Financial Aid Database (FAD): Reconciliation
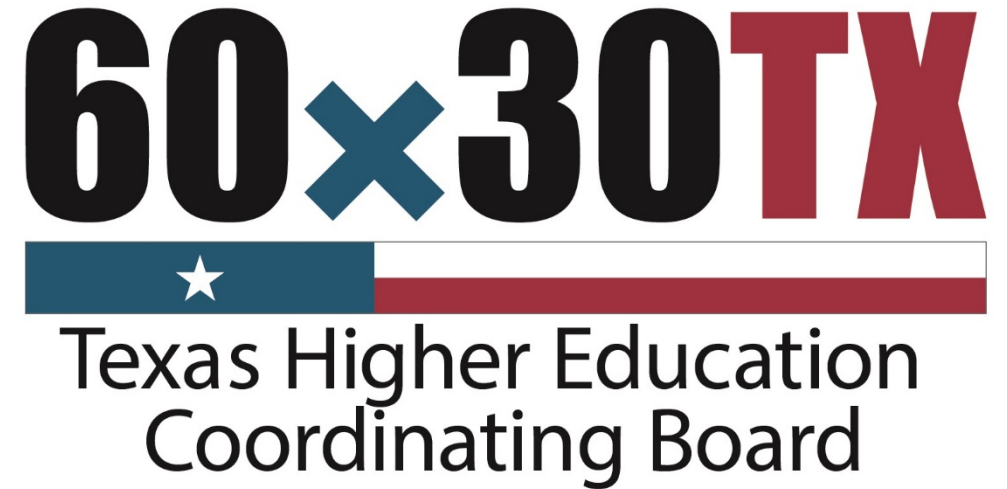
Leah Smalley
Student Financial Aid Programs
November 10, 2020

FAD Process Overview

FAD Reports

Reconciliation

Questions?

FAD Process Overview

FAD Manual

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

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Texas Higher Education Coordinating Board

