# State Financial Aid Webcast

Leah Smalley Student Financial Aid Programs June 11, 2019

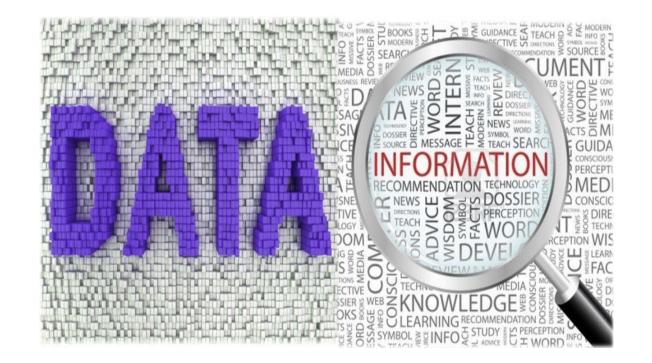


Coordinating Board



### **Agenda Topics**

- 2019-20 Program Guidelines
- ABC's of Financial Aid Database (FAD)
  - Open and Deadline Dates
  - FAD Manual Overview and Updates
  - File Processing
  - Reporting
  - Reconciliation Demo
  - Contact Us
- Upcoming Events and Deadlines





## 2019-20 Program Guidelines Update

### Released as of 6/11/19

- Educational Aide Exemption (EAE)
- Texas College Work-Study (TCWS)
- Toward EXcellence, Access and Success (TEXAS) Grant
- Texas Educational Opportunity Grant (TEOG)
- Tuition Equalization Grant (TEG)

#### **Pending Release**

- College Access Loan (CAL)
- B-On-Time (BOT)
- Texas Armed Services Scholarship Program (TASSP)
- Work-Study Mentorship Program (WSMP)



## 2019-20 Program Guidelines Update

<b>TEXAS Grant &amp; TEOG</b>	TEG
1. EFC Priority	1. Selective Service Statement
2. Controlled Substance	2. Awarding Section
3. Selective Service Statement	Annual amount did NOT change
4. Award Chart	3. Tuition Differential Rates
<ul> <li>5. Authority to Transfer</li> <li>TCWS → Grant Deadline June 28 (REVISED)</li> </ul>	<ul> <li>4. Authority to Transfer</li> <li>TCWS → Grant Deadline June 28 (REVISED)</li> </ul>



