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August 30, 2017

CODED MEMORANDUM

ASA-2017-21

TO: CSU Directors of Financial Aid

FROM: Eric G. Forbes 
Assistant Vice Chancellor

SUBJECT: Final 2016-2017 Financial Aid Database Report

Campuses are requested to submit their final Financial Aid Database (FADB) report by **October 6, 2017**. As in prior years, this report will be used to track and manage the 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 survey from the National Center for Education Statistics in the U.S. Department of Education and for responding to requests from the governor and the legislature.

Technical information on submission of the final 2016-2017 FADB is included in Attachments A and B. 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. Please refer to the CMS 9.0 Business Processing Guide, Financial Aid Database (FADB) Report for more details.

Please compile and transfer the database file to your campus financial aid account on the Chancellor's Office server, coweusftp101.calstate.edu, by **October 6, 2017**. Questions regarding this report may be directed to Wendy Ortega-Garrett, Associate Director of Student Financial Aid, Academic and Student Affairs - Student Academic Support. Mrs. Ortega-Garrett may be reached at (562) 951-4730 or wortega@calstate.edu.

EGF/dk

Attachments

c: CSU Presidents
CSU Vice Presidents Academic Affairs
CSU Vice Presidents, Administration
CSU Vice Presidents, Student Affairs
Dr. Loren J. Blanchard, Executive Vice Chancellor
Mr. Tony Mesa, Executive Secretary, Chancellor's Office

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

Procedures for 2016-2017 Final Financial Aid Database

Record Layout

FADB file

For 2016-2017, the record layout (see Attachment B) is unchanged from the prior year. Information about data elements can be found in the 2016-2017 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 2016-2017 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-Garrett at 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 by **October 6, 2017**. The data file must be named **fad.prod.trn17fcc** (see Table 1 below), where *cc* represents the campus code, *all in lower case*.

The Error Validation file is optional, but highly recommended. Campuses must transfer this file in their respective account on coweusftp101.calstate.edu by **October 6, 2017**. The data file must be named **fad.edt.trn17fcc** (see Table 2 below), where *cc* represents the campus code, *all in lower case*.

Attachment A

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Table 2 2016-2017 Error Validation File - USER ID AND FILE NAME

Campus	Code	User ID	Data File Name
Bakersfield	35	fadb3501	fad.edt.trn17f35
Channel Islands	73	fadb7301	fad.edt.trn17f73
Chico	20	fadb2001	fad.edt.trn17f20
Dominguez Hills	55	fadb5501	fad.edt.trn17f55
East Bay	05	fadb0501	fad.edt.trn17f05
Fresno	25	fadb2501	fad.edt.trn17f25
Fullerton	50	fadb5001	fad.edt.trn17f50
Humboldt	30	fadb3001	fad.edt.trn17f30
Long Beach	40	fadb4001	fad.edt.trn17f40
Los Angeles	45	fadb4501	fad.edt.trn17f45
Maritime Academy	07	fadb0701	fad.edt.trn17f07
Monterey Bay	06	fadb0601	fad.edt.trn17f06
Northridge	70	fadb7001	fad.edt.trn17f70
Pomona	10	fadb1001	fad.edt.trn17f10
Sacramento	60	fadb6001	fad.edt.trn17f60
San Bernardino	63	fadb6301	fad.edt.trn17f63
San Diego	65	fadb6501	fad.edt.trn17f65
San Francisco	75	fadb7501	fad.edt.trn17f75
San Jose	80	fadb8001	fad.edt.trn17f80
San Luis Obispo	15	fadb1501	fad.edt.trn17f15
San Marcos	68	fadb6801	fad.edt.trn17f68
Sonoma	85	fadb8501	fad.edt.trn17f85
Stanislaus	90	fadb9001	fad.edt.trn17f90

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 p2016.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.

Attachment B

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2016-2017 FADB Report Record Format

Record Name: FAREC1

Record Length: 160

No.	FAREC1 Field Name	Positions		No. of Chars.	*	**
		Fro m	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	Graduate Business Grant	74	77	4	N	RJ
24	Other Student Resources	78	83	6	N	RJ,Optional
25	Cal Grant Code	84	84	1	A	
26	Nine-Month EFC	85	89	5	N	RJ
27	Campus Work Study	90	94	5	N	RJ
28	Cal Grant B Subsistence	95	99	5	N	RJ
29	Chafee Grant	100	104	5	N	RJ
30	Americorp Amount	105	109	5	N	RJ
31	CA Dream Loan	110	114	5	N	RJ
32	Teach Grant	115	119	5	N	RJ
33	Student's Campus ID Number	120	128	9	N	RJ
34	Education Doctorate Grant	129	133	5	N	RJ
35	Cal Grant Fee Amount	134	138	5	N	RJ
36	Residency Code	139	139	1	A	RJ
37	MCS	140	143	4	N	RJ
38	Filler	144	160	17	N	Leave Blank

Legend:

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

Attachment B

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2016-2017 FADB Report Record Format

Record Name: FAREC2

Record Length: 160

No.	FAREC2 Field Name	Positions		No. of Chars.	*	**
		Fro m	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	Dream SUG	17	21	5	N	RJ
6	Pell Grant Amount	22	25	4	N	RJ
7	Filler	26	26	1	N	RJ
8	State University Grant	27	31	5	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
33	DREAM MCS	145	148	4	N	RJ
34	Filler	149	160	12	N	Leave Blank

Legend:

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