

CORRESPONDENCE SUMMARY

DATE:

TO: Sue Szabo, General Manager, Business Operations, Federal Student Aid

FROM: William Leith, General Manager, Program Operations Channel 

SUBJECT: Approval from OMB for Student Aid Internet Gateway (SAIG)
Enrollment Form on Cyclical Changes for 2012-2013

CONTACT PERSON AND PHONE NUMBER: Tawana Lewis, (202) 377-3738

BACKGROUND:

Application Processing Division (APD) requests approval to begin the OMB change worksheet approval process for the Student Aid Internet Gateway (SAIG) Enrollment Form (web and paper versions) for the 2012-2013 processing cycle. The objective is to obtain approval for the changes to the form for the upcoming cycle. The current forms (OMB No: 1845-0002) for the 2011-2012 processing cycle will expire on 12/31/2011. The paper version will only be used if requested by the customer. The production forms must be accessible to the public by December 12, 2011 so that (1) new organizations can enroll in SAIG and be able to transmit and receive information from the Title IV application systems beginning January 1, 2012; and (2) existing organizations will be able to change their demographic information, and/or add or delete services. The clearance schedule includes a review period for OMB clearance.

Enclosed in this clearance package are:

- Certification for Paperwork Reduction Act Submissions
- OMB 83C Paperwork Reduction Act Change Worksheet
- Participation Management System Enrollment Form Tables Spreadsheet
- SAIG Enrollment Form (paper version of current enrollment form to be completed by postsecondary educational institutions, institutional third-party servicers, FFELP Guaranty Agencies and guaranty agency servicers, with changes highlighted on the form for the 2011-2012 cycle-redline)
- SAIG Enrollment Form (paper version of current enrollment form to be completed by postsecondary educational institutions, institutional third-party servicers, FFELP Guaranty Agencies and guaranty agency servicers, with changes accepted)
- SAIG Enrollment Form (paper version of current enrollment form to be completed by state scholarship and grant agencies, with changes highlighted on the form for the 2011-2012 cycle-redline)
- SAIG Enrollment Form (paper version of current enrollment form to be completed by state scholarship and grant agencies, with changes accepted)
- SAIG Enrollment Form (paper version of new enrollment form to be completed by Local Educational Agencies, Public and Private Secondary Schools, State and Guaranty Agencies)

with changes highlighted on the form for the 2011-2012 cycle-redline)

- SAIG Enrollment Form (paper version of new enrollment form to be completed by Local Educational Agencies, Public and Private Secondary Schools, State and Guaranty Agencies with changes accepted)

Because we recently completed our system requirements for the next processing cycle, we will not be able to provide screenshots of the web site that include the changes for 2012-2013 until approximately ~~October~~ 2012. The numbered and highlighted areas on the paper form correspond to the changes listed on the form change pages.

IMPACT ON CUSTOMERS OR PARTNERS:

The Department could potentially delay the delivery of student aid for an undetermined number of students for the 2012-2013 processing cycle (beginning 01/01/2012) and future processing cycles. The delay could occur because of the following: (1) new institutions would not be able to enroll and obtain a TG# (identifier used by institutions to exchange data with various Federal Student Aid systems) to electronically transmit data via SAIG, (2) existing institutions would not be able to change Destination Point Administrators and/or demographic information, and (3) existing institutions would not be able to request and/or delete services. These institutions include postsecondary schools; third party servicers; lenders; state and/or guaranty agencies.

IF THIS DOCUMENT MUST BE SIGNED BY A CERTAIN DATE, ENTER DATE AND REASON WHY:

November 23, 2011: In order to comply with the ED OM RIMS and OMB review period.

OPE Clearance Required: Yes _____ No X

Department (ED) Review or Comments (if applicable) Name/Office: _____ Date: _____

Controlled Correspondence: _____ Yes – Control Number: _____ X No

Control Number: 1845-0002

Name	Function	Signature/Date
Tawana Lewis	Participation Management Manager	<i>Tawana M Lewis</i>
Marilyn LeBlanc	Director, Application Processing Division	<i>J. Gallen</i> on behalf of Marilyn LeBlanc
Dan Klock	Program Specialist, Policy Liaison and Implementation	<i>Dan Klock</i>
Jeff Baker	Director, Policy Liaison and Implementation	<i>Jeff Baker</i>
William Leith	General Manager, Program Operations Channel	<i>William Leith</i>
Sue Szabo	General Manager, Business Operations	<i>Sue Szabo</i>

X Approved

_____ Disapproved

Additional requirements: _____