



November 2008

CB-08-12

Subject: FISAP Edit Corrections and Perkins Cash on Hand Update Due December 15, 2008

Dear Colleague:

As noted on page v of the instructions for the Fiscal Operations Report for 2007-2008 and the Application to Participate for 2009-2010 (FISAP), all corrections to FISAP data and correction of edit errors must be submitted to the Department of Education (the Department) **by Monday, December 15, 2008**. Also by this deadline, a school that participates in the Federal Perkins Loan (Perkins Loan) Program must update its Perkins cash on hand as of October 31, 2008.

The questions and answers that follow provide information about the process for submitting FISAP edit corrections/explanations by the December 15th deadline and updating Perkins cash on hand as of October 31, 2008.

QUESTIONS AND ANSWERS

Corrections to FISAP Data and Edit Errors by December 15, 2008

Q1: How do I know if my school has outstanding edit errors on its FISAP data that must be corrected/resolved by December 15, 2008?

A1: A school receives real-time validation edit errors when it completes and submits the FISAP online via the [eCampus-Based \(eCB\) Web site](#). After submitting your school's FISAP, you can access your school's FISAP edit errors by logging in to the [eCB Web site](#) and clicking on the "Validation" link. Then, click on "Validate All" on the left navigation bar. Validation error numbers and the corresponding error messages will display on the screen.

Q2: After reviewing validation errors, how do I correct my school's FISAP data?

A2: A "Fix Error" link is located to the right of each validation error message. Clicking on this button will display the FISAP page on which the error last occurred. Additionally, all other pages on which that error occurred will be identified for correction.

In some cases, your school can provide information relevant to an error message. A "Log" check box is located next to most validation error messages. Clicking on this link will display the Additional Information page on which you can enter the relevant information.

Q3: If I entered incorrect data at the time I submitted my school's FISAP, can I correct it by the December 15, 2008 deadline?

A3: Yes. To correct the data, log in to the [eCB Web site](#) and change the incorrect response in the applicable section of the FISAP. If you need to make any other corrections or enter comments, do so, click the "Validate All" button to determine if the validation edit has cleared or if further corrections are needed, and then click the "Submit" button.

Q4: How do I update items that have changed since I originally filed my school's FISAP?

A4: To make changes to data that have changed since you originally filed your school's FISAP, (for example, items in Part II that relate to the total amount of Pell, ACG, and National SMART Grant expenditures), log in to the [eCB Web site](#) and change the response in the applicable section of the FISAP. Once you have made the changes, click the "Validate All" button to ensure that there are no validation edits then click the "Submit" button.

Q5: How do I know the Department has received my school's edit error corrections/explanations?

A5: To verify your school's edit corrections/explanations, 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 submission of your school's edit error corrections/explanations.

Q6: What if my school needs to make a correction to the FISAP after the December 15, 2008 deadline?

A6: If there is a need to make a correction after December 15, 2008, you will need to access the [eCB Web site](#) and make the necessary correction. This data will be saved in a Working Copy of the FISAP. You must also justify the need to make the correction on the Additional Information page in the system. However, you will not be able to submit the correction at this stage in the process. Your request will be reviewed by the Department, and you will be notified if the correction is allowed. If the correction is allowed, you will then access the [eCB Web site](#) and submit the correction. If more information is needed, you will be asked to provide this information in the justification.

Reporting Perkins Cash on Hand by December 15, 2008

Q7: How do I update my school's Perkins cash on hand as of October 31, 2008?

A7: To update this information, log in to the [eCB Web site](#) and enter an amount in Part III, Section A, Line 1.2, column a of the FISAP. Instructions for completing this item are on page III-3 of the FISAP instructions booklet available on the [eCB Web site](#). If you need to make any other corrections or enter comments, do so and then click the "Submit" button.

Q8: If my school does not participate in the Perkins Loan Program, and it does not have any FISAP edit errors to correct/resolve, do I need to take any action by December 15, 2008?

A8: No. The Department will continue to review your school's information and explanations. If more information or action is needed, the Department will call the Financial Aid Administrator identified provided in your school's FISAP.

For additional information about FISAP edit corrections and the Perkins cash on hand update, 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,

A handwritten signature in cursive script that reads "Sherlene McIntosh".

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