

Additional Resources for Financial Aid Professionals

Title	Description	Delivery Format	Duration	Schedule
Audit Guides	<p>There are two audit guides that cover audits of Title IV FSA funds:</p> <ul style="list-style-type: none"> ▪ OMB A-133 Circular for Single Audits (covers all non-profit and public institutions) Link: http://www.ed.gov/offices/OCFO/grants/gposbul/gpos5.html ▪ SFA Audit Guide (covers proprietary institutions) Link: http://ifap.ed.gov/aguides/attachments/audi3a.pdf <p>Schools are required to arrange for regular independent audits that include the operation of the Federal Student Aid Programs. For more information visit the following website:</p> <ul style="list-style-type: none"> ▪ ED Inspector General's site: Link: http://www.ed.gov/offices/OIG/nonfed/sfa.htm. <p>Schools are now required to submit audit information electronically using FSA's eZ-Audit process. For more details visit the following websites:</p> <ul style="list-style-type: none"> ▪ eZ-Audit Link: https://ezaudit.ed.gov/EZWebApp/common/login.jsp ▪ Information for Financial Aid Professionals (IFAP) site (review the electronic announcements describing implementation, Frequently Asked Questions, and Registration Instructions) Link: http://ifap.ed.gov/IFAPWebApp/currentEAnnouncementsPag.jsp Link: http://ifap.ed.gov/eannouncements/0305ezAuditFAQ.html Link: http://ifap.ed.gov/eannouncements/0320eZAuditRegInstr.html <p>Recommended for all FAA's and business office personnel involved with the financial aid audit process.</p>	Printed manual, also available online	Ongoing	Annually, as needed
The Blue Book	<p>The Blue Book provides guidance to school business office personnel who handle fiscal record keeping, accounting, and reporting functions for federal Title IV student financial aid programs authorized by the Higher Education Act of 1965, as amended (HEA). In addition, it provides a technical resource of Title IV management responsibilities that are shared between various administrative offices in a school. It also offers general information about Title IV programs, policies, and procedures that are useful to all institutional personnel who administer and manage Title IV programs.</p> <p>Recommended for business office personnel and FAA's involved in Title IV record keeping processes.</p> <p>Link: http://ifap.ed.gov/bbooks/doc0050_bodyoftext.htm</p>	Printed manual, also available online	Ongoing	Ongoing

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FAA Access	<p>Financial aid administrators and other authorized users can use FAA Access to CPS Online to view FAFSA processing results for students who listed their school code on the FAFSA or who have provided their Data Release Number (DRN).</p> <p>Using FAA Access, FAAs can transmit and correct applicant data, reapply for financial aid for their students, and transmit electronic signatures for applicants and their parents. They can also set dependency, assumption, and reject overrides.</p> <p>Recommended for all FAA's working with the application process.</p> <p>Link: http://www.fafsa.ed.gov/FAA/faa.htm</p>	Web tool	Ongoing	Ongoing
FSA Assessments	<p>Provides a series of tools that schools can use to assess their procedures and to prevent and/or identify compliance issues, implement management enhancements for noted problems, and share effective practices. The assessments are organized into four categories, each with their own modules. The categories are: Students, Schools, Managing Funds, and Campus Needs.</p> <p>Recommended for FAA's involved in the assessment of Title IV programs.</p> <p>Link: http://qaprogram.air.org/fsaverimodule/page1.asp</p>	Web tool	Ongoing	Ongoing
FSA Handbook	<p>A comprehensive guide for financial aid professionals, covering all aspects of the administration of the FSA Title IV programs. It includes individual volumes on each of the Title IV programs as well as volumes on the student application process, verification, student eligibility, and institutional eligibility. Written in plain language, it is designed as a practical, authoritative resource for financial aid professionals. It provides a full explanation of the programs, numerous examples and forms, and answers to many commonly asked questions encountered by those who must implement the Title IV laws and regulations at schools. It is updated annually and is available in both hardcopy and electronic formats.</p> <p>Recommended for all Financial Aid Administrators.</p> <p>Link: http://ifap.ed.gov/sfahandbooks/0304FSAHBVOL1StuElig.html</p>	Printed manual, also available online	Ongoing	Ongoing

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FSA Schools Portal	<p>Schools Portal - Financial Aid Administrators (FAAs) gateway to all electronic services for schools provided by FSA. Facilitates access to students/recipients application and disbursement data. Supports customization, and provides comprehensive contact listing for FSA services/offices.</p> <p>Recommended for all Financial Aid Administrators.</p> <p>Link: http://fsa4schools.ed.gov</p>	Web site	Ongoing	Ongoing
IFAP	<p>Information for Financial Aid Professionals (IFAP) - FSA's primary means of communicating with the school community. Provides electronic access to news, technical publications, regulations and policy guidance to assist schools with administering the programs. Also supports an email subscription service which proactively advises the community of new information available on the site.</p> <p>Recommended for all Financial Aid Administrators.</p> <p>Link: http://ifap.ed.gov/IFAPWebApp/index.jsp</p>	Web Site	Ongoing	Ongoing