



# How to Get Assistance: Resources for Financial Aid Professionals

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## Know your resources

- Resources come in various forms
  - Websites
  - Colleagues
  - Conferences
- You don't always need to know the answer but rather where to find the answer!





## Key Terms & Definitions

- Statutes – Laws established by legislative bodies
- Regulations – Known as “Administrative Law” and are the detailed descriptions of how to implement Congressional mandates
- Guidance – Interpretation of the laws and regulations





## Statutes – HEA

- Higher Education Act 1965 – authorizes most federal student assistance programs
- Must be reauthorized - typically every 4-6 years
- Higher Education Opportunity Act of 2008 (HEOA) – most recent reauthorization





# Regulations

- Code of Federal Regulations (CFR)
- Federal Registers
- Notice of Proposed Rulemaking (NPRM)





# Guidance

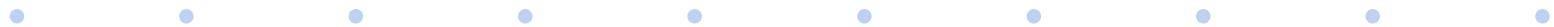
- Communications
  - Dear Colleague Letters
  - Electronic Announcements
  - Webinars
  - Conference Presentations
- Federal Student Aid Handbook





# How to access various resources

Knowing where to look can help with research





## IFAP - [ifap.ed.gov](http://ifap.ed.gov)

### ➤ Information for Financial Aid Professionals

- ✧ Hot topics
- ✧ Information Pages
- ✧ Letters & Announcements
- ✧ Handbook
- ✧ Training & Conferences
- ✧ Laws & Regulations





Search:

[Advanced Search](#)

## My IFAP

[System & Processing Links - Application](#)

[System & Processing Links - Programs](#)

[System & Processing Links - Transmission](#)

[Participation Links - Application](#)

[Participation Links - Audits](#)

[Participation Links - Programs](#)

[Funding Links](#)

[Resource Links](#)

[Financial Partners Links](#)

[Federal Loan Servicer Links](#)

[Student & Parent Links - Application](#)

[Student & Parent Links - Programs](#)

[ED Links](#)

[Other Links](#)

## Information for Financial Aid Professionals (IFAP)



The Information for Financial Aid Professionals (IFAP) website consolidates guidance, resources, and information related to the administration and processing of Title IV federal student aid into one online site for use by the entire financial aid community.

The most recent postings to the site are listed in the [What's New](#) section.

### Tools for Schools

Click on this box to access online and computer-based training resources.

### Worksheets, Schedules, & Tables

Click on this box to access worksheet, schedule, and table resources.

### Publications

Click on this box to access program-related and processing-related publications.

### Processing Resources

Click on this box to access program and system processing information and materials.

### What's New

Below is an abbreviated list of the most recent postings to the IFAP website. Click [here](#) or on the "What's New" link in the top menu bar to view all recent postings.

#### Electronic Announcements

- [2018-01-11](#) (FFEL) Subject: Availability of GA DataPrep Software, Version 4.0

### Hot Topics

- [Information Regarding Supporting ITT Students](#)
- [Program Integrity Information - Questions and Answers](#)
- [Federal Student Aid Data Center](#)
- [Disaster Assistance](#)

### Information Pages

- [FAFSA and the IRS DRT](#)
- [Gainful Employment](#)
- [150% Direct Subsidized Loan Limit](#)
- [Campus-Based Programs](#)
- [Cash Management](#)
- [Default Prevention](#)
- [Foreign Schools](#)
- [IPM System](#)
- [Loan Servicing and Collection](#)
- [HEAL Program](#)
- [MSURSD Catalog Reference Documents](#)
- [Cybersecurity Compliance](#)

### Letters & Announcements



Policy and operational guidance for participants in the administration of



## Code of Federal Regulations (CFR)

- <https://www.ecfr.gov>
- Rules published by the executive departments and agencies of the federal government
- Title 34 – Education Section
- Divided into chapters & parts addressing particular topics





## Code of Federal Regulations (CFR)

### ➤ Regulatory citation:

– 34 CFR 668.18(a)(2)(iii)(D)

✧ 668 – “Part”

○ 18 – Readmission requirements for servicemembers

» (a) – First subsection

• (2) – Second subsection

✧ (iii) – Third subsection

▪ (D) – Fourth subsection



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[gpo.gov](#)  
[govinfo.gov](#)

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### e-CFR Navigation Aids

[Browse](#)  
[Simple Search](#)

#### Advanced Search

- [Boolean](#)
- [Proximity](#)

[Search History](#)  
[Search Tips](#)  
[Corrections](#)  
[Latest Updates](#)  
[User Info](#)  
[FAQs](#)  
[Agency List](#)  
[Incorporation By Reference](#)



### Related Resources

The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published

# Electronic Code of Federal Regulations

e-CFR data is current as of **January 9, 2018**

[Title 34](#) → [Subtitle B](#) → [Chapter VI](#)

TITLE 34—Education

Subtitle B—REGULATIONS OF THE OFFICES OF THE DEPARTMENT OF EDUCATION  
(CONTINUED)

