



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
*Agency Operations and Communications*  
P.O. Box 12788 Austin, Texas 78711

LINDA BATTLES, M.P.AFF.  
Deputy Commissioner  
Agency Operations and  
Communications/Chief  
Operating Officer  
512-427-6205  
Fax 512-427-6127

KEN MARTIN  
Assistant Commissioner for  
Financial Services/Chief  
Financial Officer  
512-427-6173  
Fax 512-427-6169

CHARLES W. PULS, Ed.D  
Deputy Assistant Commissioner  
for Student Financial Aid  
Programs  
512-427-6365  
Fax 512-427-6423

ZHEN ZHEN SUN  
Assistant Commissioner for  
Information Solutions & Services  
512-427-6259  
Fax 512-427-6447

GLENN TRAMEL  
Senior Director  
Human Resources  
512-427-6193  
Fax 512-427-6510

JOHN WYATT  
Director  
External Relations  
512-427-6586  
Fax 512-427-6127

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

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

**DATE:** December 20, 2019

**RE:** Financial Aid Database (FAD) Manual for 2019-20 (FY 2020)

The FAD manual for the three reporting cycles is now available for 2019-20 (FY 2020). No new data elements were added to the file layout. Updates to the 2019-20 manual and generated FAD report are below:

- Updated award amounts.
- Updated data element #8-Top Ten Percent (10%) description to enter five zeros.
- Updated data element #113-Top Ten Percent (10%) description to enter one zero.
- Updated data element #78-Work-Study Student Mentorship description to include the 10% institutional matching requirement and exclude fringe benefits.
- Included summer CBM001 on the **Unmatched SSN report** during reporting cycle three.
- Added new options to data elements #104-TCWS Job Location and #105-Work-Study Student Mentorship Job Location, as highlighted below; also modified wording for option #3:

- 0 = Not applicable
- 1 = On-Campus
- 2 = For-Profit Off-Campus
- 3 = Nonprofit Off-Campus
- 4 = Both On-Campus and For-Profit Off-Campus
- 5 = Both On-Campus and Nonprofit Off-Campus

The deadline for each cycle is listed in the table:

Reporting Cycle	First Day to Submit	Deadline	Submission Requirements
<b>First</b>	February 10, 2020	April 17, 2020	Deadline to validate student data.
<b>Second</b>	June 22, 2020	August 28, 2020	Deadline to reconcile state program totals and validate student data.
<b>Third</b>	September 28, 2020	December 11, 2020	Deadline to reconcile state program totals and certify student data.

**Important:** Institutions that fail to validate or certify by the deadline date may be subject to audit findings and risk postponement of future state financial aid disbursements.

Email [FADB@theccb.state.tx.us](mailto:FADB@theccb.state.tx.us) or contact Financial Aid Services at 844-792-2640 if you have questions.

**Enclosed:** [FAD Manual for 2019-20 \(FY 2020\)](#)