

UNIVERSIDAD DE PUERTO RICO
ADMINISTRACION CENTRAL
Río Piedras, Puerto Rico

Oficina del Presidente

Circular Núm. 76-8

9 de abril de 1976

A : LOS SEÑORES RECTORES Y A LOS DIRECTORES DE COLEGIOS UNIVER-
SITARIOS

Asunto : Seguimiento de los Deudores Delincuentes de los Programas de
Préstamos Federales a Estudiantes

Acompañamos copia del Memorandum de marzo de 1976 dirigido a los Directores de Asistencia Económica a Estudiantes y a los Oficiales de Finanzas por el Sr. James G. Allen, funcionario de la Oficina de Educación, del Departamento Federal de Salud, Educación y Bienestar.

El propósito de dicho Memorandum es explicar los procedimientos que deben seguirse para recibir el beneficio de los servicios que ofrece la oficina que dirige el Sr. Allen, consistentes en ayudar a las instituciones para el seguimiento de los deudores delincuentes de los Programas de Préstamos Federales.

Me interesa que hagamos buen uso de todos los medios a nuestro alcance para reducir el alto grado de delincuencia que persiste en nuestra Institución en los programas de préstamos para los cuales se ofrece este servicio, por lo cual les agradeceré que tomen las medidas necesarias para asegurarse de que en sus unidades se aproveche esta oferta.

Cordialmente,

Arturo Morales Carrión
Arturo Morales Carrión
Presidente

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MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
Bureau of Postsecondary Education

TO : Directors of Student Financial Aid and
Fiscal Officers
National Direct Student Loan Program

FROM : James G. Allen
Chief, Program Support Branch, DSSSP, BPE

SUBJECT: National Defense/Direct Student Loan Skip-Trace Service

DATE: March 1976

The Division of Student Support and Special Programs, through the Program Support Branch, has for several years been assisting institutions of postsecondary education in tracing National Defense/Direct Student Loan borrowers who are delinquent in the repayment of their loans. This service provides a computer search for these unlocated loan recipients, using data submitted on automatic data processing cards by institutions or their agents. The purpose of this memorandum is to explain the current procedures to be followed in using this service, superseding all previous memoranda on this subject, specifically 70-1, 70-4 and 71-1. Please bear in mind that this service is not intended to replace, but rather supplement, methods already being used by the institution to locate delinquent National Defense/Direct Student Loan borrowers.

Information needed from institutions requesting this service is set forth below in the paragraph designated "Revised Punch Card Layout." This information should be forwarded directly to:

Program Management Section
Program Support Branch
DSSSP - BPE
U.S. Office of Education
Washington, D.C. 20202

It should be supplied on 80 column cards, properly keypunched, together with a list of borrowers' names typed on the requester's letterhead. Institutions should not submit cards or other related skip-trace material directly to the Internal Revenue Service unless expressly directed to do so by this office. No information will be retrieved for any cards that have not been transmitted through the appropriate administrative channels of the Office of Education.

Present programming operations can also accommodate tape data from requesters handling large numbers of requests. If your institution is interested in obtaining further details on the magnetic tape input and output system, feel free to contact the Program Management Section.

A computer search based on borrowers' Social Security Numbers will be made each month. Address information obtained as a result of the investigation will be sent by the Program Management Section to the requesting institution in accordance with the processing parameters developed for IRS Project 719. This information is to be used solely for the purpose of locating obligated National Defense/Direct Student Loan borrowers.

Duplicate Cards Institutions should not submit duplicates of ADP cards previously submitted for Skip-Trace service unless they are requested by this office. In several instances institutions have resubmitted cards on the same borrowers before having received any response to the original requests, and without identifying the resubmitted cards as duplicates. Processing of duplicate cards results in an unnecessary expense for the Office of Education.

"No Records" Information If the information received from the computer search on a delinquent borrower shows "No Records", or provides information identical to that which the institution already has on file, the institution should wait at least twelve months before requesting a second computer search on that borrower. A new card must be submitted when the second search is made.

Revised Punch Card Layout The following punch card layout replaces the previous format and must be used hereafter to insure the retrieval of proper information.

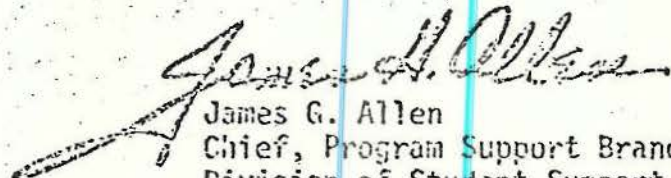
Revised Punch Card Layout

<u>COLUMNS</u>	<u>INFORMATION</u>
1-3	Agency Code No. 851
4-12	Borrower's Social Security No.
13-15	Project Code No. 719
16-19	Institution's Serial No.
20-41	Name of Borrower (LAST NAME, 2 INITIALS)
42-80	<u>Reserved.</u> Do not use

Institution's Serial Number The 6-digit OE VENDOR CODE NUMBER has become obsolete; therefore, to participate in the NDSL Skip-Trace Service it will be necessary for the institution to utilize the SERIAL NUMBER assigned to postsecondary institutions by the Division of Student Support and Special Programs. The DSSSP SERIAL NUMBER consists of only the last four digits of the document number that identifies allocations issued to participating institutions for operation of the National Direct Student Loan, Supplemental Educational Opportunity Grants and College Work-Study Programs. For example, an institution with a document number of P007610099 would key punch the numerals 0099 in columns 16 through 19.

Accuracy of Data Be sure that numerical data are accurately keypunched. Avoid transposition of digits. The computer will REJECT cards if IDENTIFICATION NUMBERS 851 and 719 are not correctly punched. It is also obvious that where the borrower's SOCIAL SECURITY NUMBER is unknown or inaccurate the computer will retrieve nothing valid for the institution's use. The SERIAL NUMBER must be correct in order to identify the institution to which the current address information retrieved by the computer is returned.

Questions concerning the use of this service may be directed to your Regional Office or to Mr. Richard Mueller, of my staff, telephone (202) 245-2475.


James G. Allen
Chief, Program Support Branch
Division of Student Support
and Special Programs