

# BUSINESS PRACTICE BULLETIN

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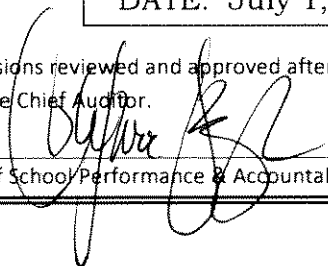
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DATE: July 1, 2016

The School Board of Broward County, Florida

**SUBJECT: STUDENT FINANCIAL AID  
REIMBURSEMENT**

Revisions reviewed and approved after consultation with the Office  
of the Chief Auditor.

 8/19/16  
Chief School Performance & Accountability Officer / Date

## GENERAL

### Overview

The Broward County School District, through Atlantic, McFatter, and Sheridan Technical Colleges, maintains responsibility for the administration of the United States Department of Education (USDOE) Federal Pell Grant Program. All Program funds must be disbursed in accordance with Federal regulations found in the Code of Federal Regulations (CFR), Title 34, Section 668.164. Because several regulatory requirements and factors are based on the recorded disbursement data, including when the student became a Federal Student Aid (FSA) recipient and has the rights and responsibilities of an FSA recipient, it is important that the disbursement data be properly recorded in the Common Origination and Disbursement (COD) System.

Periodically, the School District's Federal Pell Grant Program disbursements are audited by the State of Florida Auditor General, to determine whether the Program disbursements were properly recorded in the COD System.

### A. FEDERAL PELL GRANT PROGRAM GOALS AND ADMINISTRATION

1. The goal of the Federal Pell Grant Program is to provide financial assistance to those students with demonstrated financial need based on information reported on the Free Application for Federal Student Aid (FAFSA).
2. All funds received for the Federal Pell Grant Program must be disbursed directly to students at Atlantic, McFatter, and Sheridan Technical Colleges, based on eligibility criteria established by the USDOE. Pell Grant funds may not be used for staff salaries, equipment, or third-party services.

### B. DISBURSEMENT OF PELL GRANT FUNDS:

The Broward Technical Colleges (BTCs) are committed to establishing procedures to ensure that the Federal Pell Grant Program's disbursement dates are properly entered in the COD system.

Supersedes:

Issued By:  
Workforce Education Information Management (WEIM)

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## **SUBJECT: STUDENT FINANCIAL AID REIMBURSEMENT**

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The School District's Accounting and Financial Reporting Department (AFRD) processes the Federal Pell Grant Program disbursement requests.

AFRD disburses financial aid to students at the direction of the Office of Financial Aid from the three BTCs and submits a reimbursement request to the Treasury Department to drawdown the Federal funds from the G5 system.

### C. STEPS FOR DISBURSEMENT

The BTCs will provide the AFRD with the completed financial aid payment authorization forms approximately three (3) weeks prior to the scheduled disbursement date that is indicated on the form.

The BTCs will authorize disbursements and transmit the request to the COD system seven (7) days prior to the scheduled disbursement date indicated on the financial aid payment authorization form.

Upon confirmation that the transmittals have been accepted by COD, the BTCs will inform AFRD that the Federal funds are available.

AFRD will verify the vendors and process the financial aid payment authorization forms.

The date on the checks will match the date provided on the financial aid payment authorization form and entered in the COD system.

AFRD reviews the printed checks for errors and are subsequently released to the BTCs. The BTCs will then distribute the checks to the students.

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