

May 14, 2001

MEMORANDUM

BSFA State: # 00-01:41

TO: Financial Aid Administrators at Public and Private Colleges and Universities Participating in State Programs

FROM: Theresa Antworth
Bureau of Student Financial Assistance (BSFA)

SUBJECT: State Student Financial Aid Database (SSFAD) Updates

In preparation for implementation of the State Student Financial Aid Database, BSFA has several important updates regarding batch processing, security, and the upcoming FASFAA conference.

- **Batch Processing:** Those institutions planning to communicate disbursement data and grades and hours data through the batch processing method (FTP) must be aware of the following information:
 1. **During recent development and testing efforts, BSFA identified fields missing from the original file layouts distributed in our February 28, 2001 memorandum.** Updated file layouts are attached for distribution to your technical staff in preparation for disbursement reporting in August and Grade and Hour reporting in April 2002. The rows identified in gray are new fields. Please accept our apologies for this inconvenience.
 2. **BSFA is strongly encouraging institutions to submit and receive data directly from the SSFAD server rather than through the NWRDC.** This approach is recommended for the following reasons:
 - The SSFAD server stores disbursement data and grades and hours data with a unique naming convention for each file received. This provides

- institutions with the capability of transmitting batch files more than once per day.
 - By transmitting data directly to the SSFAD server, the processing of data is completed in a more timely manner.
 - Questions, concerns, problems with the FTP process can be resolved directly through BSFA's SSFAD technical staff.
- **Security:** As we near the July 1, 2001 implementation of the SSFAD, it is necessary for each participating institution to identify a security designee.
1. As discussed at regional training, the security designee is an institutional employee responsible for granting and revoking access to the SSFAD for the financial aid staff. A form is attached for you to complete and submit to the SSFAD for reporting a security designee. As this information is received, BSFA will forward instructions to the security designee to initially set up access rights for your staff. **Please return this form by June 4, 2001.**
 2. During the first year of implementation, access to the web pages for the SSFAD are limited to full read/write access or no access at all. This information should be utilized as you work with your security designee to determine appropriate access to the database for your staff. As part of our continued commitment to enhancing and improving our product, BSFA's technical staff will be working towards a more stringent access level after the implementation date.
- **FASF AA Conference:** Please visit the computer lab at the FASF AA conference (May 29, 2001 – May 31, 2001) for a hands-on session of selected functionality. BSFA and our contractor, KPMG, will make available 10 personal computers to provide access to the SSFAD for the lab. Please come join us!

Should you have questions regarding this memorandum, please contact Trina Small (850) 410-5188 or Douglas Holleman (850) 410-5187.

Attachments:

- (1) Security Designee Appointment Form
- (2) Grades and Hours File Layout Revisions
- (3) Disbursement Eligibility Report File Layout Revisions

**Florida Department of Education
Bureau of Student Financial Assistance
State Programs
State Student Financial Aid Database
Security Designee Form**

Institution Code: <<PSI Code>>
Institution Name: <<PSI Name>>

Financial Aid Director: <<FAD Name>>

I, <<FAD Name>>, hereby appoint the security designee identified below for purposes of assigning access rights and privileges to the State Student Financial Aid Database (SSFAD).

Security Designee Name: _____

Security Designee Title: _____

Security Designee Phone: _____

Security Designee Email: _____

Security Designee Address: _____

Street Address

City

State

Zip

Financial Aid Director Signature: _____

Date

Please Return Completed Form by *June 4, 2001* to:

**Florida Department of Education
Bureau of Student Financial Assistance
State Programs
Attn: Ina Dalloo, Database Unit
1940 North Monroe Street, Suite 70
Tallahassee, FL 32303**

State Student Financial Aid Database Grade and Hour File Layout

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
1	3 Digit DOE Institution Code	1-3	3	Number (3); leading zeroes required	Required	999	012	
2	Academic Year	18-24	8	Number (8)	Required	CCYYCCYY	20002001	
3	Process Date	25-32	8	Date	Required	MMDDYYYY	05052001	Set to the date on which file is processed by the PSI.
4	Social Security Number	33-41	9	Alphanumeric	Required	"999999999" or "P99999999"		
5	Date of Birth	42-49	8	Date	Required	MMDDYYYY	05052001	
6	Last Name	50-79	30	Alpha	Required	Alphanumeric 30 characters	Smith	
7	First Name	80-109	30	Alpha	Required	Alphanumeric 30 characters	John	
8	Middle Initial	110	1	Alpha	Optional	Alpha 1 character	A	
9	Report Previous Summer Hours Indicator	111	1	Alpha	Required	Alpha 1 character	Y or N	If "Y", hours earned in the previous summer must be reported. Note: all BF recipients will have a Y in this column.
10	Previous Summer Hours Earned	112-114	3	Numeric	Conditional; required if position 98 contains "Y", otherwise null is valid.	Number, 3 digits with leading zeros	015	
11	Term 1 Hours Earned	115-117	3	Numeric	Required	Number, 3 digits with leading zeros	018	
12	Term 2 Hours Earned	118-120	3	Numeric	Required	Number, 3 digits with leading zeros	006	
13	Term 3 Hours Earned	121-123	3	Numeric	Conditional; required if term structure for institution is either quarter or quinmester.	Number, 3 digits with leading zeros	000	
14	Term 4 Hours Earned	124-126	3	Numeric	Conditional; required if term structure for institution is quinmester.	Number, 3 digits with leading zeros	009	
15	Cumulative Grade Point Average	127-129	3	Numeric	Required	Number, length 3 with implied decimal; 2 digits to the right of the decimal	3.59	Maximum Value 4.00
16	Appeal Approval Indicator	130	1	Alpha	Optional	Alpha 1 character	Y, N or Blank	If appeal information is known, insert value
17	SAP Indicator	131	1	Alpha	Required	Alpha 1 character	Y or N	If SAP is required by BSFA a value of Y will appear here
18	SAP Response Indicator	132	1	Alpha	Conditional; if field 18 is Y, value of Y or N is required; otherwise null is valid.	Alpha 1 character	Y, N or Blank	

