Session #BC2

Operating in FAA Access to Central Processing System (CPS) Online

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U.S. Department of Education
FSA New Financial Aid Administrator Pre-Conference Training

Federal Student Aid
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Objectives

• Central Processing System (CPS) Overview
  o Eligibility Determination Processing
  o Edits and Component
  o Dissemination of Processed FAFSA®

• FAFSA® and CPS Processing User Documentation
  Resources Available on IFAP

• FAFSA® on the Web and FAA Access to CPS Online
  Demonstration Sites Overview
Information Process Flow from FAFSA to CPS to SAR/ISIR

FAFSA Data Entry, CPS Receipt, Data Matching, Editing, and EFC
Receive Data from FAFSA Data Sources

CPS Electronic Receipt and Editing:
- Ensures data and files are valid
- Applies data from corrections to data already on database
- Converts previous cycle data for Renewal Applications
- Checks for field length and valid values
- Evaluates signatures
- Sets record source code
CPS receives FAFSA data and performs external data matches for eligibility determination
CPS Process Data – Matches

• Social Security Administration (SSA)
  o Verify SSN for student, parent1/father, and parent2/mother
  o Verify citizenship status for student
  o Makes use of prior cycle data
  o Also use Death Master File for use in processing

• Selective Service System (SSS)
  o Check registration status for applicants who are between 17 and 25 and who
    answer Are You Male/Female as Male or blank
  o Register applicants who request registration
  o Makes use of prior cycle data
Process Data – Matches

- **Department of Homeland Security (DHS)**
  - Verify citizenship status for eligible non-citizens (when student reports an ARN)
  - If status is not verified on initial match, DHS automatically performs Secondary Confirmation and CPS waits three days for results before processing
  - System generates a transaction if results are received after three days

- **Veterans Administration (VA)**
  - Verify veteran status for applicants who answer Yes to the Are You a Veteran question
  - No match performed for Active Duty Military
Process Data – Matches

- **Department of Justice (DOJ) Drug Abuse Enforcement Hold File**
  - Contains persons who are denied federal student aid due to drug abuse convictions
  - System generates a transaction if status changes either put on hold or released

- **Department of Defense (DoD) Match File**
  - File is provided by DOD monthly
  - Contains persons whose parent or qualifying guardian was a member of the Armed Forces and died as a result of service in Iraq or Afghanistan after 9/11/01
  - Set DoD Match Flag for matching applicants to indicate possible grant eligibility
  - System generates a transaction for already processed records
Process Data – NSLDS Match

• National Student Loan Data System (NSLDS®)
  o Prescreening for all applications and corrections
    ▪ Verify default and overpayment status for all applicants
    ▪ Receive Financial Aid History information for ISIR

• Post-screening
  o System generates a transaction if status changes at NSLDS®
### FAA Section of the ISIR

<table>
<thead>
<tr>
<th>FAA Information</th>
<th>Application Receipt Date</th>
<th>Intermediate Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date ISIR Received</td>
<td>10/1/2017</td>
<td>10/1/2017</td>
</tr>
<tr>
<td>Verification Flag</td>
<td>N</td>
<td>PCA</td>
</tr>
<tr>
<td>Professional Judgment Flag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Receipt Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reprocessed Reason Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processed Record Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Elig Flag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary EFC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary EFC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 1</td>
<td>Mon 7</td>
<td>TI</td>
</tr>
<tr>
<td>Mon 2</td>
<td>Mon 8</td>
<td></td>
</tr>
<tr>
<td>Mon 3</td>
<td>Mon 10</td>
<td></td>
</tr>
<tr>
<td>Mon 4</td>
<td>Mon 11</td>
<td></td>
</tr>
<tr>
<td>Mon 5</td>
<td>Mon 12</td>
<td></td>
</tr>
<tr>
<td>Mon 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRS Data Flags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Parent</td>
<td>IRS Data Flags</td>
<td>Student Parent</td>
</tr>
<tr>
<td>Reg Flag</td>
<td>00</td>
<td>05 AGI</td>
</tr>
<tr>
<td>Display Flag</td>
<td>C</td>
<td>B Taxes Paid</td>
</tr>
<tr>
<td>IRA Deductions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tax-Exempt Int. income</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Untaxed IRA Dists</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rejected Pension Portions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Match Flags:SSN</td>
<td>1 SS</td>
<td>1 VA</td>
</tr>
<tr>
<td>DHS Verification #</td>
<td>SS</td>
<td>DHS Sec. Conf.</td>
</tr>
<tr>
<td>NSLDS Transaction Number</td>
<td>01</td>
<td>NSLDS Database Results Flag</td>
</tr>
<tr>
<td>Comments:</td>
<td>047,267,001,024,006</td>
<td></td>
</tr>
</tbody>
</table>

