

Procedures for 2013-2014 Final Financial Aid Database

Record Layout

FADB file

For 2013-2014, 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 2013-2014 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 2013-2014 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 Dean Kulju at dkulju@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 by **September 19, 2014**. The data file must be named **fad.prod.trn14fcc** (see Table 1 below), where cc represents the campus code, *all in lower case*.

Table 2 2013-2014 Error Validation File - USER ID AND FILE NAME

Campus	Code	User ID	Data File Name
Bakersfield	35	fadb3501	fad.edt.trn14f35
Channel Islands	73	fadb7301	fad.edt.trn14f73
Chico	20	fadb2001	fad.edt.trn14f20
Dominguez Hills	55	fadb5501	fad.edt.trn14f55
East Bay	05	fadb0501	fad.edt.trn14f05
Fresno	25	fadb2501	fad.edt.trn14f25
Fullerton	50	fadb5001	fad.edt.trn14f50
Humboldt	30	fadb3001	fad.edt.trn14f30
Long Beach	40	fadb4001	fad.edt.trn14f40
Los Angeles	45	fadb4501	fad.edt.trn14f45
Maritime Academy	07	fadb0701	fad.edt.trn14f07
Monterey Bay	06	fadb0601	fad.edt.trn14f06
Northridge	70	fadb7001	fad.edt.trn14f70
Pomona	10	fadb1001	fad.edt.trn14f10
Sacramento	60	fadb6001	fad.edt.trn14f60
San Bernardino	63	fadb6301	fad.edt.trn14f63
San Diego	65	fadb6501	fad.edt.trn14f65
San Francisco	75	fadb7501	fad.edt.trn14f75
San Jose	80	fadb8001	fad.edt.trn14f80
San Luis Obispo	15	fadb1501	fad.edt.trn14f15
San Marcos	68	fadb6801	fad.edt.trn14f68
Sonoma	85	fadb8501	fad.edt.trn14f85
Stanislaus	90	fadb9001	fad.edt.trn14f90

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.

2013-2014 FADB Report Record Format

Record Name: FAREC1
Record Length: 144

No.	FAREC1 Field Name	Positions		No. of Chars.	*	**
		From	To			
1	Award Year	1	4	4	N	RJ
2	Campus Code	5	6	2	N	RJ
3	Social Security Number	7	15	9	N	RJ
4	Record Type Code	16	16	1	N	Value = 1
5	Financial Aid Status Code	17	19	3	N	RJ
6	Award/Enrollment Basis	20	20	1	A	Unused
7	EOP Code	21	21	1	A	RJ
8	Support Status Code	22	22	1	A	RJ
9	Student Marital Status Code	23	23	1	A	RJ
10	Student Budget Category Code	24	24	1	A	RJ
11	AFDC Code	25	25	1	A	Unused
12	Social Security Code	26	26	1	A	Unused
13	Veterans Benefits Code	27	27	1	A	Unused
14	Family Size	28	29	2	N	RJ
15	Parents Income	30	35	6	N	RJ
16	Student/Spouse Income	36	41	6	N	RJ
17	Student Budget	42	47	6	N	RJ
18	Parents Contribution	48	53	6	N	RJ
19	Student's Contribution	54	59	6	N	RJ
20	Citizenship Status	60	64	5	A	RJ
21	Iraq Afghanistan Service Grant	65	68	4	N	RJ
22	Dream Cal Grant B Subsistence	69	73	5	N	RJ
23						
24	Graduate Business Grant	74	77	4	N	RJ
25	Other Student Resources	78	83	6	N	RJ,Optional
26	Cal Grant Code	84	84	1	A	
27	Nine-Month EFC	85	89	5	N	RJ
28	Campus Work Study	90	94	5	N	RJ
29	Cal Grant B Subsistence	95	99	5	N	RJ
30	Chafee Grant	100	104	5	N	RJ
31	Americorp Amount	105	109	5	N	RJ
32	Veterans Benefits	110	114	5	N	RJ
33	Teach Grant	115	119	5	N	RJ
34	Student's Campus ID Number	120	128	9	N	RJ
35	Education Doctorate Grant	129	133	5	N	RJ
36	Cal Grant Fee Amount	134	138	5	N	RJ
37	Residency Code	139	139	1	A	RJ
38	Filler	140	144	5		Leave Blank

Legend:

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

2013-2014 FADB Report Record Format

Record Name: FAREC2
Record Length: 144

No.	FAREC2 Field Name	Positions		No. of Chars.	*	**
		From	To			
1	Award Year	1	4	4	N	
2	Campus Code	5	6	2	N	
3	Social Security Number	7	15	9	N	
4	Record Type Code	16	16	1	N	Value = 2
5	Filler	17	19	3	N	Leave Blank
6	Dream SUG	20	23	4	N	RJ
7	Pell1 Grant Amount	24	27	4	N	RJ
8	State University Grant	28	31	4	N	RJ
9	EOP Grant Amount	32	35	4	N	RJ
10	Graduate Equity Fellowship	36	39	4	N	RJ
11	SEOG Amount	40	43	4	N	RJ
12	BIA Amount	44	48	5	N	RJ
13	Other Federal Scholarship/Grants	49	53	5	N	RJ
14	CSU Scholarship Amount	54	58	5	N	RJ
15	CSU Scholarship Code	59	60	2	N	Unused
16	Institutional Scholarships	61	65	5	N	RJ
17	Athletic Scholarship/Grant	66	70	5	N	RJ
18	Other Scholarships/Grants	71	75	5	N	RJ
19	Federal Work-Study	76	80	5	N	RJ
20	Cal Grant Dream Fee Amount	81	85	5	N	RJ
21	Perkins Loan	86	90	5	N	RJ
22	Nursing Student Loan	91	95	5	N	RJ
23	Stafford Loan (SUBSIDIZED)	96	100	5	N	RJ
24	Institutional Long-Term Loan	101	105	5	N	RJ
25	Campus Fee Grant	106	110	5	N	RJ
26	Parent Loan (PLUS)	111	115	5	N	RJ
27	Other Educational Loan	116	120	5	N	RJ
28	Stafford Loan (UNSUBSIDIZED)	121	125	5	N	RJ
29	Doctor of Nursing Practice Grant	126	130	5	N	RJ
30	Doctor of Physical Therapy Grant	131	135	5	N	RJ
31	Grad PLUS Loan	136	140	5	N	RJ
32	Dream EOP Grant	141	144	4	N	RJ

Legend:

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

** RJ = Right Justify
LJ = Left Justify

2013-2014 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