

Open Door Grant Program Disbursement Eligibility Report Technical Guide

As outlined in section (s.) 1009.895, Florida Statutes (F.S.), the Open Door Grant Program (ODG) is a financial aid program available to students who attend a school district postsecondary technical career center, a Florida College System institution, or a charter technical career center. The program's goal is to incentivize current and future workers to enroll in career and technical education programs that lead to a credential, certificate, or degree.

Open Door Grant Program Student Eligibility

The student must:

- Meet the general requirements for student eligibility for state financial aid awards and tuition assistance grants as outlined in s. 1009.40(1)(a)1. and 3., F.S.
- Be enrolled at a participating Florida College System institution, school district postsecondary technical career center, or a charter technical career center; and
- Be enrolled in:
 - An adult secondary education program or an integrated education and training program, in which institutions establish partnerships with local workforce development boards to provide basic skills instruction, contextually and concurrently, with workforce training that results in the award of credentials under s. 445.004(4), F.S., or
 - An eligible education program as specified in the Master Credential List.
 - <https://careersourceflorida.com/master-credentials-list/>

A student is eligible to receive a maximum award equal to the amount needed to cover 100 percent of tuition and fees, exam or assessment costs, books, and related materials for eligible programs after all other federal and state financial aid is applied. In addition, a student may receive a stipend of up to \$1,500, or an amount specified by the General Appropriations Act per academic year, to cover other expenses related to the institutional cost of attendance. The institution must make awards subject to the availability of funding. The eligibility status of each student must be determined by each institution at the end of its regular registration period, inclusive of a drop-add period, where returning students must be given priority over new students. Institutions may not be required to reevaluate a student's eligibility status after this date.

For successful ODG disbursement and reporting, we encourage all participating institutions to examine the following technical guide, as well as keep in close contact with Office of Student Financial Assistance (OSFA) personnel. Below you will find step-by-step reporting instructions for the Disbursement Eligibility Report (DER) and Secure File Transfer Protocol (SFTP) batch file transactions.

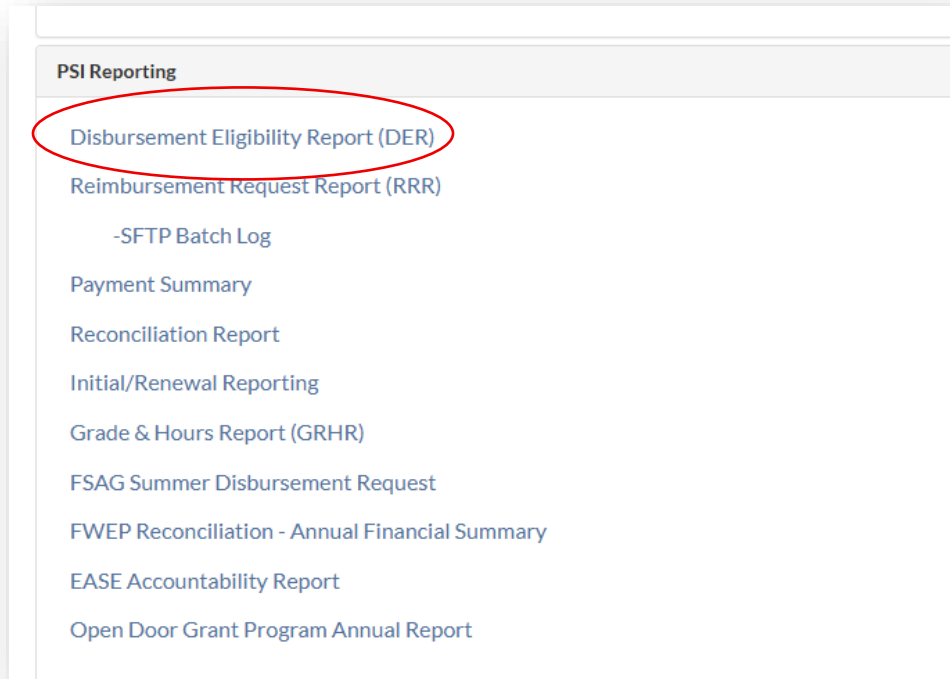
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Navigation

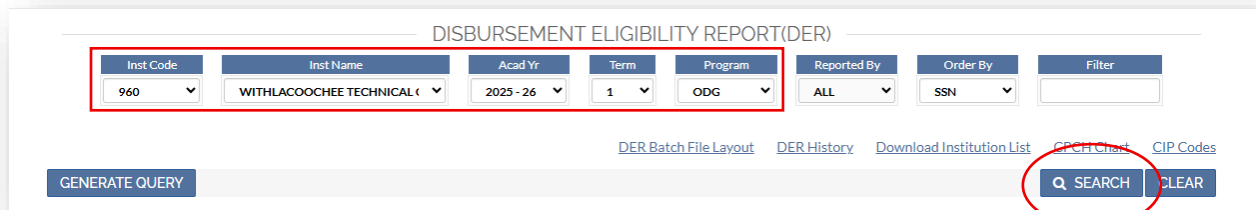
- To report student-level disbursement data, visit www.FloridaStudentFinancialAids.org and access the DER screen. **Login** and choose **Postsecondary Institutions**.

