Instructions for Reporting Title IV Aid to Students Enrolled in Comprehensive Transition and Postsecondary (CTP) Programs

2019–20 Financial Assistance for Students with Intellectual Disabilities Expenditure Report Instructions

Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2019–20 and Application to Participate for 2021–22 (FISAP)

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.

The "2019–20 Financial Assistance for Students with Intellectual Disabilities Expenditure Report Instructions" document provides line-by-line instructions for completing the 2019–20 Award Year Expenditure Report. It is important that you read these instructions thoroughly before completing and submitting the Report to the Department.

It is also important that you read the "Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2019–20 and Application to Participate for 2021–22 (FISAP)" that follow, which provide instruction for including students enrolled in Department-approved CTP programs on the FISAP.

2019–20 Financial Assistance for Students with Intellectual Disabilities Expenditure Report Instructions

Submit the Report Electronically

You must submit a completed "2019–20 Financial Assistance for Students with Intellectual Disabilities Expenditure Report" to the Department by the October 1, 2020 deadline. You must transmit your expenditure report electronically. To access the expenditure report, login to the Common Origination and Disbursement (COD) Web Site at (https://cod.ed.gov). From the 'School' tab, select 'Campus-Based' from the left navigation menu, then select 'Forms and Waivers' from the menu on the Campus-Based homepage.

Sign the Report

You are also required to sign the expenditure report. The CEO must provide an original signature on the printed form that must be mailed or hand delivered. Upon completing the report, click the link to 'Download Form/Signature Page' from the 'Forms and Waivers' page to obtain the hard copy of the completed report/signature page. Mail only the completed signature page (page 2 of the expenditure report) 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.

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 CTP program who received Pell Grant funds for the 2019–20 Award Year.

Line 2. Report the total amount of Pell Grant funds disbursed for the 2019–20 Award Year to the students reported on Line 1.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Line 3. Report the number of students enrolled in the Department-approved CTP program who received FSEOG funds for the 2019–20 Award Year.

Line 4. Report the total amount of FSEOG funds disbursed for the 2019–20 Award Year to the students reported on Line 3. The amount reported must consist of the required 25 percent nonfederal plus 75 percent federal shares, unless your institution received a waiver of the institutional share requirement for the 2019–20 Award Year.

Line 5. Report the federal share of the total FSEOG funds disbursed for the 2019–20 Award Year to the students reported on Line 3. Line 5 must equal 75 percent of Line 4, unless your institution received a waiver of the institutional share requirement for the 2019–20 Award Year.

Federal Work-Study (FWS) Program

Line 6. Report the number of students enrolled in the Department-approved CTP program who earned FWS compensation for the 2019–20 Award Year.

Line 7. Report the total FWS earned compensation paid for the 2019–20 Award Year to the students reported on Line 6. The amount reported must consist of the appropriate required nonfederal plus federal shares, unless your institution received a waiver of the institutional share requirement for the 2019–20 Award Year.

Line 8. Report the federal share of the total FWS earned compensation paid for the 2019–20 Award Year to the students reported on Line 6. 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 CTP program that received funds under one or more of the Pell Grant, FSEOG, and FWS programs for the 2019–20 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:

	Pell	FSEOG	FWS	Unduplicated Number
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 2 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 email address will be prepopulated with the information in the school's PPA.

Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2019–20 and Application to Participate for 2021–22 (FISAP)

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 2021–22 portion of the FISAP

Part II, Section A. Request for Funds for the 2021–22 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(a) and it must include the Federal Pell Grant funds paid to these students in field 23.

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 2019–20 Award Year, regardless of whether or not they received financial aid.

Fiscal Operations Report for 2019–20 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 received FSEOG and/or FWS funds for the 2019–20 Award Year.