



DECEMBER 2022 NEWSLETTER

IMPORTANT DATES:

November 28-December 2
Virtual FSA Conference

December 7
DJA Webinar - 1098-T Reporting
11:00 a.m. CST

December 14
Active Confirmation of TG
Numbers Deadline

December 15
FISAP Edit Corrections Due

December 23-26
Christmas- DJA Closed

January 2
New Year- DJA Closed

January 4
DJA Webinar - Cohort Default
Rates
11:00 a.m. CST

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The FSA's Annual Virtual Conference was conducted this week. Although the conference went virtual in result of the pandemic, FSA confirmed that future conferences will remain virtual to allow more in the community to attend. As always, many members of our DJA Team attended each session to ensure we are up to date on all information being shared.

In this edition of the DJA Newsletter, we review the most recent extension of the pause on Federal Student Loan payments. FSA also released guidance on two-factor authentication in accessing Department of Education websites and encouraged users to transition over to soft tokens if they aren't already. Clarification was also provided regarding resolving payment period start date and payment period end date reporting issues. December 15th is the deadline for the FISAP Edit Corrections and FSA released an announcement outlining each step to take to ensure you meet the deadline expectations.

In our Compliance Corner this month, we have expanded on the reconciliation process and all that must be completed to ensure compliance. Reconciliation is a process schools must complete to participate in the FSA programs. Frequent reconciliation is an important internal control procedure that can make a significant contribution to increasing the overall program integrity of the FSA programs at your school.

It is hard to believe December has already arrived and the 2022 year is coming to a close. While the COVID-19 pandemic has continued to affect our industry during this year, we have seen the promises of a better outlook for 2023. DJA extends to each of you our warmest wishes that 2023 is a prosperous year for all. We hope you and your institutions have a Happy Holiday and New Year! A reminder that DJA will be closed December 23rd - 26th, as well as January 2nd in observance of the holiday. We hope you all take time to celebrate and be merry as well.

Thank you and until next time, stay safe!
Deborah John, President



IN THE NEWS: PRESIDENT BIDEN EXTENDS THE STUDENT LOAN PAUSE

Last month on November 22, 2022, days before the Thanksgiving holiday, the Biden administration announced that it would extend the payment pause on federal student loans. Payments have not been required of federal student loan holders since President Donald Trump signed the CARES Act in March 2020 to alleviate the economic impact of the COVID-19 pandemic.

Initially the pause was set to expire on September 2020; however, both former President Trump in his presidency and President Biden since occupying office have continued the pause, which also stops interest from accruing as well. The current pause was set to expire in January of 2023, but with the most recent extension announced Tuesday that expiration is now June 2023. President Biden hopes the extension will allow time for the Supreme court to hear the Biden Administration's case to reinstate his loan forgiveness plan.

[Biden Is Extending Student Loan Pause \(newser.com\)](#)

FISAP EDIT CORRECTIONS DUE DECEMBER 15TH

As published in the *Federal Register* [notice](#) on Jan. 31, 2022 (87 FR 4871), any changes, corrections or edits to the Fiscal Operations Report for 2021–22 and the Application to Participate for 2023–24 (FISAP) must be submitted to the Department of Education (the Department) no later than 11:59 p.m. Eastern time (ET) on Thursday, Dec. 15, 2022. FSA released an Electronic Announcement on November 10, 2022 reminding institutions of the deadline and process for this action.

Additionally, as stated in a recent update to the [Aug. 30, 2022 Electronic Announcement](#) about the FISAP deadline, schools impacted by Hurricane Ian or Hurricane Fiona received an extension to file their FISAP until Dec. 15, 2022. Any impacted schools that will not be able to file their FISAP by December 15 should contact the FSA Partner and School Relations Center using the contact information below to request additional time.

If a school needs to make changes to data that was originally reported on its FISAP, the school must log in to the [Common Origination and Disbursement \(COD\) website](#) and change the data in the applicable section(s) of the FISAP and resubmit the FISAP for processing. Additionally, schools should take the following actions prior to the deadline in order to verify the accuracy of their submitted FISAP data.

