USAP File – Overview and File Characteristics

Overview:
Education Finance Methodology relies on administrative data from each of the Financial Aid Offices to run simulations to determine the University Student Aid Program (USAP) allocation amounts for each campus. The reporting requirements below will be used in the USAP allocation simulation. If there are changes from the original financial aid application (FAFSA or CA Dream App) submission with updates from the verification process or parent contribution evaluation or any other reason, the information sent to OP should match the student's current financial aid package.

Population: All undergraduate students.
Schedule: File due **November 8th** of every year

File name: USAP_YYYY_XX (.pgp or.gpg extension)

 Where YYYY is the academic year, for example YYYY = 2425 for academic year 2024-25 Where XX
     is the campus code:

 01 Berkeley
 03 Davis
 04 Los Angeles
 05 Riverside
 06 San Diego
 07 Santa Cruz
 08 Santa Barbara
 09 Irvine
 10 Merced

Recode Format: ASCII Fixed Length
Record Length: 167

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.
Please submit the USAP file to /2UCOP/STUDENT/USAP directory.

File Description: One row for each student.

USAP File – RECORD LAYOUT

FIELD NAME	BEGIN LOC	END LOC	LENGTH	FORMAT	VALID VALUES
Year	1	4	4	Char	Example: 2425 for 2024-25 academic year
Campus code	5	6	2	Char	'01'|'03'|'04'|'05'|'06'|'07'|'08'|'09'|'10'
Student ID	7	16	10	Char	Non-blank
Parent Contribution Amount - Federal	17	25	9	Char	Non-Negative or blank
Student Contribution Amount – Federal	26	34	9	Char	Non-Negative or blank
Housing Type	35	35	1	Char	'C'|'R'|'O'
Budget	36	44	9	Char	Non-Negative or blank
Fall Enrolled	45	45	1	Char	'Y'|' '
Winter Enrolled	46	46	1	Char	'Y'|' '
Spring Enrolled	47	47	1	Char	'Y'|' '
FAFSA	48	48	1	Char	'Y'|'L'|'N'|'D'|'P'
NDAPP	49	49	1	Char	'C'|'L'|'I'|'N'
B&G Flag	50	50	1	Char	'Y'|'N '
Parent Income Amount	51	59	9	Char	All spaces or all digits
Student Income Amount	60	68	9	Char	All spaces or all digits
Dependency Status – Federal	69	69	1	Char	'D'|'I'|' '
Cal Grant A	70	77	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Cal Grant B	78	85	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Pell Grant	86	93	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
SEOG	94	101	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
UC Grant	102	109	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
All Other Gift Aid	110	117	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Cal Vet Tuition & Fee Exemption	118	125	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
AB 540 Supp Tuition Exemption	126	133	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500

UC Other Financial Assistance	134	141	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Veterans Supp Tuition Exemption	142	149	8	Num	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Student Aid Index (SAI)	150	158	9	Char	All spaces or all digits, or '-' prefix for negative values where '-' counts towards fixed length
Total Assets (Parent Net Worth)	159	167	9	Char	All spaces or all digits

USAP FILE – DESCRIPTION OF FIELDS

FIELD NAME	DESCRIPTION	CODE VALUES
Year	The academic year is the requested year.	Example: Year =2425 for academic year 2024-25
Campus code	Code indicating the campus at which the student is registered.	01 – Berkeley 03 – Davis 04 – Los Angeles 05 – Riverside 06 – San Diego 07 – Santa Cruz 08 – Santa Barbara 09 - Irvine 10 - Merced
Student Identification Number	Student identification number assigned by the campus. Must be the same identification number as reported in the financial support input file to the Corporate Student System.	Non-blank.
Parent Contribution Amount -	The amount of support the Financial Aid Office expects parents of a dependent Financial Aid applicant to contribute. Missing parent contribution values should be reported as a string of nine 'blanks' in the field	All numeric digits. Blanks for missing Parent Contribution.
Student Contribution Amount - Federal	The amount the Financial Aid Office expects the student to contribute to his or her own support. (Outside agency benefits or awards are not included in this category.) Missing student contribution values should be reported as a string of nine 'blanks' in the field.	All numeric digits. Blanks for missing Student Contribution.
Housing Type	Code indicating the student's type of housing while enrolled.	C = Commuter (living with parents) R = Residence Hall O = Off Campus

