

**FISCAL OPERATIONS REPORT AND  
APPLICATION TO PARTICIPATE  
(FISAP) DESK REFERENCE  
2019–20**

U.S. DEPARTMENT OF EDUCATION  
July 2018

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## FISAP BASICS

### IMPORTANT TELEPHONE NUMBERS

For questions about the FISAP and this desk reference, call the COD School Relations Center between 8 a.m. and 11 p.m. Eastern time (ET), Monday-Friday, at 1-800-848-0978.

### HOW TO ACCESS THE COMMON ORINATION AND DISBURSEMENT (COD) WEBSITE

You can access the FISAP in COD at <https://cod.ed.gov/>. To access the FISAP, you must be registered. If you are already registered, click on the Welcome page “Login” button, read and accept the Rules of Behavior, and enter your User ID and password. If you do not have access to the COD System, or you need to have a role type added to your account, your destination point administrator (DPA) will need to enroll you through the <https://fsawebenroll.ed.gov> website.

Once logged into COD, navigate to Campus-Based by selecting the School tab from the top of the web page and then select the Campus-Based link from the left navigation menu. From the Campus-Based Homepage, you will select “FISAP,” then “FISAP Dashboard” from the left navigation to complete and submit your FISAP and receive real-time validation edits.

#### ***WHAT IF I HAVE FORGOTTEN MY PASSWORD?***

Click the “Login” button, read and accept the Rules of Behavior, and click on the “Forgot Password?” link. Re-enter your FSA User ID. You will then be asked a challenge question; once you respond correctly, you will need to create a new password. In an hour, you should be able to access the COD Web Site.

#### ***WHAT IF MY SCHOOL IS NEW TO THE CAMPUS-BASED PROGRAMS?***

If you do not possess a current Program Participation Agreement for the Title IV programs or are a first-time participant in the Campus-Based programs, you will need to apply for participation through the Department of Education's Federal Student Aid School Participation Division. An online application to participate in federal student aid programs is available at <https://eligcert.ed.gov/>.

### HOW TO REGISTER A DESTINATION POINT ADMINISTRATOR (DPA)

If your school is new to the Campus-Based programs, you need to assign someone as your school's DPA. The DPA must login to <https://fsawebenroll.ed.gov/> and enroll in the Student Aid Internet Gateway (SAIG).

### WHEN TO SUBMIT THE FISAP

You must complete and submit the FISAP before midnight on October 1, 2018.

### WHEN TO SUBMIT THE REALLOCATION FORM

If your school plans to return unexpended Campus-Based program funds to the Department of Education (Department) or request supplemental Federal Work-Study (FWS) funds for community

service jobs, you must complete and submit a Reallocation Form to the Department before midnight, August 13, 2018. See section “Completing the Reallocation Form (For Continuing Schools Only)” for a discussion of this form.

## HOW TO OBTAIN COMPLIANCE CERTIFICATION

In Part I of the FISAP (Identifying Information, Certification and Warning), the Department has combined the anti-lobbying certification with the FISAP certification and signature page. You must print the combined certification and signature pages. From the “FISAP Dashboard” download Part I of the FISAP. Have your school’s CEO provide an ORIGINAL SIGNATURE. This signature provides for compliance with certification requirements under 34 CFR Part 82, “New Restrictions on Lobbying.” The certification shall be treated as a material representation of fact that the Department will rely on when it determines to award the covered transaction, grant, or cooperative agreement.

For more information about the certification and signature pages, see section “Completing the FISAP,” Step 4.

## HOW TO REQUEST AN UNDERUSE OF FUNDS WAIVER

If your school has reported on the FISAP an unexpended amount of 10 percent or more of its total Federal Supplemental Educational Opportunity Grant (FSEOG) or Federal Work- Study (FWS) allocation for the 2017–18 Award Year or has returned 10 percent or more on the Reallocation Form, you will receive a reduction of that program’s 2019–20 allocation equal to the amount of returned 2017–18 funds.

