



Financial Aid System

FISAP Process 2019-2020

Due Midnight (Eastern Time), November 2, 2020

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Contents

Overview	1
What's New in FAM for FISAP	2
Checklist for FISAP Process	3
FISAP Steps Using Financial Aid System	3
Submitting Your FISAP.....	4
FAS Step 1: Set Up Table Values in FAM	5
FAS Step 2: Obtain Unduplicated Headcount Data	8
Legacy Colleges	8
Scheduling SR1311J.....	8
Dual Processing Colleges	8
FAS Step 3: Run Preliminary Award Disbursement Reconciliation (AG941A)	9
FAS Step 4: Run Final Award Disbursement Reconciliation/Update (AG942A) ...	11
FAS Step 5: Update Student Enrollment Data (SM9110J).....	13
Using SM9110J	13
FAS Step 6: Verify Student Intent Codes (SM9882R).....	15
FAS Step 7: Cancel Accepted Award for Non- Attending Students (SM9881R)	17
FAS Step 8: Exclude Students Without an Official EFC (SM9788J).....	20
Scheduling SM9788J.....	20
SM9788 Report	20
FAS Step 9: Run the FISAP Report.....	21
Appendix A - FISAP Form by Sections.....	30

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Overview

The Fiscal Operations Report and Application to Participate (FISAP) is the process by which colleges request funding for the 2021-2022 award year and report expenditures for the 2019-2020 award year for campus-based funds. The Fiscal Operations Report covers the campus-based Title IV programs for Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS). Reallocation data is submitted by colleges if they have unexpended FSEOG or FWS, or if they want to request supplemental FWS funds.

Note: Starting in 2018-19, the Perkins Loan has been discontinued and is no longer reported for FISAP.

In performing the entire FISAP process, you will need to complete two distinct parts:

- 1 Complete the processes in the Financial Aid System (FAS) that gather the required data for FISAP.
- 2 Complete the Federal Government processes that actually submits the FISAP data. The FISAP report deadline originally scheduled for October 1, 2020 **has been extended to November 2, 2020** due to COVID-19.

Two sets of data are extracted from the Legacy System for the FISAP process:

- The data provided on the FISAP reports applies to parts II-F and VI-A. This data is produced by running the FISAP report in FAM.
- The data provided by the headcount report applies to part II-D. This data is produced by running job SR1311J (Print MIS Summary SR1111, College).
Note: colleges in Dual Processing will obtain the headcount report from the PeopleSoft system.

You will need to work with your Business or Finance Office to complete the sections related to expenditure data.

Submit your FISAP through the COD website at <https://cod.ed.gov>. You must have access to the COD system with one of the following user role types:

School User 4-View/Update

School Administrator-View/Update

School User 6-View/Update

Third party Servicer User 4-View/Update

Third Party Servicer Administrator- View/Update.

If you do not have access to the COD System, or you need to have a user role type added to your account, please contact your Destination Point Administrator (DPA).

What's New in FAM for FISAP

Starting in 2014-15, Dream Act students are potentially eligible for the Washington College Grant (formerly the State Need Grant). ISIR-like records (called WASFA ISIRs) are loaded into FAM using the same process as federal ISIRs. Dream Act students who submit WASFA ISIRs are excluded from the totals on the FISAP. A Dream Act student who submits a federal ISIR and is eligible for federal aid is included. WASFA ISIRs are identified by having a transaction number 50 or greater.

Starting for the FISAP reporting year of 2018-19, the Perkins loan section on the FISAP report will display **n/a** in it's columns and is not reportable.

Several changes were made several years ago in FAM to make generating the report easier. These include:

- Processing Table entries are used to specify the award codes for FSEOG, Perkins, Federal Work Study and any other award category. You do not need to enter them each time you run the FISAP report. Note: Starting for the FISAP Reporting year of 2018-19, there should not be any awarded entries for the Perkins Award.
- Income categories updated to match those in Part VI
- The orientation of the grids on the FISAP report produced in FAM match the FISAP form for Part VI
- The default Institution Code of 01 is pre-entered
- The default Session Start and Session End is pre-entered
- Selection by Sex, Race, Residence, and Year in School were removed
- Link to the SBCTC-IT FISAP documentation was added to the FISAP Report page

Dual Processing and FISAP

Colleges that are in Dual Processing (finishing out the financial aid year in the Legacy system after being converted to the PeopleSoft system) will use this process to complete their FISAP report. The only change is that the unduplicated headcount will be obtained from the PeopleSoft system rather than from legacy. See FAS Step 2 for further information on obtaining the unduplicated headcount from the PeopleSoft system.