Reconcile FISAP Data with G5

- Prior to Dec. 15, 2022, schools should ensure that the amounts reported on the FISAP in **Part IV, Section E, Field 17**-Expended Federal Supplemental Educational Opportunity Grant (FSEOG) Authorization, and **Part V, Section E, Field 18**-Expended Federal Work-Study (FWS) Authorization, reconcile with the drawdown information in G5. During the closeout process of 2021–22 Campus-Based awards that will be performed in February 2023, the school's authorization in G5 will be reduced to the expended amounts reported on the FISAP (as certified by the school's Chief Executive Officer), and any



authorized funds that were not expended will be de-obligated from G5. This means that the final authorization amount in G5 will be automatically reduced by the amount reported as unexpended (in Parts IV and V, Section E) on the FISAP.

- If a school has drawn down more funds than it reported as expended on the FISAP, a negative balance will be created in G5, and the school will be required to return the amount of the negative balance.

For example, if a school drew down its entire authorized FWS amount of \$50,000 but reported an expended amount of only \$40,000 on its FISAP (in Part V, Section E, Field 18), the result is a negative balance of \$10,000 in G5. The school will be required to return \$10,000 to G5.

Once the closeout process has been performed, any resulting negative balances cannot be resolved through late FISAP corrections.

Review and Resolve Validation Edit Errors

Real-time validation edit errors are captured when a school completes and submits the FISAP online via the [COD website](#). Edit corrections must be submitted by the Dec. 15, 2022, deadline.

- After submitting a FISAP, a school can view a listing of its FISAP edit errors by accessing its FISAP in the [COD website](#) and clicking on “Validate” then “Validate All Parts”. Validation error numbers and the corresponding error messages will display on the screen.
- A “Fix Error” button is located to the right of each validation error message. Clicking on this button will display the FISAP section where the error occurred. If any data is determined to be inaccurate, apply corrections and save. Perform validation again to determine if the validation edit has cleared or if further corrections are needed. Finally, after all corrections have been made and validated, click the “Submit” button.
- In some cases, the data entered may be accurate, and a school may provide information relevant to the error message. A “Provide Additional Information” option is located next to these validation error messages. To log relevant information, click on the plus sign (+) to open a comment box in which a school can provide additional information.

For an overview of the validation edits that may be prompted as a result of flexibilities extended due to the COVID-19 emergency and the *CARES Act*, see the Aug. 1, 2022 Electronic Announcement, [Subject: Fiscal Operations Report for 2021–22 and Application to Participate for 2023–24 Reporting Instructions and Additional Flexibilities Under the CARES Act](#).

Other Important Notes

Remember to submit all corrections – Simply validating and/or saving corrections does not result in these corrections being submitted to the Department. After editing and validating the FISAP it is imperative that schools use the “Submit” button to complete this process.



Verify that changes/corrections have been received by the Department – Schools should log in to the [COD website](#), and from the School tab, select the link for Campus-Based. Once directed to Campus-Based, select “Self-Service” then “Submission Log” to view the log and verify submission of the update.

Signature not required for FISAP changes – Schools are not required to resend signature pages when changes/corrections are made to a previously submitted FISAP.

How to submit a change request after Dec. 15, 2022 – If a correction is needed after the December 15 deadline, the school must access the COD website to make the necessary correction. Corrections will be saved in a Draft copy of the FISAP and then submitted to the Department as a “Change Request.” The school must provide a description of the change and justify the need to make the correction. The school must then submit the “Change Request” by clicking on the “Submit” button located under the “Description” input box.

The school’s request will be reviewed by the FISAP Change Request Monitoring Team. The school will be notified of the decision to allow or deny the correction. If the correction is allowed, the school will be granted access to “Submit” the correction by going back into the COD website and submitting the FISAP as it normally would prior to December 15.

