

January 4, 2007

SFA/FFELP #06-07:08

Dear Student Loan Participant:

On November 28, 2006, the *Common Manual* Governing Board approved the correction to an inadvertent error in the October 2006 publication of the *Common Manual*. The error is located in Figure 13-1, the chart entitled "Information to Be Provided on the Claim Form." Attached you will find a special common bulletin that describes the error, and a separate attachment containing a corrected Figure 13-1. The changes will be incorporated into the *Common Manual* with the publication of the next annual update. Enclosed is the corrected Information to Be Provided on the Claim Form chart.

For further information you may contact me at (850) 410-6846 or e-mail at [reitha.scott@fldoe.org](mailto:reitha.scott@fldoe.org).

Sincerely,

Reitha Scott, Policy Manager  
Office of Student Financial Assistance

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# COMMON MANUAL UPDATES

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## **Special Common Bulletin Distribution – Approved Policy #850, Batch 127 Information to Be Provided on the Claim Form**

Figure 13-1, the chart entitled “Information to Be Provided on the Claim Form,” in the October 2006 *Common Manual* has been corrected to incorporate changes previously approved in policies 850 and 851 of Batch 127.

Policy 851 clarified the description of several required data elements on the Claim Form: endorser’s or comaker’s SSN; endorser’s or comaker’s last-known complete address; and endorser’s or comaker’s home telephone number. Policy 851 also clarified the footnote “3” that is associated with all three of these required data elements, as follows: “Refers to information that the lender must provide on the Claim Form for loans first disbursed on or after September 1, 1998.” Due to an error in the October 2006 Common Manual publication, this footnote was incorrectly numbered, and was not associated with the correct data elements to which it pertains.

Policy 850 updated Figure 13-1 to align with the revised common Claim Form. A new field was added to the Claim Form to capture the amount of unpaid origination fee and unpaid capitalized interest that are included in the principal balance on the date the claim is filed. Policy 850 added a new footnote “4” to Figure 13-1, denoting that lenders are required to provide unpaid origination fee and unpaid capitalized interest information on the Claim Form for claims filed for loans first disbursed on or after September 1, 2004. Due to an error in the October 2006 *Common Manual* publication, this new footnote was incorrectly labeled “3”, and was not associated with the data element to which it pertains.

Each of the errors has been corrected in the *Integrated Common Manual* update to the October 2006 electronic manual. In addition, this special common bulletin is accompanied by an attachment that contains a corrected copy of Figure 13-1. Please distribute the attachment along with this special common bulletin to your participants and manual users within your organizations. Users of a paper manual are strongly encouraged to remove the current Figure 13-1 from their paper version of the October 2006 manual, and replace it with the corrected Figure 13-1 provided in the attachment.

Information to Be Provided on the Claim Form, Figure 13-1.