Checklist for FISAP Process

Following is a checklist of the steps required to complete the FISAP process. The checklist is divided into two sections:

- Steps 1 through 9 describe the processes in the Financial Aid System (FAS) that colleges must complete for FISAP. These steps are described in detail throughout the rest of this document.
- Steps 10 through 16 briefly outline the use of the *FISAP on the Web* application provided by the Federal Government.

In addition, Appendix A reviews the FISAP form and resource information.

FISAP Steps Using Financial Aid System

To complete steps 1 through 9, use the Financial Aid System.

1. Set up required values on the FAM Processing and Validation Tables for:
 - Processing Table – SAF System/AGENCY Table ID (system-wide options)
 - Validation Table – SAF_STAT (student status)
2. Run the following to obtain reports of unduplicated headcount:
 - Legacy colleges run SR1311J (Print MIS Summary SR1111, College)
 - Dual Processing colleges obtain this information from the PeopleSoft system
3. Run job group AG941A (Preliminary Award Disbursement Reconciliation) to obtain a preliminary report of discrepancies in campus-based aid.
4. Optionally, run job group AG942A (Final Award Disbursement Reconciliation/Update) to produce a final report for campus-based aid.
5. Run job SM9110J (Finaid Academic Hours Update) to post academic hours to the Academic Tab (FAM504) for each year/session.
6. Run DataExpress procedure SM9882R (Attempted Hours and Student Intent) to verify student intent codes.
7. Run DataExpress procedure SM9881R (Accepted FISAP Awards and Did not Attend) to identify awards with status **2** (accepted) for students with zero units or hours. Use the Award Tab (FAM502) to change the award status to **5** (rejected).
8. Run job SM9788J (Students Without an Official EFC) to identify students who do not have an official EFC and should be excluded from the FISAP report.
9. Run the FISAP report in FAM to gather data for the FISAP report, sections II-F and VI-A.

Submitting Your FISAP

Submit your FISAP through the COD website at <https://cod.ed.gov>.

You must have access to the COD system with one of the following user role types:

School User 4-View/Update
School Administrator-View/Update
School User 6-View/Update
Third party Servicer User 4-View/Update
Third Party Servicer Administrator- View/Update.

If you do not have access to the COD System, or you need to have a user role type added to your account, please contact your Destination Point Administrator (DPA).

Follow steps 10 through 16 to submit your FISAP.

- 10. Work with the Finance Office to gather expenditure data for campus-based aid.
- 11. Go to the COD website at <https://cod.ed.gov>.
- 12. Follow the normal process to log into COD.
- 13. From the COD home page, to go School then to Campus Based System.
- 14. Click the FISAP option on the left menu.
- 15. Follow the instructions on completing FISAP at https://ifap.ed.gov/sites/default/files/attachments/2020-06/202122FISAPInstructionsFINAL_2.pdf
- 16. Your FISAP must be completed by November 2, 2020.

FAS Step 1: Set Up Table Values in FAM

Use FAM Processing Table to define values for System SAF/Table ID AGENCY (System-Wide Options).

Example: Processing Table (SAF/AGENCY)

Processing Table Edit

System SAF
Table ID AGENCY

Short Description

Long Description

Code 1

Code 2

Code 3

Value

Value	Description	Edit	Delete
SAF100-ACAD-HRS	0001		
SAF100-AWARDS	16		
SAF100-EXCL-FAFSTAT	EXOVSC		
SAF100-EXCL-ST	EXSCWFWB		
SAF100-FSEOG	0203		
SAF100-FWS	131508		
SAF100-PERKINS	04		

Processing Table values

- SAF100-ACAD-HRS** (Required) Use this 4-digit parameter to indicate the minimum hours or units of attendance needed for a student to be counted as enrolled. An entry for 1 hour or unit would be **0001**; an entry of 2 hours or units would be **0002**, and so forth.
- SAF100-FSEOG** (Required) Enter up to 20 award codes (no spaces between) for the Supplemental Education Opportunity Grant.
- SAF100-FWS** (Required) Enter up to 20 award codes (no spaces between) for Federal Work Study awards.
- SAF100-PERKINS** Enter up to 20 award codes (no spaces between) for Perkins Loan awards.
Note: Not used starting with the 2018-19 FISAP Reporting year

