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

FROM: DeChà Reid  
Director, Financial Aid Services  

DATE: June 28, 2018  

RE: Financial Aid Database (FAD) Reporting Cycle Two – Programming Update  

During the FY 2018 FAD reporting cycle two, necessary programming changes to the reporting process were identified and have been placed into production. Enclosed are some clarifications to assist institutions with file processing. An updated FY 2018 FAD Reporting Cycle Two manual will be posted on the Student Financial Aid Programs webpage.

The following are two major programming changes:

**Data Element #9 (Exception Codes)**

- Increased range from 16 to 17 options.

**Data Elements #5 (SSN) and #95 (Student ID)**

- The THECB system was inserting a zero if a space was found in Data Element #5 (SSN) which has now been resolved. An error will be generated if the SSN is not 9 characters.

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

Enclosed: FY 2018 FAD Reporting Cycle Two Updates  

cc: Ken Martin, Assistant Commissioner  
Charles W. Puls, Deputy Assistant Commissioner