



# Pennsylvania Association of Financial Aid Administrators

## **PHEAA PROGRAM REVIEW**

***James Snyder, Manager  
Institution Compliance & Eligibility  
PHEAA***

# PROGRAM REVIEW-WHAT NOW

❖ BEFORE

❖ DURING

❖ AFTER

# PROGRAM REVIEW-BACKGROUND

## THE HISTORY OF PROGRAM REVIEWS



# PROGRAM REVIEW-BACKGROUND

James Snyder

Manager, Institution Compliance and  
Eligibility

Jeanne  
Hendricks

Senior  
Compliance  
Coordinator

Helen  
Bardzak

Senior  
Compliance  
Coordinator

Raye  
Thompson

Compliance  
Coordinator

Felicia K.  
Laux

Compliance  
Coordinator

# PROGRAM REVIEW-BACKGROUND

James Snyder

Manager, Institution Compliance and  
Eligibility

Andrea  
Staron

Associate  
Compliance  
Coordinator  
Institution  
Eligibility and  
Compliance

Zoran  
Dimovski

Administrative  
Assistant II

Edward  
Sheehe

Compliance  
Coordinator

CDR Data  
Manager

# PROGRAM REVIEW- WHY

1. TO VERIFY THAT SCHOOLS ARE MANAGING PROGRAMS
2. TO VERIFY, SUPPORT AND PRESERVE TAXPAYERS FUNDING
3. TO ASSIST WITH INTERACTION BETWEEN PHEAA AND THE INSTITUTIONS

# PROGRAM REVIEW-WHY

## TYPES OF REVIEWS

ROUTINE  
PROGRAM  
REVIEW

FOLLOW UP  
REVIEW

PROBATIONARY  
REVIEW

UNANNOUNCED  
AUDIT

CLOSING REVIEW



# PROGRAM REVIEW-TYPE



ROUTINE

COMPLETED ON A TWO YEAR CYCLE

Reviews student accounts to verify State Grant and Special Programs are awarded and recorded correctly.



# PROGRAM REVIEW-TYPE

FOLLOW-UP

**Completed the following year after a Routine Review produces an outcome of an Error Rate of 4.1% to 8.9%**

The 2016-17 Award Year introduces administrative findings that would produce follow up or probationary reviews.

# PROGRAM REVIEW-TYPE

## PROBATIONARY

- Completed after 2 consecutive reviews produce an Error Rate higher than 8.9%.

The 2016-17 Award Year introduces administrative findings that would produce follow up or probationary reviews.

# PROGRAM REVIEW-TYPE



## UNANNOUNCED

COMPLETED WHEN FRAUD IS SUSPECTED OR  
REPORTED

# PROGRAM REVIEW-TYPE



Conducted when an institution ceases operation.

Special procedures apply –all students files are reviewed and may require two award years.

**ATTEMPT TO SCHEDULE WITH IN THE LAST WEEK OF CLASSES  
OR WITHIN 30 DAYS OF LAST STUDENT ATTENDANCE.**

# PROGRAM REVIEW-UNDER REVIEW

- **PENNSYLVANIA STATE GRANT**
- **STATE GRANT DISTANCE EDUCATION PILOT PROGRAM (SGDEPP)**
- **READY TO SUCCEED SCHOLARSHIP (RTSS)**
- **PARTNERSHIP FOR ACCESS TO HIGHER EDUCATION (PATH)**
- **PENNSYLVANIA NATIONAL GUARDS EDUCATION ASSISTANCE PROGRAM (EAP)**
- **BLIND OR DEAF BENEFIT GRANT (BDBG)**
- **CHAFEE EDUCATION AND TRAINING GRANT (ETG)**
- **STATE WORK STUDY PROGRAM (SWSP)**

# PROGRAM REVIEW-UNDER REVIEW

- **ACT 101**
- **PENNSYLVANIA TARGETED INDUSTRY PROGRAM (PA-TIP)**
- **INSTITUTIONAL ASSISTANCE GRANT (IAG)**
- **MATCHING FUNDS PROGRAM FEDERAL WORK-STUDY**

# PROGRAM REVIEW –THE START

## THE CALL FROM COMPLIANCE





# PROGRAM REVIEW –THE START



NOTIFICATION LETTER IS SENT THROUGH  
EMAIL

# PROGRAM REVIEW-BEFORE

- GATHER AND SUBMIT TO YOUR COMPLIANCE COORDINATOR
  1. ***TUITION REFUND POLICY***
  2. ***SATISFACTORY ACADEMIC POLICY***
  3. ***ALL POLICIES REGARDING ONLINE AND HYBRID COURSES***

NOTIFY INDIVIDUALS FROM THE BURSAR AND REGISTRAR OFFICE OF THE DATE FOR THE REVIEW AS A REPRESENTATIVE WILL BE REQUIRED TO ATTEND THE ENTRANCE INTERVIEW

# PROGRAM REVIEW-BEFORE

## • **INFORM THE COMPLIANCE COORDINATOR**

1. THE PHYSICAL ADDRESS OF YOUR BUILDING IF DIFFERENT FROM THE MAILING ADDRESS.
2. IF YOUR OFFICES HAVE MOVED SINCE THE LAST REVIEW.
3. IF THERE IS A NEED FOR A PARKING PASS AND WHERE TO PARK.
4. WILL THERE BE AN INTERNET CONNECTION

# PROGRAM REVIEW-DURING

## THE ENTRANCE INTERVIEW

HAVE A LIST OF NAMES AND PHONE NUMBERS OF  
THOSE PARTICIPATING IN THE MEETING.