FY 2020

Financial Aid Database (FAD) Report Manual 2019-20

Revised 09/28/20

Financial Aid Services
Texas Higher Education
Coordinating Board

CONTACT:
FADB@highered.texas.gov
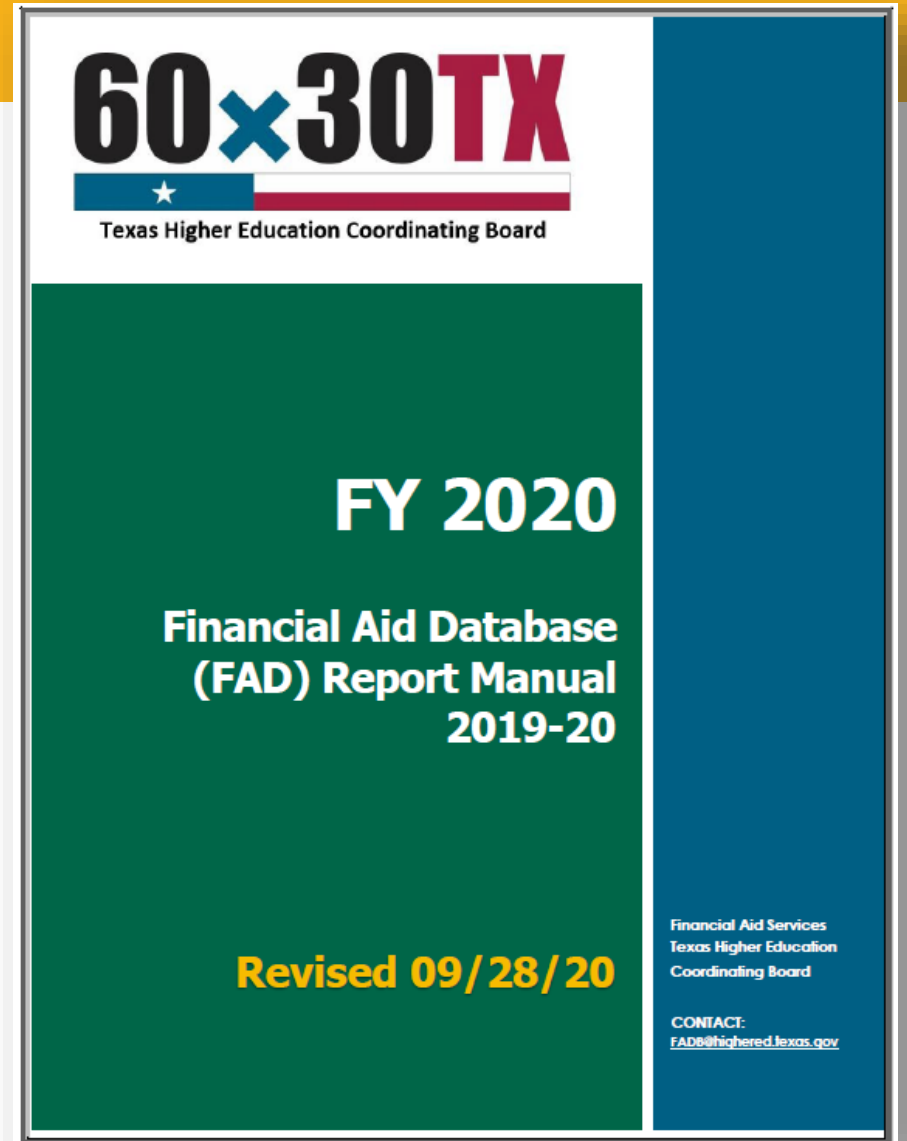
FAD Process – Cycle Three
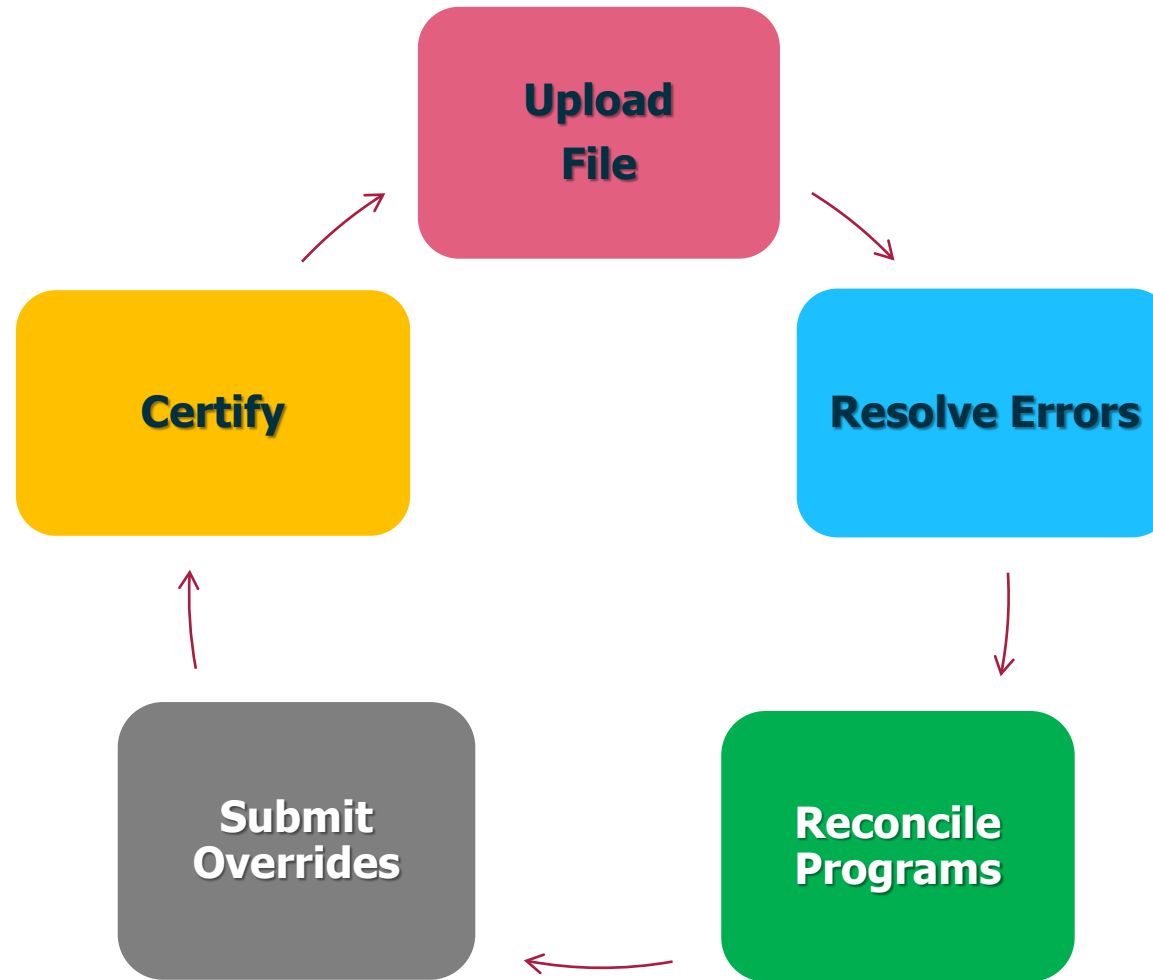
FAD Reporting Deadline – Cycle 3

