

January 1999

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OSFA

COMMON MANUAL UPDATES

The *Common Manual* Governing Board approved several policies on January 21, 1999. Participants will be receiving the updates within two to three weeks.

POLICY UPDATE: The following are the policies that the *Common Manual* Governing Board approved November 19, 1998.

- #270 Borrower Specific Deferment Exceptions. Does not permit a borrower to be eligible for deferment if that borrower has used the maximum time period allowed, unless all loans have been paid in full prior to obtaining a new loan.
- #279 Guarantee of Subsidized Loan Funds. Provides that in cases when the student has not requested subsidized Stafford loan funding and the school has certified eligibility for some amount of subsidized Stafford funding, the guarantor will guarantee a subsidized Stafford loan for the student.
- #282 Special Allowance Billing on Claim-Filed Accounts. Add a provision that lenders may not collect special allowance on loans for which the claim was filed timely but for which the claim is not paid by the guarantor within the mandated 90-day time frame for claim payment.
- #283 Satisfactory Repayment Arrangements. Updates current definition to specify terms for specific instances in which satisfactory repayment arrangements are required.

Note: Items #280, Unemployment Deferment Documentation, and #281, Economic Hardship Deferment Requirements, have been deferred pending publication of the final deferment forms.

POLICY PROPOSALS: The following proposals have been submitted for review and comments. Comments were due for # 287 January 7, 1999, comments for #288 through #298 were due January 20, 1999.

- #287 Resuming Loan Servicing After Claim Repurchase. This proposal provides guidance to lenders regarding when to resume loan servicing after a claim has been repurchased.

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- #288 Lender Eligibility. Provides for the eligibility of financial institutions that meet the new statutory criteria contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #289 Stafford and PLUS Loan Interest Rates. Explains the correct variable interest rate formulas, based on the 91-day Treasury bill, for both Stafford and PLUS loans first disbursed on or after July 1, 1998 but before July 1, 2003, as contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #290 PLUS Deferment Eligibility. Explains that a PLUS borrower may obtain an in-school, graduate fellowship, or rehabilitation training program deferment based on the status of a dependent student for whom the parent borrower obtained a PLUS loan, provided the parent borrower obtained a FFELP loan that was disbursed prior to July 1, 1993.
- #291 Bankruptcy Discharge After 7 Years. Reflects provisions of the Higher Education Amendments enacted on October 7, 1998, which eliminates bankruptcy discharge for student borrowers after they have been in repayment at least 7 years, but continues to allow discharge for proven undue economic hardship, as contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #292 Bankruptcy Claim, Timely Filing Cure. Consistently allows a lender to cure a timely bankruptcy claim filing violation by demonstrating that the violation has not caused the guarantor to miss any court established deadlines for bankruptcy proceedings.
- #293 Consolidation Loan Nondiscrimination. States that a Consolidation loan lender may decline to consolidate HPSL (including LDS), NSL, and HEAL loans, as contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #294 Loans That May Be Consolidated. Does not limit the time period during which the borrower may include an FDLP loan among loans that may be contained in a FFELP Consolidation loan. Provides that a borrower who receives eligible student loans after the receipt date of a consolidation loan may receive a subsequent consolidation loan and that loans received prior to the date of the first Consolidation loan be added to the subsequent consolidation loan. Also addresses eligible loans received by a borrower during the 180-day period following the making of the Consolidation loan.
- #295 Consolidation Loan Borrower Eligibility. Includes the requirement that a borrower must have no loans in default status on which a court has issued a judgment against the borrower or upon which a garnishment order has been issued, removes the reference to temporary provisions concerning Direct Consolidation loan cancellation through September 30, 1998, and provides that a borrower with multiple loan holders may request a Consolidation loan from any eligible lender, as contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #296 Consolidation Loan Interest Rate. Incorporates an interest rate table into the section and reflects the Consolidation loan interest rate effective for loan applications received by the lender on or after October 1, 1998, as contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #297 Interest Benefits on Consolidation Loans. Provides new provisions regarding the extension of interest benefits for Consolidation loans, as contained in the provisions of the Higher Education Amendments enacted on October 7, 1998.
- #298 Consolidation Loan Interest Payment Rebate Fee. Incorporates provisions of the Higher Education Amendments enacted on October 7, 1998, which state that for loans made from applications received by the lender from October 1, 1998 through January 31, 1999, the Consolidation loan interest payment rebate fee is .62% per annum of the principal balance and accrued interest of the loans.

