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OSFA-STATE: #25-26:14

MEMORANDUM

TO: Financial Aid Directors at Postsecondary Institutions Participating in State Scholarship and Grant Programs

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: August 25, 2025

SUBJECT: 2025-26 Disbursement Eligibility Report (DER) – File Layout and Updates
2025-26 Legislative Session Updates

The Florida Department of Education, Office of Student Financial Assistance (OSFA), annually reviews and updates the State Student Financial Aid Database (SSFAD), the DER File Layout and disbursement processes based on recent legislative changes.

Attached for your review is the DER File Layout for the 2025-26 academic year. The file layout has been modified to include additional fields due to recent legislative changes; however, the total file length remains unchanged. Additionally, the layout can be found on the OSFA website at www.FloridaStudentFinancialAidsg.org.

The **DER file naming convention** must be identified on all DER files as shown below:

{Batch date-CCYYMMDD}SAIDER{PSI}T{Term Identifier}.txt
(Example: **20250830SAIDER999T1.txt**)

Program Reminders:

All State Scholarship and Grant Programs – Section 1009.46, Florida Statutes, requires the submission of a student's Classification of Instructional Programs (CIP) Code and the degree or certificate the student is seeking when reporting state-aid disbursements. Field Sequence (F.S.) #53 (CIP Code) and F.S. #54 (Current Degree Type) are required for **all** state-program DER submissions. Please continue to adhere to this mandate. Sending DER records without F.S. #53 and #54 will result in an edit.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

Disbursement Updates for the 2025-26 Award Year by Program:

Effective Access to Student Education Grant (EASE) – Within the EASE appropriation, additional funding has continued to be provided by the Florida Legislature to be used for the purposes of the EASE Plus Incentive Program (EASE Plus). The EASE Plus stipend allows an additional maximum annual stipend amount of \$850 to students enrolled in upper-level courses in quality, high-demand programs, which include: Agriculture/Veterinary Science, Allied Health, Cyber Security, Digital Arts/Computer Graphics, Nursing, and Teaching.

A new field has been created called the EASE Plus Stipend Category (F.S. #22) and requires institutions to indicate the closest specific category that their program of study relates to. Follow these reporting guidelines to achieve a successful EASE disbursement and, when applicable, an EASE Plus disbursement.

EASE Only Transaction:

Report the total disbursement amount (F.S. #14) and the EASE award amount (F.S. #23).

- Enter “FRAG” within the Program Code (F.S. #12).
- Enter the same amount within the Total Disbursement Amount (F.S. #14) and the EASE Award Amount (F.S. #23).
- Enter a zero within the EASE Plus Stipend (F.S. #19).
- Report the EASE Plus Stipend Category (F.S. #22) with a blank entry.

EASE Plus Transaction:

Valid records must contain proper values within the Total Disbursement Amount (F.S. #14), the EASE Plus Stipend amount (F.S. #19), the EASE Award Amount (F.S. #23), and the EASE Plus Stipend Category (F.S. #22).

- Enter “FRAG” within the Program Code (F.S. #12).
- Ensure that the Total Disbursement Amount (F.S. #14) equals the sum of the EASE Plus Stipend amount (F.S. #19) and the EASE Award Amount (F.S. #23).
- Do not attempt to disburse a student EASE Plus without an EASE award.
- Verify that the EASE Plus Stipend (F.S. #19) amount does not exceed \$425 per term.
- Verify that the EASE Award Amount (F.S. #23) does not exceed \$1,750 per term.
- **NEW:** Report the EASE Plus Stipend Category (F.S. #22) with a 2-character code according to the table below.

| Field Sequence 22 - EASE Plus Incentive Program Category | |
|--|--------------------------------|
| <u>Code</u> | <u>Program Category</u> |
| AG | Agriculture/Vet Science |
| AH | Allied Health |
| CS | Cyber Security |
| DA | Digital Arts/Computer Graphics |
| NU | Nursing |
| TE | Teaching |

If you have any questions, please contact Amy Sebring at Amy.Sebring@fldoe.org or Nanette Smith at Nanette.Smith@fldoe.org.

SH/as

Attachment: 2025-26 DER File Layout

cc: Lou Anne Standley, Assistant Deputy Commissioner, Finance and Operations
Amy Sebring, Educational Policy Analyst
Nanette Smith, Program Specialist