

Volume 6 Managing Campus-Based Programs

Chapter 1: Participation, Fiscal Procedures & Records.....	1
PROGRAM PARTICIPATION AGREEMENT.....	1
FISAP REPORT & APPLICATION.....	3
ALLOCATION OF CAMPUS-BASED FUNDS	4
REALLOCATION OF FUNDS.....	5
TRANSFER OF CAMPUS-BASED FUNDS.....	6
FSEOG & FWS CARRY FORWARD/CARRY BACK	8
FEDERAL SHARE LIMITATION.....	10
NONFEDERAL SHARE.....	12
USE OF FWS ALLOCATED FUNDS.....	14
CAMPUS-BASED RECORDKEEPING.....	16
RECORD RETENTION & FORMATS	20
PERKINS REIMBURSEMENT & ASSIGNMENT.....	22
ADMINISTRATIVE COST ALLOWANCE (ACA)	23
Chapter 2: Operating a Federal Work-Study Program	25
FWS JOBS & EMPLOYERS.....	25
EMPLOYMENT CONDITIONS & LIMITATIONS	26
FWS JOBS & PERIODS OF ENROLLMENT/NONENROLLMENT.....	28
COMMUNITY SERVICE JOBS	29
ESTABLISHING FWS COMMUNITY SERVICE JOBS.....	32
WORK ON CAMPUS (SCHOOL IS EMPLOYER)	33
WORK OFF-CAMPUS	36
JOB LOCATION & DEVELOPMENT PROGRAM.....	41
WORK-COLLEGES PROGRAM	44
VOLUME 6 APPENDICES	
APPENDIX A: MODEL OFF-CAMPUS AGREEMENT.....	45
APPENDIX B: NEED ASSESSMENT FOR FWS COMMUNITY SERVICE PROGRAM	47
Chapter 3: Making Perkins Loans.....	49
MAKING A PERKINS LOAN.....	49
DISCLOSURE TO STUDENTS PRIOR TO FIRST DISBURSEMENT	50
PERKINS PROMISSORY NOTE	51
SUBSEQUENT DISCLOSURES & NOTIFICATIONS	55

Chapter 4: Perkins Repayment, Forbearance, & Deferment 57

GRACE PERIODS	57
ESTABLISHING A REPAYMENT PLAN.....	60
MINIMUM MONTHLY REPAYMENT AMOUNTS	62
ESTABLISHING REPAYMENT DATES	64
PAYMENT PROCESSING	65
FORBEARANCE	66
DEFERMENT PROCEDURES	67

Chapter 5: Perkins Cancellation 75

GENERAL CANCELLATION PROVISIONS.....	75
CANCELLATION RESTRICTIONS	76
ELEMENTARY/SECONDARY TEACHER CANCELLATION	77
PUBLIC SERVICE CANCELLATIONS.....	80
DEFINITIONS	84
DISCHARGING PERKINS LOANS.....	86

Chapter 6: Perkins Billing, Collection, and Default 91

COMMUNICATION WITH BORROWER.....	91
REQUIREMENTS AT END OF ENROLLMENT	92
BILLING PROCEDURES AND OVERDUE PAYMENTS	95
DEFAULT & COLLECTION PROCEDURES	98
BILLING AND COLLECTION COSTS	102
USING BILLING AND COLLECTION FIRMS.....	104
DEFAULT STATUS AND PERKINS ELIGIBILITY.....	105
PERKINS ASSIGNMENT.....	107
PERKINS COHORT DEFAULT RATES.....	109