Should you have questions or concerns, please call the Policy and Customer Service Unit at (850) 921-8948.

This index is to assist participants in easily identifying articles of interest .

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Federal Updates

❖ 1999-2000 SAR/ISIR Guide Draft

The Department of Education has placed draft appendices for the Award Year 1999-2000 Student Aid Report (SAR) and Institutional Student Information Record (ISIR) Guide on their web site. These drafts may be accessed at: <http://www.ifap.ed.gov>. The titles are:

- Appendix A (Reject Codes and Reject Reasons) of “A Guide to 1999-2000 SARs and ISIRs.”
- Appendix B (Data Base Matches and Match Flags) of “A Guide to 1999-2000 SARs and ISIRs.”
- Appendix C (NSLDS Financial Aid History/NSLDS Match Flags) of “A Guide to 1999-2000 SARs and ISIRs.”
- Appendix D (1999-2000 SAR/ISIR Comment Codes and Text SAR Acknowledgment) of “A Guide to 1999-2000 SARs and ISIRs.”
- Appendix E (Addresses) of “A Guide to 1999-2000 SARs and ISIRs.”

□ Chief Operating Officer for Student Aid Announced

Secretary of Education Richard Riley announced Greg Woods as the Chief Operating Officer for the Office of Student Financial Assistance. This position is the head of the federal government’s first performance based organization.

Mr. Woods previously served as deputy directory for information technology, customer service and regulatory reform at the National Partnership for Reinventing Government. In this position, Mr. Woods led the reinvention initiatives in customer service and the Access America technology program. Mr. Woods has also served as CEO of Science and Engineering Associates, Deputy Chief Operating Officer of Science Applications International Corporation. He also worked for the U.S. Secretary of Defense.

❖ GEAR UP, Helping More Students Prepare for College

The Higher Education Amendments (HEA) of 1998 launch GEAR UP, a new national effort to encourage more young people to have high expectations, stay in school and study hard, and go to college.

High-achieving students from low-income families are one-fifth as likely to attend college as high-achieving students from high-income families (NELS 1998). In a recent survey, almost 70% of parents indicate that they have little information or want more information about which courses their children should take to prepare for college, and 89% of parents want more information about how to pay for college, including the use of tax credits (Gallup, September 1998).

President Clinton proposed the High Hopes for College earlier in 1998 as an initiative to create a national goal that every college should partner with at least one middle school in a low-income community to help raise expectations and ensure that students are well-prepared for college. The new GEAR UP program created in the 1998 HEA law provides both partnership grants and state grants, modeled after the High Hopes proposal and building further on the existing state early college awareness program. This new competitive grant program supports early college awareness activities at both the local and the state level. The budget for fiscal year 1999 provides \$120 million for GEAR UP. The funding will be split between partnership grants and state grants, with at least one-third allocated to each.

For more information on GEAR UP, you may access the Department of Education’s web site at <http://www.ed.gov/gearup>.

❖ Password Invalid Error

The Title IV WAN Customer Service has discovered a problem with passwords involving the following group of Title IV Wide Area Network users: TG50001 - TG52999. These users are receiving the error message “password invalid” when attempting to log into the network. The contractor is currently researching the problem. In the meantime, the users in this TG group will need to change their passwords.

For further information or assistance, please contact Title IV WAN Customer Service staff. If you are unable to use the voice processing system, you may e-mail them at T4WAN@NCS.COM or send a fax to 319-339-6983.

❖ **Distribution of the 1999-2000 EDEExpress Version 5.0.**

The Department announced January 5, 1999, the release of the 1999-2000 EDEExpress for Windows, Version 5.0 software. This version contains the full Application Processing and Packaging modules for the 1999-2000 cycle. Distribution of Version 5.0 to all participating EDE institutions began on December 30 and completed on January 8, 1999.

Version 5.0 is the first 32-bit edition of EDEExpress to be released by the Department. Please Note: You must have Windows 95, NT or 98 as your PC operating system to run this version. You must also be in compliance with the system requirements outlined in Action Letter #2, dated October 1997.

In addition to receiving the EDEExpress software, you will also receive the 1999-2000 Application Processing and Packaging desk references and the EDEExpress Installation Guide in this distribution.

