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

FROM: DeChà Reid  
Director, Financial Aid Services  

DATE: December 20, 2019  


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:

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

**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@thecb.state.tx.us or contact Financial Aid Services at 844-792-2640 if you have questions.