

Section 6

Policy: **Federal SEOG Program**
Regulations: [676.10](#) (Selection of students) and [676.19](#) (Fiscal procedures and records)

Purpose: This section provides guidance on the administration of the Federal SEOG Program.

Scope: **Specifically Address:**
FSEOG Selection and Awarding of Students
FSEOG Fiscal Procedures and Records

Responsibilities:
(Identify individuals and/or offices responsible for developing and updating this section)

FAA

Definitions:
(Identify acronyms or definitions that will be used in this section)

See Appendix A

Resources available to assist in the development of a manual:

- FSEOG Assessment <http://ifap.ed.gov/qahome/qaassessments/fseogmodule.html>
- FSEOG Activity 2 Administrative Cost Allowance
<http://ifap.ed.gov/qadocs/FSEOGModule/Activity2fseog.doc>
- FSEOG Fiscal Records Worksheet
<http://ifap.ed.gov/qadocs/FiscalManagement/fseogmonth.doc>
- Review the [2009-10 FSA Handbook](#) (Volume 6) for guidance related to the topics in this section

Required information:

- Establish selection procedures that are uniformly applied, in writing and maintained in the institution's file.
- Develop a process to select students with the lowest expected family contribution who will also receive Federal Pell Grants in that year. If remaining funds are available after giving FSEOG to all Federal Pell Grant recipients, the institution shall award the remaining FSEOG funds to eligible students with the lowest expected family contribution who will not receive Federal Pell Grant. Define exceptional need as outlined in [34 CFR 676.10](#).
- Part-time and independent students. If an institution's allocation of FSEOG funds is directly or indirectly based in part on the financial need demonstrated by students attending the institution as less than full time or independent students, a reasonable portion of the allocation must be offered to those students.

Selection Procedures

After the financial aid deadline, all students receiving Pell grant funds are reviewed for expected family contribution of zero. Students are ranked by largest unmet need. Students with remaining unmet need are awarded FSEOG funds based on the College's annual award amount. The annual award amount is determined by the Financial Aid Admissions Business Office (FAAB) Committee.

In order to allow students who enroll later in the award year to receive FSEOG funds, 15% of the total FSEOG allocation will be reserved for students beginning in the Spring semester and 10% will be reserved for students beginning in the Summer semester.

Enrolled students' unmet need is reviewed again in Spring and Summer semesters, allowing for needy students beginning in those semesters a chance at receiving FSEOG funds.

The College seeks to maximize the resources to its neediest students by allocating the highest possible award to the most students.

Procedures that outline and follow provisions for maintaining general fiscal records as outlined in [34 CFR 668.24\(b\)](#) and [34 CFR 668.164](#).

Please ensure that you have developed Fiscal procedures for this section. The Fiscal procedures that should be included are outlined in Section 1.5 of this guide. You may want to include a reference to that section of the guide to show that your Fiscal Control and funding accounting procedures are in place for the FSEOG Program.

In addition, your procedures must address the following information:

- Establish and maintain an internal control system of checks and balances that insures that no office can both authorize payments and disburse funds to students (**See section 1.2 of this manual**).
- Identify how the school maintains funds received under FSEOG and required under [668.163](#).
- The process to ensure the school follows the record retention and examination provision in [668.24](#).
- Establish and maintain program and fiscal records that are reconciled monthly.
- A process to coordinate and submit a Fiscal Operations Report plus other information the secretary requires. A process to insure that the information reported is accurate and is submitted on the form and at the time specified by the Secretary.

The College notifies its banking institution annually that its operating and payroll accounts include Federal funds. Those accounts are interest-bearing accounts. Each month the interest earned on the total balance is allocated to the programs and funds that earned that interest.

The College maintains self-balancing funds for each restricted grant, including FSEOG. These accounts include cash, receivables, payables, revenues, and expenditures separately identified by program by year.

The FSEOG expenditures are reconciled monthly by the Director of Accounting.

Each year by the published deadline, the Financial Aid Office, in conjunction with the Business Office, completes and submits the FISAP.

The Financial Aid Office is responsible for submitting and maintaining the following records:

- 1) PPA,
- 2) ECAR,
- 3) Student records, including SAR, ISIR, repayment calculations, documents with original signatures, etc.
- 4) List of Student Awards – award and disbursement amounts.

All documents are maintained for at least 3 years after the end of award year for which the aid was awarded and disbursed under FSEOG. All documents are subject to the federal and state open records requirements.