Using NASFAA Tools: Compliance Tools for Compliance Officers

March 8, 2017
Introduction: Presenter

Amanda Sharp
Online Instruction Manager, NASFAA
Housekeeping: Sound

Audio is currently streaming ...
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Housekeeping: Assistance

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Compliance Tools for Compliance Officers
Presented March 8, 2017

Housekeeping: Handouts

For today’s handouts, visit Handouts

Housekeeping: Chat and Q&A

Chat and submit Questions
Housekeeping: Presenters and Survey

Meet your Presenters and complete your Survey before the end of the broadcast

Introduction: Presenter

Mandy Sponholtz
Standards of Excellence Review Program Administrator, NASFAA
Introduction: Presenter

Mandy Sponholtz
Standards of Excellence Review Program Administrator, NASFAA

Getting to Know You

• What statement best describes your role in your school’s financial aid compliance efforts?
  – Compliance is 100 percent my responsibility.
  – I share the responsibility with other directors at my institution.
  – I share the responsibility with other staff in my office.
  – I delegate compliance efforts to my staff, but stay apprised of changes.
  – I am not involved in compliance efforts.
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Why Use NASFAA Tools?

- Reduce Time
- Limit Risk
- Increase Efficiency
- Increase Collaboration
- Streamline Processes

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Did You Know

Your NASFAA membership is based on your institution, not you as an individual.

- Share benefits across the institution:
  - Subscribe to Today’s News
  - Browse AskRegs and Student Aid Index
  - Attend training events
  - Access the Career Center
  - And more!

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Dashboard

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Dashboard

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Dashboard

Welcome, Member
Top 3 Favorites

Dashboard

myNASFAA Profile

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Dashboard

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Favorites/Dashboard
www.nasfaa.org/favorites

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Favorites/Dashboard

www.nasfaa.org/favorites

myNASFAA: Email Options

www.nasfaa.org/mynasfaa
Manage My Membership

www.nasfaa.org/manage_my_membership

Suggested Content

www.nasfaa.org/suggested-content
Suggested Content
www.nasfaa.org/suggested-content

NASFAA Website Tutorials

• Video Tours:
  – https://www.nasfaa.org/welcome_to_the_new_nasfaaorg
Compliance Engine
www.nasfaa.org/engine

Self-Evaluation Guide + Policies and Procedures Tools

Logging In

Welcome to the beta version of the NASFAA Compliance Engine. Log in using your NASFAA website credentials below.

Currently, there are two components of this tool:
- The Compliance Engine features a series of checklists to evaluate your institution’s administration of the financial aid programs, review financial aid policies and regulations.
- The Policies & Procedures Builder guides you through the creation of a policies & procedures manual for your institution by providing sample documents.

We hope this NASFAA member-only tool helps you efficiently manage compliance tasks across your campus, and this centralized, collaboratively-tailored design is easier to perform. We welcome your feedback and suggestions via the Compliance Engine Feedback Form.

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Assigning Checklist Items

Unsure where to start?
Choose compliance goals below to view applicable checklists.

WHAT WOULD YOU LIKE TO DO?
- Assess administrative capability
- Evaluate our federal loan programs
- Analyze student eligibility requirements
- Assess needs of special populations
- Review supporting compliance-related materials

Search and Browse Checklists
Keyword: Cash Management

Search
Assigning Checklist Items

Select a checklist from the list below to begin, refine your results using the search options, or return to the previous screen to modify your selected "Save" or "Save and Proceed" in any tab, that checklist will be available in your My Checklists dashboard. Once saved, checklist information will be stored in the Compliance Engine. We welcome your feedback and suggestions via the Compliance Engine feedback form.

Refer to the Instructions Guide for additional information and suggestions on the use of the checklists in the Compliance Engine.

Keyword: Cash Management
1 Result
Sorted by: Checklist Name | Release Date

Cash Management: July 2016

Note: Periodically, exceptions to or waivers of certain statutory and regulatory requirements are granted due to national emergencies in regard to exceptions waivers for the 2015-16 award year may be found in the Checklist Instructions.

Keyword: Cash Management
1 Result
Sorted by: Checklist Name | Release Date

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Assigning Checklist Items

Welcome, Micah

MY CHECKLISTS  ASSIGNMENTS  START A NEW CHECKLIST

ASSIGN CHECKLIST ITEMS

Resolving Title IV Funds  Managing and Maintaining Title IV Funds  Student and Parent Authorizations

Yes: received, including interest and other earnings regulations. View and Comments

Responsible Office

RESPONSE  DUE DATE  COMPLETE?

Yes  7/15/2016  0
No  0

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Compliance Tools for Compliance Officers Webinar 3/8/2017 16
Assigning Checklist Items

Assign Items for: Cash Management: General

Individually you can assign tasks to the staff listed below. Primary contacts can visit the myNASFAA area of the NASFAA website to adjust the roster.