**CPS Pushed ISIR**
- Rejects Met: 18
- Verification Tracking Flag
- Dependency Override Indicator ETI
- Correction # Applied To

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Process Data - Edits

• Compute Edits
  o Substantive edits on application data to determine if an Expected Family Contribution (EFC) can be calculated (basic eligibility requirements, accuracy, completeness)
    ▪ Then dependency model, Auto Zero/Simplified Needs, EFC Formula determination

• Assumption Edits
  o Assume a logical response for missing or incorrect data
    ▪ Assumed values are used in calculating the EFC
    ▪ Responses where Assumption Edits were applied are noted with * on the Institutional Student Information Record (ISIR)

• Warning Edits
  o Data is questionable but not severe enough to be rejected
    ▪ EFC calculated; Fields highlighted with “h”; SAR comments are provided
Process Data - Edits

• Reject Edits
  o Missing or significant conflict in key information, and a logical assumption can not be made
    ▪ An EFC is not calculated; fields are highlighted and Student Aid Report (SAR) comments are provided; a correction is required

• Reject Edits Types
  • Alpha reject codes indicate reject reasons that are verifiable by the student
  • Numeric reject codes are not verifiable - the questioned data must be changed or provided

FAA Resources for ISIRs: ISIR Guide, SAR Comment Codes and Text can be found on the IFAP website.
Calculate EFC

• EFC Calculation
  o Performed for non-rejected and signature only reject records.
  o Six possible formulas used; type determined based on:
    ▪ Dependency status, family size/marital status for independents, simplified needs test.

• Verification Selection
  o Records with Pell-eligible EFCs subject to verification selection, including signature only rejects
  o Verification targets to select records that are statistically most error-prone or meet potential identity fraud criteria

• Final Edits
  o Comments set for verification selection
Disseminate Data

- Results made available to the parties below
  - Applicant/parents
  - Schools
  - State and Third-Party Agencies
  - Federal Student Aid
  - Federal Student Aid Information Center (FSAIC)
  - Other Government Systems
Resources

- Ifap.ed.gov
- Information for Financial Aid Professions (IFAP) provides important FSA policy and systems operational resources for the financial aid community
- Tools for Schools COD Training
Resources

**FAA Tool Kit:** fsatraining.ed.gov

- *New*
- A tool for all schools
- Find answers
  - Resources
  - Training
- Videos
  - Navigation
  - “How To” use resources
- Available in LMS
Worksheets, Schedules, & Tables

Federal Student Aid develops worksheets, schedules, and tables to assist in the administration of the Title IV federal student aid programs.

To access these resources, click on the applicable link below.

- Student Aid Eligibility Worksheets
- EFC Formula Worksheets and Tables
- 2019-20 Pell Grant Payment and Disbursement Schedules
- 2018-19 Pell Grant Payment and Disbursement Schedules
- 2017-18 Pell Grant Payment and Disbursement Schedules
- Return of Title IV Aid Worksheets
- Verification Worksheets
IFAP: Publications

Federal Student Aid develops publications to assist in the administration of the Title IV federal student aid programs. There are two types of publications - General Publications and Processing Publications. General program-related publications are under General Publications. Processing-related publications are under Processing Publications.

To access these resources, click on the applicable link below.

**General Publications**
- Accrediting Agencies: List and Criteria for Recognition
- Audit Guidance
- Blue Book
- Campus-Based Awards
- Cohort Default Rate Guide
- Cohort Default Rate Guide for Lenders and Guaranty Agencies
- Counselors and Mentors Handbook
- Federal School Code List
- Federal Student Aid Handbook
- FFEL Special Allowance Rates
- FFEL Variable Interest Rates
- FSA New School Guide
- Gainful Employment Operations Manual
- Perkins Cohort Default Rates (Orange Book)
- Program Review Guide

**Processing Publications**
- Application Processing System Specifications for Software Developers
- COD Technical Reference
- COD XML Schema
- EDE Technical Reference
- EFC Formula Guide
- FISAP Form and Instructions
- FISAP Technical Reference
- ISIR Guide
- SAR Comment Codes and Text
- School Electronic Process Guide
- Student Web Application Products Process Guide
- Summary of Changes for the Application Processing System
IFAP: Processing Resources by System

Federal Student Aid maintains compilations of resource information to assist in the processing Title IV federal student aid.

To access these resources, click on the applicable link below:

- Application Processing Information
- Campus-Based Processing Information
- Grant and Direct Loan (ELC) Processing Information
- FAFSA and SAR Materials
- NSLG Reference Materials

Application Processing Information

Application Processing refers to the process through which the Free Application for Federal Student Aid (FAFSA) is evaluated and results are returned to students and institutions. The Central Processing System (CPS) is the processing system for FAFSA data.