2019-20 (FY 2020) Deadline

Cycle	First Day	Deadline	Submission Requirements
Third	Sep. 28, 2020	Dec.11, 2020	Reconcile state program totals and certify data

Generated Reports

Generated Reports in MOVEit

- FAD001 Edit Report
  - Edit Summary
  - Error Report
  - Warning/Questionable
- Program Comparison
- Unmatched SSN Report (cycle 3 only)
- Reconciliation Report
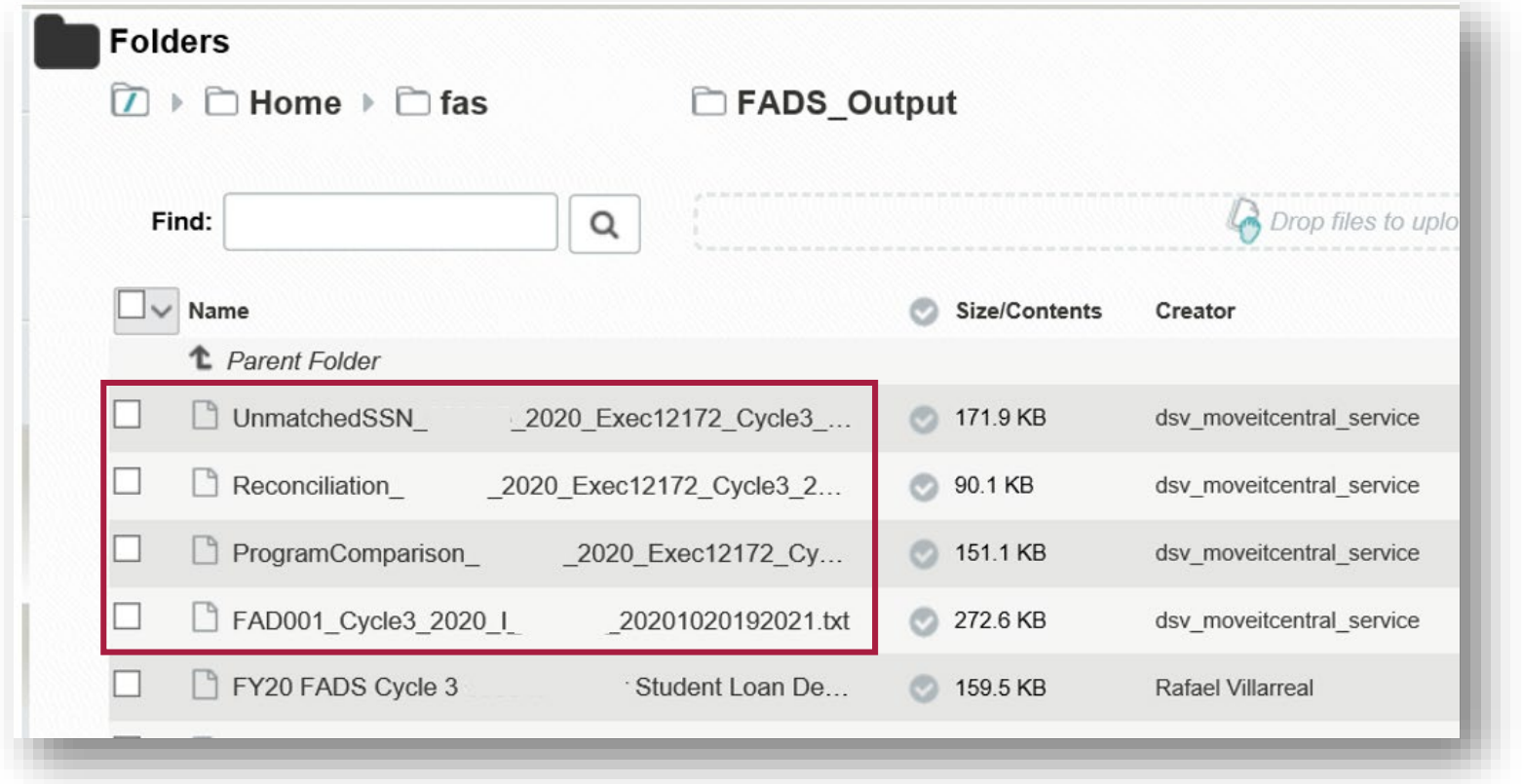
FAD001: Edit Summary