Should you have any question regarding the installation or use of EDEExpress, please contact CPS Customer Service at 1-800-330-5947, or via e-mail at CPS@NCS.COM. For information regarding software distribution and EDE enrollment, please contact Title IV WAN Customer Service at 1-800-615-1189, or via e-mail at T4WAN@NCS.COM.

□ **FFEL Special Allowance Rates for the Quarter Ending December 31, 1998.**

On January 4, 1999, Patricia Newcombe, Acting Chief, FFEL Program Section, Division of Policy Development, Policy, Training, and Analysis Service, issued a notice in regards to the Federal Family Education Loan Program Special Allowance Rates for the Quarter Ending December 31, 1998. The Treasury Department has informed the Department that the average of the bond equivalent rates for the ninety-one day Treasury bills auctioned during the quarter ending December 31, 1998, is 4.40 percent.

Attachment A of this notice contains the bond equivalent rates of the 91-day Treasury Bills auctioned during the quarter. Attachments B & C contain the quarterly special allowance rates computed pursuant to section 438 of the Higher Education Act of 1965, as amended (the Act).

Should you like a copy of the FFEL Special Allowance Rates for the quarter ending December 31, 1998, please contact the Policy Unit at (850) 921-8948.

❖ **Important Alert on PDF Version of 1999-2000 FAFSA**

On January 4th, the Department posted an incorrect version of the Portable Document Format file for the 1999-2000 Free Application for Federal Student Aid on the Department's Web site at <http://www/ed/gov/offices/OPE/express.html>. The incorrect version was replaced with the correct version a day and a half later, on the afternoon of January 5. This problem received a comment on the FINAID-L Listserv.

The incorrect version is a draft that can be easily recognized because it directs the applicant to send the application to "P.O. Box 0000" in Mt. Vernon, Illinois. If you downloaded this PDF file on January 4th or 5th, please replace it with the correct version, which is now available at the same Internet address.

❖ **Calculating Institutional Refunds: What Are Institutional Charges?**

On January 7, 1999, Jeff Baker, Director, Policy Development Division, U.S. Department of Education, issued a policy bulletin which provides guidance on how to determine whether a charge is an institutional charge when calculating an institutional refund.

When a student receives Title IV, HEA program funds to attend an institution and subsequently withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged, federal law and regulations require the institution to make a timely refund of “unearned tuition, fees, room and board, and other charges” assessed the student by the institution. When a student withdraws, the institution must also determine if the student owes a repayment of unearned funds that the institution either disbursed to the student directly or, with the student’s permission, credited to the student’s account to pay for “non-institutional costs.” Tuition, fees, room and board, and “other charges” have been collectively and historically referred to as “institutional charges.” However, for the purposes of this bulletin, “institutional charges” are referred to as “institutional costs” to clarify that institutional and non-institutional expenses are not defined by whether an actual charge has been made to a student’s institutional account. As a general rule, institutional costs are defined as expenses that an institution assesses a student for educational expenses that are paid to the institution directly.

Since a repayment calculation involves only non-institutional costs and a refund calculation includes only institutional costs, a critical step in calculating an accurate refund and/or repayment involves determining whether the costs are institutional or non-institutional.

For a complete copy of this policy bulletin, please contact the OSFA Policy Unit at (850) 921-8948 or you may access the Department’s Web site at: http://ifap.ed.gov/csb_html/bookshlf.htm.

❖ **Importing ISIR Data into 1998-1999 Pell Payment for Windows**

The CPS Customer Service issued this announcement January 14, 1999, in regards to importing ISIR data from your EDEExpress database into the 1998-1999 Pell Payment software. On the ISIR import screen in Pell Payment, the software currently does not allow you to enter any year beyond 1998 as the year for processed date range. This will present a problem if you attempt to import ISIR data you’ve received since the new year by using a processed date range that includes a 1999 beginning or end date.

As a workaround, CPS advises to use other selection criteria options available to you on the import screen, as processed date range is not a required field for ISIR import. Other criteria you may want to use includes FAFSA entry date range, choose selected records, or “Import New Eligible ISIRs?” (without entering the processed date range).

If you have questions, please contact the CPS Customer Service at 1-800-330-5947, option 4, or via e-mail at CPS@NCS.COM.

