

DEPARTMENT OF EDUCATION

[CFDA No.: 84.033]

**Office of Postsecondary Education;
Federal Work-Study Programs****AGENCY:** Department of Education.**ACTION:** Notice of the closing date for institutions that participate in the Federal Work-Study (FWS) Program to submit the Campus-Based Reallocation Form (ED Form E40-4P).**SUMMARY:** The Secretary gives notice to institutions of higher education of the deadline for an institution that participated in the FWS Program for the 1997-98 award year (July 1, 1997 through June 30, 1998) to submit a Campus-Based Reallocation Form to request supplemental FWS funds for the 1998-99 award year (July 1, 1998 through June 30, 1999). The information collected is used to determine whether an institution is eligible to receive supplemental FWS funds for the 1998-99 award year.**DATE:** *Closing Date for Submitting a Campus-Based Reallocation Form.* If an institution that participated in the FWS Program for the 1997-98 award year wants to ensure that it will be considered for supplemental FWS funds for the 1998-99 award year, the institution must submit the Campus-Based Reallocation Form by July 17, 1998. The Department will not accept a form submitted by facsimile transmission.**ADDRESSES:** *Campus-Based Reallocation Form Delivered by Mail.* The Campus-Based Reallocation Form delivered by mail must be addressed to Mr. Milton Thomas, Jr., Institutional Financial Management Division, U.S. Department of Education, P.O. Box 23781, Washington, D.C. 20026-0781. An applicant must show proof of mailing consisting of one of the following: (1) a legibly dated U.S. Postal Service postmark; (2) a legible mail receipt with the date of the mailing stamped by the U.S. Postal Service; (3) a dated shipping label, invoice, or receipt from a commercial carrier; or (4) any other proof of mailing acceptable to the Secretary of Education.

If a Campus-Based Reallocation Form is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing: (1) a private metered postmark, or (2) a mail receipt that is not dated by the U.S. Postal Service. An institution should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an institution should check with its local

post office. An institution is encouraged to use certified or at least first-class mail.

Campus-Based Reallocation Form Delivered by Hand. A Campus-Based Reallocation Form delivered by hand must be taken to Mr. Milton Thomas, Jr., Campus-Based Financial Operations Branch, Institutional Financial Management Division, Accounting and Financial Management Service, Student Financial Assistance Programs, U.S. Department of Education, Room 4714, Regional Office Building 3, 7th and D Streets, S.W., Washington, D.C. Hand-delivered Reallocation Forms will be accepted between 8:00 a.m. and 4:30 p.m. (Eastern time) daily, except Saturdays, Sundays, and Federal holidays. A Campus-Based Reallocation Form that is delivered by hand will not be accepted after 4:30 p.m. on the closing date.**SUPPLEMENTARY INFORMATION:** The Department will reallocate unexpended FWS Federal funds from the 1997-98 award year as supplemental allocations for the 1998-99 award year under the FWS Program. Supplemental allocations will be issued this fall in accordance with the reallocation procedures contained in the Higher Education Act of 1965, as amended (HEA). Under section 442(e) of the HEA, unexpended FWS funds returned to the Secretary must be reallocated to eligible institutions that used at least 10 percent of the total FWS Federal funds granted to the institution to compensate students employed in community services. Because reallocated FWS funds will be distributed on the basis of fair share shortfall criteria, institutions must also have a fair share shortfall to receive these funds. A fair share shortfall means that an institution has an unmet need for FWS funds as determined by the FWS allocation formula in the HEA that uses data reported by the institution on its Fiscal Operations Report and Application to Participate (FISAP).

Institutions must use all the reallocated FWS Federal funds to compensate students employed in community services. To ensure consideration for supplemental FWS Federal funds for the 1998-99 award year, an institution must submit the Campus-Based Reallocation Form by July 17, 1998.

Applicable Regulations

The following regulations apply to the Federal Work-Study Program:

- (1) Student Assistance General Provisions, 34 CFR Part 668.
- (2) General Provisions for the Federal Perkins Loan Program, Federal Work-Study Program, and Federal

Supplemental Educational Opportunity Grant Program, 34 CFR Part 673.

(3) Federal Work-Study Programs, 34 CFR Part 675.

(4) Institutional Eligibility under the Higher Education Act of 1965, as amended, 34 CFR Part 600.

(5) New Restrictions on Lobbying, 34 CFR Part 82.

(6) Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants), 34 CFR Part 85.

(7) Drug-Free Schools and Campuses, 34 CFR Part 86.

FOR FURTHER INFORMATION CONTACT: For technical assistance concerning the Campus-Based Reallocation Form or other operational procedures of the campus-based programs, contact Mr. Milton Thomas, Jr., Institutional Financial Management Division, U.S. Department of Education, P.O. Box 23781, Washington, D.C. 20026-0781. Telephone (202) 708-9756. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape or computer diskette) on request to the contact person listed in the preceding paragraph.

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The documents are located under Option G—Files/Announcements, Bulletins and Press Releases.

Note: The official version of this document is the document published in the **Federal Register**.

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Dated: June 9, 1998.

David A. Longanecker,

*Assistant Secretary for Postsecondary
Education.*

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