

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

- I. 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



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



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)



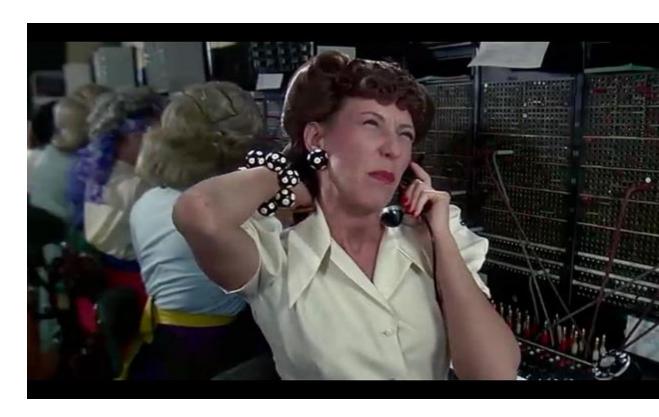
PROGRAM REVIEW-UNDER REVIEW

- 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

• INFORMTHE COMPLIANCE COORDINATOR

- THE PHYSICAL ADDRESS OF YOUR BUILDING IF DIFFERENT FROM THE MAILING ADDRESS.
- 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



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.



- 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



• THE COVERSHEET

School Name:	Best University				OE:	12345678		Reviewer(s):	compliance coolding			
			2015-16		Exit Interview:		Last Review:	January, 2015-no error, Ferbruary, 2013-		I		
Entrance Interview (date): 6/1/2017 Tues 9a					pulate other wo			Academic Progr	ess			
Person(s) Contacted: Jane Doe, FAD, 123-555-4466m j.doe@bestu.edu, 967 Thisway St., Best, PA, 12345-Admin building-Big Blue												
address:	4											
phone/directions:	1											
Stop for Parking Pass-Park in lot A												
Type/# of Records Reviewed:		State Grant	30	IAG	0	PATIP	0	RTSS	0	EAP	1	1
Sample Total:		Chafee	0	PATH	0	sws	0	Act 101	0	BDBG	0	
Progress Check for State Grant	E	s	>S-after Spring	g, R=after Summ	er		Ter	m Dates		QTR crdts 12=F	/Sem crdts 8=FT	
			_			R15				1 qtr crdt = .66	sem crdt	
						F2015	8-28-xx	S2016	1-16-xx			ı
		*change to sen	n and alter for	mula to /2 if s	em school	W2016		R2016	5-28-xx			I
Program:XX-XX Award Year	Year	QTR* 1,2	Program:	Year	QTR* 3	Program:	Year	QTR* 4	Program:	Year	QTR* 5	1
Tuition	\$18,000.00		Tuition			Tuition			Tuition		.	i
Fees	\$400.00	I	Fees	-	t	Fees	 	 	Fees	-	t	Gift aid inclds:
Cost Override Limit T&F	\$13,800.00	\$4,600.00		\$0.00	\$0.00	Cost Override	\$0.00	\$0.00	Cost Override Limit	\$0.00	\$0.00	
Program:			\$32,000 cost co	ap-no CO for ind	fiv stdt w/ T&F >	\$27,000		•	•	•		SEOG
Tuition&Fees									Chafee & PATH			
Coster Override limit	\$0.00	\$0.00	Cost override o	hecked/ in samp	ple	the cost overr	ide order on the					inst, schirshps
Program:	Year	QTR* 6	Program:	Year	QTR* 7	Program:	Year	QTR* 8	Program:	Year	QTR* 9	Byrd & GEAR Up
Tuition	Year		Tuition	Year		Tuition	Year		Tuition	Year		SMART Grant
Fees			Fees		 	Fees	 		Fees		 	NOT GiftAid:
Cost Override Limit T&F	\$0.00	\$0.00	Cost Override	\$0.00	\$0.00	Cost Override	\$0.00	\$0.00	Cost Override Limit	\$0.00	\$0.00	EAP
												NEIS
Program:	Year	QTR* 10	Program:	Year	QTR*	R* Online [] efund Tuition Policy [per prior rvw, pg			Satis. Acad Prog Policy []		any WS(worksto	
Tuition			Tuition					≤ 7 dys term	75%	1.5X		Teach Grant
Foes			Fees			1		>7dys <25%	55%	ı		Number in Fami
						1		>25% < 50%	30%	ı		
Cost Override Limit T&F	\$0.00	\$0.00	Cost Override	\$0.00	\$0.00	\$0.00				1		
remedial < 1st dy class 100%								2				
How online notated? CHECKLISTS:							3					
No night costs SWS: PA rsdnt, at least half time in ≥ 2yr prog. Rvw trnscpt, time cards/payroll							4					
PATH: ≤ st grt and/or org for sme term as st grt, w/d tuit ref,disb 90 dys, AP, ⊕ lst H/T is								5				
SO/Deb bal ckd for all w/d & grad CHAFEE: H/T, SAP, w/d tuit ref,COA-gift aid						6						
BDBG: H/T, SAP, w/d tuit ref, ≤ COA - other aid, max \$500/yr, PA rsdt							7					
EAP: F/T 12; H/T >3cr; no ROTC; PA rsdt & PA schl; lesser of chart grad/undgrad or T or (T+F+Allwnc) -other military aid; w												
RTSS: 3.25cmltvGPA when ck AP for grt; cmpltd 24cr(or eqvint) prior to 1st awd; all grt elig cks & cndtns to be met						FOR ESCH EXCIS						
PATIP: No st grt; SAP; EFC ≤ 12,000; awd-max st grt or 75% unmet cost wheev is less (100% allwbi costs or max st grt if vet)							et)					
"(unmet cost="1+"+8ks+5ppls+4000allw-lgfit aid+emphy/indistry aid); F/Γ (or @ list Η/Τ if public or privt nonprft); w/d or dn PA schi rore T/W & (Pe elist: 00214 if weteran it if selected, vifict nm at be combited.						op to less than F						
									st be cmpltd 25% time on Act101,	new stdt orient	n	
									Perkins/Trio etc, PA ra CT, lwst grtr HS gpa, o			