SAF100-AWARDS	(Optional) Enter up to 20 award codes (no spaces between) for which you want totals for the FISAP report. Note: Do not enter the same award codes in this entry that you enter in the other award categories. If you do, these awards will not be included in the other award categories.
SAF100-EXCL-ST	(Optional) Use this parameter to exclude students with the designated Student Status code (on the Student Data Tab) from the report or from the totals. Enter a maximum of 20, 2-character Student Status codes.
SAF100-EXCL-FAFSTAT	(Optional) Use this parameter to exclude students with the designated Student Status code (on the Financial Aid Tab) from the report or from the totals. Enter a maximum of 20, 2-character Student Status codes.

The FISAP program will read the Student Status from **BOTH** the Student Tab and Financial Aid Tab. Since some colleges choose to utilize the Student Status on the Student Tab vs. the FA Tab, the program was modified to look at both tables.

Note: It is recommended that you post the exclude student status to either the Student Tab or Financial Aid Tab just prior to running the FISAP report in FAM. This will ensure that the excluded status is not over-written by another process.

Use the Validation Table to define optional values for SAF_STAT (Student Status).

Example: FAM Validation Table (SAF_STAT)


Validation Table Detail 

Table Name SAF_STAT
 Field Required N
 Description STAT
 Default Value
 Field Label
 Default Number 0
 Validation Table
 Default Date
 Table Type N
 Database Table Type C
 Maximum Value Length 2
 COCO Only Flag N
 Note

Value	Short Description	Long Description
10	INELIGIBLE	INELIGIBLE SAT. PROGRESS
11	INELIGIBLE	INELIGIBLE
12	NO FUNDS A	NO FUNDS AVAILABLE
98	INELIGIBLE	INELIGIBLE - STUDENT INTENT
BA	INDEPENDEN	INDEPENDENT WITH BA DEGREE
CO	ACADEMIC C	ACADEMIC CONFERENCE LETTER
DE	DEPENDENT	DEPENDENT STUDENT
DF	DEFAULTED	DEFAULTED LOAN
DR	DEFAULTED	DEFAULTED LOAN & GRANT DUE
DS	DEPENDENT	DEPENDENT STUDENT
DV	DEPENDENT	DEPENDENT VERFICATION REQUIRED
EX	EXCLUDE FR	EXCLUDE FROM FISAP REPORT
FR	FOREIGN ST	FOREIGN STUDENT - INELIGIBLE
FZ	FROZEN - N	FROZEN - NO UPDATES FROM NEED

Sample

FAS Step 2: Obtain Unduplicated Headcount Data

Legacy Colleges

Colleges on the Legacy system can obtain enrollment information about unduplicated headcount by running the job SR1311J (Print MIS Summary SR1111, College).

Scheduling SR1311J

Obtain enrollment information by running the job SR1311J (Print MIS Summary SR1111, College). Job SR1311J prints the report SR1111 (Unduplicated Headcount for FISAP by College). This prints a report of the MIS data sent to the State Board. The State Board additionally provides figures to colleges annually for the purpose of comparison. If there is a discrepancy between the figures provided by the State Board and the report output for SR1311J, please contact SBCTC-IT for assistance.

Note: students enrolled exclusively in ABE/ESL classes are not included in the count.

Entering job scheduling parameter for SR1311J

JM1001-003		JOB SCHEDULING SCREEN					
JOB NUM :	SR1311J	TRANS NUM :	331987	RUN DATE :	082020	STATUS :	REQUESTED
PRIORITY :	0	EXECUTION TIME :	I	HH:MM		PROCESS LEVEL :	FREQ :
COLLEGE:	P160	SEND TO:		PRIOR TRANS:	0	NEXT JOB NUM:	
PARAMETER :	VALUE :						
AYR	1920						

The report output SR1111 (Unduplicated Headcount for FISAP by College) will provide you with the appropriate figure to be listed in Part II, Section D, field 7.

Dual Processing Colleges

Colleges in Dual Processing can obtain enrollment information about unduplicated headcount by running the QCS_SR_FISAP_UNDUPL_HEADCOUNT query in the PeopleSoft system. Information on this query can be found at <http://ctclinkreferencecenter.ctclink.us/m/92436/1/798224-fisap-processing-business-process-guide>

FAS Step 3: Run Preliminary Award Disbursement Reconciliation (AG941A)

Schedule and run job group AG941A (Preliminary Award Disbursement Reconciliation). This job group produces a preliminary report of the discrepancies between the FAEXP database (which is updated from the general ledger in FMS) and campus-based awards (as taken from the Award Tab in FAM). If the batch job finishes with NODATA, that means there are **no** discrepancies between your FAEXP data and your award data.