This tab is currently assigned to Gary Edmunds

Assign Tab: Assign Entire Checklist

Margot O'Meara

Comments/Instructions:

Please let me know if we are using all Title IV funds received, including interest and other earnings, as prescribed by applicable laws and regulations?

Due Date:

11/10/2016

ASSIGN

An email notification will be sent immediately to the assignee.

Assign Individual Checklist Items or Unassign Items

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Assigning Checklist Items

Assign Items for: Cash Management: General

Individually you can assign tasks to the staff listed below. Primary contacts can visit the myNASFAA area of the NASFAA website to adjust the roster.

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Please let me know if we are using all Title IV funds received, including interest and other earnings, as prescribed by applicable laws and regulations?

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11/10/2016

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An email notification will be sent immediately to the assignee.

Assign Individual Checklist Items or Unassign Items

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Assigning Checklist Items

Assign Items for: Cash Management: General

Please let me know if we are using all Title IV funds received, including interest and other earnings, as prescribed by applicable laws and regulations.

Due Date: 11/01/2016

Assign Individual Checklist Items or Unassign Items
Assigning Checklist Items

Assign Items for: Cash Management: General
Individually you can assign tasks to are listed below. Primary contacts can visit the myNASFAA area of the NASFAA website to adjust the roster.

This tab is currently assigned to Gary Edmonds
Assign Task | Assign Entire Checklist
Margot O'Meara

Comments/Instructions
Please let me know if we are using all Title IV funds received, including interest and other earnings, as prescribed by applicable laws and regulations?

Due Date
11/02/2016

ASSIGN
An email notification will be sent immediately to the assignee.

Assign Individual Checklist Items or Unassign Items

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Assigning Checklist Items

Assign Items for: Cash Management: General

This tab is currently assigned to Gary Edmonds
Assign Task | Assign Entire Checklist
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## Assigning Checklist Items

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**Assignment**

4. Emmen, and Non-profit Organizations, Compliance Supplement, OMB, March.

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## Assigning Checklist Items

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**Assignment**

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Assigning Checklist Items

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Assigning Checklist Items

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Assigning Checklist Items

Policies & Procedures Builder
www.nasfaa.org/engine || Available January 2017
Getting to Know You

- What do your policies and procedures look like today?
  - I’m adding them to NASFAA’s P&P Builder.
  - I see binders - they’re everywhere.
  - Folder (or folders) in my email.
  - Random word documents in our office’s shared drive.
  - A combination of the above.
  - All of the above.
  - None of the above.

New compliance resources for financial aid professionals

NOW AVAILABLE

Start building your online policies and procedures manual today at

www.nasfaa.org/engine

From January - June, 2017, use the full resources of the P&P Builder for FREE!
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P&P Builder

Start A New Manual
Welcome to the preview version of the NASFAA Policies & Procedures (P&P) Builder. This tool is still in development and Procedures Template for the 2016-17 academic year. However, you can create manuals now, and continue to add to and additional functionality are added through the year.

Begin by naming your manual. We suggest including the academic year in your manual name, such as “University of School’s to enter your manual content. The Table of Contents will display all sections currently available. After you’ve selected “Save”, manual will be available in your My Manuals dashboard. Once saved, P&P manual components can be assigned to staff on it across departments. We welcome your feedback and suggestions via the Compliance Engine Feedback Form.

Enter a custom name for your institution’s Policies & Procedures Manual:
2016-17 Financial Aid Programs

CREATE A NEW MANUAL

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P&P Builder

2016-17 Financial Aid Programs

Welcome, Mike
 MY MANUALS ASSIGNMENTS START A NEW MANUAL

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P&P Builder

2016-17 Financial Aid Programs

Section 1: Manual Introduction
Section 2: Administrative Organization and Office Management
Section 3: Financial Aid Programs
Section 4: Institutional Requirements Relating to Educational Loans
Section 5: Student Consumer Information Requirements
Section 6: Applications and Forms
Section 7: File Review
Section 8: Student Budgets
Section 9: Awarding and Packaging Financial Aid

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P&P Builder

<table>
<thead>
<tr>
<th>Contents</th>
<th>Section 3: Financial Aid Programs</th>
<th>Section 4: Institutional Requirements Relating to Educational Loans</th>
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<td>ITEM</td>
<td>Show All Items</td>
<td>Expired Items</td>
</tr>
</tbody>
</table>

- 3.1 INSTITUTIONAL ELIGIBILITY REQUIREMENTS
  - 3.1.1 PROGRAM ELIGIBILITY
  - 3.1.1.1 INELIGIBLE PROGRAMS
  - 3.1.1.2 EVALUATION OF NEW PROGRAMS

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P&P Builder

To participate in the Title IV programs, the school must meet one of the following definitions of an eligible institution:

- Institution of higher education:
- Institution that offers degree and certification programs leading to the award of bachelor's or higher degrees.
- Institutions that offer to its students diplomate, associate, or certificate programs leading to the award of 60 or more semester hours and that maintain certain standards of academic quality.

