Financial Aid meeting

Wednesday, January 7, 2015

District Finance Conference Room

Attendees: Adela Esquivel- Swinson, Calvin Madlock, Dave Nguyen, Dominique Benavides, Michael Orkin, Michael Winfield, Ranell Holmes, Roderick Fajarda, Thomas Wong, .

Meeting convened at 10:05 am.

**Issue #1: student data is not being reported to the COD within the required 30 calendar days.**

Two years ago, auditors were told that they will use TD client to automate reporting to COD; therefore, that is what they will expect to see in the next audit.

Calvin explains that he has not approved any technical solution regarding TD client.

TD client was proposed by HighStreet; however, Calvin has not validated it or ensured that this product will actually work. It has not been tested in Peralta.

It is imperative that the student data is reported within the required 30 calendar days. Any technical solution needs to meet this time requirement. TD client is just basically a file transfer protocol; all what it does is send files. It needs to be determined if TD client will satisfy the 30 day requirement.

Michael’s concern with this audit finding and TD client is that even if the file is send within 30 days, they are not certain if the data from PeopleSoft inside the file will be acceptable/accurate. If the data is inaccurate, the COD will reject it and it would not be in compliance with the 30 day requirement. Additionally, TD client would not receive a notification back from COD. Therefore, the only way to know if the data is inaccurate is to request back the file.

The derivation of this finding is the manual process of transferring the files back and forth in a daily basis. Currently, each campus has a designated person who has access to that mailbox (e-connect software). If the designated person is unavailable for any reason, there is a gap in the transmission of files. They are out of compliance because they are not reporting to the COD within 30 days.

If the process is automated, at least it will resolve the issue of not sending the file on time. However, the human element cannot be completely eliminated. The challenge will be fixing the data before the submittal date.

Michael will be the project manager for TD client; he will be working closely with Dave.

It is suggested that in the next auditor’s visit they are shown that some action has been taken. This needs to be documented with IT and Financial Aid.

Dave and Michael will report back in the next meeting and they will present the following information: General objective, scope, additional issues, risk assessment, and an action plan.

**Issue #2: Reporting enrollment status files to the NSLDS.**

Financial Aid has been warned by the Department of Education and the State chancellor’s Office that they need to submit the new enrollment file by January 31st.

The data obtained from PeopleSoft goes to the National Clearinghouse- the third party vendor that financial aid uses to send the data to NSLDS.

Enrollment data impacts financial aid. Therefore, issues with enrollment reporting have to be addressed as soon as possible. If this file is not submitted to the department of education by the end of the month, the financial aid program will be significantly impacted.

This is the first year that Financial Aid had to submit majors; they stated back on August.

They have been submitting the enrollment data; however, they received a reminder over the break that as of February 1st they could no longer submit the enrollment data without the program data.

In the past, they have been sending inaccurate enrollment data from PeopleSoft. Therefore, they are asking to manually fix every student who has inaccurate data for the past two years. This data needs to be submitted every 30 days.

The file has not submitted the file because financial aid still waiting for a fix to happen in PeopleSoft. IT is working with Admissions and records to determine the cause of the incorrect data. They have to ensure that the data is accurate and that it is submitted in a timely manner.

There are 4 tickets associated with this issue. Calvin has looked at all the tickets related to this issue. Ranell has assigned a team to work with Joyce. Ranell will send an overview/update of this issue within one week. The status will be reported in a weekly basis.

This might require a lot of manual intervention because the issues need to be fixed.

It was suggested to have a plan in case that the fix does not happen within the last two weeks. It might require a lot of manual intervention. Whether the issue gets fixed or not the file needs to be submitted.

From the last report submitted they can tell that there are over a thousand errors. Dominique suggested focusing in the people that they are trying to submit.

Dominique tried to run a report yesterday, but she was unable to do it because of the cobol errors. She is working with Theresa to address this matter. Once they get this fixed, they can run the report again and see if the numbers have decreased.

**Other**

Joyce will work with Ranell’s team on Friday, December 9 to work on issue #2.

Joyce will be invited to the next meeting

**Adjournment**

Next meeting TBA.

Meeting adjourned at 10:56 am.