**State Student Financial Aid Database
Grade and Hour File Layout Continued**

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
19	Skip Flag	133	1	Alpha	Optional	X	Y or N	If processing for the record should be skipped, value is set to Y.
20	Exception Code 1	134-136	3	Alphanumeric	Optional	X(3)	A01	
21	Exception Code 2	137-139	3	Alphanumeric	Optional	X(3)	A02	
22	Exception Code 3	140-142	3	Alphanumeric	Optional	X(3)	A03	
23	Exception Code 4	143-145	3	Alphanumeric	Optional	X(3)	A19	
24	Exception Code 5	146-148	3	Alphanumeric	Optional	X(3)	A20	
25	BSFA Internal Use	149-188	40	Alphanumeric	Conditional - Required on download. BSFA will provide.	Alphanumeric 40 characters		1st nine characters contain PERSON_ID when downloading. For matching purposes on upload.

State Student Financial Aid Database Disbursement Eligibility Report File Layout

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
1	3 Digit DOE Institution Code	1-3	3	Numeric	Required	999	12	
2	Academic Year	4-11	8	Numeric	Required	CCYYCCYY	20002001	
3	Term Identifier	12	1	Numeric	Required	9	0, 1, 2, 3, or 4	0=Summer, 1=Term 1, 2=Term 2, 3=Term 3, 4=Term 4
4	Social Security Number	13-21	9	Alphanumeric	Required	"999999999" or "P999999999"		
5	Date of Birth	22-29	8	Date	Required	MMDDYYYY	05171980	
6	Last Name	30-59	30	Alphanumeric	Required	X(30)	Smith	
7	First Name	60-89	30	Alphanumeric	Required	X(30)	John	
8	MI	90	1	Alphanumeric	Optional	X	A	
9	Ethnicity	91	1	Alphanumeric	Required	X	A=Asian, B=Black, I=Indian, W=White, H=Hispanic, O=Other	
10	Gender	92	1	Alphanumeric	Required	X	M=Male, F=Female	
11	Number of Hours Enrolled	93-96	4	Numeric	Optional	9999	0018	leading zeroes
12	Program Code	97-106	10	Alphanumeric	Required	X(10)	(see list below)	
13	Disbursement/Non Disbursement Code Value	107-111	5	Alphanumeric	Required	X(5)	(see list below)	
14	Disbursed Amount	112-122	11	Numeric	Required	9(9)V99	100000 (implied decimal equates to 1000.00)	
15	ISIR Transaction Number	123-124	2	Numeric	Conditionally Required when program code = FSAG	99, leading zero	02	
16	Eligibility Determination Date	125-132	8	Date	Required	MMDDYYYY	08152000	
17	Number of Terms Remaining	133-134	2	Numeric	Required	99	03	leading zeroes
18	Skip Flag	135	1	Alpha	Optional	X	Y or N	If processing for the record should be skipped, value is set to Y.
19	Need Amount	136-146	11	Numeric	Conditionally required when program code = FWEP.	9(9)V99		2 implied decimal places.
20	Cumulative GPA	147-149	3	Numeric	Conditionally required when program code = FWEP.	9V99		2 implied decimal places.

**State Student Financial Aid Database
Disbursement Eligibility Report File Layout Continued**

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
21	Job Title	150-179	30	Alphanumeric	Conditionally required when program code = FWEP.	X(30)		
22	Job Location Code	180-182	3	Numeric	Conditionally required when program code = FWEP.	999		
23	Hourly Wage Amount	183-193	11	Numeric	Conditionally required when program code = FWEP.	9(9)V99		2 implied decimal places.
24	Total Earnings	194-204	11	Numeric	Conditionally required when program code = FWEP.	9(9)V99		2 implied decimal places.
25	State Funded Earnings	205-215	11	Numeric	Conditionally required when program code = FWEP.	9(9)V99		2 implied decimal places.
26	Exception Code 1	216-218	3	Alphanumeric	Optional	X(3)	A01	
27	Exception Code 2	219-221	3	Alphanumeric	Optional	X(3)	A02	
28	Exception Code 3	222-224	3	Alphanumeric	Optional	X(3)	A03	
29	Exception Code 4	225-227	3	Alphanumeric	Optional	X(3)	A19	
30	Exception Code 5	228-230	3	Alphanumeric	Optional	X(3)	A20	
31	BSFA Internal Use	231-270	40	Alphanumeric	Conditional - Required on download. BSFA will provide.	X(40)		1st nine characters contain PERSON_ID when downloading. For matching purposes on upload.