

## **William L. Boyd, IV, Effective Access to Student Education (EASE) Technical Reporting Guide**

The William L. Boyd, IV, Effective Access to Student Education Grant Program (EASE) provides tuition assistance to undergraduate students enrolled in degree programs at eligible independent, nonprofit colleges or universities in Florida. The EASE grant is not related to a student's financial need or other criteria upon which financial aid programs are usually based. The Florida Legislature considers higher education at independent institutions an integral part of Florida's higher education system, while also reducing the tax burden on the citizens of Florida; therefore, the intent of this program is to award tuition assistance to offset private postsecondary tuition for residents of Florida. Eligible institutions include independent, nonprofit Florida colleges and universities located in, and chartered by, the state. The institutions have a secular purpose, grant baccalaureate degrees, and are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Participating institutions determine application deadlines, student eligibility, and award amounts. Eligibility criteria and award maximums are regulated by Florida Statutes and the General Appropriations Act.

### **EASE Student Eligibility:**

The student must:

- Be a Florida resident and a U.S. citizen or eligible non-citizen. A student's residency and citizenship status are determined by the postsecondary institution. Questions regarding such status should be directed to the financial aid office or admissions office of the institution the student plans to attend.
- Not owe a repayment or be in default under any state or federal grant, loan or scholarship program unless satisfactory arrangements to repay have been made.
- Not have previously received a baccalaureate degree.
- Enroll for a minimum of 12 credit hours per term, or the equivalent, at an eligible Florida college or university.
- Be an undergraduate student who is in the process of attaining a first baccalaureate degree in a program of study leading to a baccalaureate degree.
- Meet Florida's general eligibility requirements for receipt of state aid.
- Not be enrolled in a program of study leading to a degree in theology or divinity.
- Eligibility capped at 110% of the enrolled program length.

As outlined in Specific Appropriation 58 of the 2025 General Appropriations Act ([Chapter 2025-198, Laws of Florida](#)), the maximum annual 2025-26 EASE award for full-time baccalaureate degree-seeking Florida residents is \$3,500 and the EASE Plus Incentive Program (EASE Plus) annual maximum award will be set at \$850 per qualified student. The maximum total amount that some qualified students may receive could reach up to \$4,350 in the academic year. Each institution will continue to determine student eligibility for the EASE and EASE Plus program and be responsible for reporting EASE disbursement records.

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 funding 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.

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A new field has been created called the EASE Plus Stipend Category (F.S. #22) requiring 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.

### Navigation:

To locate the Disbursement Eligibility Report:

- Go to <https://www.FloridaStudentFinancialAidsg.org/SAPHome/SAPHome> and enter your login credentials in the top-right corner. After a successful login, navigate to the “Postsecondary Institutions” menu.

**Florida Student Scholarship & Grant Programs**

Office of Student Financial Assistance

**Login**

Enter Username  
Enter Password  
**LOGIN**  
[Forgot UserID?](#) | [Forgot Password?](#)  
[Create Student Account](#)

**First-Time Applicants**

Students must submit a completed Florida Financial Aid Application (FFAA) to OSFA for programs denoted by an asterisk (\*). In order to apply for State Scholarship & Grant Programs, a student must first [Create a Student Account](#). After logging into your account, you may proceed to complete the FFAA.

**Eligible Institutions**

High Schools:  
Verify if your high school is a participating Florida public or private high school.

Postsecondary Institutions:  
Verify if the postsecondary institution you are planning to attend is eligible to disburse state aid.