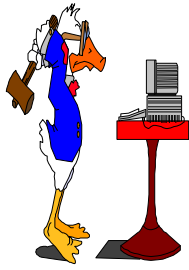
❖ **Network Server Installation of EDEExpress Version 5.0**

CPS Customer Service issued an announcement January 15, 1999, regarding institutions performing a network server installation of the 1999-2000 EDEExpress Version 5.0. Institutions should note the installation process will place your software database (expres90.mdb) in the default network directory of Express9. This has concerned several institutions who expected the server directory to be named Winexp0 or Express90 to prevent any potential overwrite of their 1998-1999 database.

Installing the 1999-2000 database to the Express9 directory will not effect or overwrite your 1998-1999 EDEExpress database (express9.mdb), which is named differently and by default is installed in the directory of Winexp9.

Installing Version 5.0 to the default Express9 directory will also not affect the install process or software performance. However, if you wish to install your 1999-2000 server database to a directory other than Express9, you can manually change the target network directory during the install process, and point your workstations to the alternative location when you perform your network workstation installations(s).

If you have any questions, please contact CPS Customer Service at 1-800-330-5947, or via e-mail at CPS@NCS.COM.



Helpful Tips

❖ Using On-Line Help

This tip from CPS Customer Service features a major process or function in the U.S. Department of Education software: Using On-Line Help. Institutions using the U.S. Department of Education software such as EDEExpress, Pell Payment, SSCR-32, or FISAP regularly contact CPS Customer Service for assistance with specific software functionality or processes. To provide additional assistance to regular software users, as well as new institutions using this software for the first time, CPS Customer Service wishes to reiterate some basic guidelines on using the extensive on-line help features offered in each product released. On-line help can generally be accessed in two ways---globally or while on a specific data field. You can also view system information, obtain customer service contact information and check the software version you're running via the global Help menu.

For further information, please contact CPS Customer Service at 1-800-330-5947, or e-mail at CPS@NCS.COM.

❖ Using Global Delete

This tip from CPS Customer Service highlights a feature or process in the EDEExpress and Pell Payment software: Using Global Delete. EDEExpress and Pell Payment software users have the ability to delete student records from their database(s) by using the Global delete feature. Deleting unused or unneeded records can serve several purposes, including reducing the size of your database and generating more accurate record counts and reports. Global delete is accessible via the File/Delete menu option in the EDEExpress and Pell Payment software.

It is recommended that you run a full database back-up prior to deleting any records from the EDEExpress or Pell software. You should also run a database repair and compact after deleting any records to preserve database integrity.

❖ Dependency Override and Professional Judgment

This tip from the CPS Customer Service highlights a feature or process in EDEExpress: Dependency Override and Professional Judgment ISIRs. (Please note: this tip also corrects a printed statement circulated during the EAC conferences.)

Whenever you perform an electronic dependency override or professional judgment correction on an ISIR transaction, only your institution will receive the updated transaction. Any other institutions listed on the ISIR will be removed from the new ISIR transaction generated by the CPS.

In all other ISIR correction circumstances, the submitting institution and all other institutions listed on the new transaction will receive an updated ISIR. Please keep in mind you can now perform a dependency override and FAA EFC Adjustment in the same ISIR correction record, provided the transaction being corrected has a calculated EFC.

If you have any questions, please contact CPS Customer Service at 1-800-330-5947, option 8, or via e-mail at CPS@NCS.COM.



Federal Regulations & Letters

❖ **Dear Colleague, DLB-98-44: Close Out of the 1997-98 Direct Loan Program Year, December 1998.**

This letter provides information to help begin the close out process of the 1997-98 Direct Loan Program year.

❖ **Dear Colleague, DLB-98-45: Program Year Close Out Steps and Tools, December 1998.**

Direct Loan Bulletin 98-44 provided schools with the 1997-98 Direct Loan program year processing deadline as well as information on the release and use of the 732-LOS files for 1997-98. In order to provide additional guidance on using the 732-LOS files and assistance on how to close out the 1997-98 Direct Loan Program year, the Department has provided this Dear Colleague letter which includes steps and recommendations.

❖ **Dear Colleague, DLB-98-47: Disregard Direct Loan Bulletin 98-46, December 1998.**

Please disregard and delete Direct Loan Bulletin 98-46. This bulletin, entitled “Benefits to Schools with Low Default Rates,” was sent prematurely. A new bulletin providing guidance to schools on this issue will be issued soon.

❖ **Dear Colleague, DLB-98-48: Benefits to Schools with Low Default Rates, December 1998.**

This letter outlines new provisions under the Higher Education Amendments of 1998 that exempt some schools from certain provisions of the Act and allow certain benefits to schools with default rates that are less than 5% or 10%.