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1
FADS-FAD001 EDIT   RunDate: XX/XX/XXXX Time: 11:11:11
Institution   Name   XXXX
FICE_Code   Fall

EDIT SUMMARY

		Normal Range	Warning Values	Error Values
Item001	Report Code	###	###	###
Item002	Fice	###	###	###

The number of questionable values and errors found in each individual Data Element is listed in this section of the FAD001 Edit Summary

| 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	###

FAD001: Error Report

This section provides a student-by-student listing of all Data Records with **errors**. The listing includes:

- Item #
- Data Element Name
- Edit Message

- File Value
- Total Number of Errors Found


```
                    TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1
FADS-FAD001 EDIT                              RunDate: ##/##/20##  Time: 14:05:52
INSTITUTION NAME                                       999999     Fall        20##

                                    ERROR REPORT


DATA RECORD:   1
STUDENT SSN/ID :    111111111          Student Name : STUDENT NAME          Student ID : 000000000

W/E   ITEM#   DATA ELEMENT                      EDIT MESSAGE                          FILE VALUE
ERROR 095      Institution Student Number    Cannot = 00000000                        000000000
ERROR 097      Selective Service             = 0 or 2 and needs analysis (# 23) = 1 and TCWS Mentorship (#78) > 0    0
      023       Need Analysis Used                                                    1
      078       Texas Work-Study Mentorship Pg                                        00228

COUNT OF ERRORS IN THIS RECORD:   2
-------------------------------------------------------------------------
```

FAD001: Warning/Questionable

This section provides a student-by-student listing of all Data Records with **Warning/Questionable** values found. The listing includes:

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

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1
FADS-FAD001 EDIT                        RunDate: ##/##/20##  Time: 14:05:52
INSTITUTION NAME                                 999999     Fall        20##

                         WARNING\QUESTIONABLE ONLY



DATA RECORD:   819
STUDENT ID :   111111111          Student Name : STUDENT NAME          Student ID : 000000000