The following changes will not be considered after the December 15 FISAP Corrections deadline:

- Increase in requests for funds in Part II, Section A.
- Increase in Administrative Cost Allowance (ACA) amount spent in Part III, Section B, item 8; Part IV, Section D, item 15; and Part V, Section D, item 15.
- Increase in cumulative Administrative Cost Allowance (ACA) amount in Part III, Section A, item 34.1 if the change is not supported by the data reported in Section B, item 8 on prior FISAPs.

Contact Information

For additional information about FISAP corrections or edit processing, contact the FSA Partner and School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.

[FISAP Edit Corrections Due Dec. 15, 2022 | Knowledge Center](#)

TWO FACTOR AUTHENTICATION INFORMATION- SOFT TOKEN INSTRUCTIONS

Two Factor Authentication (TFA) is the security process through which an authorized user is required to enter two forms of "authentication" to access one of our Federal Student Aid (FSA) systems. TFA is required to access the [Common Origination and Disbursement \(COD\) website](#), [Electronic Cohort Default Rate Appeals \(eCDR Appeals\)](#), [FAA Access to CPS Online](#), [FSA Partner Connect](#), [National Student Loan Data System \(NSLDS®\) Professional Access](#), [Student Aid Internet Gateway \(SAIG\) Enrollment](#), and the [EDconnect software](#).



TFA requires each authorized user to log in with an FSA User ID and password as well as provide a security code generated by a registered token device. There are two types of token devices:

- A physical "key fob" token that is in the physical possession of the user. It generates a security code when the user presses a button on the front of the token.
- A "soft token" that is an application (app) on the user's mobile device. It automatically generates the security code when the app is opened.

Recently, FSA released an Electronic Announcement explaining why they recommend the use of a soft token for identity verification, as well as step-by step instructions for installing and registering the soft token. In addition, they provided answers to commonly asked questions about switching to a soft token.

Soft Tokens – Recommended for All Users with PDPA Approval

Use of a soft token is optional. However, users who have a compatible mobile device and who have received approval from their Primary Destination Point Administrator (PDPA) are highly encouraged to use the soft token app. A soft token provides the same high level of security as the physical token, while offering greater convenience as there is no additional hardware to carry.

If a user receives approval to transition to a soft token, the PDPA must collect and store the unused physical token.

Step-by-Step Instructions

The first attachment to this announcement (titled "*How to Switch from a Physical Token to a Soft Token*") provides updated instructions for transitioning to a soft token. The information is for users who are currently using a physical token to log in to FSA systems and who have received approval from their PDPA to switch to the soft token app.

The second attachment to this announcement (titled "*How to Install and Register a TFA Token for New Users*") provides detailed information on both the soft token app and the physical token and is aimed at new users of TFA. We recommend that the document is stored by each institution's PDPA and be provided to staff during the enrollment process.

Frequently Asked Questions

Q1: What do I need to do to transition to a soft token?

A1: If you have received approval from your PDPA and are ready to transition from a physical token to a soft token, follow the instructions in the first attachment to this announcement, titled "*How to Switch from a Physical Token to a Soft Token.*" The entire process should take no more than 15-20 minutes, and your new soft token will be ready for immediate use.

If you are a new user of TFA, review the information in the second attachment to this announcement, titled *"How to Install and Register a TFA Token for New Users,"* and consult with your institution's PDPA.

Q2: Can I have more than one soft token (e.g., on a phone *and* on a tablet), or a physical token *and* a soft token?

A2: No. Each FSA User ID can only be associated with one token (one physical token or one soft token) at a time. When you register your soft token, your physical token will no longer be available for your use.

Q3: What do I do with the physical token, once I have transitioned to the soft token?

A3: You must return the physical token to your institution's PDPA for storage or use by another employee. Do not send the physical token back to FSA.

Q4: Can I switch back to a physical token if I need to?