❖ **Dear Colleague, DLB-98-49: Anticipated Completion Date, December 1998.**

This Dear Colleague letter stresses that it is important and to the advantage of students, schools, and the Department of Education that the ACD that is supplied on the Direct Loan origination record or on the Student Status Confirmation Report (SSCR) be set at the expected completion date of the course of study rather than at the expected completion date of the current academic term.

❖ **Dear Colleague, GEN-98-30 (Action Letter #5): Guide to 1999-2000 SARs and ISIRs, December 1998.**

This letter transmits “A Guide to 1999-2000 SARs and ISIRs.” The Guide contains information to assist you in interpreting the codes that appear on the Student Aid Report (SAR), which is sent to the student, and the Institutional Student Information Records (ISIRs), which are sent directly to institutions by the Central processing System (CPS).

❖ **Federal Register, Department of Education, Notice of Closing Date, December 18, 1998.**

Notice of the closing date for institutions to file an “Application for Approval to Participate in Federal Student Financial Aid Programs” (ED Form E40-34P, OMB #1840-0098) to participate in the Federal Perkins Loan, Federal Work-Study, and Federal Supplemental Education Opportunity Grant programs (known collectively as the campus-based programs) for the 1999-2000 award year. The Secretary invites currently ineligible institutions of higher education that filed a Fiscal Operations Report and Application to Participate (FISAP) (ED Form 646-1) in one or more of the “campus-based programs” for the 1999-2000 award year to submit to the Secretary an “Application for Approval to Participate” and all required supporting documents for an eligibility and certification determination. To participate in the campus-based programs in the 1999-2000 award year, a currently ineligible institution must mail or hand-deliver its “Application for Approval to Participate” on or before January 15, 1999.

□ **Federal Register, Promotion of Distance Education Through Digital Technologies, Request for Comments and Notice of Public Hearing, December 23, 1998.**

The Copyright Office is preparing recommendations for Congress, in accordance with Section 403 of the Digital Millennium Copyright Act, on the promotion of distance education through digital technologies. This

notice requests written comments from all interested parties, including representatives of copyright owners, nonprofit education institutions, and nonprofit libraries and archives, in order to elicit views and information to assist the Office in its analysis of the relevant issues preparatory to making its report and recommendations. This notice also announces the schedule for, and invites participation in, a series of three public hearings to be held in Washington, DC, Los Angeles, California, and Chicago, Illinois. Written comments must be received in the Copyright Office on or before 5 p.m. E.S.T. on February 5, 1999. Interested parties may submit written reply comments in direct response to written comments or the oral testimony offered at the hearings. Reply comments will become part of the record if received on or before 5:00 p.m. E.S.T. on February 24, 1999.

❖ **Federal Register, Office of Postsecondary Education, Notice, December 22, 1998.**

This is a notice of availability of the Federal Perkins Loan and National Direct Student Loan Programs Directory of Designated Low-Income Schools for Teacher Cancellation Benefits for the 1998-99 School Year. The Secretary of Education announces that the 1998-99 Federal Perkins Loan and National Direct Student Loan programs Directory of Designated Low-Income Schools (The Directory) is now available on the Department of Education's Web site. Under the Federal Perkins Loan and National Direct Student Loan programs, a borrower may have repayment of his or her loan deferred and a portion of his or her loan canceled if the borrower teaches full-time for a complete academic year in a designated elementary or secondary school having a high concentration of students from low-income families. In the 1998-99 Directory, the Secretary lists, on a State-by-State and Territory-by-Territory basis, the schools at which a borrower may teach during the 1998-99 school year to qualify for deferment and cancellation benefits.

📄 **Federal Register, 34 CFR Chapter VI, Higher Education Act of 1965; Notice of Intent To Establish Negotiated Rulemaking Committees, December 23, 1998.**

The Secretary of Education announces his intention to establish four negotiated rulemaking committees to draft proposed rules to implement Title IV of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1998. The Secretary further announces the organizations or groups believed to represent the interests that should participate in the negotiated rulemaking process. The Secretary intends to select participants for the negotiated rulemaking process from nominees of these organizations or groups. The Secretary requests nominations for additional participants from anyone who believes that the organizations or groups listed do not adequately represent the statutory list of interests. The deadline for receiving nominations for additional members on any of the four committees was January 6, 1999.