# ABC's of Financial Aid Database (FAD)

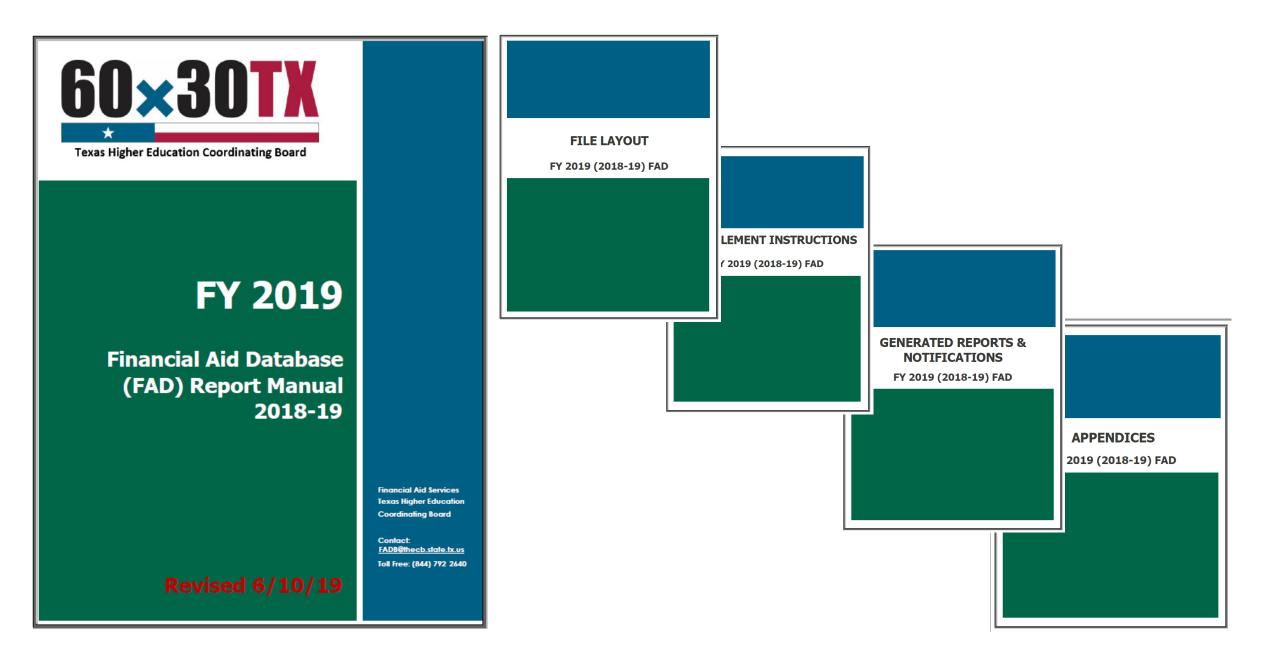


### **FAD Reporting Deadline Dates**

### 2018-19 (FY 2019) Deadlines

Cycle	First Day	Deadline	Submission Requirements
Second	June 10, 2019	Aug. 19, 2019	Reconcile state program totals and validate data
Third	Sep. 30, 2019	Dec.16, 2019	Reconcile state program totals and certify data







### **FAD Manual Reminders**

There are 5 Sections in the FAD Report Manual:

- 1. Overview
- 2. File Layout
- 3. Instructions
- 4. Generated Reports and Notifications
- 5. Appendices

# Before you begin submitting a file:

- File is "all-inclusive".
- Confirm you are able to receive report notifications
  - FADmail@School.edu
  - FAD-mail@School.edu
- Check the "As of" date at the bottom of the manual.
- Review any modified items.



Modified Data Elements: Cycle 2

### Data Element #68 - TEXAS Grant Award Amount

- Max Now: \$14,022
- Max Previously: \$9,348

### **Data Element #69 - TEOG Award Amount**

- Max Now: \$8,793 Colleges

  - Max Previously: \$5,862
- Community Max Now: \$4,725
- Colleges Max Previously: \$3,150

Technical Institutes

- Max Now: \$8,385
- Max Previously:\$5,590

No Change will be made to Data Element #54 **TEG Award Amount** 



Modified Data Elements: Cycle 2

<ul> <li>57) MODIFIED Semester of Initial/First Award for State Grant Aid (e.g., TEXAS Grant, TEOG, or TEG)</li> <li>POSITION 213</li> </ul>	Numeric X	<ul> <li>1 character, right justified</li> <li>Range 0 - 3</li> <li>0 = Not applicable</li> <li>1 = Initial/first award issued in the fall semester</li> <li>2 = Initial/first award issued in the spring semester</li> <li>3 = Initial/first award issued in the summer semester</li> <li>Enter "0" for renewal/subsequent students</li> </ul>



### **File Process Flow**

**Step 1:** Upload FAD Report file using MOVEit DMZ.

- Once the file is submitted, an email receipt confirmation is sent automatically, and the file is processed for Errors or Warnings.
- Move to Step 2.

**Step 2:** Download FAD Edit Reports from MOVEit DMZ.

If errors or discrepancies are found on any report, correct the file and repeat **Step 1.**If no errors or discrepancies are found, move to **Step 3.** **Step 3:** Complete file process through CBPass portal.

- First Reporting Cycle: Institution confirms report totals and completes an online Validation statement.
- Second Reporting Cycle: Institution confirms report totals and completes an online Validation statement.
- Third Reporting Cycle: Institution confirms report totals and completes an online Certification statement.



## **Generated Reports**



## **Generated Reports in MOVEit**

- Program Comparison
- FAD001 Edit Report
  - Edit Summary
  - Error Report
  - Warning/Questionable
- Reconciliation Report

NOTE: Unmatched SSN Report (Cycle 3 only)

<u>/ Ho</u>	ome/ fas / FADS_Output/
Find F	ile/Folder: Find File
	Name
	Parent Folder
	ProgramComparison2019_Exec6737_Cycle1_20190325191745.pdf
	► FAD001 Cycle1 2019 I I 20190325191745.txt
-	Reconciliation2019 Exec6737 Cycle1_20190325191757.pdf



### **Program Comparison Report**

- This report compares data from cycle year to cycle year.
- For example, totals listed in 2019 cycle 2 will be compared to totals in 2018 cycle 2 for each line item.

