

Annual Iowa Pell Audit Verification Guidance

Iowa's 15 community colleges report their "Pell counts" via the Department's Community College Management Information System (CC MIS) system every academic year. In the spring, there is a process of "sampling" for verifying the Pell awards of CTE students for the previous academic year. For example, the Spring 2024 Pell Audit Verification covered the 2022-2023AY; this Spring 2025 Pell Audit Verification covers the 2023-2024AY, etc.

The CC MIS team produces a sample for each community college. Each community college returns a document with screenshots of students in the sample for providing evidence of the Pell awards. All of this is handled via secure encrypted exchanges.

CTE flagged student Pell counts reported via the CC MIS system are utilized to calculate the Community College Perkins allocations per Federal law.

Sec. 132 [20 U.S.C. 2352] DISTRIBUTION OF FUNDS FOR POSTSECONDARY EDUCATION PROGRAMS.
(a) Allocation. – (2) FORMULA. – Each eligible institution or consortium of eligible institutions shall be allocated an amount that bears the same relationship to the portion of funds made available under section 112(a)(1) to carry out this section for any fiscal year as the sum of the number of individuals who are **Federal Pell Grant Recipients**...enrolled in programs meeting the requirements of section 135 offered by such institution or consortium in the preceding fiscal year bears to the sum of the number of such recipients in such programs within the State for such year.

Pell Information Status – Via the U.S. Department of Education, Common Origination and Disbursement (COD) System, there are (3) stages for Federal Pell Grants for students;

1. Pell Eligibility → **Pell Award Amount Approved** → Disbursed
2. ***Pell Award Amount Approved (\$)***
3. ***IF PELL Award Amount Approved = "Yes" or "1" for Pell Flag in CC MIS (regardless of Disbursed)***

IDOE DATA RUN – PELL COUNT SUMMARY:

College: <<COMMUNITY COLLEGE>>

Step 1 (TOTAL PELL) – AYXX-XX Pell Recipient (NOT just Pell "eligible") Count (those with Pell Flag) = 1

Step 2 (PELL STUDENTS IN CTE) - Of these, those that had CTE type programs (type of program <> 08, 09, 10) & took courses

Step 3 (FINAL CTE PELL COUNT) – Of these Pell students in CTE, those with full acceptance to a Program of Study (POS)**

0 = The student in this course is not accepted to the program of study (CIP = 2401010000)

1 = The student reported under this CIP number has been fully accepted to the POS.

2 = The student reported under this CIP number has not been fully accepted to the POS.

Submission of Documentation for the Pell Eligibility Verification Process

A sample file containing the community college's number and each student's Social Security Number (SSN), Last Name, and First Name is provided via the WebMIS SFTP folder. (This is also where the verification documentation will be uploaded/submitted by the community college.) If there are any problems accessing this folder, please connect with the community college MIS Reporting Officer or Vlad Bassis at 515-281-3671.

Pell-eligible evidence is submitted as follows:

1. For each student in the sample list, evidence is provided for Pell award approved status via a screenshot from the US Department of Education's Common Origination & Disbursement website (<https://cod.ed.gov/cod/LoginPage>). This is the only way to verify that a Pell eligible student has been identified as a Pell recipient (regardless of whether the funds were disbursed). Please provide evidence ONLY for the year of audit.

2. All screenshots are submitted and returned in one combined PDF via the MS Word template provided. For example, if the Community College sample contains (10) students, then the combined PDF would include one screenshot per student per page for a total of 10-pages. Add more pages if your sample is more than (10) students.

Each student's page/screenshot should display via the US Department of Education's Common Origination & Disbursement website (<https://cod.ed.gov/cod/LoginPage>):

- a. College initials and region number at the top of the page (ex., HCC-07) by updating the "IDOE..." in the header on page 1;
- b. The student's last and first name; and
- c. The student's social security number (SSN);
- d. The student's Pell Award Amount

3. Please arrange the pages in the same order as the students' last names in the sample list.

4. Name your file with community college initials by updating the "IDOE" in the template form provided; for example, "HCC- FY2025 Pell Audit Verification..."

5. Please submit and return the completed community college document via the same WebMIS SFTP folder it was provided in. You may need to ask your MIS Reporting Officer for assistance or contact Vlad Bassis at 515-281-3671.

IDOE Review Process

The Perkins Accountability, Monitoring, and Reporting education consultant will conduct a thorough review by analyzing the following items in each screenshot returned:

1. That the student's first and last name match
2. That the student's social security number (SSN) match
3. That the student was "awarded" a Pell Grant
4. The screenshot reflects the proper academic year; for example, it displays 2023-2024AY for the Spring 2025 Pell Audit.
5. If the above conditions are met, the verification is a "pass." If the above conditions are not met, the verification is a "not pass."
6. For quality control purposes, the threshold for passing the sample check must result in a "no pass" rate of less than 10% of the total sample. For example, if a community college sample is (20) students, (3) students with a "not pass" would result in a second-round sample for verification. If the second round is not successful, the college will be required to resubmit Credit Enrollment data with correct Pell information and the negative penalty point(s) may be applied to the Community College for accreditation due to data reporting inaccuracies.