

[Instructions CTP - Intellectual Disabilities Expenditure Report](#)

[Supplemental FISAP Instructions](#)

Instructions for the 2016-2017 Financial Assistance for Students with Intellectual Disabilities Expenditure Report

It is important that you read the instructions for the “2016-2017 Financial Assistance for Students with Intellectual Disabilities Expenditure Report” thoroughly before completing and submitting it to the Department.

Additionally, it is also important that you read the “Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2016-2017 and Application to Participate for 2018-2019 (FISAP)”

Submit the Report Electronically

You must submit a completed “2016-2017 Financial Assistance for Students with Intellectual Disabilities Expenditure Report” to the Department by the September 29, 2017 deadline. You must transmit your expenditure report electronically. To access the expenditure report, login to the eCampus-Based (eCB) system (<https://cbfisap.ed.gov>) and select “Setup.” From the Setup screen you will have access to the “CTP-Intellectual Disabilities” link.

Options for Signing the Report

You are also required to sign the expenditure report.

eSignature – The CEO may sign the report electronically through the eSignature tab at the top of the eCampus-Based screen. Instructions are available through the Help Tab.

Manual Signature – The CEO may provide an original signature on the printed form that must be mailed or hand delivered. Instructions for printing the form are available through the Help Tab. If you mail the printed and signed expenditure report, it must be sent to the following address:

United States Department of Education
Federal Student Aid
Grants & Campus-Based Division
CTP Program
830 First Street, NE, Rm 64F2
Washington, DC 20202-5453

If the printed and signed expenditure report is hand delivered by commercial carrier, use the same address except the zip code is 20002.

2016-2017 Financial Assistance for Students with Intellectual Disabilities Expenditure Report

At the top of the expenditure report the name, state and OPE ID for your institution are prefilled.

Federal Pell Grant (Pell Grant) Program

Line 1. Report the number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program who received Pell Grant funds for the 2016-2017 Award Year.

Line 2. Report the total amount of Pell Grant funds disbursed for the 2016-2017 Award Year to students who were enrolled in the Department-approved Comprehensive Transition and Postsecondary program.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Line 3. Report the number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program who received FSEOG funds for the 2016-2017 Award Year.

Line 4. Report the total amount of FSEOG funds disbursed for the 2016-2017 Award Year to students enrolled in the Department-approved Comprehensive Transition and Postsecondary program. The amount reported must consist of the required 25 percent nonfederal plus 75 percent federal shares, unless your institution had an approved waiver of the institutional share requirement.

Line 5. Report the federal share of the total FSEOG funds disbursed for the 2016-2017 Award Year to students enrolled in the Department-approved Comprehensive Transition and Postsecondary program. Line 5 must equal 75 percent of Line 4, unless your institution had an approved waiver of the institutional share requirement.

Federal Work-Study (FWS) Program

Line 6. Report the number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program who earned FWS compensation for the 2016-2017 Award Year.

Line 7. Report the total FWS earned compensation paid for the 2016-2017 Award Year to students enrolled in the Department-approved Comprehensive Transition and Postsecondary program. The amount reported must consist of the appropriate required nonfederal plus federal shares, unless your institution had an approved waiver of the institutional share requirement.

Line 8. Report the federal share of the total FWS earned compensation paid for the 2016-2017 Award Year to students were enrolled in the Department-approved Comprehensive Transition and Postsecondary program. Line 8 must reflect the appropriate federal share rate(s) of Line 7.

Unduplicated Student Count

Line 9. Report the total unduplicated number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program that received funds under one or more of the Pell Grant, FSEOG, and FWS programs for the 2016-2017 Award Year.

This field should include all students reported in lines 1, 3, and 6. "Unduplicated means each student is counted/reported at line 9 only **ONCE**, regardless of whether the student received more than one type of aid (Pell Grant, FWS, and/or FSEOG).

Example:

	<u>Pell</u>	<u>FSEOG</u>	<u>FWS</u>	<u>Unduplicated Number</u>
Student A	X		X	1
Student B		X		1
Student C	X	X		1
Student D	X	X	X	1
Total unduplicated number of students:				4

Certification

Line 10. The completed report must be signed according to one of the signature options described on page 1 by the school's Chief Executive Officer (CEO) as designated in the Postsecondary Education Participants System (PEPS). The certifying official must be aware that the information on this form is subject to audit and program review. Providing false or misleading information may result in criminal penalties.

The printed name of the CEO, title, telephone number, and e-mail address will be populated with the information in PEPS. The signature date will be populated by the eSignature process or, in the case of manual signature, populated upon receipt of the signed printed form.

Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2016-2017 and Application to Participate for 2018-2019 (FISAP)

Introduction

Under section 484(s) of the Higher Education Act of 1965, as amended, a student with intellectual disabilities who enrolls in an eligible Comprehensive Transition and Postsecondary (CTP) program may receive Title IV program funds under the Federal Pell Grant (Pell Grant), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS) programs. These students are **not** eligible to receive funding under other Title IV programs, such as the William D. Ford Federal Direct Loan Program. These students must meet all of the student eligibility requirements in 34 CFR 668.233. Under those regulations, students with an intellectual disability, among other things, do not have to be high school graduates, have obtained a GED, or have passed an ability-to-benefit test, and they do not have to be enrolled in a program that leads to a degree or certificate.

Special FISAP Supplemental Instructions

Because only a small number of institutions participating in the Campus-Based programs have approved CTP programs at this time, we have not altered the original instructions on the FISAP. The FISAP currently only refers to students in regular academic programs. However, institutions that enroll eligible students with intellectual disabilities in an approved CTP program must also include these students in the appropriate fields on the FISAP as explained below:

Application to Participate for 2018-2019 portion of the FISAP

Part II, Section A. Request for Funds for the 2018-2019 Award Year

In completing Part II, Section A, field 3 (FSEOG federal funds) and field 4 (FWS federal funds) the institution must include the funds it plans to award to students in the CTP program.

Part II, Section D. Information on Enrollment

In completing Part II, Section D, the institution must include the CTP program students as undergraduate students.

Part II, Section E. Assessments and Expenditures

In completing Part II, Section E, the institution must include any tuition and fees revenue collected for CTP program students in the undergraduate column in field 22 and it must include the Federal Pell Grant funds paid to these students in field 23(a).

Part II, Section F. Information on Eligible Aid Applicants Enrolled in Your School

In completing Part II, Section F, the institution must include the CTP program students who applied for financial aid for the 2016-2017 Award Year, regardless of whether or not they received financial aid.

Fiscal Operations Report for 2016-2017 portion of the FISAP

Part IV. FSEOG Program, Part V. FWS Program, and Part VI. Program Summary

In completing Parts IV, V, and VI of FISAP, the institution must include any CTP program students in the appropriate fields if they had received FSEOG and/or FWS funds for the 2016-2017 Award Year.