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**TO:** Directors of Financial Aid  
Public and Private/Independent Institutions of Higher Education

**FROM:** DeChà Reid  
Director, Financial Aid Services

**DATE:** July 3, 2018

**RE:** ALERT - FAD Reporting Cycle Two – Programming Clarification

This is a follow-up to the previous memo sent on June 28, 2018 regarding programming changes to FAD reporting cycle two. The current FAD editing program uses the Social Security Administration's numbering scheme to determine if the social security numbers (SSN) reported in Data Element #5 (SSN/ID) are valid.

Files submitted by institutions on Thursday, June 28 and Friday, June 29, 2018, were incorrectly being flagged with an "error" instead of a "warning" for any invalid SSNs that were identified. The programming has been updated so that any invalid SSNs will now appear as "warnings". The institution must resubmit a new file for these SSN "errors" to be changed to a "warning".

As a reminder, SSNs or student IDs that are sent in the FAD file should match what is reported on the institution's CBM001 report. If a student does not have a valid SSN, report the assigned Student Identification (ID) Number in both Data Element #5 (SSN/ID) and #95 (Student ID).

For questions, please send an email to [FADB@theccb.state.tx.us](mailto:FADB@theccb.state.tx.us) or contact Financial Aid Services at (844) 792-2640.

**cc:** Charles W. Puls, Deputy Assistant Commissioner  
Victor Reyna, Assistant Director, Education Data Center