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2. After you have selected **Postsecondary Institutions**, select **Disbursement Eligibility Report (DER)**.



3. Your institution code and institution name will be prepopulated in the available drop-down menus. Select the appropriate institutional demographic information, academic year, and term. Under **Program**, you will select **ODG**. Then, select the **Search** button.



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- After the **Search** button has been selected, the option **Add Disbursement** will appear. Once you select the **Add Disbursement** option, a blank DER template will appear.



- Each Participating institution will have to input the **Demographic and Program Details** and **ODG Details** for each eligible recipient.

The screenshot shows a web form for the Open Door Grant Program. At the top, there are buttons for 'GENERATE QUERY', 'ADD DISBURSEMENT', 'SEARCH', and 'CLEAR'. Below these are two date input fields: 'Last Day of Drop/Add' (with the value '08/13/2025') and 'Initial DER Submission Date'. The form is divided into three main sections, each with a dropdown arrow on the right:

- Demographic & Program Details:** This section contains two tables. The first table has columns for SSN, First Name, MI, Last Name, Date of Birth, Sex (Male/Female), and Ethnicity. The second table has columns for Program (ODG), Disbursement Code, Hours Enrolled, Total Disbursement Amount (\$0), Eligibility Determ Date, ISIR Transaction #, Get CIP, and Current Degree Type.
- ODG Details:** This section contains a table with columns for Certified Program, Program No./FDOE Cert. Code, Tuition & Fee Cost (\$0), Material Cost (\$0), Total Other Federal Aid (\$0), Total Other State Aid (\$0), and Stipend Amount (\$0).
- Other Institution Disbursement(s):** This section is currently empty and has an 'Add New' button at the bottom right.

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Using the Disbursement Eligibility Report

The following contains 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. If a student has been awarded previously through another program, their demographic information will automatically populate and cannot be altered.
- **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”. Otherwise eligible students should be recorded with a “C99”.
- **Hours Enrolled** – This is where credit hours are to be reported. If an institution elects to report clock hours, this section will require a “0” and clock hours are to be reported in the Other Institution Disbursements section below.
- The **Total Disbursement Amount** is a field calculated by the summation of these specific fields in the **ODG Details** section, which includes the Tuition & Fee, Material Cost, Other Federal Aid, Other State Aid, and Stipend. Otherwise eligible students are submitted with a “0” in this section.
- **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/future date results 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 in the Master Credential List.
- **Certified Program** – Each disbursement record must contain a Program Type Code found in the table on page six.
- **Program Number/FDOE Certification Code** – This is an alphanumeric field only required when the selected Certified Program is either IC or APP, otherwise it can be left blank.
- **ODG Details Section** – These fields are required for any transaction, whether being funded or not. The stipend amount must not exceed \$1,500 for any individual student per academic year. If the value for any of these fields is zero, insert “0”. These fields will automatically calculate the Total Disbursement Amount using the following formula:

(Cost of Tuition and Fees + Exam, Assessment, Books, Related Materials Cost) – (Total of Other Federal Aid + Total of Other State Aid) = Award Amount

**If the award amount is negative, the result will be 0. Then, add to Stipend Amount to the Award Amount value.*

- The **Other Institution Disbursement(s)** section will be used when **clock hours** are to be reported for a school that has a primary hours enrolled type of “credit”. Ensure the Hours Enrolled field in the Demographic & Program Details section contains a “0” and then enter the appropriate clock hour amount in the Other Institution Disbursement section.

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Demographic & Program Details

For the student file to submit correctly, all of the following fields must be filled out appropriately, except for the ISIR Transaction # field, this is not required for ODG.

Demographic & Program Details							
SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	---- Select Ethnicity ----	
Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
ODG	--Select--	<input type="text"/>	\$ <input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--

Once the Demographic & Program Details section has been completed, proceed to the **ODG Details** table. Input the student's program type and calculate the award amount.

ODG Details						
Certified Program	Program No./FDOE Cert. Code	Tuition & Fee Cost	Material Cost	Total Other Federal Aid	Total Other State Aid	Stipend Amount
--Select--	<input type="text"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other Institution Disbursement(s)						
						Add New

Certified Programs

Program Type Codes	Definition
IET	Integrated Education and Training
WEP	Workforce Education
IC	Industry Certification
APP	Apprenticeship or Pre-Apprenticeship

Award Amount

To calculate a student's award amount, determine if the sum of Total Other Federal and State Aid exceeds the calculated cost to cover 100 percent of Tuition and Fees plus the exam, assessment, books, and related materials cost. If yes, the award amount will be 0.