You may request a waiver of the underuse of funds penalty by selecting the “yes” button in Part II, Section C, Field 6. Upon performing the validation process, you must provide a justification for your waiver request with Edit #02090. There, you must explain the circumstances that caused the underuse of your allocation and provide a plan to prevent future underuse. The waiver request deadline is **February 4, 2019**.

A review panel will consider each waiver request and will respond to schools via email. The email directs schools to the COD Web Site so they can view the results of their requests on the “Self-Service” screen.

## HOW TO VIEW FISAP ERRORS AND WARNINGS (USING REAL-TIME DATA VALIDATION)

The validation feature is designed to provide easy and immediate validation of FISAP data. The system generates edits (error/warning) messages that you may correct, or you may explain by providing additional information. You need not address all validation warnings before submitting the FISAP (except for certain errors—see below.) Most errors will not need to be corrected before submitting the FISAP. However, because any incorrect or missing data might affect your school’s funding, you should correct or explain all validation edits as soon as possible, but no later than **December 14, 2018**, when edit corrections are due. There will be no edits accepted after **December 14th** without prior approval from the Department.

Upon selecting a FISAP to begin or edit from the “FISAP Dashboard” page, the option to validate will appear on each page throughout the FISAP. You may choose specific Part(s) of the FISAP to validate, or perform validation on the entire FISAP at once. Simply select the manner in which you wish to validate and click the “Validate” button.

Another way to validate is by clicking the “Submit” button at the bottom right of the same page. Selecting “Submit” will automatically validate your entire FISAP and will then allow you to proceed to submission.

**Some validation edits must be corrected before your submission will be accepted.** These edits are 01020, 03000, 03010, 04200, 04630, 04640, 08130, 08140, 09172, and 09175. For details on these edits, see section “Completing the FISAP,” Steps 2 and 3.

After you select one of the links mentioned above, any applicable validation edit/error numbers and edit/error messages will be displayed on a validation worksheet. The worksheet contains a PDF copy so you can download or print copy for your records.

As mentioned above, you will be able to either explain or correct your validation edits/errors. Here is how it works:

- **Correcting Errors** – A “Fix Error” or “Fix Warning” button is located to the right of the error/warning message. Clicking the button will take you to the FISAP page where the error occurs. The error message text will describe other fields affected by the error, which you might also need to correct.
- **Logging Warnings** – You can “log” certain items that appear to be errors by explaining why they are not errors. To provide additional information about a warning message, expand the “Provide Additional Information” accordion under the warning message on the Validation page. After entering your explanation, click the “Save” button to record your explanation for that edit/warning message. If the explanation is sufficient, you will not have to correct those items. Note that your explanation does not remove an edit message but allows the Department to decide if you should be contacted about your explanation.

For additional information on validation, see section “Completing the FISAP,” Steps 2 and 3.

## HOW TO ACCESS HELP AND SELF-SERVICE FEATURES

The Useful Documents feature on the Campus-Based Homepage provides a link to download the FISAP instructions for the appropriate year. The FISAP Instructions can also be found by clicking on “Campus-Based Resources.”

The “Self-Service” feature found in the left navigation menu is designed to provide easy and immediate access to your school’s current and prior year Campus-Based information, for the 2019–20 through the 2013–14 FISAP application years. Within the “Self-Service” feature, you can access the “Notifications” page to view and print copies of any Campus-Based notifications applicable to your school. You can also access the “Submission Log” to view a record of your school’s Campus-Based form submissions.

To make the site accessible to all users, some forms and reports are viewable via Adobe Acrobat Reader. You can download a free copy of this software at [www.adobe.com](http://www.adobe.com), using the link provided on the COD Web Site.

## HOW TO PRINT THE FISAP

### ***PRINTING FORMS FROM THE FISAP DASHBOARD***

From the “FISAP Dashboard” page, you may access PDF copies of any Draft and Submitted FISAPs from the 2019–20 through the 2013–14 FISAP application years. The available forms and reports are accessed through their links.

