

# Reporting Pell Grant Payment Data

**Time Estimate:**

Lecture 40 minutes

Exercise 10 minutes

Total Time: 50 minutes

*By the end of this session, you will be able to:*

- *report Pell Grant Payment Data.*

## INTRODUCTION

Pell Grant reporting is now a completely electronic process.

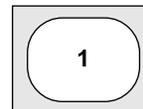
Whenever a disbursement needs to be made to a student, the school enters the student's data using the appropriate Pell payment software and transmits the data to the U.S. Department of Education's (ED) Federal Pell Grant Recipient and Financial Management Systems (PGRFMS). PGRFMS then processes the data, alerts the school to any errors, and makes any needed adjustments to a school's Pell authorization level based on these reports of actual disbursements.

In this session, we will focus on the information the school must provide to ED, and how it is provided.

## REPORTING PELL GRANT DISBURSEMENT DATA

Please turn to the diagram on page 2 of your Workbook. This chart divides the Pell Payment Data reporting process into four steps. Take a minute to review the chart. [IG, pg. 9]

**PW 2**

**Instructor's Notes**

Schools may submit data in one of three ways: (OH 1)

- using the Electronic Data Exchange (EDE), which features the *Pell Payment for Windows* software;
- using the Floppy Disk Data Exchange (FDDE), which involves a DOS version of the software; or
- using the Recipient Data Exchange (RDE), which involves the school sending the information via magnetic tapes or cartridges.

The screen prints on pages 3 and 4 of your Workbook are from the *Pell Payment Software for Windows*. The Floppy Disk Data Exchange version is very similar.

Let's take a closer look at each step.

### **Step 1: Preparing and Submitting Data**

Let's begin with Step 1.

To meet Pell reporting requirements, a school must submit Pell Payment Data for each student.

- Pell Payment Data for several students can be sent to PGRFMS in a batch.
- Each batch must contain an Institutional Payment Record.

Schools use the Pell Payment Software for Windows to create payment data records. The screen prints in your Workbook are from the 1997-98 version. No significant changes have been made to the software for 1998-99.

### ***Institution Setup***

Before entering individual student data, a school must complete the Institution Setup screen, which is on page 3 of your Workbook. The information summarized on this screen is what's included in the Institutional Payment Record. [IG, pg. 10]

***PW 3,4***

***PW 3***

**Instructor's Notes**

The information on this screen is general in nature, and applies to many students. This screen is completed yearly by the school, unless the information changes. Several of the elements are automatically carried to student data screens, thereby saving the school time.

The first few lines contain the basic information about Chesapeake State University, Chris Jackson's school. Notice at the top that the code for the Reporting Campus and Attended Campus are the same.

**Q: When do you think these numbers would differ?**

**A: When the student is attending a free-standing campus outside the main campus. A free-standing campus differs from a branch campus in that it has its own institution code, and therefore handles its own Title IV funds. Branch campuses participate in Title IV through the main campus.**

**Q: What do you think the Agent Number refers to?**

**A: This refers to a servicer. Chesapeake State doesn't have a servicer.**

Look down at the left side of the screen, under the FAA's information.

Notice that several Costs of Attendance are listed. A school may have a standard COA for all recipients within an established category or an individual COA that is established for each Pell Grant recipient. Chesapeake State has six COAs that a student may have, depending on the student's program. Later, on the Pell Payment Data screen, the school will be able to simply pull down a window of possible Costs of Attendance from which to choose.

On the right side of the screen is the school's Payment Methodology and related information.

**Instructor's Notes**

**Q:** Based on the information listed on this side of the screen, why do you think Weeks can be left blank here?

**A:** Chesapeake State calculates Pell using Formula 1, which implies a 30-week academic year.

“Hours/Credits in Program’s Academic Year” is also blank. Only non-term credit hour and clock hour schools make an entry here.

Some information, such as enrollment status, will differ from student to student. Schools should place their most common enrollment status here. Then, the “Enrollment Status” box on the screen for Pell Payment Data will default to full time unless manually changed for an individual student.

What questions do you have about this screen?

### *Pell Payment Data*

Now turn to the Pell Payment Data screen on page 4 of your Workbook. This screen collects information about each Pell recipient. In this case, Chris Jackson is the recipient.  
[IG, pg. 12]

Much of the Payment Data comes from the Student Aid Report (SAR), the SAR Information Acknowledgment, or the Institutional Student Information Record (ISIR). Other elements on this screen were carried over from the Institution Setup screen. Some data, like the Pell amounts listed for each payment period, depend on the individual student and his or her educational costs.