**NOTE:** We recommend downloading the newest version of your preferred browser for the best experience. (Chrome, Firefox, Microsoft Edge, Safari)

**Scholarship Programs:**

- Benacquisto
- Bright Future
- Effective Access
- First Generation
- Florida Farmworker Scholarship Program
- Florida First Responder Scholarship Program
- Florida Law Enforcement Reimbursement Program - Application
- Florida Student Assistance Grant - Career Education
- Florida Work Experience Program
- Honorably Discharged Graduate Assistance Program
- Mary McLeod Bethune Scholarship
- Open Door Grant Program - Webinar
- Randolph Bracy Ocoee Scholarship Program\*
- Rosewood Family Scholarship\*
- Scholarships for Children and Spouses of Deceased or Disabled Veterans\* (Award Amounts)

**APPLICATIONS**

- Florida Financial Aid Application (FFAA)
- Reinstatement/Restoration Application
- Free Application for Federal Student Aid (FAFSA)
- Document Upload

**REPORTS**

- Student Financial Assistance Annual Report - (Archives)
- End-of-Year Reports - (Archives)
- Bright Futures Statistical Reports

**RESOURCES**

- Federal Student Aid
- Financial Aid Terms and Definitions
- Money for College Brochure
- Navigating Your Financial Future
- Florida Automated System for Transferring Educational Records
- State Scholarship and Grant Calendar

**STATUTES AND RULES**

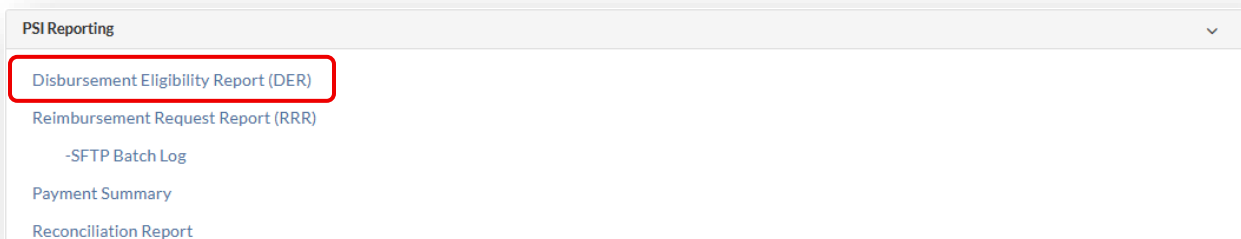
- Florida Statutes
- State Board of Education Rules
- Legislative Changes
- Postsecondary Compliance Audits
- Postsecondary Eligibility Requirements

Florida Department of Education | Office of Student Financial Assistance | 325 W. Gaines St, Tallahassee, FL 32399-0400 | (888) 827 - 2004 | [osfa@fldoe.org](mailto:osfa@fldoe.org)

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## Disbursement Eligibility Reporting:

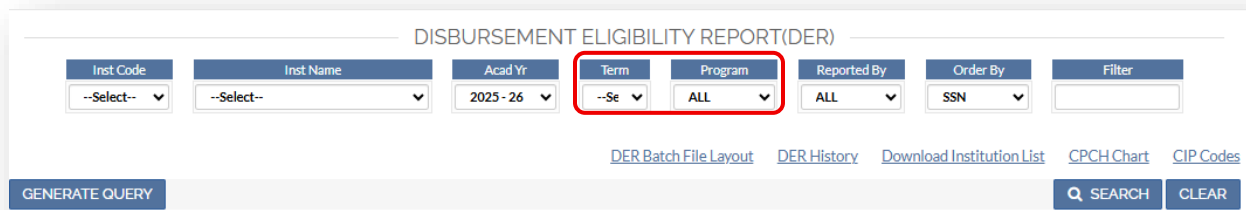
From the “Postsecondary Institutions” menu, choose “Disbursement Eligibility Report (DER)” to submit a DER transaction.



PSI Reporting

- Disbursement Eligibility Report (DER)
- Reimbursement Request Report (RRR)
- SFTP Batch Log
- Payment Summary
- Reconciliation Report

Using the available drop-down menus, select “FRAG” and the appropriate term to begin.