If the “PDF” icon is displayed next to the link, the document will be displayed in .pdf format. You will then use the File/Print function of the dropdown menu in the Adobe Acrobat reader dropdown menu.

Other links will open the report in a new window and may be printed using the File/Print function of the dropdown menu in the new window.

### ***PRINTING PROBLEMS***

There are several factors that can cause printing issues (i.e., pop-up blockers and firewalls), and because each system is unique, they are difficult to troubleshoot. Below we’ve listed the most common occurrences and the fixes we’ve found for most versions of Windows.

In general, make sure you have the latest version of Adobe Acrobat Reader and are using Microsoft Internet Explorer. You can access the software directly at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html).

### **Check the Internet Explorer Compatibility View Settings**

- From the Campus-Based Self-service page, select “Tools” from the Internet Explorer (IE) menu at the top left hand side of the page
  - If you only see “Tools” on the top right part of the page, you do not have the menu bar on
    - Right-click on any blank grey space on the IE tool bar
    - Select “Menu Bar”
- Under “Tools,” select “Compatibility View Settings”
- Select the last check box option “Display all websites in Compatibility View”
- Select “Close”
- Completely close IE
- Re-open IE
- Log back into the COD website (<https://cod.ed.gov>)
- At the Self-Service page, select the PDF again
  - **If the text displays, but no data**, check to see if there is a yellow or pink banner across the top of the page
  - Select “Tools” from the IE Menu
  - Select Options
  - Select “Trust this site”
  - If an error is displayed about the security certificate, select “Continue”

### **In Internet Explorer – Allow saving of encrypted pages to disk**

- Select “Tools”
- Select “Internet Options”

- Select “Advanced” tab
- Scroll to the “Security” section
- Uncheck the option “do not save encrypted pages to disk”
- Completely close IE
- Re-open IE
- Log back into the COD website (<https://cod.ed.gov>)
- At the Self-Service page, try to print the PDF again

### **In Internet Explorer – Delete Files, Delete Cookies, Clear History**

- Select “Tools”
- Select “Internet Options”
- Select “General” tab
- Select “Delete”
- Checkmark the following options:
  - “Temporary Internet files”
  - “Cookies”
  - “History”
  - “Download History”
  - “Form Data”
  - “Passwords”
  - “ActiveX Filtering and Tracking Protection data”
- Select “Delete”
- Allow the process to complete, then select “OK”
- Completely close IE
- Re-open IE
- Log back into the COD website (<https://cod.ed.gov>)
- At the Self-Service page, try to print the PDF again

### **In Internet Explorer – Lower Privacy Level**

- Select “Tools”
- Select “Internet Options”
- Select “Privacy” tab
- Move privacy level slide bar to “Accept All Cookies”
- Apply changes
- Completely close IE
- Re-open IE
- Log back into the COD website (<https://cod.ed.gov>)
- At the Self-Service page, try to print the PDF again

### **When all else fails:**

- Contact your institution’s IT staff to ensure local computer or network settings are not the issue.
- If you still have questions, please call the COD School Relations Center at 1-800-848-0978 or email [CODSupport@ed.gov](mailto:CODSupport@ed.gov) for assistance or to request a PDF version of the report you are having trouble printing. Please be sure to include your school’s 8-digit OPEID and contact information along with the details of your request.

## **DEFINITION OF A COMPLETE FISAP SUBMISSION**

The deadline for submitting a complete FISAP and providing the signature is October 1, 2018. If you have any questions about preparing your FISAP, contact the COD School Relations Center at 1-800-848-0978 or email your questions to [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

A complete FISAP submission to the Department means:

1. You have received a real-time acknowledgment of your completed FISAP. (For details, see section “Completing the FISAP,” Step 3.)

### ***AND***

2. You have provided a hard copy signature to the completed FISAP form and the Lobbying certification form (if applicable). (For details, see section “Completing the FISAP,” Step 4.)