An institution must maintain a certification process to ensure that the institution's programs meet the eligibility requirements for participation in Title IV programs. This certification process must include a review of the institution's policies and procedures to ensure that they comply with the regulations governing Title IV programs.

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P&P Builder

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P&P Builder

Compliance Engine Tutorials

- Video Tours:  
  - https://www.nasfaa.org/ce_resources
- Recorded Webinar:  
  - https://www.nasfaa.org/CE_webinar
- User Guide:  
  - Coming soon!

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Getting to Know You

• How would you describe finding Title IV laws, regulations, or published guidance on a particular topic?
  - Easy
  - Challenging
  - Difficult
  - Impossible
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Student Aid Index

sai.nasfaa.org

Welcome to the Student Aid Index

NASFAA Student Aid Index is a comprehensive, alphabetical list of student aid subjects and terms with direct links to legislation, regulations, Dear Collegues letters, and other ED and NASFAA references. This online tool on the Web is mobile-friendly and available only to NASFAA members.

We encourage feedback on additional content, subjects, or bugs using the Student Aid Index Feedback Form.
Getting to Know You

- How many NASFAA credentials has your office earned?
  - 10 or more
  - 7 to 9
  - 4 to 6
  - 1 to 3
  - None yet
  - I don’t know
  - What are NASFAA credentials?
NASFAA U Self-Study Guides
www.nasfaa.org/Self_Study_Guides

- 18 topics available
- Qualify to sit for NASFAA Credential test
Getting to Know You

• A colleague comes to you with an unusual financial aid situation. What’s the first thought in your head?
  – When am I going to have time to research this?
  – I don’t know where to begin to find this answer.
  – I need more help to investigate weird questions.
  – How long before I retire?
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AskRegs
askregs.nasfaa.org

Find Questions

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Find Questions

Search by Popularity

Most Popular Topics

- Do We Need W-2s for Verification Groups W, W-3, F1, F55 and W-11? What is the impact on income if W-11 is not included in the tax transcript and the IRS?
- Can We Accept Modified Photos of Citizenship?
- Can We Accept a Marital Status of Single vs. Single, Married, Widowed, Divorced?
- How do we exclude an individual whose Note was paid in full?

Most Recent Topics

- Can We Complete Verification for an Inconsistently Reported Individual Who Does Not Relate to the Knowledgebase?
- How Do We Compute Verification for an Inconsistently Reported Individual Who Does Not Relate?
- Are We IRS Tax Account Transcripts (06/17/2016)
- Is the Applicant's Income Less Than $15,000? (06/17/2016)
- How Do We Complete Verification for Applicants with an Extension to File Their Taxes? (06/17/2016)
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Find Questions

Search Recent Entries

Most Popular Topics

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Find Questions

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Ask a Question

Provide a Detailed Question

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COMPLIANCE TOOLS
ASSISTED SERVICE

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Webinars and Online Courses

www.nasfaa.org/Training_Events

2016-17 Live Webinars began August 3;
• Available on-demand after

New online courses began September 12
• Qualifies for NASFAA Credential Testing

Webinars and Online Courses

www.nasfaa.org/Training_Events

Overview of the Financial Aid Programs – 9/12/16
Student Eligibility – 10/3/16
Cash Management – 10/18/16
Verification – 11/7/16
Return of Title IV Funds – 1/30/17
Consumer Information – 2/27/17
Gainful Employment – 3/27/17
Professional Judgment – 4/25/17
Overview of the Financial Aid Programs – 7/10/17
Standards of Excellence
www.nasfaa.org/SOE

- Extra Topics
- Increased Confidentiality
- More Observations
- Faster Results
- Lower Cost

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Why Use NASFAA Tools?

- Reduce Time
- Limit Risk
- Increase Efficiency
- Increase Collaboration
- Streamline Processes
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NASFAA Product & Services Webinars

- Using NASFAA Tools: Compliance Engine
  - November 9, 2016
- NASFAA Compliance Tools for Financial Aid Directors
  - January 25, 2017
- NASFAA Compliance Tools for Compliance Officers
  - March 8, 2017
- Using NASFAA Tools: Standards of Excellence Review Program
  - May 17, 2017

Attend upcoming live sessions or view recordings at
www.nasfaa.org/Training_Events

Questions
Survey

• Please complete the survey that will appear on your screen - it will automatically launch after the webcast ends.
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The National Association of Student Financial Aid Administrators (NASFAA) provides professional development for financial aid administrators; advocates for public policies that increase student access and success; serves as a forum on student financial aid issues; and is committed to diversity throughout all activities.

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