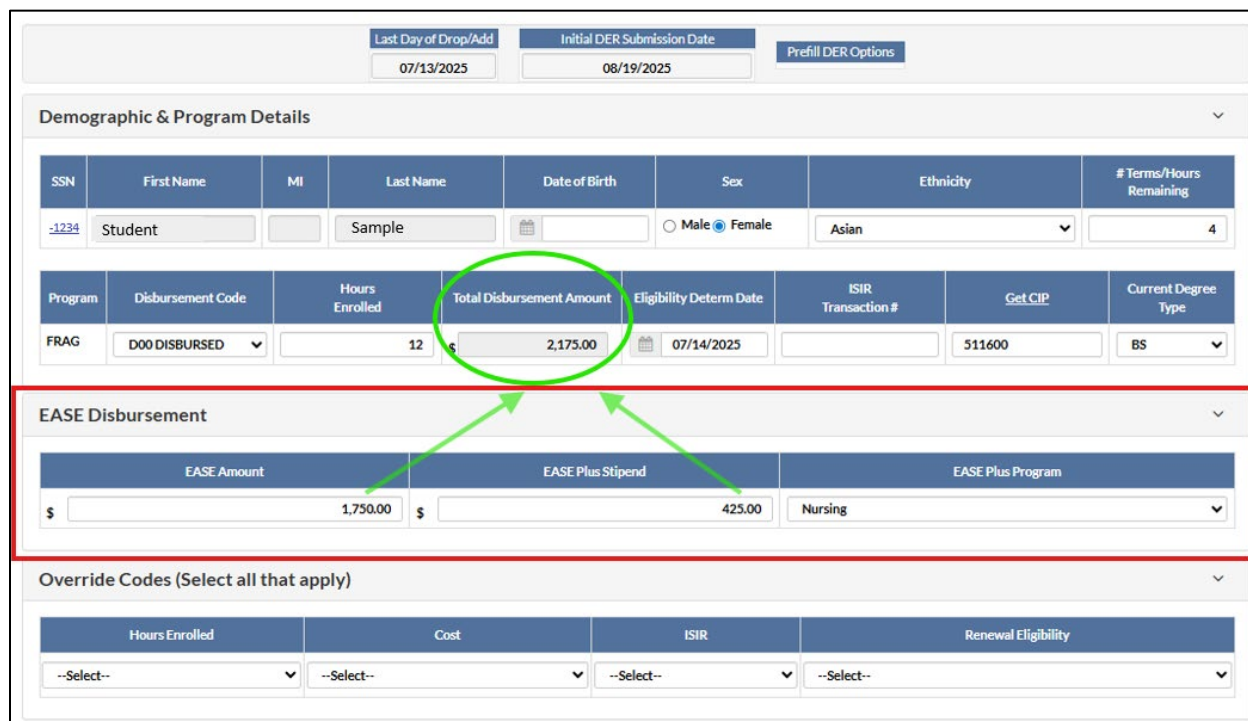
DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code: --Select-- Inst Name: --Select-- Acad Yr: 2025 - 26 Term: --Se Program: ALL Reported By: ALL Order By: SSN Filter:

DER Batch File Layout DER History Download Institution List CPCH Chart CIP Codes

GENERATE QUERY SEARCH CLEAR

## Example:



Last Day of Drop/Add: 07/13/2025 Initial DER Submission Date: 08/19/2025 Prefill DER Options

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
-1234	Student		Sample		<input type="radio"/> Male <input checked="" type="radio"/> Female	Asian	4

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FRAG	D00 DISBURSED	12	\$ 2,175.00	07/14/2025		511600	BS