**Note:** A “complete FISAP submission” does not necessarily mean you must complete the entire FISAP. For example, your school might not participate in all three programs. Also, you might only be applying for funds for 2019–20 or only reporting on Campus-Based program funds expended in 2017–18.

The FISAP is divided into three main components: Identifying Information, Certification and Warning (Part I); the Application to Participate (Part II); and the Fiscal Operations Report (Parts III, IV, V, and VI).

### ***PART I - IDENTIFICATION***

All schools must complete this part. The CEO must provide an original signature on the printed form that must be mailed or hand delivered by the October 1, 2018 deadline date to:

For regular mail:

U.S. Department of Education  
P.O. Box 9003  
Niagara Falls, NY 14302

For overnight mail:

U.S. Department of Education  
2429 Military Road, Suite 200  
Niagara Falls, NY 14304

### ***PART II – APPLICATION***

You must complete Part II if you want to request funds for your school for the 2019–20 Award Year.

### ***PART III – PERKINS LOAN REPORT***

You must complete Part III if your school is a continuing participant in the Federal Perkins Loan Program, or your school is in the process of liquidating its Federal Perkins Loan Fund.

**Note:** Even though your school did not receive a Federal Capital Contribution for the 2017–18 Award Year, you must complete Part III to report all collections and expenditures if your school made loans from its Perkins Fund. If your school has decided to end its participation in Perkins,

your school must continue to report its Perkins Fund activity until your school officially completes the liquidation process. Please refer to guidance provided in the Perkins Liquidation and Assignment Section of the [Campus-Based Processing Information page](#) available on the IFAP website at <https://ifap.ed.gov/> or contact the COD School Relations Center at 1-800-848-0978 or [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

***PART IV – FSEOG REPORT***

You must complete Part IV if your school received FSEOG federal funds for the 2017–18 Award Year.

***PART V – FEDERAL WORK-STUDY***

You must complete Part V if your school received FWS funds for the 2017–18 Award Year.

***PART VI – PROGRAM SUMMARY***

You must complete Part VI, Section A, if you participated in the Federal Perkins Loan, FSEOG, or FWS program in the 2017–18 Award Year. You must complete Part VI, Section B if you are claiming an administrative cost allowance for the 2017–18 Award Year.

**Section A** asks you to identify aid recipients by type of student (for example, dependent and independent undergraduates) and by income category. You must enter the amount spent in each category of aid recipient.

**Section B** assists you in calculating the administrative cost allowance.

## COMPLETING THE FISAP

### STEP 1: COMPLETE THE FISAP DATA

1. Read the FISAP Instructions to make sure you complete data fields correctly.
2. If multiple school files are set up, you will need to choose the correct school in COD prior to accessing the Campus-Based System.
3. Navigate to the “FISAP Dashboard” page under “FISAP” in the left Navigation Menu. Select the FISAP Year. You will be taken to the “Update FISAP” page to choose the part you wish to complete. Parts of the FISAP can be completed by clicking the “Begin” or “Edit” button next to the appropriate Part on the “Update FISAP” page.
4. Enter data or change data in the fields on each page. To switch between sections of a Part, select a new section from the FISAP navigation tabs above the FISAP form fields. To switch between parts, click the “Return to FISAP Parts” link, which is present throughout the website above the FISAP navigation tabs.
5. Upon completing each section, select the “Save” button. The page will refresh and all data on the screen will be saved.
6. Respond to edits or errors (if applicable) by changing data or providing an explanation. Use the “Provide Additional Information” option on the “Validation” page to explain errors or to submit any additional information you want to include with this application.

### STEP 2: COMPLETE THE VALIDATION PROCESS

The “Validate” option provides quick access to available validation data for the current FISAP. The school name is visible from the header, and additional details such as OPEID can be viewed by clicking on the School Name in the page header.

There are three columns in the validation report:

- “Error” lists the unique error number that was encountered.
- “Validation” presents the details of the error, including where it occurred and how to fix it.
- “Fix Error” is a button that returns the user to the field(s) affected and allows for an opportunity to correct mistakes.