ITEM# DATA ELEMENT                 WARNING MESSAGE                          FILE VALUE
035     Date of Birth               age < 16 or > 75                         *******
COUNT OF WARNING IN THIS RECORD:   1
-----------------------------------------------------------------------------------------
```

Program Comparison Report

- This report compares data from cycle year to cycle year.

- For example, totals listed in 2020 cycle 3 will be compared to totals in 2019 cycle 3 for each line item.

Living Arrangement (Data Element #24)

	2020	2019	% Diff	
Living with Parent(s)	323	189	70.90%	**Review
On-Campus Housing	4,328	4,487	-3.54%	
Off-Campus Housing	7,465	6,711	11.24%	
Other	6,018	5,854	2.80%	
Total	18,134	17,241	5.18%	

Reconciliation Process

Reconciling State Aid Programs

THECB program totals are derived from:

Funds requested by Aug. 1 through the online Grant Payment Portal

- Tuition Equalization Grant (TEG)
- Texas Educational Opportunity Grant (TEOG)
- Toward EXcellence, Access, and Success (TEXAS) Grant

Funds requested by Aug. 1 using the funds request forms

- Educational Aide Exemption (EAE)
- Bilingual Education Scholarship

Funds disbursed as of Aug. 31

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

Allocation disbursed minus refunds as of Aug. 31

- Texas College Work-Study (TCWS)

Totals from Financial Report due Sept. 5

- Work-Study Student Mentorship Program

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-FAD001 EDIT                                    RunDate: XX/XX/XXXX Time:
 11:11:11
 Institution  Name                                          XXXX
 FICE_Code        Fall

                               EDIT SUMMARY


                                              Normal      Warning        Error
                                              Range       Values         Values
 Item001   Report Code                        ###         ###            ###
 Item002   Fice                               ###         ###            ###
 The number of questionable values and errors found in each individual Data Element is listed in
                       this section of the FAD001 Edit Summary

 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

- 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 3, 2020

Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
67	Other State Grants and Scholarships	N/A	N/A	0	0	
68	TEXAS Grant Program	2,971	16,182,373	2,940	16,177,373	*Reconcile
69	TEOG	0	0	0	0	
73	Federal Work-Study	N/A	N/A	527	895,760	
74	Texas College Work-Study	1	114,217	240	114,193	*Reconcile
75	Need-Based Inst WS	N/A	N/A	0	0	
76	Americorps	N/A	N/A	7	11,365	
77	HB3015 WS	N/A	N/A	0	0	
78	Texas College Work-Study Mentorship Program	18	34,910	12	35,672	*Reconcile
79	Texas Armed Services Scholarship Program	1	5,000	0	0	*Reconcile
81	Perkins Loan	N/A	N/A	0	0	

Step 3: Reconciliation Form

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

- Enter the adjustment being made to student count 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.

60x30TX
Texas Higher Education Coordinating Board

2019-20 (FY 2020)
Financial Aid Database (FAD) Reconciliation Form

For each program flagged "Reconciliation" on the institution's FAD Reconciliation Report, use the applicable sections below to enter adjustments that need to be made by the Texas Higher Education Coordinating Board (THECB). Enter the following information:

→ **Program:** Mark the applicable program box.
→ **Student count:** Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.
→ **Amount:** Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.
→ **Explanation:** Describe the reason for the applicable program difference.