Operational communications and guidance, technical documents, and related information specific to Application Processing are categorized under the four basic areas:
- Application Processing Electronic Announcements
- Application Processing Electronic Announcements
- EDESuite (EDEXpress and DL Tools)
- EDESuite (EDEXpress and DL Tools)
- FAFSA and SAR Materials
- FAFSA and SAR Materials
- CPS Quarterly Statistics
- CPS Quarterly Statistics

Contact Information
- CPS/SAIG Technical Support and the TFA Support Center
- Federal Student Aid Information Center (FSAC)

Application Processing Links
- FAA Access to CPS Online
- Web Demo Site
- FSAdownload
- FSATech
- SAIG Enrollment

Technical References and Guides

Technical references and guides specific to Application Processing

2017-2018 | 2018-2019

Federal School Codes
- Federal School Code List
- Federal School Code Search
FOTW and FAA Access Demo

- **FAFSAdemo.test.ed.gov**
- This website is a demonstration version of FSA's 2019–20 and 2020–21 *FAFSA® on the Web* and *FAA Access to CPS Online* sites
  - Serves as a tool for FAAs to show students and parents, and financial aid office staff, how to use *FAFSA® on the Web* and *FAA Access to CPS Online*
  - It offers most of the features of the production versions of the *FAFSA® on the Web* and *FAA Access to CPS Online* websites, except that no data is processed
FAA Access to CPS Online Demo

Welcome to FAA Access to CPS Online!

Use FAA Access to CPS Online to:

- View students' SAR information
- Compare two ISIR transactions for the same student
- Submit a signature flag for an application in a signature hold status
- Enter a FAFSA or Renewal FAFSA
- Correct a processed FAFSA
- Continue working on a saved FAFSA or Correction
- Enter Identity Verification Results
- Request ISIR data
- Calculate and manage the return of Title IV funds

Select Next to continue.

Scheduled Maintenance:

Due to scheduled site maintenance, FAA Access to CPS Online will be unavailable every Sunday from 3 a.m. to 11 a.m. (Eastern Time). We apologize for any inconvenience this may cause.

CPS Web Applications Demo System
Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide the TG# for your Destination Point and your Federal School Code:

- **Student Inquiry**
  View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, and SAR Comments. Compare two ISIR transactions for the same student using **ISIR Compare**. Submit a signature flag for an application in a signature hold status using the **Standalone FAA Signature** feature.

- **Application Entry**
  Enter a student's FAFSA/Renewal Application or Correction data and submit it to the CPS for processing.
  - FAFSA/Renewal Application
  - Corrections

- **Restore a Saved Application**
  Restore a partially completed and saved FAFSA/Renewal Application or Correction and submit it to the CPS for processing.
  - FAFSA/Renewal Application
  - Corrections

- **Identity Verification Results**
  Provide the required results of identity and high school completion status verification efforts.

- **ISIR Request**
  Request ISIR data.

- **Return of Title IV Funds on the Web**
  Calculate and manage the return of Title IV funds. Data is collected, and the Return of Title IV Funds is calculated according to ED’s Student Assistance General Provisions.
FAA Access: Student Inquiry and ISIR Compare

Select Student Inquiry from the Main Menu
Enter required login credentials and Next

Enter the student identifier information
Select the award year and Submit
### FAA Access to CPS Online – Student Inquiry

**Transactions**

Below is a list of the 2019-2020 transactions we have processed for MAXINE DEMO LASTNAME as of 07/31/2019. You can select any of the transaction numbers to view the complete details for that transaction. To compare two transactions, select the checkbox next to the two you would like to compare and select the **Compare ISIRs** button. Select this link if you would like to view this student’s 2018-2019 processed transactions.

<table>
<thead>
<tr>
<th>ISIR Compare</th>
<th>Transaction Number</th>
<th>Processed Date</th>
<th>Expected Family Contribution (EFC)</th>
<th>Transaction Source/Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03</td>
<td>10/01/2018</td>
<td>000000</td>
<td>Corrections on the Web</td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>10/01/2018</td>
<td>000000</td>
<td>Corrections on the Web</td>
</tr>
<tr>
<td></td>
<td>01</td>
<td>10/01/2018</td>
<td>000000</td>
<td>FAFSA on the Web</td>
</tr>
</tbody>
</table>

[View a Different Student's Data]

[COMPARE ISIRS]

[RETURN TO FAA MENU] [EXIT]
FAA Access: Student Inquiry Transaction
### FAA Access to CPS Online – Student Inquiry

**ISIR Compare**

The data below can be sorted by field number or difference. Select the 'Field' column heading to sort the data by field number (default). Select the 'Difference' column heading to move the fields with differences to the top (sorted by field number).