A4: Yes. You will need to re-register the physical token using the "Replace and Register" option in the TFA self-service menu. Begin by choosing "Register/Maintain Token" from the login screen of the FSA system you need to access and follow the steps. If you need assistance, contact the TFA Support Center at 1-800-330-5947, option 2 or by email at support@aimstfa.ed.gov.

Q5: What if I replace my mobile device?

A5: If you replace your mobile device, you will need to download the VIP Access app and complete the registration steps again.

Q6: What if I update the iOS or operating system on my mobile device?

A6: Updating the operating system should not impact your use of the VIP Access app.

Q7: Is there a cost associated with the soft token?

A7: We recommend using Wi-Fi if possible when downloading the VIP Access app to your mobile device. The app is free; however, carrier charges may apply for download and activation. A mobile data plan with Internet access is required. FSA is not responsible for any data charges incurred when downloading the app. Once activated, using the VIP Access app does not transfer data to or from your mobile device.

Q8: What if I do not have a compatible mobile device?

A8: We will continue to provide physical tokens to users who do not have a compatible mobile device or who cannot use a soft token for other reasons (such as a workplace limit on use of mobile devices).



Note: As a reminder, a user must have an FSA User ID and password prior to registering a token. To obtain an FSA User ID, select the FSA User ID Registration tab on the left side of the [SAIG Enrollment](#) website home page, provide identifying information, and follow the remaining registration steps. Once the registration process (which includes password creation) has been completed, including establishing a password, the FSA User ID will be emailed to the user.

[TFA Information – Soft Token Instructions | Knowledge Center](#)

RESOLVING PAYMENT PERIOD START DATE AND PAYMENT PERIOD END DATE REPORTING ISSUES

FSA released an Electronic Announcement last month providing information about resolving issues when institutions report the Payment Period Start Date (PPSD) and Payment Period End Date (PPED) for each new disbursement submitted to the Common Origination and Disbursement (COD) System. The initial requirement and schema changes for reporting these dates were outlined in an attachment titled “COD System Changes for 2022–23” published with the [March 18, 2022 Electronic Announcement, \(COD-22-01\) COD System Implementation for 2022–23 Award Year](#).

Initial PPSD and PPED Submission and Exceptions

As of the 2022–23 award year, the PPSD and PPED must be submitted with each new disbursement of a Federal Direct Loan, Federal Pell Grant (Pell Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant. The valid date range for the PPSD and PPED varies by *Title IV* program, so institutions must review the [2022–23 COD Technical Reference, Volume 2, Common Record Layout](#) to determine each program’s PPSD and PPED valid date range. Institutions submitting a PPSD or PPED outside the valid date range will receive COD Reject Edit 228 that requires resolution for Pell Grants and TEACH Grants. To resolve this edit, institutions should review the following information:

Pell Grants and TEACH Grants

Payment Period Start Date – The PPSD valid date range for the Pell Grant and TEACH Grant programs is the same. For example, the PPSD valid date range for the 2022–23 award year is 10/1/2021 through 6/30/2023.

- Any institution having **clock-hour or non-term credit-hour** program types with a PPSD **prior to** the published valid date range is instructed to submit the earliest date in the valid date range for that award year (i.e., October 1) to resolve COD Reject Edit 228. The student’s actual PPSD should be maintained in institutional records for auditing purposes.
- Any institution having **term-based** program types submitting a PPSD outside the published valid date range for the specified award year will trigger COD Reject Edit 228. An institution will need to review the reported date and resubmit within the valid date range.



- Any institution, **regardless of program type**, with a PPSD beginning **after** the last date in the published PPSD valid date range (i.e., June 30) cannot assign the payment period to the award year that ended on June 30 due to crossover payment period rules.

Note: There have been no changes to the crossover payment period regulations or guidance. Crossover payment period information can be referenced in [34 CFR 690.64](#) and in the [2022–23 FSA Handbook Volume 3 - Calculating Awards and Packaging](#).