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

SECTION ONE: STATE AID PROGRAMS

GRANT PROGRAMS: ☐ TEXAS Grant ☐ TEOG ☐ TEG

Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
	☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	

SPECIAL PROGRAMS: ☐ TCWS ☐ WSMP ☐ EAE ☐ Bilingual Education

Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
TCWS		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	
WSMP		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	
EAE		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	
Bilingual Education		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	

LOAN & SCHOLARSHIP PROGRAMS: ☐ CAL ☐ BOT ☐ TASSP

Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation:
CAL		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	An explanation for loan/scholarship program discrepancies is **not required** on this form. Institutions must provide a student-by-student explanation on the Student Loan Detail Report found in the MOVEit DMZ **FAD_Output** folder.
BOT		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	
TASSP		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease	

2019 20 (FY 2020) FAD Reconciliation Form   As of 09/28/2020   1

Grant Reconciliation

Grant Payment Process - Institution Home Transaction Details **Request Funds** **Return Funds** Awards History ▾ Log off

FICE:
FICE Name:

Awards History - TEXAS Grant | Awards History - TEOG | Awards History - TEG

Appropriation Year: 2020

Allocation/Student Summary

Original Allocation:	$15,232,922.00
Revised Allocation:	$15,232,922.00
Total Student Count:	3,810

Payment / Returns / Available Funds Summary

PAYMENTS

Pending Review:	$0.00
Disbursed:	$12,164,038.00

RETURNS

Pending Return:	$0.00
Received:	$200,256.00

* Total Allocation Amount Remaining:	$3,269,140.00

* Total Allocation Amount Remaining = Revised Allocation - Payments Pending Review - Payments Disbursed + Returns Received

Increasing Grant Student Count

Grant Payment Process - Institution Home Transaction Details Request Funds Return Funds Awards History ▾ Log off

FICE:

FICE Name:

Awards History - TEXAS Grant | Awards History - TEOG | Awards History - TEG

Request Funds

Total Allocation: $15,232,922.00   Total Allocation Amount Remaining: $3,269,140.00

Only enter the amount of students being added to the total count.

Appropriation Year:	2020
Program Type:	TEXAS Grant
* Request Amount:	$ 0
* Request Amount: Do not include special characters.	
* Student Count:	5

Back to Home   Submit Request

* Student Count:

- **If requesting funds for new students via the current request:** Update the "request amount" field. The "student count" field must include the distinct number of student awards being funded via the current request.
- **If requesting funds with no change to the total student count:** Update the "request amount" field and the "student count" field must reflect zero (0).
- **If no funds are being requested and the total student count requires increasing:** Update the "request amount" field to reflect zero (0). The "student count" field must be used to update only the total number of students to increase.

Please note: If decreasing the student count, use the "Return Funds" on the menu bar.

Reducing Student Count or Amount

The funds must be received by the THECB in order to reconcile.

Grant Program Reconciliation Form

- Program: Mark the applicable program box.

- Student count: Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.

- Amount: Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.

- Explanation: Describe the reason for the applicable program difference.

SECTION ONE: STATE AID PROGRAMS