Additional information can be provided by expanding the “Provide Additional Information” accordion under the error details. Enter your explanation in the text box and click “Save” to submit additional information for that error. You will need to repeat this step for each error for which you wish to provide additional information.

The validation process also begins upon selecting the “Submit” link, which takes the user to the “FISAP – Validation” page.

**STEP 3: SUBMIT THE FISAP**

Click “Submit” to transmit your FISAP. Note there are twelve critical errors that, if not corrected, will halt the submission process. These errors are described in the table below.

<b>EDIT CODE</b>	<b>ERROR MESSAGE</b>	<b>FIELD NAME</b>
01020	You must complete the FAA section in Part I, Field 6 before you are allowed to Submit. Please fill in this section and then re-run the Submit process.	Part I, Section A, Field 6, FAA Email Address
03000	In Part II, Section D, you have selected your school as “Traditional,” but you have data in both the traditional and non-traditional enrollment grids. Please remove data in the non-traditional enrollment grid, or change your school’s calendar to “Non-traditional.” You will NOT be able to submit your data until this is corrected.	Part II, Section D, “My school’s calendar is: Traditional Non-Traditional.”
03010	In Part II, Section D, you have selected your school as “Non-Traditional,” but you have data in both the traditional and non-traditional enrollment grids. Please remove data in the traditional grid, or change your school’s calendar to “Traditional.” You will NOT be able to submit your data until this is corrected.	Part II, Section D, “My school’s calendar is: Traditional Non-Traditional.”
04200	In Part III, Section A, Field 58(c) must equal Field 58(d). You will NOT be able to submit your data until this is corrected.	Part III, Section A, fields 58(c) and 58(d), Total debits and credits
04630	WARNING! In Part III, Section A, the data in Field 56(c) has changed since last year. You must explain the change on the “Additional Information screen in enough detail for the Department to assess the entry’s validity. You will NOT be able to submit your data until this is corrected.	Part III, Section A, Field 56(c), Balancing Adjustments (Debits)
04640	WARNING! In Part III, Section A, the data in Field 57(d) has changed since last year. You must explain the change on the “Additional Information” screen in enough detail for the Department to assess the entry’s validity. You will NOT be able to submit your data until this is corrected.	Part III, Section A, Field 57(d), Balancing Adjustments (Credits)
08130	In Part IV, Section E, Field 17 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part IV, Section E, Field 17, Expended FSEOG Authorization

EDIT CODE	ERROR MESSAGE	FIELD NAME
08140	In Part IV, Section E, Field 18 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part IV, Section E, Field 18, Unexpended FSEOG Authorization
09172	In Part V, Section E, Field 18 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part V, Section E, Field 18, Expended FWS Authorization
09175	In Part V, Section E, Field 19 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part V, Section E, Field 19, Unexpended FWS Authorization

## STEP 4: SIGN THE COMBINED CERTIFICATION AND SIGNATURE PAGES

### ***MANUAL SIGNATURE for the FISAP FORM***

You are required to send the hard copy of the combined certification and signature pages—containing Section A information and containing, in Section B, the original signature of your school’s Chief Executive Officer (which includes the President, Chancellor or Director)—to the address below. Print out these pages by downloading the “Part I” PDF on the “FISAP Dashboard.” This option will appear once your FISAP has been submitted.

Mail the signature pages to the following address:

For regular mail:

U.S. Department of Education  
P.O. Box 9003  
Niagara Falls, NY 14302

For overnight mail:

U.S. Department of Education  
2429 Military Road, Suite 200  
Niagara Falls, NY 14304

### ***SIGNATURE SUBMISSION REQUIREMENTS***

You are required to submit signature pages only once a year with the initial FISAP submission—not every time you submit a FISAP update or correction.

### ***SCHOOL’S FISAP SUBMISSION LOG***

A Signature will be recorded on your schools submission log when the signature pages have been received by the Department.

### ***VIEWING THE SUBMISSION LOG***

You may review your school’s submission log at any time by logging in to the COD Web Site at <https://cod.ed.gov>, and navigating to the “Submission Log” page under the “Self-Service” item in the left navigation menu.