Budget	The amount budgeted by the Financial Aid Office for a student to cover the period for which student has received financial aid (Fall, Winter, Spring, Summer, or any combination thereof). Missing budget amounts should be reported as a string of nine 'blanks' in the field.	Non-Negative or blank
Fall Enrolled	Code indicating that the student is packaged for the fall term.	Y= Packaged for Fall term Blank= No
Winter Enrolled	Code indicating that the student is packaged for the winter term.	Y= Packaged for Winter term Blank= No
Spring Enrolled	Code indicating that the student is packaged for the spring term.	Y= Packaged for Spring term Blank= No
FAFSA	Code indicating whether or not the student (financial aid recipient or applicant) filed a FAFSA or CA Dream Act Application before or after March 2nd.	Y = FAFSA filed by March 2nd L = FAFSA filed after March 2nd N = FAFSA not filed D=CA Dream Act App filed by March 2nd P= CA Dream Act App filed after March 2nd
NDAPP	Code indicating whether or not the student filed and completed his/her financial aid application on-time, late or not at all. Note: Aid Application includes both the FAFSA & CA Dream Act Application.	C = FAFSA filed with complete on-time application L = FAFSA filed with complete late application I = FAFSA filed with incomplete application N = No FAFSA filed
B&G Flag	Code indicating if a student is a Blue & Gold recipient.	Y = student is eligible for Blue and Gold Opportunity Plan N = student is not eligible for Blue and Gold Opportunity Plan
Parent Income Amount	The amount of annual gross taxable and non-taxable income of the parents of the dependent student (dependent as defined by Federal regulations). Amount Parent Income should reflect the actual amount used in performing need analysis in accordance with Federal Methodology. For most students this should represent the verified income not the self- reported income (FAFSA). Negative income values should be reported as zeroes in the field. Missing income values should be reported as a string of nine 'blanks' in the field.	All spaces or all digits

Student Income Amount	The amount of annual gross taxable and non-taxable income of a dependent or an independent student, including spouse's income if student is married. Amount Student Income should reflect the actual amount used in performing need analysis in accordance with Federal Methodology. Research and Teaching Assistant earnings, as well as any other earnings from employment other than College Work Study should be included. Only Federal, State of California, and University Work Study earnings should be excluded. Negative income values should be reported as zero income. Missing income values should be reported as a string of nine 'blanks' in the field.	All spaces or all digits
Dependency Status – Federal	Code indicating the Financial Aid Office determination of whether the student is self-supporting or dependent upon family for support according to federal regulations.	D = Dependent I = Independent If status is in progress (e.g. dep override) leave blank. Leave blank for all other statuses (e.g. provisional or indep.)
Cal Grant A	The total amount of a student's financial aid award identified as a Cal Grant A.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Cal Grant B	The total amount of a student's financial aid award identified as a Cal Grant B.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Pell Grant	The total amount of a student's financial aid award identified as a Pell Grant.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
SEOG	The total amount of a student's financial aid award identified as SEOG.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
UC Grant	The total amount of a student's financial aid award identified as a UC Grant.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
All Other Gift Aid	The total amount of a student's financial aid award identified as All Other Gift Aid (grants & scholarships) that does not include Cal Grants, Pell Grants, SEOG, and UC Grant.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Cal Vet Tuition & Fee Exemption	The total amount of a student's financial aid award identified as a Cal Vet Tuition Exemption.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
AB 540 Supp Tuition Exemption	The total amount of a student's financial aid award identified as an AB 540 Supp Tuition Exemption.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500

UC Other Financial Assistance	The total amount of a student's financial aid award identified as UC Other Financial Assistance (other financial assistance) that does not include Cal Vet Tuition & Fee Exemption and AB 540 Supp Tuition Exemption.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Veterans Supp Tuition Exemption	The total amount of a student's financial aid award identified as a Section 702 – Veterans NRST Tuition Exemption or a Section 702 – Veterans Dependent NRST Tuition Exemption. If a student received both types the report the sum of dollars received in both awards.	999999v99; Non-Negative or blank. Ex: $6,195 reported as 00619500
Student Aid Index (SAI)	Student Aid Index from FAFSA. Can be negative.	000000000 to 999999999 for positive values. As low as -1500 for negative values
Total Assets (Parent Net Worth)	Value of assets/net worth for dependent students only.	000000000 to 999999999 and blank=none calculated.

FAQs about University Student Aid Program File Submission

Here's the compiled list of the questions and answers received on the University Student Aid Program (USAP) file. They are divided into two categories:

- Financial Aid Demographics
- Award Segment

Financial Aid Demographics

1. If there are changes from the **original FAFSA submission** with updates from the verification process or parent contribution evaluation or any other reason, the information sent to OP should match the student's current financial aid package. Does this include the Dream App submission as well? Yes, if there are any changes to the CA Dream App submission from a verification review, parent contribution revision or anything else, report the updated information on the USAP file (and any Corporate Student System (CSS) - financial support input file submission as well).

2. How will you identify students participating in Education Abroad Program (EAP)?
    The USAP file will be merged with the CSS Enrollment file that contains information on EAP participation at an individual student record level.

3. Should the USAP file include students that are winter or spring term admits?
    Yes, the file should capture student records for all undergraduates regardless if they were admitted in the winter or spring term. The three term fields (fall, winter, and spring) will indicate for which term they are receiving financial aid.

4. Should the Budget amount include any add-ons at this time (like computer, child care, etc.)? Or do you want the basic budget only? If you want basic budget, then we will have to back off corresponding aid that was given for the add-on expense.
    Report the actual expense budget which includes the add-ons. The budget field

should reflect the student's current financial aid package.

