

February 27, 2017

OSFA/FFELP #16-17-02

Dear Student Loan Participant:

On February 16, 2017, the *Common Manual* Governing Board approved one proposal from Batch 209 to modify the *Common Manual*. The changes will be incorporated into the *Common Manual* with the publication of the next quarterly integrated update. Enclosed are the following updates:

- **Death Discharge**

For further information you may contact me at (850) 410-6846 or e-mail at Reitha.scott@fldoe.org.

Sincerely,

Reitha Scott, Policy Manager
Office of Student Financial Assistance

COMMON MANUAL UPDATES

Death Discharge

The *Common Manual* is being revised to include regulatory changes made to acceptable documentation for loan discharge due to a borrower's or student's death as outlined in the November 1, 2016 *Federal Register*. Effective July 1, 2017, a death claim can be submitted based on one of the following:

- An original or certified copy of the death certificate.
- An accurate and complete photocopy of the original or certified copy of the death certificate.
- An accurate and complete original or certified copy of the death certificate that is scanned and submitted electronically or sent by facsimile transmission.
- Verification of the borrower's or student's death through an authoritative Federal or State electronic databased approved for use by the Department.

Affected Sections: 11.21.F Death
 11.23.A Death
 13.1.D Claim File Documentation
 13.1.E Missing Claim File Documentation
 13.8.C Death
 Figure 13-4 Timely Filing Deadlines for Claims and Discharges

Effective Date: For death discharge applications and claims received on or after July 1, 2017.

Basis: Final Rule published in November 1, 2016 *Federal Register* (81 FR 75926); §682.402(b).

Policy Information: 1321/Batch 209

Guarantor Comments: None.