Program Level (Data Element			41.05100	
	2019	2018	% Diff	
Non-Degree Seeking	386	0	100.00%	**Review
Continuing Education	0	0	0.00%	
Associate Degree	0	0	0.00%	
Undergraduate Certificate	0	0	0.00%	
Bachelor's Degree	0	0	0.00%	
Master's Degree	0	0	0.00%	
Doctorate Level/Professional Practice	0	0	0.00%	
Teacher Certification	0	0	0.00%	
Graduate Level Certificate	0	0	0.00%	
Total	386	0	100.00%	

#### Need Analysis (Data Element #23)

	2019	2018	% Diff	
Completed either a FAFSA or TASFA	214	3,621	-94.09%	**Review
None used to receive aid	172	874	-80.32%	"Review
Total	386	4,495	-91.41%	



## FAD001: Edit Summary

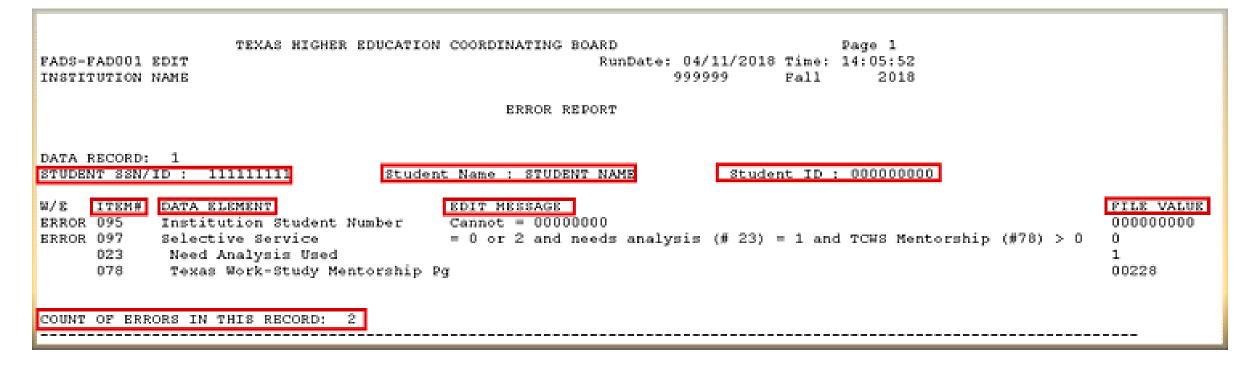
TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1									
FADS-FAD 11:11:11	K/XXXX Time:								
Institut	ion Name	XXXX							
FICE_Code Fall 2018									
	EDIT SUMMARY								
		Normal Range	Warning Values	Error Values					
Item001	Report Code	###	###	###					
Item002	Fice	###	###	###					
The numbe	or of questionable values and errors found in each individ		Element is lis	ted in					
T+110	this section of the FAD001 Edit Summar								
	TEG SAP	###		###					
ItemII3	Top 10% SAP	###	###	###					
			_						
	Total Reported Records	###							
	Number Of Non-Unique/Duplicated Id's	###							
	Number Of Duplicate Records	###							
	Total Error Records	###							
	Total 'Other' Errors	###							
	Total Unreconciled Programs	###							
	Total Warning Records	###							
	SSN With Alpha Characters	###							
	Number of students with Zero Family Contribution	###							



## FAD001: Error Report

This section provides a student-by-student listing of all Data Records with **errors**. The listing includes the following information for each error:

- Item #
- Data Element Name
- Edit Message
- File Value
- Total Number of Errors Found





## **Exception Codes**

The FAD Report currently lists a total of **17 Exception Codes** that can be used during all reporting cycles to explain discrepancies or editing errors which could occur on valid data.

All records with Exception Code **11** will be corrected through the override process after **all** other errors are corrected and program total are reconciled. **Exceptions (Formerly Unmatched Reason).** Enter "00" for all students. If an error is generated on the edit report, enter the exception code (01-17) that identifies why the student is eligible for financial assistance during the 2018-19 academic year.