Entering job scheduling parameters for AG941A

JM1001-003		<u>JOB GROUP SCHEDULING SCREEN</u>					
GROUP NUM :	AG941A	TRANS NUM :	996772	RUN DATE :	082020	STATUS :	REQUESTED
PRIORITY :	0	EXECUTION TIME :	I	HH:MM		PROCESS LEVEL :	FREQ :
COLLEGE :	P160	SEND TO :					
PARAMETER :	VALUE :						
SM9430-FAPC-LN1	002 008						
SM9430-FAPC-LN2							
SM9430-FAPC-LN3							
SM9430-YRQ-LINE	B901 B902 B903 B904 (Add B905 if you award that summer)						

Note: The requirement to modify the Award Disbursement Indicator (ADI) to reconcile work-study funds no longer applies. In order for reconciliation to occur, no changes are necessary on BM1002 (Financial Aid Program Code Table).

AG941A (Output Example) – SM9431 (Preliminary Award Disbursement Reconciliation Report)

TUE, AUG 20, 2020, 9:24 AM
 REPORT PERIOD: B901 B902 B903 B904

999 HAPPY VALLEY COMM COLLEGE
 AWARD DISBURSEMENT RECONCILIATION/UPDATE
 STUDENT DETAIL
 PRELIMINARY RUN

PAGE 1
 REPORT SM9431
 VER017

FAPC CODES: 002 008

STUDENT NAME	SSN/SID	YRQ	FAPC CODE	AWRD DSBR IND	FINANCIAL AID TITLE	AWARD AMOUNT	DISBURSED AMOUNT	BALANCE AMOUNT	AWARD AMOUNT ADJUSTMENT	AWARD CODE ADDED	AWARD ADJUSTMENT WARNINGS
AIMS MITCHEL I	999-99-9999 865-00-0111	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
AJKIN MIA E	999-99-9999 865-00-0112	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
AJUIDAR JANDRA A	999-99-9999 865-00-0113	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
ALANIS MINDY J	999-99-9999 865-00-0114	B902	002	1	SUPPL. GRANT	150.00	100.00	50.00	50.00-		5
		B902	008	4	FED COL WK STD	803.53	.00	803.53	.00		
		B903	008	4	FED COL WK STD	798.14	.00	798.14	.00		
		B904	008	4	FED COL WK STD	451.13	.00	451.13	.00		
ALEX CHRIS	999-99-9999 865-00-0115	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	04	5
ALVER TERMAIN L	999-99-9999 865-00-0116	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	04	5

Award Amount is taken from Award Tab (FAM502)

Disbursed Amount is taken from FAEXP, which is updated with general ledger data from FMS.

When the report is run in final mode, the Award Amount Adjustment is the amount - positive or negative - by which the award screen will be adjusted.

Warning Codes: 1 = AWARD AMOUNT DOES NOT FALL WITHIN THE MINIMUM/MAXIMUM AWARD RANGE
 2 = STUDENT DOES NOT HAVE A FAF ON FILE
 3 = TOTAL DISBURSEMENTS EXCEED THE STUDENT BUDGET
 4 = TOTAL DISBURSEMENTS EXCEED THE STUDENT NEED
 5 = INCOMPLETE TRACKING ITEMS ON FILE
 6 = DUPLICATE AWARD ADDED
 7 = FAPC UPDATE EXCLUSION

Note: The requirement to modify the Award Disbursement Indicator (ADI) to reconcile work-study funds no longer applies. No changes are necessary on BM1002 (Financial Aid Program Code Table) in order for reconciliation to occur.

FAS Step 4: Run Final Award Disbursement Reconciliation/Update (AG942A)

Schedule and run the job group AG942A (Final Award Disbursement Reconciliation). Once you have reconciled the data between FAEXP and your award data, you can update the Award Tab with your expenditures. **You may opt to update this data manually rather than allowing the system to update it.** Make sure to obtain approval from your Financial Aid Director prior to scheduling an update of the award data.

