

## Instructions CTP - Intellectual Disabilities Expenditure Report

### Supplemental FISAP Instructions

#### **Instructions for the 2017-2018 Financial Assistance for Students with Intellectual Disabilities Expenditure Report**

It is important that you read the instructions for the “2017-2018 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 2017-2018 and Application to Participate for 2019-2020 (FISAP)”

#### **Submit the Report Electronically**

You must submit a completed “2017-2018 Financial Assistance for Students with Intellectual Disabilities Expenditure Report” to the Department by the October 1, 2018 deadline. You must transmit your expenditure report electronically. To access the expenditure report, login to the Campus-Based page of the COD website at (<https://cod.ed.gov>).

#### **Options for Signing the Report**

You are also required to sign the expenditure report.

**Manual Signature** – The CEO must 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.

**NOTE:** The eSignature option has been discontinued.

#### **2017-2018 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 2017-2018 Award Year.

**Line 2.** Report the total amount of Pell Grant funds disbursed for the 2017-2018 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 2017-2018 Award Year.

**Line 4.** Report the total amount of FSEOG funds disbursed for the 2017-2018 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 2017-2018 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 2017-2018 Award Year.

**Line 7.** Report the total FWS earned compensation paid for the 2017-2018 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 2017-2018 Award Year to students who 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 2017-2018 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 on page 1 by the school's Chief Executive Officer (CEO) as designated in the school's Program Participation Agreement (PPA). 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 the school's PPA. The signature date will be populated upon receipt of the signed printed form.

## **Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2017-2018 and Application to Participate for 2019-2020 (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 2019-2020 portion of the FISAP**

#### **Part II, Section A. Request for Funds for the 2019-2020 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 2017-2018 Award Year, regardless of whether or not they received financial aid.

### **Fiscal Operations Report for 2017-2018 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 2017-2018 Award Year.