

We Help Put America Through School

June 2005

CB-05-10

Subject: 2004-2005 Campus-Based Reallocation Form and Process

Summary: This letter describes the 2004-2005 Campus-Based Reallocation Form and process.

Dear Colleague:

The Campus-Based Reallocation Form (ED Form E40-4P) for 2004-2005 has been approved by the Office of Management and Budget (OMB). This form will be available on the eCampus-Based Web site at www.cbfisap.ed.gov in late July 2005.

The Campus-Based Reallocation Form is used in the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Perkins Loan programs (the campus-based programs) to release unexpended portions of your 2004-2005 allocations or to request supplemental 2005-2006 FWS funds for community service jobs. As announced in the "Notice of the 2005-2006 Award Year Deadline Dates for the Campus-Based Programs," published in the Federal Register on March 22, 2005 (70 FR 14450), the date by which your school must submit this form is **Friday, August 19, 2005**.

The questions and answers that follow will assist you in completing the Campus-Based Reallocation Form. Additionally, you may use the attached "Campus-Based Reallocation Form Worksheet" and "Campus-Based Reallocation Form Instructions" to assist you in completing your school's submission.

QUESTIONS AND ANSWERS

Q1: Under what circumstances does a school 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 2004-2005 allocation in any of the three campus-based programs; or
- 2) Wants to request supplemental 2005-2006 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 2004-2005 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 2005-2006 final funding worksheet, provided with its final allocation letter.

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 2004-2005 Award Year as supplemental allocations for the 2005-2006 Award Year. Since we have authority to reallocate 2004-2005 funds only until September 30, 2005, we cannot wait until we have schools' expenditure data from the FISAP due September 30, 2005. It is important that schools release unexpended campus-based funds now so they can be used to fund needy students for the 2005-2006 Award Year. Unexpended 2004-2005 funds not released by September 30, 2005 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: First, to access the eCB Web site, you will need a PIN and a TG number from the Department. This information will be used to validate each user's identity and access rights. For further guidance on the PIN and the TG number, go to the eCB Web site at www.cbfnisap.ed.gov, and then select the "FISAP Desk Reference" link on the top navigation bar.

To access the Campus-Based Reallocation Form, log in to the eCB Web site at www.cbfnisap.ed.gov, and then 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, you will 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 at www.cbfnisap.ed.gov, and then select the "Help" link on the top navigation bar. Select "Contents" on the left side of this page, next select "Setup," and finally, 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 the Department electronically via the eCB Web site. After completing the Campus-Based Reallocation Form, click the "Submit" button to submit the form to the Department.

To verify your school's 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 your Campus-Based Reallocation Form submission.

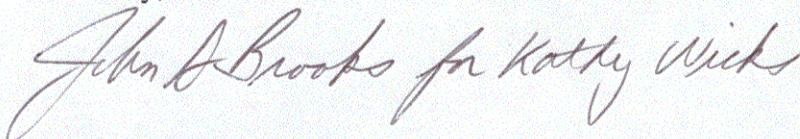
Q6: By what time on August 19, 2005 is the Campus-Based Reallocation Form due?

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.

Q7: What if we have additional questions about the Campus-Based Reallocation Form or process?

A7: For additional information about the 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).

Sincerely,

A handwritten signature in cursive script that reads "John A. Brooks for Kathy Wicks".

Kathleen Wicks
Acting Director, Campus-Based Systems and Operations Division
Federal Student Aid

Attachments:

Campus-Based Reallocation Form Worksheet
Campus-Based Reallocation Form Instructions