You may also select either of the 'Transaction' column headings to view the transaction individually.

When you are finished, select the Previous button to return to the student's transaction list.

<table>
<thead>
<tr>
<th>Field</th>
<th>Transaction 01 EFC=(00000)</th>
<th>Transaction 02 EFC=(00000)</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>36. Student's 2017 Adjusted Gross Income</td>
<td>$15,000</td>
<td>$20,000</td>
<td>Y</td>
</tr>
<tr>
<td>37. Student's 2017 U.S. Income Tax Paid:</td>
<td>$1,750</td>
<td>$2,500</td>
<td>Y</td>
</tr>
<tr>
<td>39. Student's 2017 Income Earned from Work</td>
<td>$10,000</td>
<td>$15,000</td>
<td>Y</td>
</tr>
<tr>
<td>Processed Record Type:</td>
<td>Original Application (from any source)</td>
<td>History Correction (from any source)</td>
<td>Y</td>
</tr>
<tr>
<td>Source of Correction:</td>
<td>Applicant</td>
<td>Applicant</td>
<td>Y</td>
</tr>
<tr>
<td>Correction Applied Against Transaction Number:</td>
<td>01</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>1. Student's Last Name:</td>
<td>DEMOLASTNAME</td>
<td>DEMOLASTNAME</td>
<td></td>
</tr>
<tr>
<td>2. Student's First Name:</td>
<td>MAXINE</td>
<td>MAXINE</td>
<td></td>
</tr>
<tr>
<td>3. Student's Middle Initial:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FAA Access: FAFSA, Renewal, and Correction
FAA Access: Submit Identity Verification Results

- FAA Access to CPS Online – Identity Verification Results
- Confirmation
  - TG9 for your Destination Point: TG999999
  - Federal School Code: 001002
  - School Year: 2019-2020

Results Entry Options
- Select Enter Results to enter identity verification results manually or select Load Results File to upload a file.
FAA Access: Submit Identity Verification Results

FAA Access to CPS Online – Identity Verification Results

Results Entry Options

Select Enter Results to enter identity verification results manually or select Load Results File to upload a file.

Enter Results Load Results File

NEED HELP? RETURN TO FAA MENU EXIT

ID verif text file sample - Notepad

File Edit Format View Help

1111111111AA1
2222222222BB2
3333333333CC3
4444444444DD4
5555555555EE5
654321987FF6

Federal Student Aid
FAFSA.gov FAA Access to CPS Online

FAA Access to CPS Online – Identity Verification Results

NEED HELP?

Load Results File

NEED HELP?

Previous Next

FAA Access to CPS Online – Identity Verification Results

NEED HELP?

Previous Next
FAA Access: Submit Identity Verification Results

FAA Access to CPS Online – Identity Verification Results

Results Entry Options

T# for your Destination Point: TG999996
Federal School Code: 001002
School Year: 2019-2020

Select Enter Results to enter identity verification results manually or select Load Results File to upload a file. 6 results uploaded.

- REMOVE RESULTS
- ENTER RESULTS
- LOAD RESULTS FILE

FAA Access to CPS Online – Identity Verification Results

Confirmation

T# for your Destination Point: TG999996
Federal School Code: 001002
School Year: 2019-2020

Your identity verification results have been submitted for the following record(s):

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name ID</th>
<th>Identity Verification Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-11-1111</td>
<td>AA</td>
<td>Verification completed in person, no issues found</td>
</tr>
<tr>
<td>222-22-2222</td>
<td>BB</td>
<td>Verification completed remotely, no issues found</td>
</tr>
<tr>
<td>333-03-3333</td>
<td>CC</td>
<td>Verification attempted, issues found with identity</td>
</tr>
<tr>
<td>444-44-4444</td>
<td>DD</td>
<td>Verification attempted, issues found with HS completion</td>
</tr>
<tr>
<td>555-55-5555</td>
<td>EE</td>
<td>No response from applicant or unable to locate</td>
</tr>
<tr>
<td>666-66-6666</td>
<td>FF</td>
<td>Verification attempted, issues found with both identity and HS completion</td>
</tr>
</tbody>
</table>

Select Print This Page to print this page for your records.

FAA Access to CPS Online – Identity Verification Results

- PRINT THIS PAGE
- RETURN TO FAA MENU
- EXIT

NEED HELP?

RETURN TO FAA MENU
EXIT
FAA Access: ISIR Request
Questions and Answers

Contact the CPS/SAIG Help Desk (1-800-330-5947) for operational questions

- Processed ISIRs
- CPS Processing
- FAFSA on the Web or FAA Access to CPS Online
- EDExpress
- EDConnect
- SAIG Enrollment/TG Mailbox
- FSAID reset