

# **Peralta Community College District**



## **Financial Aid**

### **Return of Stale Check Procedures**

#### **Training document**

November 2, 2020

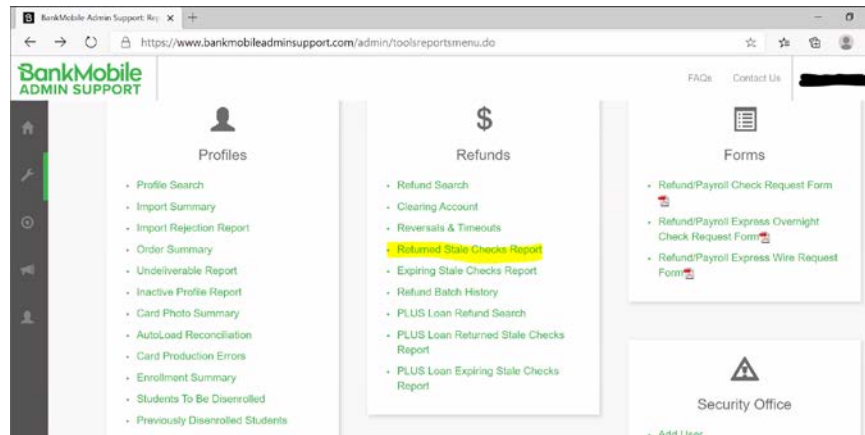
## General Information

The time frame for returning unclaimed funds (stale dated checks) is no later than 240 days from the date check issued:

- 34 CFR 668.164(h)
- FSA Blue Book Volume 5 page 27
- FSA Handbook (2013-2014) Volume 5 page 20

## College Financial Aid Office Procedure

Each month the Financial Aid Officer or designee at the colleges will pull the “Returned Stale Checks Report” from Bank Mobile.



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Peralta Community College District

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### Returned Stale Checks Report

Returned Stale Checks Report	
Month/Year:	11 / 2020
<input type="button" value="Submit"/>	

[?](#) About this report

[<< Previous Month](#)

There were no stale checks returned in the specified month.

 BankMobile Admin Support:  
1.866.663.2228

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The monthly reports show students whom were issued checks 3 months prior (90 days). The financial aid office at the colleges will reach out to these students and if after 120 days (30 days after the initial report has been pulled) then the college will send a letter to the students informing them they have 30 days to claim the funds otherwise funds will be returned to appropriate state or federal agency.

After 180 days:

- College FA will review list of remaining students from report
- College FA will reduce the check amount from the appropriate areas in the students' awards
  - Fin Aid Staff verify on SF Customer Accounts to validate what funds have been refunded
  - Fin Aid Staff log onto Financial Aid> Awards> Assign Awards to Student to make adjustments to appropriate awards.
  - Fin Aid Staff go to Financial Aid> Disbursement> Disburse Aid
    - Type in Student Empl ID and aid year
    - Search
    - Review funds which were just adjusted on Assign Awards screen
    - Authorize those funds
    - Disburse those funds to finalize the adjustment
    - Inform Student Finance of list of students who have been adjusted as a cross check with COD

These adjustments will get picked up with the daily origination processes that run in PeopleSoft and produce an outbound file that the college will send to COD (for Federal Funds). Once COD receives these outbound files the student's award will be updated with COD.

In addition, Student Finance has a role in this process as well. Their process is as follows:

- Student Finance Analyst will reverse stale check amount in PS and will place an "NRF" hold on the student's account to prevent future disbursements.
- Once the account is updated and verified that future refunds can be sent to the student, FA Officer can remove the "NRF" hold.


- Search:  
- ▷ My Favorites
  - ▷ Peralta Custom
  - ▷ Self Service
  - ▷ Workforce Administration
  - ▷ Benefits
  - ▷ Compensation
  - ▷ Payroll for North America
  - ▷ Organizational Development
  - ▽ Campus Community
    - ▷ Personal Information
    - ▷ Service Indicators
    - ▽ Service Indicators (Student)
      - Manage Service Indicators
      - Mass Assign
      - Mass Release
  - ▷ Organization
    - Student Services Ctr (Student)
  - ▷ Records and Enrollment
  - ▷ Curriculum Management
  - ▷ Financial Aid
  - ▷ Student Financials
  - ▷ Set Up HRMS

## Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

### Search Criteria

Empl ID:   

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

## Manage Service Indicators

██████████  ██████████

Display: Effect  Institution  [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
<a href="#">NRE</a>	No Financial Aid Refund	To Stop Financial Aid Refund	PCCD1	1204	F20			07/01/1964	

## Edit Service Indicator

Release

\*Institution:   Peralta Community College Dist

\*Service Indicator Code:   No Financial Aid Refund

\*Service Ind Reason Code:   To Stop Financial Aid Refund

Description:

Effect: Negative

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