

## Procedures for 2015-2016 Final Financial Aid Database

### Record Layout

#### FADB file

For 2015-2016, the record layout (see Attachment B) has been adjusted to accommodate the reporting CA Dream Loan and an increase the overall record length. Information about data elements can be found in the 2015-2016 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 2015-2016 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](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](ftp://coweusftp101.calstate.edu) by **September 8, 2016**. The data file must be named [fad.prod.trn16fcc](#) (see Table 1 below), where *cc* represents the campus code, *all in lower case*.



**Table 2            2015-2016 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.trn16f35
Channel Islands	73	fadb7301	fad.edt.trn16f73
Chico	20	fadb2001	fad.edt.trn16f20
Dominguez Hills	55	fadb5501	fad.edt.trn16f55
East Bay	05	fadb0501	fad.edt.trn16f05
Fresno	25	fadb2501	fad.edt.trn16f25
Fullerton	50	fadb5001	fad.edt.trn16f50
Humboldt	30	fadb3001	fad.edt.trn16f30
Long Beach	40	fadb4001	fad.edt.trn16f40
Los Angeles	45	fadb4501	fad.edt.trn16f45
Maritime Academy	07	fadb0701	fad.edt.trn16f07
Monterey Bay	06	fadb0601	fad.edt.trn16f06
Northridge	70	fadb7001	fad.edt.trn16f70
Pomona	10	fadb1001	fad.edt.trn16f10
Sacramento	60	fadb6001	fad.edt.trn16f60
San Bernardino	63	fadb6301	fad.edt.trn16f63
San Diego	65	fadb6501	fad.edt.trn16f65
San Francisco	75	fadb7501	fad.edt.trn16f75
San Jose	80	fadb8001	fad.edt.trn16f80
San Luis Obispo	15	fadb1501	fad.edt.trn16f15
San Marcos	68	fadb6801	fad.edt.trn16f68
Sonoma	85	fadb8501	fad.edt.trn16f85
Stanislaus	90	fadb9001	fad.edt.trn16f90

**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.