAR
- Electronic certification process
- Location of records (E-App, PPA)
- Admissions policy
- Report changes to the secretary
- NSLDS

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General provisions

- Certification
- Consumer information
 - FERPA
 - www.ifap.ed.gov/qahome/qaassessments/consumerinformation.html
 - www.ifap.ed.gov/qadocs/ConsumerModule/ConsumerInfoAct6.doc

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General provisions (con't.)

- Title IV refunds
- Verification
- Professional judgment
- Misrepresentation

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General provisions (con't.)

- Documentation
 - immigration status
 - secondary confirmation
- Ability to Benefit (ATB)

Awarding & packaging

- Pell Grant
- FSEOG
- ACG/National SMART Grants
- TEACH Grant
- Federal Work Study
 - Job Location and Development
- Perkins
- FFEL/FDL programs



Pell Grant

- Calculating awards
- Required and optional recalculations

Pell Grant

- Calculating awards
- Required and optional recalculations
- Fiscal records and disbursement requirements

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FSEOG

- Selection/Awarding
- Matching funds

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ACG/SMART Grant

- Eligibility and renewal requirements
 - ACG
 - National SMART
 - CIP codes
 - <http://nces.ed.gov>
- Calculating ACG/National SMART Grants


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TEACH Grant

- Eligibility determination
- Application
- Agreement to Serve (ATS)
- TEACH grant-eligible program
- Transfer students
- www.ifap.ed.gov/qadocs/FiscalManagement/teachgrantmonthly.doc


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TEACH Grant

- Counseling
 - Entrance and subsequent
 - terms and conditions
 - low income schools and high need fields
 - how to request suspension of eight-year period
 - when a grant converts to a loan
 - consequences of not meeting service obligation

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TEACH Grant

- Counseling
 - Exit
 - four-year service obligation
 - opportunity to request suspension of eight-year period
 - how to identify low-income schools and high-need fields
 - when a grant converts to a loan
 - anticipated monthly payment amount

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TEACH Grant

- Counseling
 - Exit (continued)
 - repayment options
 - deferment/forbearance options
 - discharge/cancellation options
 - annual contact with ED and how to contact
 - consequences of default
 - ED's Ombudsman and NSLDS

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Federal Work Study and Job Location Development


- Selection/Awarding
- Job assignment and descriptions
- Job Location and Development procedures
- Work College Program procedures

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Perkins loans

- Selection/Awarding
- MPN
- Disclosure


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Perkins loans

- Processing
- Borrower contact
- Collection
- Cancellation

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Federal Family Education Loan Program (FFELP)

- Packaging policy
- Processing loan proceeds
- Counseling
 - Entrance
 - Exit

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Administrative Requirements

- 34 CFR 682.610
- www.ifap.ed.gov/qadocs/policiesandprocedures/pandpchart.doc



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In conclusion

- Benefits of having written policies and procedures:
 - ✓ Compliance with the regulations
 - ✓ Consistency in administration
 - ✓ Clarifies roles and responsibilities
 - ✓ Collaboration with other offices

Helpful tools

- www.ifap.ed.gov/qadocs/policiesandprocedures/designprocessforpandp.doc
- www.ifap.ed.gov/qahome/qaassessments/fiscalmanagement.html
- www.ifap.ed.gov/qahome/qaassessments/consumerinformation.html
- www.nasfaa.org/publications/ppmanualindex.htm

References

- 20 USC §1094(a)(3)
- 34 CFR §668.14(b)(4)
- 34 CFR §668.53
- 34 CFR §682.610



For more information

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