



July 2007

CB-07-13

Subject: 2006-2007 Campus-Based Reallocation Form and Process

Summary: This letter describes the 2006-2007 Campus-Based Reallocation Form and process.

Dear Colleague:

The Campus-Based Reallocation Form (ED Form E40-4P) for 2006-2007 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 at <http://cbfisap.ed.gov> in late July 2007.

The Campus-Based Reallocation Form is used in the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Perkins Loan (Perkins) programs (the campus-based programs) to release unexpended portions of a school's 2006-2007 allocations or to request supplemental 2007-2008 FWS funds for community service jobs. As announced in the "Notice of the 2007-2008 Award Year Deadline Dates for the Campus-Based Programs," published in the Federal Register on March 30, 2007 (72 FR 15124), the date by which a school must electronically submit this form is **Friday, August 17, 2007**.

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 2006-2007 allocation in any of the campus-based programs; or
- 2) Wants to request supplemental 2007-2008 FWS funds to pay students in community service jobs (not for any other purpose), **and** the school

- a) Spent at least 5 percent of its total 2006-2007 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 2007-2008 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 2006-2007 Award Year as supplemental allocations for the 2007-2008 Award Year. Since we have authority to reallocate 2006-2007 funds only until September 30, 2007, we cannot wait until we have schools' expenditure data from the 2006-2007 Fiscal Operations Report and 2008-2009 Application to Participate (FISAP) due October 1, 2007. It is important that schools release unexpended campus-based funds now so they can be used to fund needy students for the 2007-2008 Award Year. Unexpended 2006-2007 funds not released by September 30, 2007 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: To access the Campus-Based Reallocation Form, log in to the [eCB Web site](#) and 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 and select the "Help" link on the top navigation bar. Select "Contents" on the left side of this page, select "Setup," and then, 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 17, 2007 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.

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