• THE SAMPLE SHEET

School: Best University

OE Code: 12345678

Academi
c Year
Reviewed

Review Begin Date: 6/1/2017 : 2015-16

Review Begin Date:		6/1/2017						
	SSN	NAME	STATE GRANT RECIPIENT	SGDEPP RECIPIENT	RTSS RECIPIENT	PATIP RECIPIENT	EAP RECIPIENT	PATH RECIPIENT
1	000-00-1234	APPLE, JOE	Υ					
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	Υ					



- 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

School			OE Code	
PHEAA Code	Date	Complia	nce Coordinator	
		FINDING(S)		
School officials sho concern.	ould include appropri	INITIAL MANAGEMENT RESP iate documentation to support		:he Coordinator's
The school official's ignature does not	s signature confirms the necessarily constitute	nat this information was presente agreement with the finding.	ed to you by the Compliance Coc	ordinator. Your
		Signature		Date
		Title		



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.



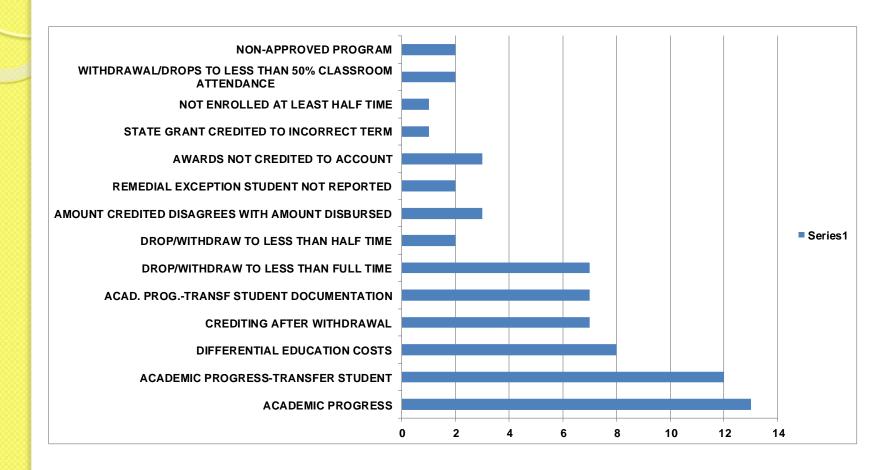
PROGRAM REVIEW-AFTER

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

		APPROPRIATE CHECK ATTACHED. : <mark>OMPLIANCE, 1200 NORTH SEVENTH</mark> :	STREET, HARRISBURG, PA 1	7102			
	PRO	GRAM REVIEW REPORT- REFUND(S)	DUE PHEAA				
NAME OF INST	TITUTION:	OE# CODE:					
The attached re State Grant or s	efund check in the amount of \$ special programs payment for th	dated e following student(s) for the academic te	is rm(s) indicated.	submitted as a refund of			
	NAME/SS#	TERM(S)/AMOUNT DUE	COMM	1ENTS			
	16 Fall Semester/ \$200						
TELEPHONE N	IUMBER:	SIGNATURE	E:				
		TITLE:	:				
		AGENCY ACTION					
<u>TO</u>	DATE	RECEIVED	BY <u>C</u> C	OMMENTS:			
Comptroller's O	Office						
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.