CHAPTER VI—OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

Part	Table of Contents	Headings
600	600.1 to 600.58	INSTITUTIONAL ELIGIBILITY UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED
601	601.1 to 601.40	INSTITUTION AND LENDER REQUIREMENTS RELATING TO EDUCATION LOANS
602	602.1 to 602.50	THE SECRETARY'S RECOGNITION OF ACCREDITING AGENCIES
603	603.20 to 603.24	SECRETARY'S RECOGNITION PROCEDURES FOR STATE AGENCIES



# Federal Registers

- Official word from ED
- Types of registers:
  - Notice
    - ✧ Announcements & proposed regulations
  - Final
    - ✧ Final regulation that will become part of CFR
  - Corrections
    - ✧ Provides info on corrected errors to previously published registers/regulations



## Federal Registers

- Information provided:
  - Summary of topic/discussion
  - Date parameters for comments/actions
  - Shares contact info for questions
  - Outlines discussions + what was considered when developing changes
- Find them within IFAP

Archives

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My IFAP

System & Processing Links - Application

System & Processing Links - Programs

System & Processing Links - Transmission

Participation Links - Application

Participation Links - Audits

Participation Links - Programs

Funding Links

Resource Links

Financial Partners Links

Federal Loan Servicer Links

Student & Parent Links - Application

Student & Parent Links - Programs

ED Links

Other Links

## iLibrary - Federal Registers

All Federal Student Aid related Federal Registers published in the most recent three calendar years are available here.

To view the Federal Registers for archived years, click [here](#).

### Federal Registers

#### By Year

- [2018](#)
- [2017](#)
- [2016](#)

#### By Federal Register Type

- [Final](#)
- [Correction](#)
- [Notice of Proposed Rulemaking \(NPRM\)](#)
- [Notice](#)
- [Final, Correction](#)
- [Notice of Proposed Rulemaking \(NPRM\), Correction](#)
- [Notice, Correction](#)

#### Related Links

- [By Recently Published Federal Registers](#)



## Notice of Proposed Rulemaking

- Known as an NPRM
- Opportunity given as part of the regulatory process to help guide the U.S Department of Education in their rule making process
- If consensus is not obtained from all representatives at the table then ED gets to determine final regulations!



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Participation Links - Programs

Funding Links

Resource Links

Financial Partners Links

Federal Loan Servicer Links

Student & Parent Links - Application

Student & Parent Links - Programs

ED Links

Other Links

## iLibrary - Federal Registers - Notice of Proposed Rulemaking (NPRM)

To view the Notice of Proposed Rulemaking (NPRM) Federal Registers for archived years, click [here](#).

### Federal Registers - Notice of Proposed Rulemaking (NPRM)

- [2016-06-16](#) (Notice of Proposed Rulemaking (NPRM)) Subject: Notice of Proposed Rulemaking on the Borrower Defense to Repayment Regulations
- [2016-04-01](#) (Notice of Proposed Rulemaking (NPRM)) Subject: Teacher Preparation -Supplemental Notice of Proposed Rulemaking
- [2015-08-20](#) (Notice of Proposed Rulemaking (NPRM)) Subject: Negotiated Rulemaking Committee; Public Hearings
- [2015-05-18](#) (Notice of Proposed Rulemaking (NPRM)) Subject: Program Integrity and Improvement; Proposed Rule (NPRM)



## Dear Colleague Letters (DCL)

- Detailed guidance from ED in a reasonably clear and understandable way
- Two types of DCL
  - General Distribution (GEN) - Provides clarification to regulatory items and sometimes helpful examples
  - Training announcements (ANN)



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Participation Links - Application

Participation Links - Audits

Participation Links - Programs

Funding Links

Resource Links

Financial Partners Links

Federal Loan Servicer Links

Student & Parent Links - Application

**Student & Parent Links - Programs**

ED Links

Other Links

## iLibrary - Dear Colleague Letters

Dear Colleague Letters for the most recent three calendar years are categorized by year and by Dear Colleague Letter type on this page.

To view the Dear Colleague Letters for archived years, click [here](#).

### Dear Colleague Letters

#### By Year

- [2017](#)
- [2016](#)
- [2015](#)

#### By Dear Colleague Letter Type

- [Campus-Based Programs \(CB type\)](#)
- [Financial Partners \(FP type\)](#)
- [General Distribution Letters \(GEN type\)](#)
- [Pell Grant Program \(P type\)](#)
- [Training Announcements \(ANN type\)](#)



# Electronic Announcements

- Announcements from ED about various topical areas:
  - Application Processing
  - Campus-Based
  - COD System
  - Direct Loans
  - EDE Suite
  - FFEL
  - Gainful Employment
  - General
  - Grants
  - Loans
  - OPE Announcements
  - Verification



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[Advanced Search](#)

My IFAP

System & Processing Links - Application

System & Processing Links - Programs

System & Processing Links - Transmission

Participation Links - Application

Participation Links - Audits

Participation Links - Programs

Funding Links

Resource Links

Financial Partners Links

Federal Loan Servicer Links

Student & Parent Links - Application

Student & Parent Links - Programs

ED Links

Other Links

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#### By Year

- [2018](#)
- [2017](#)
- [2016](#)