00 = No exception needed

These codes are used to explain the recipient's eligibility for reporting purposes:

- 01 = Student dropped all classes before/after census date in all terms in which he/she enrolled
- 02 = Student enrolled after the census date in all terms in which he/she enrolled
- 03 = Student enrolled 100% in continuing education or audit courses
- 04 = Student enrolled 100% in distance education
- 05 = Student enrolled only in winter or mini session or CO-OP
- 06 = Student's SSN/ID or residency does not align with the CBM001 (Only Fall and Spring; Summer is not matched) and a change will/has been made through the CBM00N or a future CBM001
- 07 = Student reported as Affidavit Non-Citizen with a student ID on the CBM001, and is reported with an SSN on the FAD
- 08 = Student deceased
- 09 = Student attended this campus, but enrollment was reported by another one of our campuses
- 10 = Student/classes are not reported for state funding
- 11 = Reason not listed and an override request must be submitted to THECB to only identify errors (See instructions for override process)
- 12 = Student completed FAFSA/TASFA but did not attend any terms (no hours and tuition/fees reported)
- 13 = Student enrolled and received 100% tuition and fees refunded
- 14 = Student enrolled and was not charged tuition/fees by your institution
- 15 = Program Level (#22) or Classification (#33) changed during the academic year
- 16 = Student enrolled only in summer session
- 17 = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported



### FAD001: Warning/Questionable

This section provides a student-by-student listing of all Data Records with **Warning/Questionable** values found. The listing includes the following information for each warning:

- Item #
- Data Element Name
- Edit Message
- $\circ$  File Value
- $_{\odot}$  Total Number of Errors Found

TEXAS HIGHER P FADS-FAD001 EDIT INSTITUTION NAME	SDUCATION COORDINATING BOARD Page 1 RunDate: 04/11/2018 Time: 14:05:52 999999 Fall 2018	
	WARNING\QUESTIONABLE ONLY	
DATA RECORD: 819 STUDENT ID : 111111111	Student Name : STUDENT NAME Student ID : 00000000	
ITEM# DATA ELEMENT 035 Date of Birth	WARNING MESSAGE age < 16 or > 75	PILE VALUE
COUNT OF WARNING IN THIS RECORD:	ļ	



## **Reconciliation Process**



### Step 1: Review Edit Summary

Verify if any reconciliation issues have been identified in the Edit Summary on the FAD001.

- Under the Edit summary, the total number of unreconciled programs can be found.
- If the number listed is greater than 0, proceed to step 2.

-	TEXAS HIGHER EDUCATION COORDINATING BOARD						
Page 1 FADS-FAD 11:11:11		te: XX/XX	X/XXXX Time:				
	ion Name	XXXX					
	EDIT SUMMARY						
		Normal Range	Warning Values	Error Values			
Item001	Report Code	###		###			
Item002			###	###			
	r of questionable values and errors found in each individ						
	this section of the FAD001 Edit Summar						
Item112	TEG SAP	###	###	###			
Item113	Top 10% SAP	###	###	###			
	Total Reported Records	###					
	Number Of Non-Unique/Duplicated Id's	###					
	Number Of Duplicate Records	###					
	Total Error Records	###					
	Total 'Other' Errors	###					
	Total Unreconciled Programs	###					
	Total Warning Records	###					
	SSN With Alpha Characters	###					
	Number of students with Zero Family Contribution	###					



#### Step 2: Review the Reconciliation Report

Verify which program has a reconciliation error in the generated file named Reconciliation Report.

- State financial aid program totals reported in the file that do not reconcile with THECB totals will list \**Reconcile* in the last column of the report.
- If the institution amount reported is incorrect, update and resubmit the FAD file.
- If the THECB amount reported is incorrect, then proceed to step 3.