GRANT PROGRAMS:		☑ TEXAS Grant		☐ TEOG		☐ TEG

Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
2	☐ Increase ☑ Decrease	$ 5,000.00	☐ Increase ☑ Decrease	Student were ineligible and funding couldn't be re-awarded.

Loan and Scholarship Reconciliation

Student Loan Details Spreadsheet

Student Loan Details Spreadsheet

		FOR THECB USE ONLY - CAL						INSTITUTION RESPONSE (See Instructions)		
SSN	Loan Type	THECB Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
111111111	CL	$ 26,000.00	123456	ABC University	Anna	Banana	4/23/2001			
222222222	CL	$ 32,000.00	123456	ABC University	Taylor	Swift	7/13/2000			
333333333	CL	$ 28,000.00	123456	ABC University	Marilyn	Monroe	12/8/2000			
444444444	CL	$ 18,000.00	123456	ABC University	Daffy	Duck	3/28/2001	$ 14,000.00	$ 4,000.00	Student over COA
555555555	CL	$ 15,000.00	123456	ABC University	Mary	Poppins	7/19/1999			
666666666	CL	$ 36,483.00	123456	ABC University	Daisy	Duck	12/16/2000			
777777777	CL	$ 26,633.00	123456	ABC University	Alvin	Calvin	6/7/1998			
888888888	CL	$ 35,600.00	123456	ABC University	Mickey	Mouse	2/21/2001			
		$ 217,716.00								

		INSTITUTION - ADDITIONAL STUDENT INFORMATION - CAL								
SSN	Loan Type		FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
999999999	CL		123456	ABC University	Minnie	Mouse	1/1/1985	$ 5,500.00		Student received funding in Summer 2019 - Header

Loan Reconciliation Process

LOAN & SCHOLARSHIP PROGRAMS:			☑ CAL	☐ BOT		☐ TASSP
Program	**Student Count**	**Action** *(Difference)*	**Amount**	**Action** *(Difference)*		**Explanation:**
CAL	1	☑ Increase ☐ Decrease	$ 1,500.00	☑ Increase ☐ Decrease		An explanation for loan/scholarship program discrepancies is **not required** on this form. Institutions must provide a student-by-student explanation on the Student Loan Detail Report found in the MOVEit DMZ **FAD_Output** folder.
BOT		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease		
TASSP		☐ Increase ☐ Decrease		☐ Increase ☐ Decrease		

- Program: Mark the applicable program box.
- Student count: Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.
- Amount: Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.
- Explanation: Describe the reason for the applicable program difference.

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 FADB@thecb.state.tx.us.

Reporting Cycle: #

Reporting Year: XXXX

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

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. 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 2019-20 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 (Fall, Spring and Summer), 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

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 FADB@highered.texas.gov.

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@highered.texas.gov

Include the Institution's **FICE Code** in the **Subject** line of the email.

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

Example: 000001 FAD's Override Request MM-DD-YYYY

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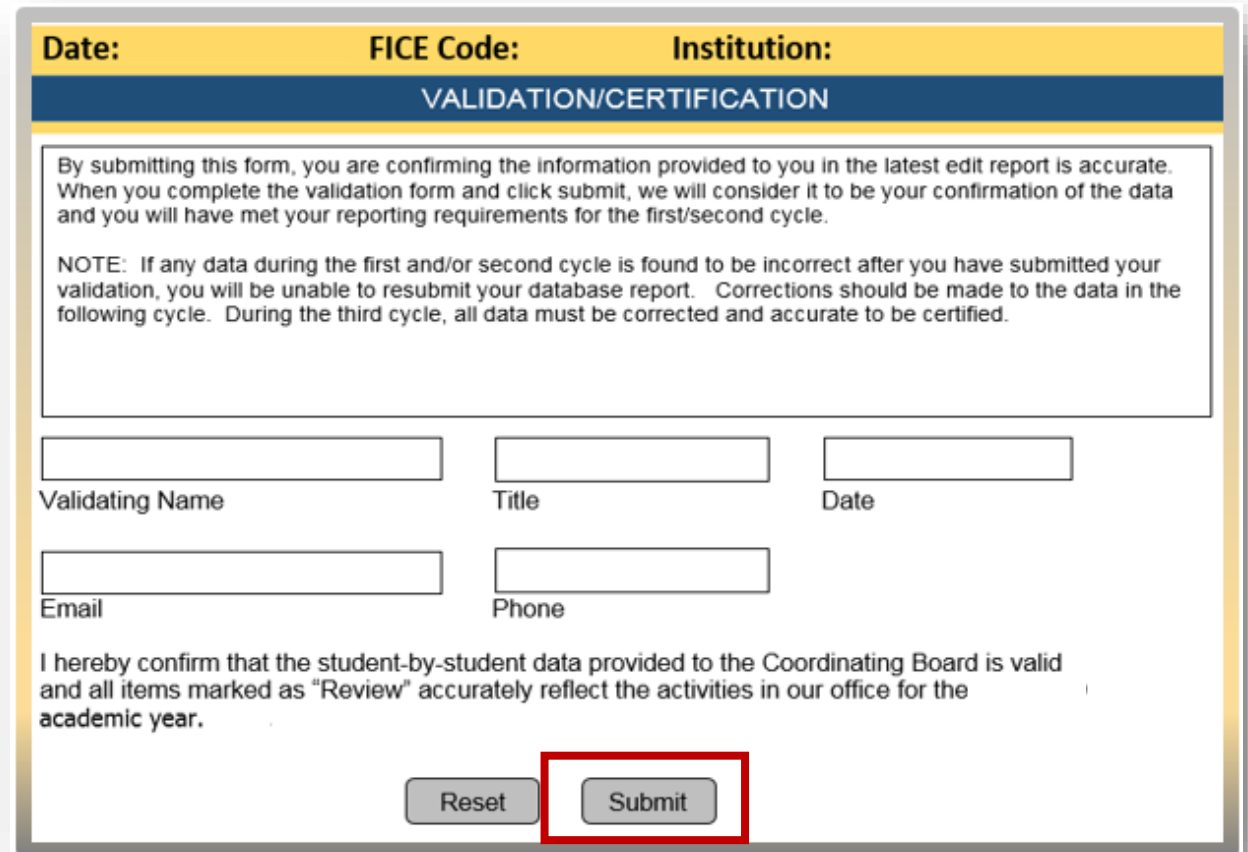
Validation Process

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.

Contact Us

CONTACT US

FAD and Reconciliation questions:

FADB@highered.texas.gov

General eligibility or access questions:

CONTACT US
(Select "Financial Aid Question" as the Contact Reason)

The FAS institutional phone line is now available.

CALL: (844) 792-2640

Contact Information and Feedback

Email: leah.smalley@highered.texas.gov

Webcast Survey: https://www.surveymonkey.com/r/58YRM92

Contact Us: https://www1.highered.texas.gov/Apps/CRAFT/Home/Create
(Select "Financial Aid Question" as the Contact Reason.)

Questions?