#### By Electronic Announcement Type

- [Application Processing](#)
- [Campus-Based](#)
- [COD System](#)
- [Direct Loans](#)
- [EDESuite](#)
- [FFEL](#)
- [Gainful Employment](#)
- [General](#)
- [Grants](#)
- [Loans](#)
- [OPE Announcements](#)
- [Verification](#)



## FSA Handbook

- Common language interpretation of regs
- Relatively easy to review and search for info.
- Timing of publication normally delayed
- Not enforceable law – merely ED's interpretation and guidance





# FSA Handbook

## ➤ Handbook Volumes:

- Application and Verification Guide
- Vol 1 – Student Eligibility
- Vol 2 – School Eligibility and Operations
- Vol 3 – Calculating Awards & Packaging
- Vol 4 – Processing Aid & Managing FSA Funds
- Vol 5 – Withdrawals & R2T4
- Vol 6 – Campus-Based Programs
- Appendices • • • • • • • •

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Search:

[Advanced Search](#)

My IFAP

System & Processing Links - Application

System & Processing Links - Programs

System & Processing Links - Transmission

Participation Links - Application

Participation Links - Audits

Participation Links - Programs

Funding Links

Resource Links

Financial Partners Links

Federal Loan Servicer Links

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Student & Parent Links - Programs

ED Links

Other Links

## iLibrary - Federal Student Aid Handbook

### 2017-2018 Federal Student Aid Handbook

The Federal Student Aid Handbook consists of the Application and Verification Guide, six numbered volumes, and appendices. Each volume and appendix is posted on the Web after being reviewed and approved by the appropriate offices in Federal Student Aid and the Office of Postsecondary Education.

Questions and suggestions concerning the Handbook can be sent to the [Publications Team](#) in Policy Liaison and Implementation.

[2016-2017 Federal Student Aid Handbook](#)

[2015-2016 Federal Student Aid Handbook](#)

[Archived](#)

#### Handbook Search

To search within the Federal Student Aid Handbook, please enter your desired search words, select "Latest Version" - 2016-2017 or "All", and click the "Submit" button.

Search:

Latest Version  All

### 2017-2018 Federal Student Aid Handbook

#### Master File with Index:

- [Complete 2017-2018 Federal Student Aid Handbook with Active Index](#)

#### Errata and Updates:

- [Errata and Updates for the 2017-2018 FSA Handbook](#)

#### Individual Volumes:

- [Application and Verification Guide](#)
- [Volume 1 - Student Eligibility](#)
- [Volume 2 - School Eligibility and Operations](#)
- [Volume 3 - Calculating Awards & Packaging](#)
- [Volume 4 - Processing Aid and Managing FSA Funds](#)
- [Volume 5 - Withdrawals and the Return of Title IV Funds](#)
- [Volume 6 - The Campus-Based Programs](#)
- [Appendices to the 2017-2018 FSA Handbook](#)





# Other Resources

Networking & Listserves





## Networking

- Financial Aid Associations
  - ISFAA, MASFAA, NASFAA
- Conferences
  - ISFAA, MASFAA, NASFAA
  - Federal Student Aid (FSA)
  - Software providers
- Regional Meetings/Trainings





## Listserve

- Financial Aid Associations
- FINAID-L and others on [finaid.org](http://finaid.org)
- Software providers

**Caution** – Although everyone means well,  
not all answers are correct!





## Federal Contacts

- Available on IFAP
- Contacts for:
  - School Participation Teams
  - Campus-Based Aid
  - COD School Relations
  - CPS/SAIG Technical Support
  - And many more ...



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**System & Processing Links - Programs**

**System & Processing Links - Transmission**

**Participation Links - Application**

**Participation Links - Audits**

**Participation Links - Programs**

**Funding Links**

**Resource Links**

**Financial Partners Links**

**Federal Loan Servicer Links**

**Student & Parent Links - Application**

**Student & Parent Links - Programs**

**ED Links**

**Other Links**

## Help



The following options are some helpful tools to help you navigate through the IFAP website. If you need further assistance, you may contact the Web Communications Team via email by either using the Feedback page or sending an email directly to [ifap@ed.gov](mailto:ifap@ed.gov). You may also contact the Research and Customer Care Center at 1-800-433-7327.

### Contact Information

Click here for a listing of the various Federal student aid customer service centers, their hours of operation, the type of assistance provided, and their contact information.

### Glossary

Click here for a listing of helpful terms and acronyms related to Federal student aid Title IV programs.

### IFAP FAQ

Click here for a list of "Frequently Asked Questions" about the IFAP website.

### Search Tips

Click here for some helpful tips for searching for information on the IFAP website using the search tool or the advanced search tool.

### Site Map

Click here for a site map of how to navigate through the IFAP website.



## Learn By Researching

- Next time a question arises and you don't know the answer:
  - Research it first
  - Then confirm with a colleague.
- ISFAA colleagues can be a great avenue to confirm your thoughts or help guide you down the right path.