#### **TEXAS HIGHER EDUCATION COORDINATING BOARD**

Reconciliation Report -- Reporting Cycle #, YEAR

Insitution Name (00###-Fice Code)

ltem Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
68	TEXAS Grant Program					
	Initial Year	0	0	0	0	
	Renewal Year	0	0	0	0	
69	TEOG					
	Initial Year	0	0	0	0	
	Renewal Year	0	0	0	0	
73	Federal Work-Study	N/A	N/A	406	587,017	
74	Texas College Work-Study	7	15,577	7	15,577	
75	Need-Based Inst WS	N/A	N/A	0	0	
76	Americorps	N/A	N/A	0	0	
77	HB3015 WS	N/A	N/A	0	0	
78	Texas College Work-Study Mentorship Program	0	0	0	0	
79	Texas Armed Services Scholarship Program	0	0	0	0	
81	Perkins Loan	N/A	N/A	74	317,000	
83	CAL	479	7,809,084	483	7,820,884	*Reconcile
85	Federal Direct PLUS Loans	N/A	N/A	468	7,757,509	
86	Federal Direct Subsidized Loans	N/A	N/A	1,587	6,703,508	



## **Reconciling State Aid Programs**

### THECB program totals are derived from:

#### Funds disbursed as of June 3 from Funds Request Forms

- Tuition Equalization Grant (TEG)
- Texas Educational Opportunity Grant (TEOG)
- Toward EXcellence, Access, and Success (TEXAS) Grant
- Educational Aide Exemption (EAE)
- Bilingual Education Scholarship

#### Funds disbursed as of June 3

- B-On-Time (BOT)
- College Access Loan (CAL)
- Texas Armed Services Scholarship (TASSP)

#### Allocation disbursed minus refunds as of June 3

• Texas College Work-Study (TCWS)

## Note: When reporting EAE funds, exclude the institutional match.

Note: Work-Study Mentorship Program (WSMP) totals are from the June 5 Financial Report.



### Step 3: Reconciliation Form

Submit a **FAD Reconciliation Form** for each program flagged **\*Reconcile** on the Reconciliation Report.

- Enter the correct student count and/or disbursed amount.
- Provide an explanation for the reason(s) data is being changed.
- If a refund is required, submit a Return of Funds Form, then proceed to step 4.

**FAD Reconciliation Updates** will be processed after funds are received.



#### 2018-19 (FY 2019) Financial Aid Database Reconciliation form

For each program listed on the institution's FAD Reconciliation Report that is flagged "Reconciliation", use the applicable section(s) below to enter adjustments that need to be made by the Texas Higher Education Coordinating Board (THECB). Enter the student count and/or disbursed amount that needs to be increased or decreased and use the "Explanation" field to indicate the reason(s) data is being updated.

If an institution must refund money to reconcile a program, in addition to this form a Return of Funds Form (Grants and Special Programs RFF or Loans RFF) must be submitted. Once all forms and funds are received, program totals will be updated and the FAD file can be resubmitted.

Section One: Contact Information								
Institution Name:				FICE Code:				
Section Two: Grant Programs								
FAD file totals are compared to program totals derived from funds disbursed as of June 3, 2019 for all Grant programs. Discrepancies for Initial or Renewal must be reported individually. Enter the student count and/or disbursed amount that needs to be increased or decreased and use the "Explanation" field to indicate the reason(s) data is being updated.								
		Grant Program Updat	e					
Program:	TEG TEOG	TEXAS Grant						
	Student Count	Action	Amou	int	Action			
Initial Year (IY) Data:		Increase Decrease			Increase Decrease			
Renewal Year (RY) Data:		Increase Decrease			Increase Decrease			
Explanation:								
2018 19 FAD Reconcilia	ation Form				As of 06/10/2019	1		



#### Example #1 - Grant Reconciliation Error

#### **FAD Reconciliation Report**

ltem Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count Of Students	Institution Amount Reported	
<b>C</b> 0	TEXAS Grant Program					
68	Initial Year	1500	7,500,000	1750 (+ 250)	7,500,000	*Reconcile
	Renewal Year	2500	125,000,000	2250 <b>(- 250)</b>	125,000,000	*Reconcile

- Enter 250 in the Student Count column for Initial and select INCREASE as the Action.
- Enter 250 in the Student Count column for Renewal and select DECREASE as the Action.