❖ **Federal Register, 16 CFR Part 254, Guides for Private Vocational and Distance Education Schools, Correction, December 31, 1998.**

This *Federal Register* provides a list of corrections to be made in rule document 98-21296, beginning on page 42570, issued on Monday, August 10, 1998.

📄 **Federal Register, Notice of Proposed Information Collection Requests, December 30, 1998.**

The Leader, Information Management Group, Office of the Chief Financial and Chief Information Officer, invites comments on the proposed information collection requests as required by the Paperwork Reduction Act of 1995. Interested persons are invited to submit comments on or before March 1, 1999. The request for comments is in regards to the Federal PLUS Loan Program Application Documents, and the Program for International Student Assessment (PISA) Field Test.

❖ **Federal Register, Notice of Pre-Application Technical Assistance Workshops and Conference Calls, January 5, 1999.**

The Corporation for National and Community Service (Corporation) has scheduled two workshops and two conference calls to provide technical assistance to Indian Tribes and organizations representing Alaska Natives interested in applying for AmeriCorps Indian Tribes and America Reads Challenge program funds. The workshops will be held January 20-21, 1999 and February 10-11, 1999. the conference call will be held February 16, 1999 and February 18, 1999.

□ **Federal Register, Submission for OMB Review; Comment Request, January 5, 1999.**

The Leader, Information Management Group, Office of the Chief Financial and Chief Information Officer invites comments on the submission for OMB review as required by the Paperwork Reduction Act 10 1995. Interested persons are invited to submit comments on or before February 4, 1999. The request for comments is in regards to Campus-Based Reallocation Form E40-4P, and Federal Stafford Loan (Subsidized and Unsubsidized) Program Master Promissory Note.

□ **Federal Register, Education Tax Credits, Notice of Proposed Rulemaking and Request to Hold Videoconference Public Hearing, January 6, 1999.**

This document contains proposed regulations relating to the Hope Scholarship Credit and the Lifetime Learning Credit in section 25A of the Internal Revenue Code. These proposed regulations provide guidance to individuals who may claim the Hope Scholarship Credit or the Lifetime Learning Credit for certain postsecondary educational expenses. This document also announces that a public hearing will be held on the proposed regulations upon request and that persons outside the Washington, DC, area who wish to testify at the hearing may request that the IRS videoconference the hearing to their sites. Written or electronically generated comments must be received by April 6, 1999. Requests to videoconference the hearing to other sites must be received by March 8, 1999.

□ **Federal Register, Submission for OMB Review; Comment Request, January 12, 1999.**

The Leader, Information Management Group, Office of the Chief Financial and Chief Information Officer invites comments on the submission for OMB review as required by the Paperwork Reduction Act of 1995. Interested persons are invited to submit comments on or before February 11, 1999. Comments are being requested in regards to Federal Stafford Loan (Subsidized and Unsubsidized) Program Master Promissory Note, Fiscal Operations Report and Application to Participate in Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, and Federal Work-Study Program, and also Application Demonstration Projects for Faculty Training in Disability Issues.

□ **Federal Register, Advisory Committee on Student Financial Assistance, Notice of Meeting, January 13, 1999.**

This notice sets forth the schedule and proposed agenda of the forthcoming meeting of the Advisory Committee on Student Financial Assistance. This notice also describes the functions of the Committee. Notice of this meeting is required under Section 10(a)(2) of the Federal Advisory Committee Act. This document is intended to notify the general public. The dates and times of the meeting are as follows: Tuesday, January 26, 1999, beginning at 8:30 a.m. and ending at approximately 5:30 p.m.; and Wednesday, January 27, 1999, beginning at 8:30 a.m. and ending at approximately 2:00 p.m.

□ **Federal Register, Notice of Proposed Information Collection Requests, January 13, 1999.**

The Leader, Information Management Group, Office of the Chief Financial and Chief Information Officer invites comments on the submission for OMB review as required by the Paperwork Reduction Act of 1995. An emergency review has been requested in accordance with the Act (44 U.S.C. Chapter 3507(j)), since public harm is reasonably likely to result if normal clearance procedures are followed. Approval by the Office of Management and Budget (OMB) has been requested by January 20, 1999. A regular clearance process is also beginning. Interested persons are invited to submit comments on or before March 15, 1999. Items for comment are: Adult Education and Family Literacy Act State Plan (Public Law 105-220) and Carl D. Perkins Vocational and Technical Education Act (Public Law 105-332)--State Plans.