Student Financial Support File

Academic Year (Fall, Winter and Spring) Input File Specifications Overview

The Student Financial Support Academic Year Input File contains data on all aid applicants and recipients during the academic year specified. Aid applicants are students who registered at the campus during the academic year specified and filed a Free Application for Federal Student Aid (FAFSA) form but did not receive any awards. Recipients are students who may or may not have filed a FAFSA and were awarded student financial support (e.g., scholarships, fellowships, grants, loans, work-study, employment and other financial assistance) regardless of their registration status. The academic year includes fall, winter and spring terms.

- Academic year refers to fall, winter and spring terms.

- Campuses annually submit three input files covering academic year financial aid.

- The academic year input file and the summer input file have the same record layout.

Record Types

Header Record

The first record on the file must be a header record.

Financial Aid-Demographic Record (Record Type Code-Student = R)

Contains demographic and financial data on aid applicant/recipient. A financial aid-demographic record should be supplied for each aid applicant/recipient in the population.

Financial Aid-Award Record (Record Type Code-Student = S)

Contains financial aid award and payment data about an award made to aid applicant/recipient. A financial aid-award record should be supplied for each award made to each aid applicant/recipient. An award is uniquely identified by an account-fund-sub-award code combination. Only one award record for an aid applicant/recipient may have a particular account-fund-sub-award code combination. All amounts are cumulative and represent the amounts to date as of the end of the term specified.

Aid applicants who receive no awards or payments but are included in the student population due to having filed a FAFSA, should be reported with a demographic record but no award records.

Schedule

Campuses should supply the academic year input file three times annually - on January 15th, May 1st, and October 15th. **Academic**

Year Student Financial Support File Physical Characteristics

File Name: CSSFAI.mmmyy (in uppercase) where:

- mmm = month (JAN, MAY, or OCT)

- yy = the calendar year

Record Format: Fixed Length

Record Length: 244 [Any file with a different record length will be rejected]

Sequence: Ascending sequence sorted by Record Type Code - Student, Identification Number – Student, Account Number – Financial Aid, Fund Number, Subaccount Number – Financial Aid, Award Type

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere [GoA] VSFTP process. Please contact your campus Managed File Transfer (MFT) personnel for file transfer matters. All questions or issues regarding PCCSC and file transmission must be sent to ess-tickets@ucop.edu.

Summer Period Input File Specifications Overview

The Student Financial Support Summer Input File contains data on all aid recipients during the summer period specified. Summer refers to the period between spring and fall terms. Recipients are students who may or may not have filed a Free Application for Federal Student Aid (FAFSA) form and were awarded student financial support (e.g. scholarships, fellowships, grants, loans, work study, employment and other financial assistance) regardless of their registration status. Applicants for summer aid who were not awarded any summer support should not be included. Students who are enrolled at another campus (e.g., UC cross-campus or non-UC consortium agreement students) and are awarded any student financial support through the home UC campus should be included on the home campus summer input file.

- All campuses must submit a summer input file beginning with the 2002 summer period, regardless of state support for summer financial aid.
- Summer period refers collectively to all awards and enrollment between the spring and fall terms.
- The summer input file has the same record layout as the academic year input file.
- The summer input file should include data on all financial aid awards for summer whether or not a FAFSA was submitted.

Record Types

Header Record

The first record on the file must be a header record.

Financial Aid-Demographic Record (Record Type Code-Student = R)

Contains demographic and financial data on aid applicant/recipients. A financial aid-personal record should be supplied for each aid applicant/recipient in the population.

Financial Aid-Award Record (Record Type Code-Student = S)

Contains financial aid award and payment data about an award made to aid applicant/recipient. A financial aid-award record should be

supplied for each award made to each aid applicant/recipient. An award is uniquely identified by an account-fund-sub-award code combination. Only one award record for an aid applicant/recipient may have a particular account-fund-sub-award code combination. All amounts are cumulative and represent the amounts to date as of the end of the term specified.

Aid applicants who receive no awards or payments but are included in the student population due to having filed a FAFSA, should be reported with a demographic record but no award records.

Schedule

Campuses should supply the summer period input file once per year on November 15th.

Summer Student Financial Support File Physical Characteristics

File Name: CSSFAI.mmmyy (in uppercase) where:

- mmm = month (NOV)

- yy = the calendar year

Record Format: Fixed Length

Record Length: 244 [Any file with a different record length will be rejected]

Sequence: Ascending sequence sorted by Record Type Code - Student, Identification Number – Student, Account Number – Financial Aid, Fund Number, Subaccount Number – Financial Aid, Award Type

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere [GoA] VSFTP process. Please contact your campus Managed File Transfer (MFT) personnel for file transfer matters. All questions or issues regarding PCCSC and file transmission must be sent to ess-tickets@ucop.edu.