EASE Disbursement

EASE Amount	EASE Plus Stipend	EASE Plus Program
\$ 1,750.00	\$ 425.00	Nursing

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

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- Use the DER Batch File Layout for specific information regarding the reporting of student demographic information and the required format needed for each field.
- **Demographic Information** – The student’s Social Security number, First Name, Last Name, Date of Birth, Sex, and Ethnicity are all required fields for any transaction, whether being funded or not. In the Ethnicity field, please refrain from using “Unknown” as an option. Instead, use “Other” or select the most appropriate Ethnicity code for the individual.
- **Disbursement Code** – Use “D00” when submitting the first disbursement record of the term. Any future adjustments to the record will be recorded with a “D01”.
- **Hours Enrolled** – The minimum number of credit hours required to be reported is 12. Any value less than 12 will result in an edit.
- **Eligibility Determination Date** – This is the date that the institution verified that the student has met all eligibility requirements to be funded. A disbursement transaction may only occur starting on the day after the institution’s “Last Day of Drop/Add” as reported on the Postsecondary Institution Renewal Application. Using an earlier date will result in an edit.
- The **Classification of Instructional Program (CIP) Code** and the **Degree Type** are required fields for all transactions. Report CIP codes with the 6-digit code found when selecting the “Get CIP” hyperlink found in the table header on the DER. Ensure that the CIP Code used matches what is located in the “Get CIP” database.
- The **Total Disbursement Amount** is a calculated field that equals the sum of the EASE Award and EASE Plus Stipend.
- **EASE Disbursement Section** - The EASE Award, EASE Plus Stipend, and EASE Plus Program have been separated into three individual fields.
  - **EASE Award** – All EASE transactions with a disbursement should have a numerical value in this field, at a minimum.
  - **EASE Plus Stipend** – Use this field to report the additional EASE Plus funding for students that are enrolled in upper-level courses where their program of study falls within one of the categories listed below.
  - **EASE Plus Program** – Select the appropriate category out of the following options:

<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

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## Disbursement Eligibility Report Batch File Transfer:

- File length did not change; however, field sequence number 22 is new and now required for any EASE transaction.
- Required fields to include when reporting EASE records:

Field Number	Field Name	Data
12	Program Code	FRAG
14	Total Disbursement Amount	Numeric; Up to 11 characters *Note that this field will be the sum of Field 19 and Field 23
19	EASE Plus Stipend	Numeric; Up to 11 characters
22	EASE Plus Program	Alphanumeric; 2 characters
23	EASE Award Amount	Numeric; Up to 11 characters

**Example 1:** Report qualified **EASE only** student records in the following manner:

Field Number	Field Name	Data
12	Program Code	Example: FRAG
14	Total Disbursement Amount	Numeric; Up to 11 characters. This field will be the sum of Fields 19 and 23.  Example: "175000", which means \$1,750
19	EASE Plus Stipend	Numeric; Up to 11 characters.  Example: Enter "0" if not reporting stipend information
22	EASE Plus Stipend Category	Alpha; Up to 3 characters. See the table below for the specific 2-character code based on the student's enrollment in the term  Example: Leave field blank if not reporting stipend information
23	EASE Award Amount	Numeric; Up to 11 characters. Maximum value: \$1,750 per term Example: "175000", which means \$1,750

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**Example 2:** Report qualified **EASE Plus** student records in the following manner:

<b>Field Number</b>	<b>Field Name</b>	<b>Data</b>
12	Program Code	Example: FRAG
14	Total Disbursement Amount	Numeric; Up to 11 characters. This field will be the sum of Fields 19 and 23.  Example: "217500", which means \$2,175
19	EASE Plus Stipend	Numeric; Up to 11 characters. Maximum value: \$425 per term  Example: "42500", which means \$425
22	EASE Plus Stipend Category	Alpha; Up to 3 characters. See the table below for the specific 2-character code based on the student's enrollment in the term  Example: "AH" means "Allied Health"
23	EASE Award Amount	Numeric; Up to 11 characters. Maximum value: \$1,750 per term  Example: "175000", which means \$1,750

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## Payment Summary:

From the “Postsecondary Institutions” menu, choose “Payment Summary” to review DER transaction and allocation history.

**PSI Reporting**

[Disbursement Eligibility Report \(DER\)](#)  
[Reimbursement Request Report \(RRR\)](#)  
[-SFTP Batch Log](#)  
**[Payment Summary](#)**  
[Reconciliation Report](#)

Using the available drop-down menus, select “FRAG” and the appropriate term to begin.

**PAYMENT SUMMARY**

Acad Yr  
2024-25

Inst Code  
--Select--

Inst Name  
--Select--

Term  
ALL

Fund  
ALL

Data  
Live

Search

Clear

For the EASE program, institutions will notice that the term allocation amount is combined into one total that incorporates the EASE and EASE Plus allocated amounts. When each institution finishes reporting the qualified EASE and EASE Plus students on the DER, a separate subtotal of EASE expenditures will be displayed in Section 1.

