


Student Academic Support, Academic Affairs  
401 Golden Shore, 6th Floor  
Long Beach, CA 90802-4210

[www.calstate.edu](http://www.calstate.edu)

Eric G. Forbes  
Assistant Vice Chancellor  
(562) 951-4744  
Fax: (562) 951-4867  
E-mail: [eforbes@calstate.edu](mailto:eforbes@calstate.edu)

## MEMORANDUM

**Code: AA-2013-09**

**Date:** August 15, 2013  
**To:** CSU Directors of Financial Aid  
**From:**   
Eric G. Forbes  
Assistant Vice Chancellor

Final report must be  
submitted by  
**September 17, 2013**

**Subject: Final 2012-2013 Financial Aid Database Report**

Campuses are requested to submit their final Financial Aid Database (FADB) report by September 17, 2013. As in prior years, this report will be used to determine State University Grant (SUG) campus allocations. The financial aid database report is also used for other reporting requirements such as the Institution Prices and Student Financial Aid (IPSFA) survey from the National Center for Education Statistics (NCES) of the U.S. Department of Education and for responding to requests from the Governor and the legislature.

Technical information on submission of the final 2012-2013 FADB is included in Attachments A and B. The record layout has been modified from prior years in order to accommodate the reporting of the new federal Iraq Afghanistan Service Grant. The database file should include the full range of data as identified in Attachment B.

Please note the enhanced functionality to the FADB module for campuses using PeopleSoft remains the same from last year. An 'Error Message Validation Code' field was added to the FADB Error Messages table to enable campuses to review and act upon the edits before initial reporting to the Chancellor's Office. Please refer to the CMS 8.9/9.0 Business Processing Guide, Financial Aid Database (FADB) Report for more details. The record format for the Error Validation file is in Attachment C.

Please compile and transfer the database file to your campus financial aid account on the Chancellor's Office server, [coweusftp101.calstate.edu](http://coweusftp101.calstate.edu), by September 17, 2013. Questions regarding this report may be directed to Wendy Ortega, Associate Director of Student Financial Aid, Academic Affairs - Student Academic Support. Ms. Ortega may be reached at (562) 951-4730 or [wortega@calstate.edu](mailto:wortega@calstate.edu).

### CSU Campuses

Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy • Monterey Bay  
Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San José • San Luis Obispo • San Marcos • Sonoma • Stanislaus

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Attachments (3)

- c: CSU Presidents
- CSU Vice Presidents Academic Affairs (w/o attachments)
- CSU Vice Presidents, Administration (w/o attachments)
- CSU Vice Presidents, Student Affairs (w/o attachments)
- Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer

## Procedures for 2012-2013 Final Financial Aid Database

### Record Layout

#### FADB file

For 2012-2013, the record layout (see Attachment B) has been adjusted to accommodate the reporting of the Federal Iraq Afghanistan Service Grant. Moreover, 'unused' fields have been flagged for removal once all campuses have completed their transition to CMS in the coming years. Information about data elements can be found in the 2012-2013 FADB Dictionary that is provided to campuses in conjunction with the release of this memo.

Data elements that are particularly critical for SUG allocation purposes are the "Financial Aid Status Code," the "9-Month EFC," the "Cal Grant Code," and the "Cal Grant Amount." Campuses must be careful to report the *actual* amounts that a student received under each aid program rather than the estimated or scheduled awards. In reporting amounts for Stafford Subsidized and Unsubsidized Loans and PLUS amounts, campuses are to report the full amount borrowed including fees.

For students who were not enrolled/did not receive aid for the full academic year, campuses should report the actual or pro-rated student budget, parent contribution and student contribution that correspond to the actual award period. Similarly, campuses should *not* report 11- or 12-month budgets and contributions unless the student was actually enrolled and received aid for the summer as well as the academic year.

#### Error Validation file

This error validation enhancement was created to assist campuses and the CO by streamlining the review and validation process of FADB edits. The record layout for this file is detailed in Attachment C. Information about data elements can be found in the 2012-2013 FADB Dictionary where details of each edit may be referenced in the FADB Edits Manual.

Campuses unable to modify their programs for the new reporting record format may submit a supplemental file containing the additional data elements. Such file should include student social security numbers and the corresponding data element amounts *in the exact order in which they appear in the record layout*. Campuses intending to pursue this option should e-mail Wendy Ortega at [wortega@calstate.edu](mailto:wortega@calstate.edu) to establish what will be provided in the supplemental file.

