


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

www.calstate.edu

Allison G. Jones
Assistant Vice Chancellor
Student Academic Support
Tel: 562-951-4744
Fax: 562-951-4867
Email: ajones@calstate.edu

Code: AA 2009-17

MEMORANDUM

Date: August 5, 2009
To: Directors of Financial Aid
From: Allison G. Jones 
Subject: Final 2008-09 Financial Aid Database Report

Campuses are requested to submit their final financial aid database report by September 21, 2009. 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 2008-09 financial aid database is included in Attachments A and B. The record layout has been modified from prior years in order to accommodate the reporting of the Federal Teach Grant as well as the Citizenship Status. The database file should include the full range of data as identified in Attachment B.

Please note the enhanced functionality to the FADB modification for campuses using PeopleSoft. A new 'Error Message Validation Code' field has been added to the FADB Error Messages table. Please refer to the CMS 8.9 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](ftp://coweusftp101.calstate.edu), by September 21, 2009.

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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Questions regarding this report may be directed to Chau Dao, Associate Director of Student Financial Aid, Academic Affairs, Student Academic Support. Ms. Dao may be reached at (562) 951-4730 or cdao@calstate.edu.

AGJ:dk

Attachments

cc: Dr. Jeri Echeverria, Executive Vice Chancellor and Chief Academic Officer
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)

Procedures for 2008-09 Final Financial Aid Database

Record Layout

FADB file

For 2008-09, the record layout (see Attachment B) has been adjusted to accommodate the reporting of the Federal Teach Grant as well as the ISIR citizenship status. 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 2008-09 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

New for 2008-09, 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 2008-09 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 Chau Dao at cdao@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 21, 2009. The data file must be named `fad.prod.trn09fcc` (see Table 1 below), where `cc` represents the campus code, *all in lower case*.

Table 2 2008-09 Error Validation File - USER ID AND FILE NAME

| Campus | Code | User ID | Data File Name |
|------------------|-------------|----------------|-----------------------|
| Bakersfield | 35 | fadb3501 | fad.edt.trn09f35 |
| Channel Islands | 73 | fadb7301 | fad.edt.trn09f73 |
| Chico | 20 | fadb2001 | fad.edt.trn09f20 |
| Dominguez Hills | 55 | fadb5501 | fad.edt.trn09f55 |
| East Bay | 05 | fadb0501 | fad.edt.trn09f05 |
| Fresno | 25 | fadb2501 | fad.edt.trn09f25 |
| Fullerton | 50 | fadb5001 | fad.edt.trn09f50 |
| Humboldt | 30 | fadb3001 | fad.edt.trn09f30 |
| Long Beach | 40 | fadb4001 | fad.edt.trn09f40 |
| Los Angeles | 45 | fadb4501 | fad.edt.trn09f45 |
| Maritime Academy | 07 | fadb0701 | fad.edt.trn09f07 |
| Monterey Bay | 06 | fadb0601 | fad.edt.trn09f06 |
| Northridge | 70 | fadb7001 | fad.edt.trn09f70 |
| Pomona | 10 | fadb1001 | fad.edt.trn09f10 |
| Sacramento | 60 | fadb6001 | fad.edt.trn09f60 |
| San Bernardino | 63 | fadb6301 | fad.edt.trn09f63 |
| San Diego | 65 | fadb6501 | fad.edt.trn09f65 |
| San Francisco | 75 | fadb7501 | fad.edt.trn09f75 |
| San Jose | 80 | fadb8001 | fad.edt.trn09f80 |
| San Luis Obispo | 15 | fadb1501 | fad.edt.trn09f15 |
| San Marcos | 68 | fadb6801 | fad.edt.trn09f68 |
| Sonoma | 85 | fadb8501 | fad.edt.trn09f85 |
| Stanislaus | 90 | fadb9001 | fad.edt.trn09f90 |

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.

2008-09 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 | 63 | 4 | A | RJ |
| 21 | Gross Financial Aid Eligibility | 64 | 65 | 2 | N | Unused |
| 22 | Unearned FWS | 66 | 71 | 6 | N | Unused |
| 23 | Declined Loan | 72 | 77 | 6 | N | Unused |
| 24 | <u>Other Student Resources</u> | 78 | 83 | 6 | N | RJ,Optional |
| 25 | <u>Cal Grant Code</u> | 84 | | 1 | A | |
| 26 | <u>Nine-Month EFC</u> | 85 | 89 | 5 | N | RJ |
| 27 | <u>Campus Work Study</u> | 90 | 94 | 5 | N | RJ |
| 28 | <u>Cal Grant B Subsistence</u> | 95 | 99 | 5 | N | RJ |
| 29 | <u>Chafee Grant</u> | 100 | 104 | 5 | N | RJ |
| 30 | <u>Americorp Amount</u> | 105 | 109 | 5 | N | RJ |
| 31 | <u>Veterans Benefits</u> | 110 | 114 | 5 | N | RJ |
| 32 | <u>Teach Grant</u> | 115 | 119 | 5 | N | RJ |
| 33 | <u>Student's Campus ID Number</u> | 120 | 128 | 9 | N | RJ |
| 34 | <u>Education Doctorate Grant</u> | 129 | 133 | 5 | N | RJ |
| 35 | <u>Cal Grant Fee Amount</u> | 134 | 138 | 5 | N | RJ |
| 36 | Filler | 139 | 140 | 2 | | Leave Blank |

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

** RJ = Right Justify
LJ = Left Justify

2008-09 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 | Record Type Code | 16 | | 1 | N | Value = 2 |
| 5 | Filler | 17 | 19 | 3 | N | Leave Blank |
| 6 | Cal Grant Amount (Fees & Subsistence) | 20 | 23 | 4 | N | Unused |
| 7 | <u>Pell 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 | CSU Scholarship Code | 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>Academic Competitiveness Grant</u> | 126 | 130 | 5 | N | RJ |
| 30 | <u>SMART Grant</u> | 131 | 135 | 5 | N | RJ |
| 31 | <u>Grad PLUS Loan</u> | 136 | 140 | 5 | N | RJ |

Legend:

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

** RJ = Right Justify
LJ = Left Justify

2008-09 FADB Error Validation File Format

Record Name: CSU_FADB_ERRMES
Record Length: 37

| <u>No.</u> | <u>Field Name</u> | <u>Position</u> | <u>from</u> | <u>to</u> | <u>No. of Char</u> | <u>Type of Char</u> |
|------------|------------------------|-----------------|-------------|-----------|--------------------|---------------------|
| 1 | Award Year | | 1 | 4 | 4 | N |
| 2 | Campus Code | | 5 | 6 | 2 | N |
| 3 | EmplID | | 7 | 15 | 9 | N |
| 4 | Social Security Number | | 16 | 24 | 9 | N |
| 5 | Campus ID | | 25 | 34 | 9 | N |
| 6 | Error Message | | 35 | 36 | 2 | N |
| 7 | Error Validation Code | | 37 | 37 | 1 | N |