- A student may then receive a stipend of up to \$1,500 per academic year, if applicable.
- The final calculation for a student's Award Amount may be altered to be less than the award amount calculation, if necessary, so long as it does not exceed the entered Stipend.

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Credit Hours vs. Clock Hours:

If a credit hour based institution wishes to report a student's credit hours, they may do so in the Hours Enrolled box located in the **Demographics and Program** details table. The same procedure is followed for clock hour based institutions wishing to report the number of clock hours.

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
ODG	--Select--		\$ 0				--Select--

Certified Program	Program No./FDOE Cert. Code	Tuition & Fee Cost	Material Cost	Total Other Federal Aid	Total Other State Aid	Stipend Amount
--Select--		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

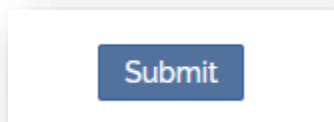
Hours Type	Hours Enrolled
--Select--	

[Add New](#)

A credit hour based institution may report a student's clock hours by selecting the **Add New** button in the **Other Institution Disbursement(s)** section. This will load a new table with the Hours Type and Hours Enrolled.

Select Clock Hours in the **Hours Type** field, insert the number of clock hours in the Hours Enrolled field. A zero must be entered in the Hours Enrolled field within the Demographic & Program Information section. If it is left blank, an edit will appear.

When ready, select the **Submit** button located at the bottom of the page.



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Batch File Reporting

Below are the guidelines for the SFTP batch file transaction.

- 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”. The “C99” code will be used to identify FAEO – Otherwise Eligible (OE) students.
- **Hours Enrolled** – If reporting credit hours, use field sequence 11 as required. If reporting clock hours (*as a credit hour based institution*), ensure field sequence 11 contains zeros and then use field sequence 37 (to report the number of clock hours), and 38 (use CLK).
- **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 in the Master Credential List.
- The **Total Disbursement Amount** is a calculated field that equals the Cost of Tuition and Fees plus Exam, Assessment, Books, Related Materials Cost, minus the Total of Other Federal Aid, Total of Other State Aid, in addition to the Stipend, unless the award is less than the calculated amount.
- **ODG Disbursement Section** – These field sequences are required for any transaction, whether being funded or not. The stipend amount must not exceed \$1,500 for any individual student per academic year, and the Total Disbursement Amount must not be less than the Stipend.
- **Program Number/FDOE Certification Code** – This field sequence is conditionally required. Certified Program reported. This field is an alphanumeric code that should include leading zero and can accept two 6-digit program numbers separated by a comma.

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Batch File Data Parameters

Required Fields:

Field Number	Field Name	Data
1 – 10	Required Demographic Information	
11	Hours Enrolled	Numeric; Up to 4 characters.
13	Disbursement Code Value	Numeric; Up to 11 characters.
14	Total Disbursement Amount	Numeric; Up to 11 characters.
16	Eligibility Determination Date	Date; MMDDYYYY
19	Tuition & Fee Cost	Numeric; Up to 11 characters.
21	Material Cost	Alphanumeric; Up to 30 characters.
22	Certified Program Type	Alphanumeric; Up to 3 characters
23	Total Other Federal Aid	Numeric; Up to 11 characters.
24	Total Other State Aid	Numeric; Up to 11 characters.
25	Stipend Amount	Numeric; Up to 11 characters.
37	Other Hours Enrolled 1	Numeric; Up to 5 characters.
38	Other PSI 1	Alphanumeric; Up to 3 characters.
53	CIP Code	Alphanumeric; Up to 6 characters.
54	Current Degree Type	Alpha; Up to 6 characters.
55	Program Number/FDOE Cert. Code	Alphanumeric; Up to 17 characters.

The following page contains a detailed example of the File Layout.

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Example: This example contains a student record reporting credit hours, a total disbursement amount of \$3,300.00, existing federal aid of \$300.00, a tuition & fee cost of \$2,500.00, material cost of \$350.00, and a stipend of \$750.00. They are enrolled in a workforce education program, which will award a college career certificate degree.