YOU WILL RECEIVE THE STUDENT SAMPLE LISTING

**ASK QUESTIONS.**

# PROGRAM REVIEW- DURING

- Sample of students provided
  - Up to 30 State Grant students and 10 students per Special Program can be sampled
  - Overlapping student eligibility is permissible (ex: State Grant, PATH, and SWSP eligibility)
  - 100% of eligible students provided during Closing Reviews



# PROGRAM REVIEW- DURING

## • THE COVERSHEET

School Name: Best University		OE: 12345678		Reviewer(s): <i>(signatures needed)</i>	
Academic Year Reviewed: 2015-16		Exit Interview: 6/1/2017 Tues 9a		Last Review: January, 2015-no error, February, 2013-Academic Progress	
Entrance Interview (date):					
Persons(s) Contacted: Jane Doe, FAD, 123-555-4456m j.doe@bestu.edu, 987 Thlway St., Best, PA, 12345-Admin building-Big Blue					
address:					
phone/directions:					
Stop for Parking Pass-Park in lot A					
Type/# of Records Reviewed:	State Grant	30	IAG	0	PATIP
Sample Total:	Chafee	0	PATH	0	SWS
Progress Check for State Grant:	5	*S=after Spring, R=after Summer			
		Term Dates		QTR crdts 12-4/ Sem crdts 8-FT	
		R15 8-28-xx S2016 1-16-xx		1 qtr crdt = .66 sem crdt	
		W2016 R2016 5-28-xx			
*change to sem and alter formula to /2 if sem school					
Program:XX-XX Award Year	Year	QTR* 1,2	Program:	Year	QTR* 3
Tuition	\$18,000.00		Tuition		
Fees	\$400.00		Fees		
Cost Override Limit T&F	\$13,800.00	\$4,800.00	Cost Override	\$0.00	\$0.00
Program:			Program:		
Tuition&Fees			Tuition&Fees		
Cost Override Limit	\$0.00	\$0.00	Cost Override	\$0.00	\$0.00
Program:			Program:		
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Cost Override					

# PROGRAM REVIEW- DURING

- THE SAMPLE SHEET

School:	Best University	OE Code:	12345678
			Academic Year Reviewed
Review Begin Date:	6/1/2017		: 2015-16

	SSN	NAME	STATE GRANT RECIPIENT	SGDEPP RECIPIENT	RTSS RECIPIENT	PATIP RECIPIENT	EAP RECIPIENT	PATH RECIPIENT
1	000-00-1234	APPLE, JOE	Y					
2	000-00-2345	BANANA,ANNA	Y					
3	000-00-3456	CAR, SMALL	Y					
4	000-00-4567	DEAR, ONE	Y					
5	000-00-5678	ERASER, PEN	Y					
6	000-00-6789	FLAP, PER	Y					
7	000-00-7890	GAS, GO	Y					
8	000-00-8901	HAPPY, FEET	Y					
9	000-00-0123	ICE, NO MORE	Y					
10	000-00-1123	JAM, GRAPE	Y					



# PROGRAM REVIEW- DURING

- Data provided on output file:
  - Output files based on school participation status
    - Institution-based programs – Allocation, refunds, total dollars disbursed, certification statements, program budgets, program narratives, and total number of students
    - Student-based programs – Term enrollment status, term/total award value, prior award counters, program of study, student-level refunds, remedial counters, evening status, hours worked, and student earnings

# • EXIT INTERVIEW-POINT SHEET



# PROGRAM REVIEW-AFTER

- WHAT HAPPENS AFTER THE EXIT?
- REVIEW THE CONCERN SHEET AND GATHER INFORMATION.
- THE LETTERS-INITIAL OR NO-ERROR
- INITIAL-MEANS FIRST LETTER AND REQUIRES ADDITIONAL RESPONSE WITHIN 60 DAYS.

**(CHANGING TO 30 DAYS STARTING 9-1-17)**

- NO-ERROR-A RESPONSE IS NOT REQUIRED.

# PROGRAM REVIEW-AFTER

- THE INITIAL/NO ERROR LETTER IS SENT TO THE PRESIDENT OF THE SCHOOL THROUGH THE U.S. POSTAL SERVICE. COPIES ARE SENT TO THE FINANCIAL AID DIRECTOR ,AND INDIVIDUAL/OFFICE GUIDING FINANCIAL AID.

# PROGRAM REVIEW-AFTER

- WHEN RETURNING FUNDS THAT HAVE BEEN REQUESTED-USE THE REQUIRED FORM AND ALWAYS SUBMIT WITH A RETURN LETTER.