Payment Period End Date – The PPED valid date range for the Pell Grant and TEACH Grant programs is limited to the valid disbursement date range for each program. There is no exception to the PPED valid date range to resolve COD Reject Edit 228.

- Any institution, **regardless of program type**, with a PPED outside the published PPED valid date range cannot assign the payment period to the award year specified in the record submission. The combination of award year, valid disbursement date range and PPED should be reviewed, and updated data should be resubmitted to clear COD Reject Edit 228.

Direct Loans

All institutions, **regardless of program type**, are required to submit a PPSD and PPED contained within the Award Begin and End dates. Submitting a PPSD or PPED outside of the Award Begin and End dates will result in COD Reject Edit 205 for Direct Loans. There are no PPSD or PPED date exceptions to resolve COD Reject Edit 205. An institution will need to review the reported dates and resubmit within the valid date range.

Conditions for Updating PPSD and PPED

Clock-Hour or Nonterm Credit-Hour Programs

There are times when a student in a clock-hour or nonterm credit-hour program alters his or her completion progression. In these cases, the rate of progress will determine if a correction to the PPSD and/or PPED is required. Institutions with **clock-hour or nonterm credit-hour** programs

- **are required** to update the PPED and, if applicable, subsequent PPSD if a student makes slow progress and completes a payment period later than expected.
- **would not** update the PPSD and/or PPED if a student makes accelerated progress and completes the clock hours or credit hours in the payment period sooner than the established timeframe.

Withdrawals

All institutions, regardless of program type, **should not** update the PPED if the student withdraws.

[Resolving Payment Period Start Date and Payment Period End Date Reporting Issues | Knowledge Center](#)



COMPLIANCE CORNER

TITLE IV AID DISBURSEMENT REPORTING, EXCESS CASH, AND RECONCILIATION REQUIREMENTS



Important

Reconciliation is a process that a school must perform in operating the FSA programs. It is also a tool that a school should use to ensure that its management of the FSA programs is optimal. Most importantly, reconciliation is a shared responsibility. That is, the business office and the financial aid office are equally responsible for performing the periodic reconciliation that is required to make certain that a school is managing the FSA programs as they should be managed. This responsibility involves much more than the mere sharing of reports. It requires joint action by the financial aid and business office to identify discrepancies and to correct them in a timely manner.

In a recent electronic announcement posted dated November 23, 2021, the USDE reminded schools of the general disbursement reporting, excess cash, and reconciliation requirements for all Title IV programs. Because these requirements apply to disbursement *and* financial data, both the Financial Aid Office and Business Office should review the information provided below and in this announcement at

Disbursement Reporting Requirements

The disbursement and disbursement adjustment reporting requirements for all *Title IV* aid are announced in an annual *Federal Register* notice. The most recent *Federal Register* notice, published on [July 5, 2022](#), specifies that a school must submit disbursement records no later than 15 days after making the disbursement or becoming aware of the need to adjust a student's previously reported disbursement.

Excess Cash Requirements

The Department of Education (the Department) considers excess cash to be any amount of *Title IV* funds (other than Federal Perkins Loan Program funds) that a school does not disburse to students or parents by the end of the third business day after the date the school (1) received the funds from the Department, or (2) deposited or transferred to its federal account previously disbursed *Title IV* funds received from the Department. In limited circumstances, cash may be held for up to seven calendar days. A school must meet the excess cash tolerance (not to exceed one percent of the funds drawn down by the school in the prior award year) and must be able to disburse the aid to students within the 7-day period. In no circumstance should cash balances remain beyond the seven days.

See [34 CFR 668.162](#) for the federal regulations that govern requesting funds for the *Title IV* programs and [34 CFR 668.166](#) for the excess cash regulations.