Field Number	Field Name	Data
1 - 10	Required Demographic Information	
11	Hours Enrolled	Numeric; Up to 4 characters. Example: "0012" Leading zeros, 12 credit hours.
13	Disbursement Code Value	Alphanumeric; Up to 5 characters. Example: "D00"
14	Total Disbursement Amount	Numeric; Up to 11 characters. Example: "330000", which means \$3,300.00
16	Eligibility Determination Date	Date; MMDDYYYY Example: "09152025", which is 09/15/2025
19	Tuition & Fee Cost	Numeric; Up to 11 characters. Example: "250000", which means \$2,500.00
21	Material Cost	Alphanumeric; Up to 30 characters. Example: "35000", which means \$350.00
22	Certified Program Type	Alphanumeric; Up to 3 characters. Example: "WEP"
23	Total Other Federal Aid	Numeric; Up to 11 characters. Example: "30000", which means \$300.00
24	Total Other State Aid	Numeric; Up to 11 characters. Example: "000", which means \$0.00
25	Stipend Amount	Numeric; Up to 11 characters. Example: "75000", which means \$750.00
37	Other Hours Enrolled 1	Numeric; Up to 5 characters. Example: Because Hours Enrolled is being used to report credit hours, this field is not required.
38	Other PSI 1	Alphanumeric; Up to 3 characters. Example: Because Hours Enrolled is being used to report credit hours, this field is not required.
53	CIP Code	Alphanumeric; Up to 6 characters. Example: "520301"
54	Current Degree Type	Alpha; Up to 5 characters. Example: "CCC", which means College Credit Certificate
55	Program Number/FDOE Cert. Code	Alphanumeric; Up to 17 characters. Example: Because Field 22 is "WEP", this field is not required.

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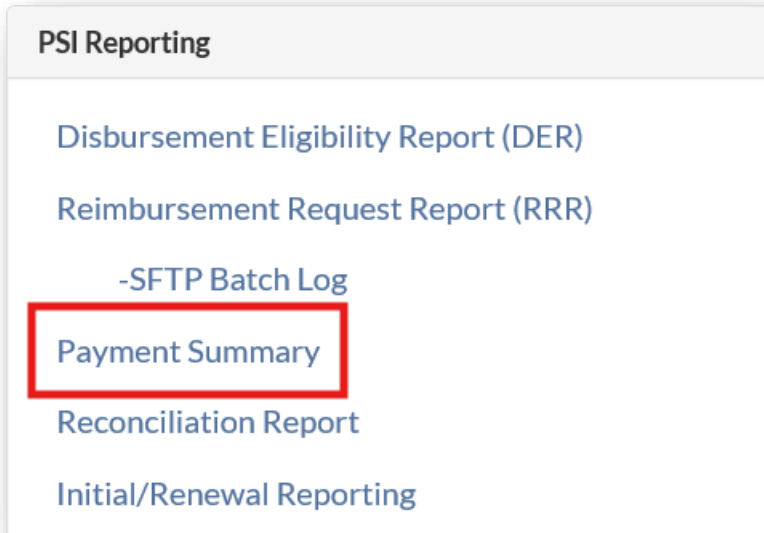
Example: This example contains a student record reporting clock hours, a total disbursement amount of \$4,000.00, existing federal aid of \$0.00, a tuition & fee cost of \$2,500.00, material cost of \$500.00, and a stipend of \$1,000.00. They are enrolled in an integrated education and training program, which will award a college career certificate degree.

Field Number	Field Name	Data
1 - 10	Required Demographic Information	
11	Hours Enrolled	Numeric; Up to 4 characters. Example: "0000" Leading zeros, 0 credit hours. Because fields 37 & 38 are being used to report clock hours, this field requires zeroes to be entered.
13	Disbursement Code Value	Alphanumeric; Up to 5 characters. Example: "D00"
14	Total Disbursement Amount	Numeric; Up to 11 characters. Example: "400000", which means \$4,000.00
16	Eligibility Determination Date	Date; MMDDYYYY Example: "09152025", which is 09/15/2025
19	Tuition & Fee Cost	Numeric; Up to 11 characters. Example: "250000", which means \$2,500.00
21	Material Cost	Alphanumeric; Up to 30 characters. Example: "50000", which means \$500.00
22	Certified Program Type	Alphanumeric; Up to 3 characters. Example: "IET"
23	Total Other Federal Aid	Numeric; Up to 11 characters. Example: "000", which means \$0.00
24	Total Other State Aid	Numeric; Up to 11 characters. Example: "000", which means \$0.00
25	Stipend Amount	Numeric; Up to 11 characters. Example: "100000", which means \$1,000.00
37	Other Hours Enrolled 1	Numeric; Up to 5 characters. Example: "41000", implied decimal equates to 410.00
38	Other PSI 1	Alphanumeric; Up to 3 characters. Example: "CLK"
53	CIP Code	Alphanumeric; Up to 6 characters. Example: "511009"
54	Current Degree Type	Alpha; Up to 5 characters. Example: "CCC", which means College Credit Certificate
55	Program Number/FDOE Cert. Code	Alphanumeric; Up to 17 characters. Example: "NATHA007"

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Payment Summary

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



Using the available drop-down menus, select either **ODGSC** (State Colleges) or **ODGTC** (Technical Centers) and the correct term to review your institution's payment information.