#### **Completed Reconciliation Form**

Grant Program Update							
Program:	TEG	TEOG	TEXAS Grant 🖌				
	Student Count		Action	Amount	Action		
Initial Year (IY) Data:	250		Increase 🖌 Decrease 📃	\$0	Increase Decrease		
Renewal Year (RY) Data:	250		Increase 📃 Decrease 🖌	\$0	Increase Decrease		
Explanation:	Miscoded students between IY and RY on last funds request form.						



### **Loan Reconciliation Process**

FOR THECB USE ONLY								INSTITUTION RESPONSE		
SSN	Loan Type	Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Institution Reported Amount Cycle 3	Institution Refund Amount to be returned to THECB	Institution Explanation of Reported Amount for Cycle 3/ Returned Amoun for Cycle 3
100000000	a	\$ 9.175.0	) 123456	THECB UNIVERSITY	Sue	Smith	1/1/1992	Ś 8,175.00	\$ 1.000.00	Student didn't receive \$1000 of disbursed funds due to other aid received.
1000000001		\$ 1.750.0		THECB UNIVERSITY	Bob	Builder	1/1/1994		ç <u>2,000,000</u>	
100000002		\$ 3,921.0		THECB UNIVERSITY	Joe	Shmo	1/2/1998			
100000003	CL	\$ 7.486.0		THECB UNIVERSITY	Charlie	Bucket	1/1/1999			
100000004	CL	\$ 4,700.0	) 123456	THECB UNIVERSITY	Amy	Adams	1/1/1994			
100000005	CL	\$ 2,990.0	) 123456	THECB UNIVERSITY	Doug	Johnson	1/1/1986			
100000006	CL	\$ 6,000.0	) 123456	THECB UNIVERSITY	Stephanie	Sunday	1/2/1995			
100000007	CL	\$ 1,100.0		THECB UNIVERSITY	John	Johnnie	1/2/1999			
100000008	CL	\$ 7,500.0	) 123456	THECB UNIVERSITY	Helen	Hanns	1/1/1998			
100000009	CL	\$ 4,997.0	123456	THECB UNIVERSITY	James	Brown	1/1/1989			
100000010	CL	\$ 5,735.0	) 123456	THECB UNIVERSITY	Denise	Donovan	1/1/1996			
		\$ 55,354.0	0							
ADDITIONAL STUDENT INFORMATION - CL					N - CL			INSTITU	TION RESPONSE	
								Institution Reported	Institution Refund Amount to be	Institution Explanation of Reported Amount for Cycle 3/ Returned Amoun
SSN	Loan Type	Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Cycle 3	returned to THECB	for Cycle 3
638468686	CL		364600	THECB UNIVERSITY	Apples	Oranges	1/1/1995	\$ 2,500.00		This student and amount need to be included on the current 2019 FAD Rep as we are a header institution, and this loan was received in the Summer 2018 term, which is a part of our 2018-2019 award year.



### **Loan Reconciliation Process**

Loan Program Update								
Loan Program:	BOT 🚺 CAL 🗹	TASSP						
	Student Count	Action	Amount	Action				
Data:	1	Increase 🖌 Decrease	\$ 1,500	Increase 🖌 Decrease 📃				
Loan Program:	BOT CAL	TASSP						
	Student Count	Action	Amount	Action				
Data:		Increase Decrease		Increase Decrease				
An explanation for loan program discrepancies is not required on this form. Institutions must provide a student-by student explanation on the <b>Student Loan Detail</b> <b>Report</b> found in the MOVEit DMZ <b>FAD_Output</b> folder .								



### **Step 4: Resubmit FAD file**

Resubmit the FAD report when a **Reconciliation Update** notification is received.

- Once the FAD file is resubmitted, the errors showing on the Edit Report will be removed.
- An error-free notification will be sent to validate/certify the FAD report.

Remember, you must resubmit your file in order for the errors to be removed from your edit report. From: Mailbot To: fad-mail@Institution.edu Cc: FADB <FADB@THECB.state.tx.us> Subject: \*\*\*\* \*\*\*\* 00#### Reconciliation Updated for Financial Aid Database Report

This is a notification that your institution's state financial aid program totals have been updated and your programs are now fully reconciled for the reporting cycle and year indicated below.

Please resubmit your entire FAD file in order to have the program totals updated on your reconciliation report. Once your file is processed and there are no errors, you will receive an email to validate through CBPass.

