

## **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.mmmmyy (in uppercase) where:

- mmm = month (JAN, MAY, or OCT)
- yy = the calendar year

**Record Format:** Fixed Length

**Record Length:** 242 [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 VSFTP process. Please contact your campus Managed File Transfer (MFT) single point of contact for campus file transfer matters. The contact list can be found on page 4 of the [VSFTP Migration Presentation](#). For more information on Production Control Shared Services (PCSSC) and the new vsftp transmittal process, visit: <https://pcssc.berkeley.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.mmmmyy (in uppercase) where:

- mmm = month (NOV)
- yy = the calendar year

**Record Format:** Fixed Length

**Record Length:** 242 [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 VSFTP process. Please contact your campus Managed File Transfer (MFT) single point of contact for campus file transfer matters. The contact list can be found on page 4 of the [VSFTP Migration Presentation](#). For more information on Production Control Shared Services (PCSSC) and the new vsftp transmittal process, visit: <https://pcssc.berkeley.edu/>

## Academic year and Summer Input Files– Layout

Last Updated 06/6/2022

## 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 |         | <u>File Creation Date</u> - Format MMDDYY or YYMMDD          |

## Financial Aid Demographic Data Record Specifications and Element Tests

| REF NO | ELEMENT NAME                        | LOC | LN | FMT  | ERR<br>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'   |
| 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)  |
| 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<br><br>F – Fall<br>W – Winter<br>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)<br><br>F – Former foster youth<br>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', ' ', ' ', ' ', ' ', ' '  |

**Financial Aid Award Data Record Specifications and Element Tests**

| REF<br>NO | ELEMENT NAME                  | LOC | LN | FMT  | ERR<br>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<br>Fund ID           | 63  | 5  | Char | E          | All campuses on NEW CCOA, please use Fund Level D else use spaces                      |