Entering job scheduling parameters for job group AG942A

JM1001-003		JOB GROUP SCHEDULING SCREEN					
GROUP NUM :	AG942A	TRANS NUM :	996773	RUN DATE :	082020	STATUS :	REQUESTED
PRIORITY :	0	EXECUTION TIME :	I	HH:MM		PROCESS LEVEL :	FREQ :
COLLEGE :	P160	SEND TO :					
PARAMETER :	VALUE :						
SM9430-FAPC-LN1	002 008						
SM9430-FAPC-LN2							
SM9430-FAPC-LN3							
SM9430-YRQ-LINE	B901 B902 B903 B904 (Add B905 if you award that summer)						

Note: The requirement to modify the Award Disbursement Indicator (ADI) to reconcile work-study funds no longer applies. In order for reconciliation to occur, no changes are necessary on BM1002 (Financial Aid Program Code Table).

AG942A (Output Example) – SM9432 (Final Award Disbursement Reconciliation Report)

TUE, AUG 20, 2020, 9:24 AM
 REPORT PERIOD: B901 B902 B903 B904

999 HAPPY VALLEY COMM COLLEGE
 AWARD DISBURSEMENT RECONCILIATION/UPDATE
 STUDENT DETAIL
 FINAL RUN

PAGE 1
 REPORT SM9432
 VER008

FAPC CODES: 008

STUDENT NAME	SSN/SID	YRQ	FAPC CODE	AWRD DSBR IND	FINANCIAL AID TITLE	AWARD AMOUNT	DISBURSED AMOUNT	BALANCE AMOUNT	AWARD AMOUNT ADJUSTMENT	AWARD CODE ADDED	AWARD ADJUSTMENT WARNINGS
ALANIS MINDY E	999-99-9999 865-00-0001	B902	008	1	FED COL WK STD	803.53	703.00	100.53	100.53-		
		B903	008	1	FED COL WK STD	798.14	.00	798.14	.00	08	
		B904	008	1	FED COL WK STD	451.13	.00	451.13	.00	08	
ALVER TERMAIN L	999-99-9999 865-00-0002	B902	008	1	FED COL WK STD	.00	1,032.00	1,032.00-	1,032.00	08	5

Award Amount is taken from Award Tab (FAM502)

Disbursed Amount is taken from FAEXP, which is updated with general ledger data from FMS.

When the report is run in final mode, the Award Amount Adjustment is the amount - positive or negative - by which the award screen will be adjusted.

Warning Codes: 1 = AWARD AMOUNT DOES NOT FALL WITHIN THE MINIMUM/MAXIMUM AWARD RANGE
 2 = STUDENT DOES NOT HAVE A FAF ON FILE
 3 = TOTAL DISBURSEMENTS EXCEED THE STUDENT BUDGET
 4 = TOTAL DISBURSEMENTS EXCEED THE STUDENT NEED
 5 = INCOMPLETE TRACKING ITEMS ON FILE
 6 = DUPLICATE AWARD ADDED
 7 = FAPC UPDATE EXCLUSION

Note: The requirement to modify the Award Disbursement Indicator (ADI) to reconcile work-study funds no longer applies. No changes are necessary to BM1002 (Financial Aid Program Code Table) in order for reconciliation to occur.

FAS Step 5: Update Student Enrollment Data (SM9110J)

Schedule and run job SM9110J (Finaid Academic Attempted Hours Update) to update student enrollments by posting academic hours from SMS to the Academic Tab in FAM in the Attempted field in the Session Unit/Hour section.

Using SM9110J

To update student enrollments from SMS to the Attempted field in the Academic Tab in FAM, you need to schedule SM9110J once for each year/session that you have awards, for example, B901, B902, B903, B904, and B905 (if you awarded in B905).

Note: SM9110J can only be scheduled for 1 quarter at a time. **Please make sure the job completes for 1 quarter before scheduling it again for another quarter.** Unexpected results happen if SM9110J runs for 2 quarters at the same time.

This step is necessary even if you posted attempted hours when the checks were calculated. Check calculation updates only records for students receiving checks. SM9110J updates enrollment data for all applicants. If a student reduced credits after his or her check was calculated, SM9110J will not post the lower amount.


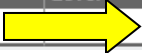


SM9110J will post the enrolled hours for students enrolled in courses that are fully state-funded except for ABE, ESL, developmental skills, grant or contract, or community service classes. Students are excluded if their fee pay status is coded as high school, apprentice, EMT, parent education/family life, or retirement.

