



June 2008

CB-08-10

Subject: 2007-2008 Campus-Based Reallocation Form and Process

Summary: This letter describes the 2007-2008 Campus-Based Reallocation Form and process.

Dear Colleague:

The 2007-2008 Campus-Based Reallocation Form (ED Form E40-4P) has been approved by the Office of Management and Budget (OMB). This form will be available for electronic completion and submission on the eCampus-Based Web site at <http://cbfisap.ed.gov> in late July 2008.

The Campus-Based Reallocation Form is used in the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Perkins Loan (Perkins Loan) programs (the campus-based programs) to release unexpended portions of a school's 2007-2008 allocations or to request supplemental 2008-2009 FWS funds for community service jobs. As announced in the "[Notice of the 2008-2009 Award Year Deadline Dates for the Campus-Based Programs.](#)" published in the Federal Register on March 10, 2008 (73 FR 12718), the date by which a school must electronically submit the Campus-Based Reallocation Form is **Friday, August 22, 2008**.

The questions and answers that follow will assist a school in completing the Campus-Based Reallocation Form. A school may use the attached "Campus-Based Reallocation Form Worksheet" and "Campus-Based Reallocation Form Instructions" to assist in completing its submission.

Note: FWS Federal funds released on the Campus-Based Reallocation Form by the deadline date will not be included in the calculation of the required minimum seven percent community service expenditure for a school. In [Dear Colleague Letter CB-07-08](#), we stated that if a school determines at the end of the 2007-2008 Award Year that it did not spend at least seven percent of its 2007-2008 FWS allocation as the Federal share of compensation for FWS students employed in community service activities, a portion of its FWS Federal allocation must be released during the reallocation process, so that the amount expended for community service activities equals at least seven percent of the adjusted FWS Federal allocation. A school that performs this action will not be considered to have failed the FWS minimum seven percent community service requirement. As explained in [CB-07-08](#), a school that fails to meet the FWS minimum seven percent community service requirement or the reading tutoring of children or family literacy project requirement will be required to return FWS Federal funds in an amount that represents the difference between the amount a school should have spent for community service and the

amount it actually spent. Further, a school may be subject to a Limitation, Suspension, and Termination (L, S, & T) proceeding and/or subject to a substantial fine.

QUESTIONS AND ANSWERS

Q1: Under what circumstances do we need to complete the Campus-Based Reallocation Form?

A1: A school must complete the Campus-Based Reallocation Form if it

- 1) Does not intend to spend its entire 2007-2008 FWS or FSEOG allocation; or
- 2) Wants to request supplemental 2008-2009 FWS funds to pay students in community service jobs (not for any other purpose), *and* the school
 - a) Spent at least 5 percent of its total 2007-2008 FWS funds to compensate students employed as reading tutors of children or in family literacy activities as part of its community service activities; and
 - b) Has an FWS fair share shortfall as shown on line 28 of the school's 2008-2009 final funding worksheet, provided with its final allocation letter.

Note: The first condition above does not apply to the Perkins Loan Program because there were no Federal funds allocated for the 2007-2008 Award Year.

Q2: Why is the Campus-Based Reallocation Form so important to the campus-based programs?

A2: Without the information collected on the Campus-Based Reallocation Form, we would be unable to reallocate unexpended campus-based funds from the 2007-2008 Award Year as supplemental allocations for the 2008-2009 Award Year. Since we have authority to reallocate 2007-2008 funds only until September 30, 2008, we cannot wait until we have schools' expenditure data from the 2007-2008 Fiscal Operations Report and 2009-2010 Application to Participate (FISAP) due October 1, 2008. It is important that schools release unexpended campus-based funds now so they can be used to fund needy students for the 2008-2009 Award Year. Unexpended 2007-2008 funds not released on the Campus-Based Reallocation Form by the deadline date will revert to the U.S. Treasury instead of being made available to assist needy students.

Q3: How do we access the Campus-Based Reallocation Form on the [eCB Web site](#)?

A3: To access the Campus-Based Reallocation Form, log in to the [eCB Web site](#) and select the "Setup" link on the top navigation bar. Select the "Reallocation Form" link on the top right side of this page. From that point, follow the instructions for completing the form.

Q4: Where can we find instructions for completing the Campus-Based Reallocation Form?

A4: Instructions for the Campus-Based Reallocation Form are attached to this letter and may also be accessed on the [eCB Web site](#).

To access the instructions on the [eCB Web site](#), log in to the site and select the “Help” link on the top navigation bar. Select “Contents” on the left side of this page, select “Setup,” and then, select “Setup-Reallocation Form” to view the instructions.

Q5: How do we submit the Campus-Based Reallocation Form, and how are we assured the Department has received our form?

A5: As explained above, the Campus-Based Reallocation Form must be submitted to us electronically via the [eCB Web site](#). After completing the Campus-Based Reallocation Form, click the “Submit” button to submit the form to us.

To verify submission, log in to the [eCB Web site](#), select the “Self-Service” link on the top navigation bar, and scroll to the “Acknowledgements” section. Then, select “Submission Log” to view the log and verify the Campus-Based Reallocation Form submission.

Q6: By what time on August 22, 2008 is the Campus-Based Reallocation Form due?

A6: The deadline for electronic submission of the Campus-Based Reallocation Form is 11:59 P.M. (ET). Transmissions must be completed and accepted by 12:00 midnight.

For additional information about the Campus-Based Reallocation Form or process, contact the Campus-Based Call Center at 877/801-7168. Customer service representatives are available Monday through Friday from 8:00 A.M. until 8:00 P.M. (ET). You may also e-mail CBFOB@ed.gov.

Sincerely,



Sherlene McIntosh, Director
Campus-Based Systems and Operations Division
Federal Student Aid

Attachments/Enclosures:

2007-2008 Campus-Based Reallocation Form Worksheet in PDF Format
2007-2008 Campus-Based Reallocation Form Instructions in PDF Format