Reconciliation

Reconciliation is the process by which a school reviews and compares Title IV aid (grants, loans, and campus-based aid) recorded on the USDE's systems with the information in the school's internal records. Schools should reconcile both internally (between Business Office and Financial Aid Office data) and externally (between school data and the COD System/G5). Through reconciliation, disbursement and cash discrepancies are identified and resolved in a timely manner to ensure the school meets all regulatory requirements. Schools must document their reconciliation efforts and retain this documentation for auditing purposes.

At a minimum, your school should reconcile its FSA financial records monthly. However, the more frequently your school performs reconciliation, the more likely you will be able to identify issues and resolve them before they become part of a systemic problem. If completed on a regular basis, reconciliation can assist schools in determining whether the disbursement reporting requirements and excess cash deadlines noted above are being met, and also whether any additional data needs to be submitted to ensure all school data is reflected correctly in the Department's systems. For the Direct Loan and Campus-Based programs (including Federal Perkins Loan, Federal Work-Study, and Federal Supplemental Educational Opportunity Grant), schools must reconcile at least monthly to meet regulatory requirements. For all other *Title IV* programs (including Pell Grant, Iraq and Afghanistan Service Grant, and TEACH Grant) it is recommended that schools also reconcile at least monthly or as frequently as necessary to identify issues and maintain compliance with the cash management and disbursement reporting requirements outlined above.

Frequent reconciliation is an important internal control procedure that can make a significant contribution to increasing the overall program integrity of the FSA programs at your school. In addition, schools that have systems in place to compare and identify discrepancies between their internal records and data from USDE reports will find that the required monthly reconciliation is much easier and makes closing out a year less time consuming.

Internal reconciliation

Discrepancies that occur between the financial aid and business offices are usually caused by a lapse in communication. Note that these discrepancies often do not show up in a comparison of the financial aid office's records to COD, or in the comparison of drawdowns/returns between the business office and G5 payment system.

Before you compare your school's records to the USDE's records, you should ensure the financial aid office and the business office agree on the amount of funds that should have been drawn down from G5 to cover the funds disbursed to students. The first step in the reconciliation process should be to confirm that business office records of actual disbursements posted to student accounts are consistent with financial aid office records of student award and scheduled disbursement amounts.

Internal reconciliation should also include steps to reconcile cash transactions such as drawdowns and refunds of cash. Your school should ensure that bank statements correctly reflect all funds drawn or returned and confirm that any returns of Title IV aid calculated by the financial aid office are reflected correctly in the business office student account records. Ensure that any funds not necessary for immediate use have been returned to the USDE.



In addition, you should also compare business office and financial aid office records of adjustments (refunds of cash) made during the month. Often, returns of cash due to withdrawals performed by the financial aid office aren't applied by the business office. Just as often, adjustments made by the business office aren't noted in the financial aid office. Either of these omissions can cause an internal discrepancy that will affect a school's Ending Cash Balance and should be resolved before a school begins its external reconciliation process.

External reconciliation

During internal reconciliation, the school will have resolved any differences between records in the financial aid office and those in the business office. In external reconciliation, a school will reconcile its records to the USDE's records.

Final Reconciliation

If a school is meeting all disbursement/adjustment reporting, excess cash, and reconciliation requirements, a final reconciliation should begin no later than the last award or payment period end date at the school for a given program and year. A school should be able to reconcile to a zero ending cash balance soon after its final disbursements and should not carry an ending cash balance (positive or negative) for an extended period.

Note: Schools must reconcile to both zero Ending Cash Balance and zero Total Net Unbooked for DL and TEACH Grant; and to zero Cash > Net Accepted & Posted Disbursements for Pell Grant.

When schools have completed their final reconciliation, they can officially confirm closeout via the School Balance Confirmation page on the COD Web Site for the Direct Loan, Pell Grant, and TEACH Grant programs. Balance confirmation will allow schools to receive a Program Year Closeout Letter to document completion of final reconciliation. It also provides tighter controls over available funding and data submission so that the school can then focus on processing and reconciliation in more current award years. **Note:** The balance confirmation process is available for all award years for Direct Loans; it is available for Pell Grant and TEACH Grant for the 2016–17 Award Year and forward.