### ***LOBBYING CERTIFICATION***

The full text of the lobbying certification will be displayed and print as part of the Signature/Certification and Warning page.

### ***ELECTRONIC SUBMISSION OF THE LOBBYING FORM (SF-LLL)***

If your school received \$100,000 or more for FSEOG and/or FWS AND your school performs lobbying activities, you must submit Standard Form-LLL Disclosure of Lobbying Activities signed by your institution’s CEO, when you submit your FISAP signature page.

The Lobbying Form must be submitted electronically; however, the signature page must be mailed to the Department.

The Lobbying Form can be accessed from the Forms and Waivers section on the left navigation.

### ***MANUAL SIGNATURE for the LOBBYING FORM***

Print the Lobbying form by clicking the Print Friendly Version link on the form. Mail the signed Lobbying Form to the following address:

For regular mail:

U.S. Department of Education  
P.O. Box 9003  
Niagara Falls, NY 14302

For overnight mail:

U.S. Department of Education  
2429 Military Road, Suite 200  
Niagara Falls, NY 14304

### ***ANNUAL SUBMISSION OF SIGNATURE PAGES***

You submit signature pages only once a year with the initial FISAP submission —not every time you submit a FISAP update or correction. To see if your signature pages have been logged as submitted, go to <https://cod.ed.gov> and log in, then select “Self-Service,” then “Submission Log.”

## **STEP 5: SUBMIT EDIT CORRECTIONS AND PERKINS CASH ON HAND**

All schools are not required to submit FISAP corrections, but if your school is a Perkins Loan school, in Part III, Section A, Field 1.2, you will need to update your “Cash on Hand” figure as of October 31, 2018. Schools can submit corrections to their original FISAP submissions until December 14, 2018.

## COMPLETING THE REALLOCATION FORM (FOR CONTINUING SCHOOLS ONLY)

If you have unexpended 2017–18 FSEOG and/or FWS, you will need to complete Section A of the Reallocation Form. If you want to request supplemental FWS funds for community service jobs for the 2018–19 Award Year, you must complete Section B.

To complete the Reallocation Form:

1. Click on the “Forms and Waivers” section on the left side navigation and select the “Manage Application” page.
2. Select the “Application Year” from the dropdown and click “Search” to view all of the existing forms and waivers for the selected school and application year.
3. Locate the row containing “Reallocation Form” in the table and click on the “Create” link underneath the “Action” Column. **Note:** After August 13, 2018, you will not be able to complete any items on the form.
4. Note that the following fields are pre-populated on the form: Name of Institution, Address, City, State, Zip, and OPEID Number. Below these displayed fields, enter reallocation information. At the bottom of the page are “Exit” and “Submit” buttons.
5. Complete Section A and Section B (if necessary), and then begin validation by selecting “Submit” at the bottom of the page.
6. Unexpended program funds cannot be greater than program award amounts; therefore, if any of the following three critical errors occurs, the Reallocation Form cannot be submitted:
  - Error 00200—the amount in Field 1 is greater than the 2017-2018 original plus supplemental FSEOG allocation.
  - Error 00210—the amount in Field 2 is greater than the 2017-2018 FWS original plus supplemental allocation.
  - Error 00220—the amount in Field 3 is greater than the 2017-2018 Perkins Loan FCC original plus supplemental allocation. (You did not receive any FCC because Congress did not authorize funds.)

If an error occurs, check your figures with your Chief Fiscal Officer and correct the mistake.

7. The Reallocation Form submission is then complete and officially identified in the database, which logs the submission and the name of the school that submitted the Reallocation Form. The user will be returned to the “Manage Application” page where they can view the status of the submitted form and/or download the completed form.

If you have any questions about the FISAP and/or the reallocation process, please call the COD School Relations Center at 1-800-848-0978 or email your questions to [CODSupport@ed.gov](mailto:CODSupport@ed.gov).