Academic year and Summer Input Files – Layout

Header Record

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES
0010	Record Type Code - Student	1	1	CHAR	S	'A'
0020	Header Campus Code	2	2	CHAR	T	'01' | '03' | '04' | '05' | '06' | '07' | '08' | '09' | '10'
0030	Header Date	4	6	CHAR		File Creation Date - Format MMDDYY or YYMMDD

Financial Aid Demographic Data Record Specifications and Element Tests

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LEV	VALID VALUES
0010	Record Type Code-Student	1	1	Char	S	'R'
A010	Campus Registered Code	2	2	Char	S	'01' - '10'
A020	Identification Number-Student	4	10	Char	S	Non-Blank
R010	Student's Household Size	29	2	Char	E	' ' or Numeric
R020	Marital Status Code	31	1	Char	E	' ' , 'M' , 'S'
R030	Dependent/Self Support Code-Federal	32	1	Char	E	' ' , 'D' , 'I', if status is in progress (e.g. dep override processing) leave blank. Leave blank for all other statuses (e.g. Provisional Independent)
R050	Housing Type Code	33	1	Char	E	' ' , 'C' , 'R' , 'O'
R060	Amount Parent Income	34	9	Char	E	All spaces or all digits
R070	Amount Student Income	43	9	Char	E	All spaces or all digits
R080	Amount Parental Contribution	52	9	Char	E	All spaces or all digits
R090	Amount Student Contribution	61	9	Char	E	All spaces or all digits
R100	Amount Student Budget	70	9	Char	E	All spaces or all digits
G010	Legal Name-Student	79	35	Char	E	Contains at least one comma and character is not a comma or blank; must consist of following char 'A' – 'Z', ' ', ',' '-' "'"
G020	Social Security Number-Student	114	9	Char	E	All spaces or all digits
R190	Student Aid Index (SAI)	126	9	Char	E	All spaces, all digits, or '–' prefix for negative values. '–' counts toward field length
R200	Budget-Computer	135	6	Char	E	All spaces or all digits

R210	Special Program Code	141	2	Char	E	' ' , '05' , '06'
R220	Summer Weeks Enrolled	143	2	Char	E	All spaces or all digits (blank when not summer file)
R230	FAFSA	145	1	Char	E	' ', 'D', 'L', 'N', 'P', 'Y'
R240	Need-based Aid Application	146	1	Char	E	' ', 'C', 'I', 'L', 'N'
R250	Parent_AGI	147	9	Num	E	All spaces or all digits
R260	Student_AGI	156	9	Num	E	All spaces or all digits
R270	Blue_And_Gold_Flag	165	1	Char	E	'Y' or 'N' or ' ' (blank when summer file; may be left blank in academic year beginning OCT24)
R280	Ship_Flag	166	1	Char	E	'Y' or 'N' or ' ' (blank when summer file; Obsolete starting Jan 2020)
R290	Ship Waiver	167	6	Char	E	All spaces or all digits
R300	Ship Term	173	3	Char	E	F, W or S F – Fall W – Winter S – Spring
R310	Special Population Code	176	5	Char	E	F, P, or ' ' (must fill up all 5 spaces with valid values F, P, or ' '. Extra length is included to allow for future expansion) F – Former foster youth P – Parenting student
R320	Number in College	181	1	Char	E	All spaces or all digits
R330	Family Size	182	2	Char	E	' ' or Numeric
R340	Total Assets	184	9	Char	E	All spaces or all digits
H1006	Lived Name-Student	193	50	Char	E	Contains at least one comma and character is not a comma or blank; must consist of following char 'A' – 'Z', ' ', ',' '-' ""

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LEV	VALID VALUES
R350	Maximum Pell Indicator	243	1	Char	E	All spaces or all digits valid values: 1, 2, 3, blank
R360	Minimum Pell Indicator	244	1	Char	E	All spaces or all digits Valid values: 1, 2, 3, 4, 5, blank

Financial Aid Award Data Record Specifications and Element Tests

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LEV	VALID VALUES
0010	Record Type Code-Student	1	1	Char	S	'S'
A010	Campus Registered Code	2	2	Char	S	'01' - '10'
A020	Identification Number-Student	4	10	Char	S	Non-Blank
S010	Account Number	17	6	Char	E	All spaces or all digits (Use legacy codes if not using CCOA codes)
S020	Fund Number	23	5	Char	E	All spaces or all digits (Use legacy codes if not using CCOA codes)
S030	Subaccount Number	28	1	Char	E	All spaces or all digits
S040	Award Code	29	3	Char	S	Valid Code in Award Code Table.
S050	Award Accept Code	32	1	Char	E	'A' , 'O' , 'R' , ' '
S100	Award Amount	37	8	Num	E	Numeric 999999v99
S110	Award Amount Paid to Date	45	8	Num	E	Numeric 999999v99
S120	CCOA Entity Code	53	4	Char	E	All campuses on NEW CCOA, please use Entity Level C else use spaces
S130	New CCOA Account ID	57	6	Char	E	All campuses on NEW CCOA, please use Account Level E (natural account) else use spaces
S140	New CCOA Fund ID	63	5	Char	E	All campuses on NEW CCOA, please use Fund Level D else use spaces