☐ I agree with OSFA's Payment Summary Last Date Reconciled 05/19/2025

Submit

**SECTION I: Summary Report**

Total Disbursed to Students		\$12,197,525.00
Subtotal: EASE Disbursement		\$11,915,750.00
Subtotal: EASE Plus Stipend		\$281,775.00
Total Number of Student Awards Funded		6,809
Total Refunds from Institution		\$30,125.00
Total Current Year Funding from OSFA		\$12,235,350.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$7,700.00

**SECTION II: Detailed Report**

Date (MM/DD/YYYY)	Program Code	Check Number	Warrant Amount	Refund Received	Amount Disbursed to Students	Number of Student Awards Funded
08/27/2024	* FRAG		\$0.00	\$0.00	\$111,475.00	62
08/28/2024	* FRAG	0162373	\$11,660,250.00	\$0.00	\$0.00	0
08/28/2024	* FRAG		\$0.00	\$0.00	\$1,056,430.00	593
08/29/2024	* FRAG		\$0.00	\$0.00	\$103,675.00	59

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### Reconciliation Report:

A roster of disbursed students, by term, may be found by using the Reconciliation Report. When “All” terms are selected, each disbursed student will be listed on a single row with their respective term disbursement information listed. You will have the option to review your data in more detail by selecting “Export Data to Excel.”

RECONCILIATION REPORT

Acad Yr

2025-26

From Date

07/01/2025

To Date

06/30/2026

Inst Code

--Select--

Inst Name

--Select--

Program

--Select--

Term

--Select--

[Layout](#)

Download

Search

Clear

SSN	Last, First MI	Term0	Term1	Term2	Term6	Total
		\$ 0.00	\$ 0.00	\$ 1,975.00	\$ 0.00	\$ 1,975.00
		\$ 0.00	\$ 0.00	\$ 1,975.00	\$ 0.00	\$ 1,975.00
		\$ 0.00	\$ 1,750.00	\$ 1,550.00	\$ 0.00	\$ 3,300.00
		\$ 0.00	\$ 2,175.00	\$ 1,975.00	\$ 0.00	\$ 4,150.00
		\$ 0.00	\$ 2,175.00	\$ 1,975.00	\$ 0.00	\$ 4,150.00
		\$ 0.00	\$ 2,175.00	\$ 0.00	\$ 0.00	\$ 2,175.00
		\$ 0.00	\$ 1,750.00	\$ 0.00	\$ 0.00	\$ 1,750.00
		\$ 0.00	\$ 2,175.00	\$ 1,975.00	\$ 0.00	\$ 4,150.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 1,750.00	\$ 0.00	\$ 0.00	\$ 1,750.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 0.00	\$ 1,975.00	\$ 0.00	\$ 1,975.00
		\$ 0.00	\$ 1,750.00	\$ 1,550.00	\$ 0.00	\$ 3,300.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 2,175.00	\$ 1,975.00	\$ 0.00	\$ 4,150.00
		\$ 0.00	\$ 2,175.00	\$ 1,975.00	\$ 0.00	\$ 4,150.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 0.00	\$ 1,550.00	\$ 0.00	\$ 1,550.00
		\$ 0.00	\$ 1,750.00	\$ 0.00	\$ 0.00	\$ 1,750.00
		\$ 0.00	\$ 1,750.00	\$ 0.00	\$ 0.00	\$ 1,750.00
		\$ 0.00	\$ 0.00	\$ 1,975.00	\$ 0.00	\$ 1,975.00
		\$ 0.00	\$ 0.00	\$ 1,975.00	\$ 0.00	\$ 1,975.00
		\$ 0.00	\$ 1,750.00	\$ 1,550.00	\$ 0.00	\$ 3,300.00

Export Data to Excel

<

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1

2

3

4

5

6

7

...

12

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Goto Page

Report Summary

- GRAND TOTAL: \$658,000.00
- STUDENT COUNT: 285