**Q:** What is Chris Jackson’s Pell award for the year?

**A:** \$2,700.

**PW 4**

**Instructor's Notes**

Let's look closely at the bottom half of the screen, starting with "Verification Status Code."

As indicated on the screen, Chris was not selected for verification. Note that this item must not be left blank.

- If it was left blank, and the student happened to be selected for verification, PGRFMS would assume the student was paid under "W" (without documentation). Until verification is completed, the student would be limited to one half of her Scheduled Award and the school's Pell authorization would be reduced to \$0 for that student.

"Amount Paid to Date" should only be \$0 if the school has not paid the student by the date this information was entered.

- The screen indicates that Chris Jackson received her first disbursement of Pell.

"Remaining Amount to be Paid" should be \$0 only if the school will make no further payments to the student. This item must not be left blank.

**Q: During what month will Chris receive her second disbursement?**

**A: January.**

The "8" under January represents the last digit of the year, 1998, in which this payment will occur. Remember, this data was entered during the 1997-98 award year.

One blank element is Institutional Cross-Reference. Schools that maintain an internal tracking system can enter a number here to label this student record. However, no entry is required.

What questions do you have about the Pell Payment Data screen?

**Instructor's Notes**

These two screens make up the bulk of what must be entered for a given student. The program may also prompt you to enter some other information.

***Transmitting the Data***

Once all required information is entered, the file, or a batch of student files, should be sent to ED. This data is called the Electronic Pell Payment Data (EPPD) record.

ED must receive the information within 30 days of each payment to each student. (OH 2)

- Also, a school has 30 days to report any changes to previously reported payment data.

**Q: Assuming that Chris stays in school and none of her information changes, how many transmittals would Chesapeake State make for her?**

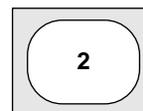
**A: Two - one for each payment.**

Finally, all Payment Data for an award year must be submitted by September 30 following the end of that award year. This extra time is needed when, for example, payments are made to a student during summer school.

**Steps 2 and 3: Processing the Data**

The second step of the process involves PGRFMS processing the data. PGRFMS will produce the Electronic Processed Pell Payment Data (EPPPD) records and a batch summary.

- The Processed Payment Data includes the information the school sent to PGRFMS about each student, along with comments and error messages.
- The batch summary contains the total number of records received, processing results, the total amount paid to date for all students in that batch, and any adjustments made to the authorization level.



**Note to Instructor:**  
Some adjustments are allowed after September 30 in the case of underpayment, overpayment, or processing errors.

**Instructor's Notes**

The third step of the process involves PGRFMS sending the data to the school.

**Step 4: School Review of Processed Data**

The EPPPD the school receives is categorized as: accepted, accepted with assumptions, rejected, or duplicates. (OH 3)

“Accepted With Assumptions” states that the record contained some inconsistencies, so PGRFMS made some assumptions. The school should carefully review the data and make any corrections.

“Rejected” means the school must make corrections in order for the information to be processed. Usually, vital elements were wrong or missing.

- The school also reviews the batch summary to see if it needs to make any changes to the Processed Payment Data records. If changes are necessary, the school must return the correct Payment Data record for reprocessing with its next submission to PGRFMS.

It is important to be sure EPPPD records are accurate, because they are the basis of the school's Pell Grant authorization amount.

**The Student Payment Summary (SPS)**

At least three times per year, schools will receive a Student Payment Summary (SPS). (OH 4)

- The SPS lists ED's record of cumulative payment data for each student.
- The Student Payment Summary is for the school's review only—it is not returned to ED.
- If the school discovers that changes are needed to one or more students' payment data, it must submit revised Payment Data records for each student.

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## Instructor's Notes

More detailed information about the reporting process can be found in Section 7 of Chapter 4 of the Handbook.

Now complete the quiz on page 5 of your Workbook.

**PW 5**

« Give the participants five minutes to complete the quiz. Then review the answers with them.