5. For students approved for part-time status, do we report the approved part-time budget or the basic budget?
   Report the part-time budget. The budget field should reflect the student's current financial aid package.

6. Regarding the USAP simulations, are you using the budgets we report on the USAP file or the standard methodology budgets, updated for the new year?
   The USAP simulation uses the standard methodology budgets for the new year for most students. For a student who has a nontraditional budget, like EAP, the actual expense budget is used.
   Otherwise the student is assigned the standard methodology budget that corresponds with the student's campus and housing type.

7. When reporting the Student ID, could it be left justified or right justified?
   The Student ID could be reported left or right justified, as long as the ID is placed within location 7 through 16 on the file.

8. Which Parent Contribution (PC) should be reported for the USAP file?
   The standard federal PC that reflects the student's enrollment within the academic year (up to 9 months).

9. For the PC and Student Contribution (SC) fields, are these fields 9 characters in length?
   The PC Federal field begins at location 17 and ends at 25, 9 characters in length.
   The SC Federal field begins at location 26 and ends at 34, 9 characters in length.

10. Is the dependency status of the student (dependent vs. independent) a consideration in the USAP simulation?
    Yes, the federal dependency status of the student (dependent vs. independent) is considered in the USAP simulation. The parent contributions of independent students are set to $0 in the USAP simulation.

Award Segment

11. Could you confirm which CSS award codes could be referenced when reporting the award amounts under the Cal Grant A field? The Cal Grant B field? Should the Cal Grant B field include both the fee and stipend amounts?

For the Cal Grant A award field, report the dollars that are currently categorized under the following three CSS Cal Grant A award codes:
GS2 - New Cal Grant A – Entitlement; GU2
- New Cal Grant A –
Competitive; GW2 - Cal
Grant A – Renewals.

For the Cal Grant B award field, report the dollars that are currently categorized under the following three CSS Cal Grant B award codes:
GT2 - New Cal Grant B –
Entitlement; GV2 - New
Cal Grant B –
Competitive; GX2 - Cal
Grant B – Renewals.
Yes, the Cal Grant B field includes the tuition and stipend amounts.

12. What dollars are expected to be reported under the SEOG field?
    For the SEOG field, report the awarded dollars categorized under CSS award code GH2-SEOG

13. For the UC Grant field, which dollars do we include and exclude?
    Referring to the CSS award code table, include all awarded dollars that are classified under the grant award type (ctype=2) with the authorizing agency as UC (csource=4 and 5) and exclude Cal Grant As, Cal Gant Bs, Pell Grant, and SEOG award dollars.

14. For the All Other Gift Aid field, which dollars do we include and exclude?
    Referring to the CSS award code table, include all awarded dollars that are classified under the scholarship/fellowship/traineeship and grant award type (ctype=1 and 2) with the eight authorizing agencies (csource= 1 through 8) and exclude Cal Grants As, Cal Gant Bs, Pell Grant, SEOG, and UC Grants award dollars.

15. Regarding the All Other Gift Aid field, should this include any benefits or waivers, or VA or Ca VA--- this would be everything else that reduces need? So for example, those campuses that are putting a placeholder in for the USHIP waiver, do they put that in here? This could include Chafee, an outside award, a UC scholarship.
    The All Other Gift Aid field should not contain award dollars from the Other Financial Assistance Award type, like the federal Veteran Benefits, exemptions, waivers, etc. If the placeholder for the USHIP waiver is not funded by a grant or scholarship, it should not be reported in the All Other Gift Aid Field. The All Other Gift Aid field needs to contain grants and scholarships award dollars. See question #14 for details.

16. Which CSS award code could be referenced when reporting the award amount in the Cal Vet Tuition & Fee Exemption field?
    OA8 - Cal Vet Tuition Exemption.

17. For the UC Other Financial Assistance, which dollars do we include and exclude?
    Referring to the CSS award code table, include all awarded dollars that are classified under the Other Financial Assistance (ctype=7) with the authorizing agency as UC (csource=4 and 5) and <u>exclude</u> the Cal Vet Tuition & Fee Exemption and the AB 540 Supp Tuition Supp Exemption award dollars.

18. With regard to amount being reported as the award amount for those that are unit sensitive, Pell and Cal, do we report the amount for full time or the amount for less than fulltime?
    For each of the award amount fields, report the awarded amount for which the student is currently packaged.

19. For the Blue and Gold recipients, some of Financial Aid Office keep the B&G top off in a separate aid id or award on aid system, so for UC Grant you want us to roll up everything that is USAP (including the B&G)?
    Yes, if the student received the B&G top off, those award dollars are expected to be reported under the UC Grant or All Other Gift Aid fields, depending on which source was used for the award.

20. For the award amount fields, do we report dollars only or can we report dollars and cents? Yes, you may report dollars and cents. The record layout has been modified to reflect that cents are acceptable (999999v99). The format for nine award fields has also been modified to Numeric. For example, $6,195.55 can be reported as 00619555.