

Postsecondary Institution Resources

How to Retrieve the Master Eligibility List

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Overview

This section discusses the **Master Eligibility Lists (MEL)**. Each institution may only view students who indicated their intent to attend that institution. This list authorizes the institution to fund a student for a centralized state scholarship or grant program. If a student populates on the MEL, and subsequently becomes ineligible, a “Finished Code” will be stored on the file and serves to unauthorize any further funding by the postsecondary institution.

Prior to students being disbursed within an academic year, the MEL includes all eligible students for the following programs where the Florida Department of Education determines initial eligibility:

- Jose Marti Scholarship Program
- Florida Bright Futures Scholarship Program
- Rosewood Family Scholarship Fund
- Scholarship for Children and Spouses of Deceased or Disabled Veterans

The Florida Incentive Scholarship Program (FIS) is a state merit-based scholarship for 13-14 high school graduates and later. After students are disbursed within an academic year, the MEL will include all FIS students disbursed for funds. The Institution determines initial eligibility for the FIS scholarship. Florida Incentive Scholarship (FIS) eligibility for renewal is determined at the end of the second semester, third quarter, or the equivalent of each academic year by the Florida Department of Education.

Note: The FSAG and FRAG Eligibility Determination and FRAG Wait List will be discussed in the appropriate program sections.

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Accessing the Master Eligibility List

To access the Master Eligibility menu page:

- select **Postsecondary Institutions** from the State Program home page
- select **View Master Eligibility Lists** under **Eligibility Determination Lists**

Welcome to **Florida Student Scholarship Grant Programs** 1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

State Programs Home Applications and Updates Financial Aid Resources **Postsecondary Institutions** High Schools State Program Links

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Student Information - Financial Aid Recipient History
Institution Renewal Application
Defaulted State Scholarship and Loan Recipients
Disbursement Reporting

- Report Disbursements
- View Batch Log
- Federal Loan Disbursement Report

Reconciliation of Funds Disbursed to Institutions

- View Reconciliation Report
- View Payment Summary
- FWEP Reconciliation - Annual Financial Summary

Eligibility Determination Lists

- **View Master Eligibility Lists**
- View PSAG/FRAG Institutional Eligibility Determination
- View FRAG Waiting List

To limit the number of records displayed, review the available parameters on the menu.

- Select PSI code to search for all programs at your institution.
- Select a program to only display students eligible for that particular program.
- Use the name/SSN filter alone or in conjunction with any other selection. [e.g., program, PSI, ALL.]
- Use a partial name or partial SSN as a filter (see the parameter table on the next page).

Select **Search** to retrieve the defined eligibility list.

Welcome to **Florida Student Scholarship Grant Programs** 1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

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[printing instructions](#)

Questions/Fields marked with an asterisk (*) require a response.

- By clicking on the student SSN, the Financial Aid Recipient History screen can be viewed
- To narrow search by last and first name, utilize the format (SMITH, J...)

PSI Code: [All] Selected By: [All]
*Academic Year: 2014-15
Term: ALL
Program: [All]
SSN/Last Name: []
Last Name, First Name: []
Search

2013-14 MEL File Layout
2014-15 MEL File Layout

Print

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Parameter Table

The table below describes the parameters located in the header of the Master Eligibility List. For each parameter, the possible values are described and accompanied by the resulting action.

Parameter Name	Value	Result
PSI Code and Name	[All] or specific DOE ID	Retrieves all eligible students for selected academic year by institution.
Academic Year	Defaults to current academic year and can be set to any previous year.	Retrieves records for the selected academic year.
Selected By	Last Name SSN Date Posted	Produces results in alphabetical order by last name. Produces results in ascending SSN order. Produces results by date student was posted to MEL.
Term	All	Default to provide an academic-year listing of eligible students
Program	BF BFATS BFFAS BFFMS BFGSV CSDDV FGMG JM RFS NSLF	(ALL) produces results for all programs. Each of the program parameters produces results for the selected program.
SSN or Last Name or Last Name, First Name	Any alpha or numeric characters	Filters results further by only showing data entered in this field (i.e., "Smi" returns all recipients with a last name beginning with "Smi" such as Smidt, Smith, and so forth). Partial or full SSN can also be entered as a filter (for example, "535" will return all recipients with a SSN beginning with "535").

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Understanding the Master Eligibility List

The following table describes the column labels associated with the Master Eligibility.

SSN	DOB	Last Name	First Name	MI	Finished Codes	Conditional Code
PSI	Program	# Terms/Hours Remaining	Gen	Eth	Date Posted	

Column Name	Description
SSN	Social Security Number
DOB	Date of Birth
Name (Last Name, First Name, MI)	Recipient's name
Finished Codes	A=Administrative B=Baccalaureate Received D=Deceased E=BF IE Error in Transcript F=Failed to Repay Dropped Hours G=Grade and /or Hours changed by PSI to Ineligible H=BF IE Did not Graduate from HS M=BF IE Misadvised Criteria Not Met R=Refused Award T=BF IE Test Score Cancelled U=Used All Eligible Program Hours
PSI	The three-digit DOE PSI Code, as selected by the recipient. (Once disbursements have been received, this references the PSI that posted the disbursement.)
Program	The program in which the recipient has been determined eligible. See Appendix C for values.
# of Terms/Hours Remaining	The recipient's remaining number of eligible terms or hours for the program.
Gen	Recipient's gender: F = Female M = Male
Eth	Recipient's ethnicity: A = Asian B = Black or African American H = Hispanic or Latino I = American Indian or Alaskan Native N = Native Hawaiian or Other Pacific Islander O = Other W = White
Date Posted	Date record was posted
Conditional Code	Three-digit code indicating BF funding eligibility: Graduate student-001; University of FL Innovation Academy-002; Mid-year high school graduate-003

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In addition to having the option to view the Master Eligibility List online, the following two options have been provided to allow increased flexibility. **Please note, as a preventative measure to security breaches, institutions may only download files of students specific to their institution.**

- **Download File:** Receive a file of information meeting the parameters identified in the header of the Master Eligibility List. Institutions can only download the Master Eligibility List from FTP. Using the FTP system, you will be able to retrieve your Master Eligibility List from the **MEL_out** folder.
- **Print:** Print the Master Eligibility List. This report can be quite large if parameters are set to “ALL” for the PSI Code/Name and Programs. Since the MEL changes frequently, you may wish to refer to the online list of students rather than a download list.

An example of an FTP account (shown via FileZilla) is below.