Students with student class status of **0** (zero - not reported to SBCTC) are also excluded.

Entering job scheduling parameters for SM9110J

JM1001-003		JOB SCHEDULING SCREEN	
JOB NUM :	SM9110J	TRANS NUM :	331999
RUN DATE :	082020	STATUS :	REQUESTED
PRIORITY :	0	EXECUTION TIME :	I HH:MM
PROCESS LEVEL :		FREQ :	
COLLEGE :	P160	SEND TO :	
PRIOR TRANS :	0	NEXT JOB NUM :	
PARAMETER :	VALUE :	<div style="border: 1px solid black; padding: 5px;"> EXCL-ITM-LN01 through EXCL-ITM-LN05: Enter additional course numbers you want to exclude beyond the standard (for example, ABE, ESL, Dev Skills, grant or contract). </div>	
EXCL-ITM-LN01	←		
EXCL-ITM-LN02			
EXCL-ITM-LN03			
EXCL-ITM-LN04			
EXCL-ITM-LN05		<div style="border: 1px solid black; padding: 5px;"> FA-PRG-HRS (Clock Hour Parameter): Applied to clock-hour colleges only; leave as 0000 </div>	
FA-PRG-HRS	0000 ←		
FA-SES-BEG	B901	<div style="border: 1px solid black; padding: 5px;"> REG-YR-SES (Registration Year/Session): This will be the same as the FA-YR-SES with the exception of B905, which is C011. </div>	
FA-YR-SES	B901		
REG-YR-SES	B902 ←		

Example: Academic Tab with data posted by SM9110J

Academic Data 												
Student ID 555757575 Jones, Jughead - 555757575												
Session	Degree	CIP Code	Prog Credential Level	Attempted	Earned	Funded	Session GPA	Cum GPA	Cum Transfer Hrs	Academic Record Updated	Edit	Delete
B892				14.00	0.00	0.00	0.000	0.000	0.00	08/20/2020		

Remember: SM9110J posts the registered credits to the Attempted field in FAM immediately. That data is then extracted and posted into the SAFER database for DataExpress use overnight.

FAS Step 6: Verify Student Intent Codes (SM9882R)

Before scheduling the FAM FISAP report, you must verify that the student intent codes of the applicants are A, B, F, G or I (Applied Baccalaureate degree students). Use DataExpress procedure SM9882R (Attempted Hours and Student Intent) to identify any applicants with a student intent that is not A, B, F, G or I. SM9882R is available in the Inform Group, PLIB Catalog.

In order to run this DataExpress procedure, you need the passwords for the TBL3, SM, and SAFERS databases. Remember that passwords in DataExpress are always entered in uppercase letters.

Example: Running DataExpress SM9882R

For colleges not offering Applied Baccalaureate degrees, the Selection Value for STU-INT requires the values **C, D, E, GT G** (Greater Than G).

For colleges offering Applied Baccalaureate degrees, the Selection Value for STU-INT requires the values **C, D, E, H, GT I** (Greater Than I).

M Intent: The GT G or GT I command will include the M intent an invalid intent. If you do not consider the M intent as invalid then you will need to enter the following: **C, D, E, H, J, K, L, GT M** (Greater than M).

Do not enter FZ in the STATUS prompt. That status is not used in FAM.

```
MBF-UDALink Reporter
RUN procedure SM9882R(..../PLIB/INFORM)
ENTER SELECTION VALUES FOR THE FOLLOWING DATA FIELDS:
      SES-YR-START  B901
      and STATUS   DE,DV,IN,IV
      and YR-SES    B90*
      and SQ-YRQ    B90*
      and STU-INT   C,D,E,GT G <--There is a space between the GT and G
```

