

Y7 Pooling: Process, Form & Instructions

Pooling Form Instructions

1. Verify Payee Information

- x Confirm the Payee Information is the same for each Institution ID participating in the pooling application.
- x Information on how to access and/edit an institution's Payee Names/Addresses can be found in the Y7 AIS Application Instructions

2. Complete the Pooling Institutions Chart

- x Open Y7 AIS School Allocations. This can be found on the [AIS Guidance & Resource Documents webpage](#).
- x Locate and record the allocations for each Institution I D.
- x The example below references two pooling schools. However, if needed, insert additional rows to accommodate your pooling size on the included Pooling form.



Pooling Form

Electing to pool is a shared commitment (pooling is optional). All pooling institutions must work collaboratively for a pooled submission to result in an eligible claim. Collectively, pooling institutions must complete one, collective Y7 AIS Pooling Form. The identical Y7 AIS Pooling Form must then be uploaded to each pooling institution's Y7 AIS Application.

Pooling Institutions Chart *(see section 2 example)*



Authorization

Electing to pool is a shared commitment (pooling is optional). Each participating school must complete an authorization box below.

<u>Pooling/Collaborating Agency</u> (check and complete this section only if applicable to your school)		
Name of Lead Entity		BEDS Code (if applicable)
Contact Name	Contact Phone #	Contact Email

Pooling/Collaborating Agency

(check and complete this section only if applicable to your school)

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Name