



June 2006

CB-06-09

Subject: 2005-2006 Campus-Based Reallocation Form and Process

Summary: This letter describes the 2005-2006 Campus-Based Reallocation Form and process.

Dear Colleague:

The Campus-Based Reallocation Form (ED Form E40-4P) for 2005-2006 has been approved by the Office of Management and Budget (OMB). This form will be available for electronic completion and submission on the eCampus-Based Web site ([www.cbfsap.ed.gov](http://www.cbfsap.ed.gov)) in late July 2006.

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 a school's 2005-2006 allocations or to request supplemental 2006-2007 FWS funds for community service jobs. As announced in the "Notice of the 2006-2007 Award Year Deadline Dates for the Campus-Based Programs," published in the Federal Register on March 27, 2006 (71 FR 15180), the date by which a school must electronically submit this form is **Friday, August 18, 2006**.

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

## QUESTIONS AND ANSWERS

**Q1: Under what circumstances do we 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 2005-2006 allocation in any of the three campus-based programs; or
- 2) Wants to request supplemental 2006-2007 FWS funds to pay students in community service jobs (not for any other purpose), **and** the school

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a) Spent at least 5 percent of its total 2005-2006 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 2006-2007 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 2005-2006 Award Year as supplemental allocations for the 2006-2007 Award Year. Since we have authority to reallocate 2005-2006 funds only until September 30, 2006, we cannot wait until we have schools' expenditure data from the 2005-2006 Fiscal Operations Report and 2007-2008 Application to Participate (FISAP) due September 29, 2006. It is important that schools release unexpended campus-based funds now so they can be used to fund needy students for the 2006-2007 Award Year. Unexpended 2005-2006 funds not released by September 30, 2006 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, a school will need a PIN and a TG number from us. 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 ([www.cbfnisap.ed.gov](http://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 ([www.cbfnisap.ed.gov](http://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, 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 ([www.cbfnisap.ed.gov](http://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 us electronically via the eCB Web site. After completing the Campus-Based Reallocation Form, click the "Submit" button to submit the form to us.

To verify 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 the Campus-Based Reallocation Form submission.

**Q6: By what time on August 18, 2006 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.

For additional information about the Campus-Based 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). You may also e-mail [CBFOB@ed.gov](mailto:CBFOB@ed.gov).

Sincerely,



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

Attachments/Enclosures:

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