Recommended general reconciliation practices

A key factor in facilitating reconciliation is staying on top of the process. USDE encourages schools to:

- define responsibilities of key individuals and offices;
- document your reconciliation procedures;
- build in regular communication between your business office, financial aid office, and school's technical staff;
- compare internal student accounts and business office/bursar records with financial aid office records and resolve any discrepancies;
- balance all subsidiary accounts to the general ledger;



- ensure that all drawdowns and refunds of cash are accounted for and applied to the correct program year;
- ensure that all batches have been sent to and accepted by the COD system, all disbursements and adjustments are accurately reflected on the COD system, and all responses are imported into the school's system;
- ensure that all un-booked loans are booked or inactivated (reduced to \$0) for Direct Loans;
- resolve all outstanding rejected records;
- return all refunds of cash via G5; and
- request any remaining funds owed to the school based on actual disbursements accepted by the COD System

Reconciliation and Third-Party Servicers

If your school uses a third-party servicer, your school is ultimately responsible to ensure that all regulatory requirements are being met and that your school is reconciling on a regular basis. You should request and retain documentation of your reconciliation efforts. Also, a part of your reconciliation should include ensuring that your schools internal records match what is at the servicer as well as what is in the COD System.

DJA not only reconciles Direct Loan accounts for our clients on a monthly basis, we also reconcile Pell each month to ensure they are balanced. The final reconciliation for both programs is done by our team as well. Although DJA reconciles the DL SAS, Pell Grant YTD, FSEOG and FWS reports to our accounting records monthly, institutions must do an internal reconciliation to these reports as well. Please reconcile that all disbursements have been credited to the student's accounts and any credit balance was returned within the required 15 day time frame.

Keep in mind that if your school is under the Heightened Cash Monitoring payment method, a school must credit a student's ledger account for the amount of Title IV funds the student or parent is eligible to receive, and pay the amount of any credit balance due under 668.164(h) before the school submits a request for funds.

Additional information on reconciliation can be found in the following publications posted on the [Knowledge Center](#):

- Electronic Announcements (published annually by program)
- Federal Student Aid Handbook
- Federal Student Aid Training Conference Presentations

[Title IV Aid Disbursement Reporting, Excess Cash, and Reconciliation Requirements | Knowledge Center](#)

DJA CALENDAR

2022 DJA WEBINAR SCHEDULE

Upcoming DJA Webinars:

1098-T Reporting – Wednesday, December 7: 11 a.m. CST

NOTE: There may be a difference between DJA local time and your time zone. To determine your time zone equivalent, click on this link to view a time zone map: <http://www.worldtimezone.com/time-usa12.php>

Webinars are free to clients. There is a \$95 fee for all others who may be interested in joining us for these presentations. Invitations are automatically sent to all clients, however if you do not receive an invitation, email Renee Ford at rford@gotodja.com. After registering, you will receive the log-in information. Questions can be directed to Renee by email or by calling toll free at 1-800-242-0977.

2023 DJA WEBINAR SCHEDULE

JAN 4	Cohort Default Rate
FEB 1	Consumer Information, Record Keeping and Disclosures
MAR 1	Administrative Capabilities
APR 5	Satisfactory Academic Progress
MAY 10	Return of Title IV Funds (Including LOA)
JUN 7	General Participation Requirements
JUL 12	Campus Crime Report
AUG 2	Entrance and Exit Counseling
SEPT 6	Cash Management
OCT 4	Enrollment Reporting Using NSLDS
NOV 1	Program Integrity (Audits, Program Review)
DEC 6	1098-T Reporting

Disclaimer: The information presented in this Newsletter is provided as a service and represents our best efforts to assist institutions with federal student aid regulations. We have collected information we believe to be important in finding and obtaining the resources for administering federal student aid; however, we assume no liability for the use of this information. The information in this newsletter does not constitute, and should not be construed as, legal advice.