## Information To Be Provided on the Claim Form

Figure 13-1

Item Description	Required <sup>1</sup> If Available <sup>2</sup>
Type of claim being submitted.	•
Date condition occurred.	•
Borrower's Social Security number (SSN).	•
Borrower's last name, first name, and middle initial.	•
AKA (previous or alternate name used by the borrower).	•
Borrower's last-known complete address.	•
Validity of the borrower's address.	•
Borrower's home telephone number, work number, and other number.	•
Validity of the borrower's telephone numbers.	•
Name, telephone number, and address of the borrower's place of employment.	•
Loan type for each loan identified on the Claim Form (i.e., SF= subsidized Stafford, including nonsubsidized prior to 10/92; SU = unsubsidized Stafford; PL= PLUS; SL = SLS; CL = Consolidation).	•
Loan ID for each loan identified on the Claim Form (e.g., the loan identifier code, file number, guarantee date, or amount, as indicated by the guarantor).	•
Date the loan sold (as applicable).	•
Date on which the current servicer assumed responsibility for servicing the loan for each loan identified on the Claim Form (as applicable).	•
First disbursement date for each loan identified on the claim request.	•
Interest rate, interest rate type, and the date loan converted (as required by HEA 1986 or HEA 1992 rebate requirements) for each loan identified.	•
Current principal balance (including all insured and uninsured capitalized interest) due for each loan identified on the date of the claim request.	•
Amount of unpaid origination fee and, separately, amount of unpaid capitalized interest.	• <sup>4</sup>
Amount of cure interest capitalized and unpaid cure interest not capitalized for each loan claimed.	•
PLUS student's Social Security number (SSN), and name.	•
PLUS student's last-known complete address.	•
Validity of the PLUS student's address.	•
PLUS student's home telephone number.	•
Validity of the PLUS student's home telephone number.	•
Full name of the endorser or comaker, the identifying code (i.e., E=endorser, C=comaker), and the numeric identifier.	•
Endorser's or comaker's SSN.	• <sup>3</sup>
Endorser's or comaker's last-known complete address.	• <sup>3</sup>
Validity of the endorser's or comaker's address.	•
Endorser's or comaker's home telephone number.	• <sup>3</sup>
Validity of the endorser's or comaker's home telephone number.	•
The out-of-school date. Stafford loans—the date the borrower ended enrollment on at least a half-time basis, before any grace period and the initial conversion of the loan to repayment.	•
PLUS/SLS loans—the date the student or borrower ceased eligibility for an in-school deferment (for immediately deferred loans only). Consolidation loans and PLUS/SLS loans not immediately deferred—the date of the last disbursement. For Consolidation loans, the latest disbursement date on the beginning loan balance should be used if the lender did not establish a new due date when an add-on was accomplished. If the lender did establish a new due date with the add-on loan, the disbursement date for the add-on should be provided.	•
Date the lender was notified of the original out-of-school date.	•
Note whether the original out-of-school date changed after the account entered repayment.	•
Due date of the first monthly payment.	•
Total amount of payments made by or on behalf of the borrower.	•
For disability claims, total amount of payments made by or on behalf of borrower after the date the borrower became unable to work and earn money.	•
Number of months due date advanced by payments made by or on behalf of the borrower.	•
Number of regular monthly payments deferred or forborne.	•
Number of months account was out of guarantee.	•
Total number of noncontinuous individual periods of deferment and forbearance.	•
Number of reconversion months.	•
Due date of the first unmet payment of the borrower's delinquency.	•
Date through which interest was last paid.	•
Total original principal value disbursed to the borrower for the loans claimed.	•
Total amount of interest capitalized.	•
Total principal repaid on the borrower's account before and after entering repayment.	•
Total principal value of the borrower's debt which is used to compute the interest claimed.	•
Amount of interest capitalized not eligible for claim payment.	•
Total principal value of the claim.	•
Amount of unpaid cure interest not capitalized.	•
Amount of outstanding insured interest claimed and the date through which it was accrued.	•
Amount of any other insured costs incurred on the account.	•
Lender's six-digit lender ID assigned by the Department and, as applicable, four digit non-Department suffix	•
Servicer's six-digit servicer ID assigned by the Department.	•
Claim review status for which the institution currently qualifies (i.e., 1=Exceptional performer status, 2=Standard review status, 3=Program review status).	•
Current servicer's name and address.	•
Preparer's name and telephone number.	•
Borrower, endorser, and comaker collection activity codes and dates the activities were performed.	•

<sup>1</sup> Refers to information the lender must provide on the Claim Form.

<sup>2</sup> Refers to information that the lender may or may not have. If the lender has the information, it must be provided on the Claim Form.

<sup>3</sup> Refers to information that the lender must provide on the Claim Form for loans first disbursed on or after September 1, 1998. For loans first disbursed prior to September 1, 1998, if the lender has the information, it must be provided on the Claim Form.

<sup>4</sup> Refers to information that the lender is required to provide on the Claim Form for claims filed for loans first disbursed on or after September 1, 2004.