NOTICE: FORWARD THIS FORM WITH APPROPRIATE CHECK ATTACHED.  
 SEND TO: PHEAA, PROGRAM REVIEW/COMPLIANCE, 1200 NORTH SEVENTH STREET, HARRISBURG, PA 17102

## PROGRAM REVIEW REPORT- REFUND(S) DUE PHEAA

NAME OF INSTITUTION: \_\_\_\_\_ OE# CODE: \_\_\_\_\_

The attached refund check in the amount of \$ \_\_\_\_\_ dated \_\_\_\_\_ is submitted as a refund of State Grant or special programs payment for the following student(s) for the academic term(s) indicated.

NAME/SS#	TERM(S)/AMOUNT DUE	COMMENTS

(\*) Example: 2015-16 Fall Semester/ \$200

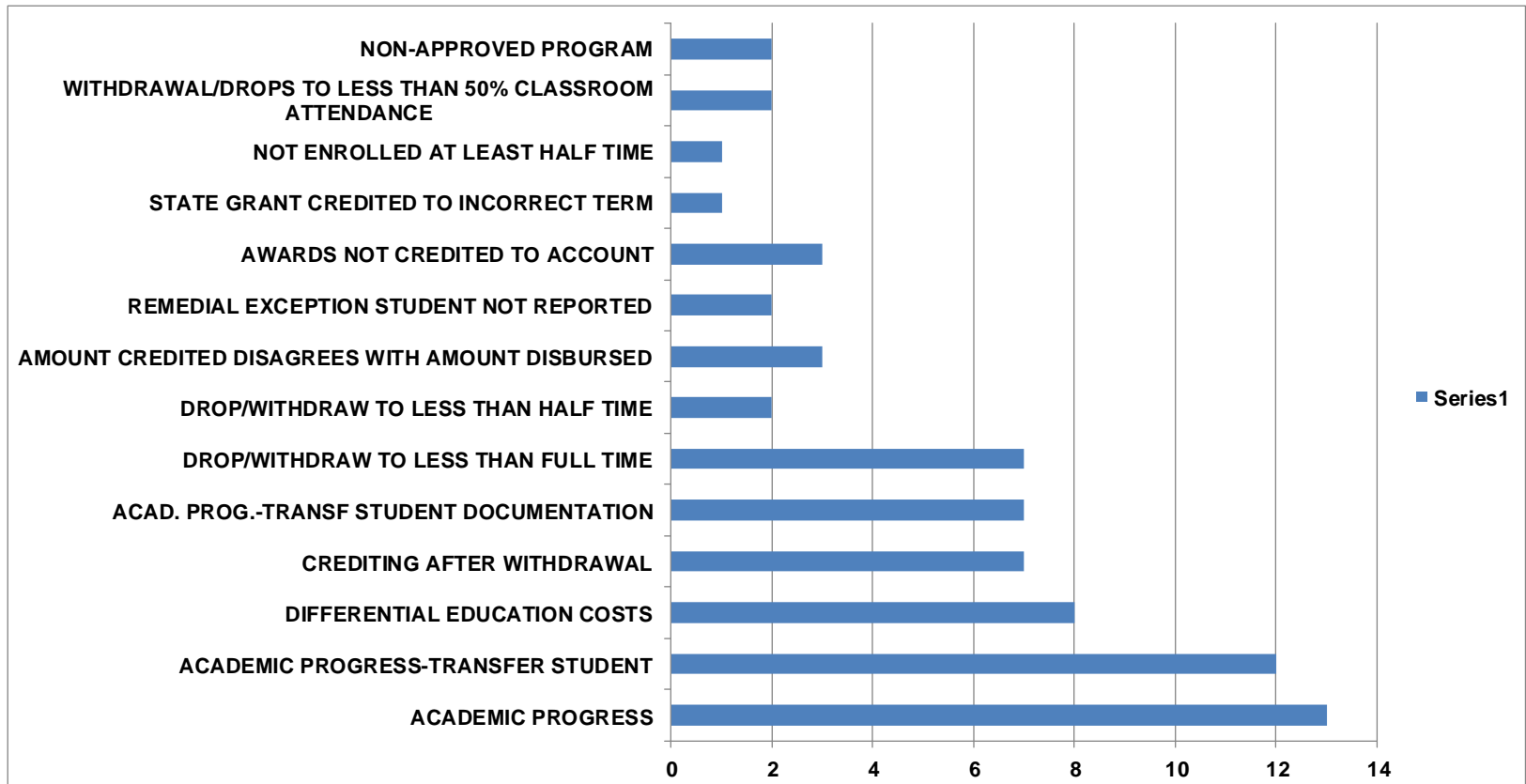
TELEPHONE NUMBER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

## AGENCY ACTION

TO	DATE	RECEIVED BY	COMMENTS:
Comptroller's Office Fiscal Service Grant Division			

# PROGRAM REVIEW



# PROGRAM REVIEW

- Once the Compliance Coordinator completes the closing letter to the previous responding school official-the Program Review is considered closed.