### File Structure, name and location

The record layout for the FADB file has two components, FAREC1 and FAREC2, and campuses must report both these record types on separate lines for each student. Moreover, student records must be sorted by social security number and then record type (i.e., student A FAREC1, student A FAREC2, student B FAREC1, student B FAREC2, etc.).

The record layout for the Error Validation file has one component, and should be sorted by social security number.

Campuses must transfer their report in their respective account on [coweusftp101.calstate.edu](http://coweusftp101.calstate.edu) by **September 17, 2013**. The data file must be named `fad.prod.trn11fcc` (see Table 1 below), where `cc` represents the campus code, *all in lower case*.



**Table 2 2012-2013 Error Validation File - USER ID AND FILE NAME**

<b>Campus</b>	<b>Code</b>	<b>User ID</b>	<b>Data File Name</b>
Bakersfield	35	fadb3501	fad.edt.trn13f35
Channel Islands	73	fadb7301	fad.edt.trn13f73
Chico	20	fadb2001	fad.edt.trn13f20
Dominguez Hills	55	fadb5501	fad.edt.trn13f55
East Bay	05	fadb0501	fad.edt.trn12f05
Fresno	25	fadb2501	fad.edt.trn13f25
Fullerton	50	fadb5001	fad.edt.trn13f50
Humboldt	30	fadb3001	fad.edt.trn13f30
Long Beach	40	fadb4001	fad.edt.trn13f40
Los Angeles	45	fadb4501	fad.edt.trn13f45
Maritime Academy	07	fadb0701	fad.edt.trn13f07
Monterey Bay	06	fadb0601	fad.edt.trn13f06
Northridge	70	fadb7001	fad.edt.trn13f70
Pomona	10	fadb1001	fad.edt.trn13f10
Sacramento	60	fadb6001	fad.edt.trn13f60
San Bernardino	63	fadb6301	fad.edt.trn13f63
San Diego	65	fadb6501	fad.edt.trn13f65
San Francisco	75	fadb7501	fad.edt.trn13f75
San Jose	80	fadb8001	fad.edt.trn13f80
San Luis Obispo	15	fadb1501	fad.edt.trn13f15
San Marcos	68	fadb6801	fad.edt.trn13f68
Sonoma	85	fadb8501	fad.edt.trn13f85
Stanislaus	90	fadb9001	fad.edt.trn13f90

### **Identification of Records Subject to State Need Analysis Modifications**

AA-2005-02 advised campus financial aid administrators regarding implementation of the California Domestic Partner Rights and Responsibilities Act of 2003 ("the Act") and provisions related to determining eligibility for state and institutional student financial aid programs. For purposes of the financial aid database report, campuses are to report data element values used in determining eligibility according to the federal methodology. In order to ensure that the records of students with adjustments are not rejected during the edit process, financial aid administrators will need to identify records that are subject to the adjustments based on the provisions of the Act. Campuses are to provide an additional file (in Excel or Word) that includes the student identifier of financial aid recipients for whom adjustments have been made on the basis of the Act. This file should be transferred to the campus account on coweusftp101.calstate.edu with the name p2009.rdfcc.ext where cc represents the campus code and ext represents the appropriate extension to identify the type of file, e.g., xls or doc.

2012-2013 FADB Report Record Format

Record Name: FAREC1  
Record Length: 140

No.	FAREC1 Field Name	Positions		No. of Chars.	*	**
		From	To			
1	<u>Award Year</u>	1	4	4	N	
2	<u>Campus Code</u>	5	6	2	N	RJ
3	<u>Social Security Number</u>	7	15	9	N	
4	Record Type Code	16		1	N	Value = 1
5	<u>Financial Aid Status Code</u>	17	19	3	N	RJ
6	Award/Enrollment Basis	20		1	A	Unused
7	<u>EOP Code</u>	21		1	A	RJ
8	<u>Support Status Code</u>	22		1	A	
9	<u>Student Marital Status Code</u>	23		1	A	
10	<u>Student Budget Category Code</u>	24		1	A	
11	AFDC Code	25		1	A	Unused
12	Social Security Code	26		1	A	Unused
13	Veterans Benefits Code	27		1	A	Unused
14	<u>Family Size</u>	28	29	2	N	RJ
15	<u>Parents Income</u>	30	35	6	N	RJ
16	<u>Student/Spouse Income</u>	36	41	6	N	RJ
17	<u>Student Budget</u>	42	47	6	N	RJ
18	<u>Parents Contribution</u>	48	53	6	N	RJ
19	<u>Student's Contribution</u>	54	59	6	N	RJ
20	<u>Citizenship Status</u>	60	64	5	A	RJ
21	<u>Iraq Afghanistan Service Grant</u>	65	68	4	N	RJ
22	Unearned FWS	69	71	3	N	Unused
23	Declined Loan	72	73	6	N	Unused
24	<u>Graduate Business Grant</u>	74	77	4	N	RJ
25	<u>Other Student Resources</u>	78	83	6	N	RJ, Optional
26	<u>Cal Grant Code</u>	84		1	A	
27	<u>Nine-Month EFC</u>	85	89	5	N	RJ
28	<u>Campus Work Study</u>	90	94	5	N	RJ
29	<u>Cal Grant B Subsistence</u>	95	99	5	N	RJ
30	<u>Chafee Grant</u>	100	104	5	N	RJ
31	<u>Americorp Amount</u>	105	109	5	N	RJ
32	<u>Veterans Benefits</u>	110	114	5	N	RJ
33	<u>Teach Grant</u>	115	119	5	N	RJ
34	<u>Student's Campus ID Number</u>	120	128	9	N	RJ
35	<u>Education Doctorate Grant</u>	129	133	5	N	RJ
36	<u>Cal Grant Fee Amount</u>	134	138	5	N	RJ
37	Filler	139	140	2		Leave Blank