**BACK AT THE OFFICE**

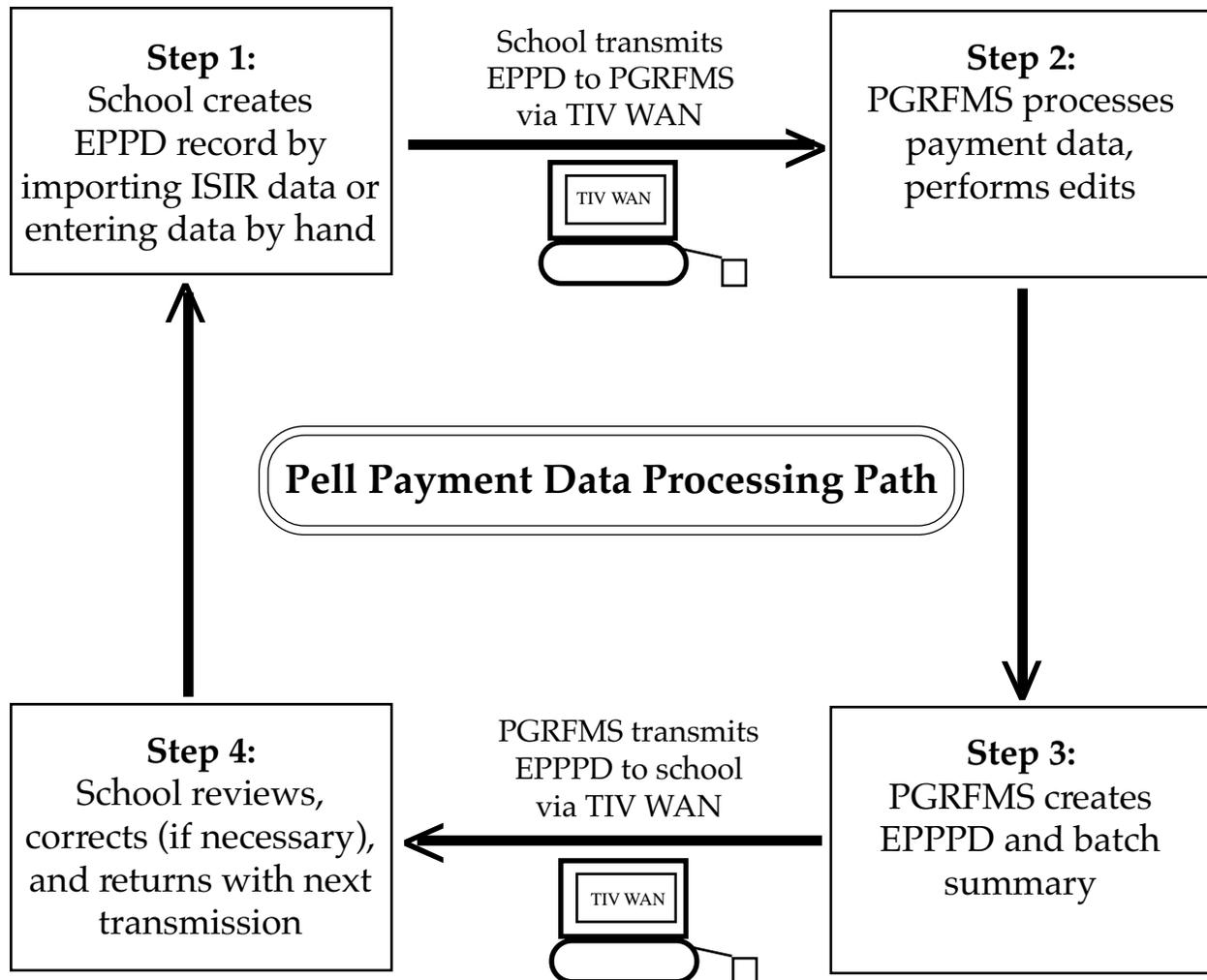
You should become familiar with the electronic method your school uses to report Pell Grant Payment Data. Practice using the *Pell Payment for Windows* software, or its equivalent at your school.

**PW 6**

What else should you do when you return to your office?

**Review Quiz - Pell Grant Payment Data Processing**

1. A school must use **EDE, RDE, or the Floppy Disk Data Exchange** to report Pell Payment Data.
2. Schools must submit Pell payment data within **30 days** of any change to student information.
3. The school enters data at the beginning of the year using the **Institution Setup** screen.
4. Then, each student's **Pell Payment Data** is entered.
5. Several students' files can be grouped in a batch and sent to **PGRFMS**.
6. **PGRFMS** processes the batch and an **EPPPD**, which includes a **batch summary**, to the school.
7. Schools *may* need to correct files labeled as **Accepted With Assumptions** and *must* correct files labeled as **Rejected**.
8. In most cases, schools must submit all payment data for a given award year no later than **September 30** following the end of that award year.



place screen 1 here

place screen 2 here