If you have any questions, please contact <a>FADB@thecb.state.tx.us</a>.

Reporting Cycle: #

Reporting Year: XXXX

\*\*THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS. \*\*



## **Overriding FAD Edit Report Errors**

Override request are approved on a case-by-case basis for errors that cannot be cleared by an exception code, justification, or hardship.

Override requests must be submitted via email to <u>FADB@thecb.state.tx.us</u>.

**Overrides will not be processed until all other errors are resolved.**  For auditing purposes, all override requests must be submitted in the following format:

Send email to: FADB@thecb.state.tx.us

Subject: XXXXX (FICE Code) FAD's Override Request XX-XX-XXXX (Enter Date)

Example: 000001 FAD's Override Request 06-31-2018

Body of the email: List the last 4 digits of the student SSN or ID, the ERROR message and the Justification for the override.



### **Validation Process**

#### A Validation/Certification Notification is

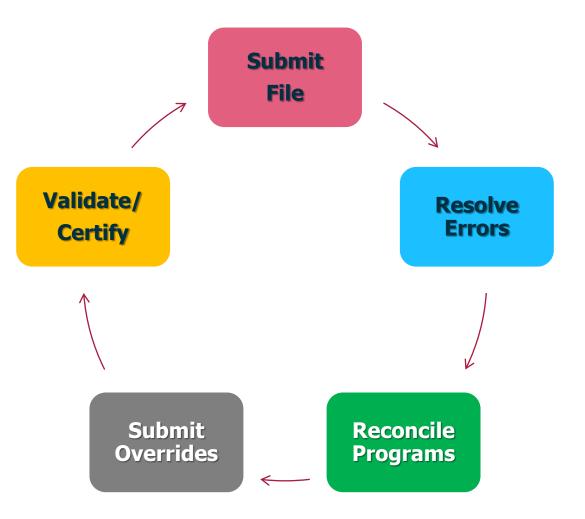
automatically sent to the institution's designated email address after a FAD report file is processed and no errors are found. This notification includes a link to CBPASS, where the institution's designated official can login and Validate/Certify the reporting cycle data.



Date: 08-01-2018	FICE Code:	Institutio	on:				
VALIDATION/CERTIFICATION							
By submitting this form, you are confirming the information provided to you in the latest edit report is accurate. When you complete the validation form and click submit, we will consider it to be your confirmation of the data and you will have met your reporting requirements for the first/second cycle. NOTE: If any data during the first and/or second cycle is found to be incorrect after you have submitted your validation, you will be unable to resubmit your database report. Corrections should be made to the data in the following cycle. During the third cycle, all data must be corrected and accurate to be certified.							
Validating Name	Title		Date				
Email	Phone						
I hereby confirm that the student-by-student data provided to the Coordinating Board is valid and all items marked as "Review" accurately reflect the activities in our office for the 2018-2019 academic year.							
Reset Submit							



### **FAD Process Summary**





### General FAD and Reconciliation Questions

FADB@thecb.state.tx.us

MOVEit Access Issues

UserAccess@thecb.state.tx.us









# Upcoming Events & Important Dates



# Updates

- Loan Program Guidelines Coming Soon
- Educational Aide Exemption 2019-20
- Allocations Coming June 17-19
- Auto Grants Process FY 2020
- Net Price Calculator (NPC) Update



### **Important Dates**

- 2018-19 FAD Cycle Two Opened June 10, 2019
- Authority to Transfer = TCWS  $\rightarrow$  Grants

REVISED June 28, 2019

- NPC Deadline June 28, 2019
- FAS Webcast July 9, 2019



### **Financial Aid Services Institutional Toll-Free Number**

# For questions call: (844) 792-2640



Institutional toll-free number is available M-F 8:00 a.m. – 5:00 p.m.



### **Contact Information and Feedback**

Email: <a href="mailto:leah.smalley@thecb.state.tx.us">leah.smalley@thecb.state.tx.us</a>

Webcast Survey: <a href="https://www.surveymonkey.com/r/58YRM92">https://www.surveymonkey.com/r/58YRM92</a>

Financial Aid Services Phone Line (Schools): 844-792-2640

Texas Financial Aid Information Center Line (Students): 888-311-8881