\* AN = Alphanumeric N = Numeric  
A = Alpha B = Binary

\*\* RJ = Right Justify  
LJ = Left Justify

2012-2013 FADB Report Record Format

Record Name: FAREC2  
Record Length: 140

No.	FAREC2 Field Name	Positions		No. of Chars.	*	**
		From	To			
1	<u>Award Year</u>	1	4	4	N	
2	<u>Campus Code</u>	5	6	2	N	
3	<u>Social Security Number</u>	7	15	9	N	
4	<u>Record Type Code</u>	16		1	N	Value = 2
5	<u>Filler</u>	17	19	3	N	Leave Blank
6	<u>DREAM SUG</u>	20	23	4	N	RJ
7	<u>Pell1 Grant Amount</u>	24	27	4	N	RJ
8	<u>State University Grant</u>	28	31	4	N	RJ
9	<u>EOP Grant Amount</u>	32	35	4	N	RJ
10	<u>Graduate Equity Fellowship</u>	36	39	4	N	RJ
11	<u>SEOG Amount</u>	40	43	4	N	RJ
12	<u>BIA Amount</u>	44	48	5	N	RJ
13	<u>Other Federal Scholarship/Grants</u>	49	53	5	N	RJ
14	<u>CSU Scholarship Amount</u>	54	58	5	N	RJ
15	<u>CSU Scholarship Code</u>	59	60	2	N	Unused
16	<u>Institutional Scholarships</u>	61	65	5	N	RJ
17	<u>Athletic Scholarship/Grant</u>	66	70	5	N	RJ
18	<u>Other Scholarships/Grants</u>	71	75	5	N	RJ
19	<u>Federal Work-Study</u>	76	80	5	N	RJ
20	<u>State Work-Study</u>	81	85	5	N	RJ
21	<u>Perkins Loan</u>	86	90	5	N	RJ
22	<u>Nursing Student Loan</u>	91	95	5	N	RJ
23	<u>Stafford Loan (SUBSIDIZED)</u>	96	100	5	N	RJ
24	<u>Institutional Long-Term Loan</u>	101	105	5	N	RJ
25	<u>Campus Fee Grant</u>	106	110	5	N	RJ
26	<u>Parent Loan (PLUS)</u>	111	115	5	N	RJ
27	<u>Other Educational Loan</u>	116	120	5	N	RJ
28	<u>Stafford Loan (UNSUBSIDIZED)</u>	121	125	5	N	RJ
29	<u>Doctor of Nursing Practice Grant</u>	126	130	5	N	RJ
30	<u>Doctor of Physical Therapy Grant</u>	131	135	5	N	RJ
31	<u>Grad PLUS Loan</u>	136	140	5	N	RJ

Legend:

\* AN = Alphanumeric    N = Numeric    \*\* RJ = Right Justify  
A = Alpha                B = Binary                LJ = Left Justify

2012-2013 FADB Error Validation File Format

Record Name: CSU\_FADB\_ERRMES  
Record Length: 36

No.	Field Name	From	To	Chars	Type of Char
1	Award Year	1	4	4	N
2	Campus Code	5	6	2	N
3	EmpID	7	15	9	N
4	Social Security Number	16	24	9	N
5	Campus ID	25	33	9	N
6	Error Message	34	35	2	N
7	Error Validation Code	36	36	1	N