Example: DataExpress SM9882R Report

SM9882R-ATTEMPTED HRS & STUDENT INTENT BY STU STAT							page 1 of 165	
NAME	SSN	SID	YR SES	ATTMP HRS	INT	TITLE		
IVAN ABONZA-CALDER	999-99-9993	865-24-1230	B902	8	M	MULTIPLE PROGRAMS		
IVAN ABONZA-CALDER	999-99-9993	865-24-1230	B903	5	M	MULTIPLE PROGRAMS		
IVAN ABONZA-CALDER	999-99-9993	865-24-1230	B904	5	M	MULTIPLE PROGRAMS		
ITZEL ACEVES A	999-99-9919	865-24-9918	B902	15	M	MULTIPLE PROGRAMS		
ITZEL ACEVES A	999-99-9919	865-24-9918	B903	13	M	MULTIPLE PROGRAMS		
ITZEL ACEVES A	999-99-9919	865-24-9918	B904	12	M	MULTIPLE PROGRAMS		
ROGER ACKERMAN L	999-99-9975	919-19-9989	B902	22	D	BASIC EDUC/ADULTS		
GENNY ACOSTA-VALEN	999-99-9972	865-23-9988		15	I	BACHELOR PROG		
GENNY ACOSTA-VALEN	999-99-9972	865-23-9988	B903	15	I	BACHELOR PROG		
GENNY ACOSTA-VALEN	999-99-9972	865-23-9988	B904	20	I	BACHELOR PROG		
LAUREN ADAMS E	999-99-9987	865-21-9965	B902	12	I	BACHELOR PROG		

Once you have identified students whose intent codes are not A, B, F, or G, you have four choices for correcting the intent code for each student:

- Have the Registrar correct the intent code.
- Remove the student's Financial Aid Tab in FAM for 2019-20 by clicking the Delete button.
- Update the student status on Student Data Tab or the Financial Aid Tab in FAM to exclude the student from FISAP.
- You may not be able to have the Registrar adjust the screen for a student due to MIS reporting integrity concerns. You may choose to document the file explaining the reason why this student was included in the FISAP totals with conflicting information in SMS.

FAS Step 7: Cancel Accepted Award for Non-Attending Students (SM9881R)

Cancel awards by changing the award status code on accepted awards for students who did not attend your college. If students have any accepted awards, the FISAP report will select them as applicants even if they did not attend your college. Use DataExpress procedure SM9881R (Accepted FISAP Award and Did Not Attend) to help you identify students who may need to have their awards canceled. SM9881R is available in the Inform Group, PLIB Account.

Note: SM9881R DataExpress procedure looks at the Hours Attempted field on the Academic Tab. The Hours Attempted field on the Academic Tab is updated by running SM9110J for each quarter during the year. If you miss running SM9110J for one quarter students who actually attended will show on the SM9881R report for that quarter.

Example: Entering Selection Values for DataExpress SM9881R

```
MBF-UDALink Reporter
RUN procedure SM9881R(.././PLIB/INFORM)
ENTER SELECTION VALUES FOR THE FOLLOWING DATA FIELDS:
      AWD-CDE
and AWD-STATUS 2
      and SEM-HRS LT 1
      and YR-SES B90*
```

Note: You can enter the same Campus Based Award Codes that you will be reporting on the FISAP report in the AWD-CDE prompt instead of leaving it blank.

Example: DataExpress SM9881R Report Output

SM9881R-FISAP ACCEPTED AWD-DID NOT ATTN (SM9880R)							page 1 of 134
NAME	STD-ID-NO	YR SES AWD	AWD CDE	AWD AMT	SEM-HRS	GPA-SES	
ABRAMS Lea	999-99-9993	B905	01	1549.00	0	.000	
ABRAMS Lea			21	26.00	0	.000	
ABRAMS Lea			60	38.00	0	.000	
	<*>						
ACEVEDO MARI	999-99-9907	B905	01	2065.00	0	.000	
	<*>						
ACEVES IVAN	999-99-9919	B905	01	374.00	0	.000	
ACEVES IVAN			21	500.00	0	.000	
ACEVES IVAN			60	395.00	0	.000	
	<*>						
ACOSTA-VALENCIA JENNY	999-99-9972	B905	93	618.80	0	.000	
ACOSTA-VALENCIA JENNY			97	125.00	0	.000	
	<*>						

Once you have reviewed the report, change the award status to a canceled award status (other than 2).

FAS Step 8: Exclude Students Without an Official EFC (SM9788J)

Students who do not have an official EFC calculated by the Central Processing System need to be excluded from the FISAP income grids.

Identify students with a record on the Financial Aid Tab for B901 who did not submit a FAFSA and therefore do not have an official EFC on file. Use batch job SM9788J (Students without an Official EFC).

Note: Dream Act students who submit WASFA ISIRs are automatically excluded from the totals.

Scheduling SM9788J

Enter 20 for the ACAD-YR and B901 for the YR-SES_START:

```

JM1001-003                                JOB SCHEDULING SCREEN
JOB NUM : SM9788J   TRANS NUM : 332151   RUN DATE : 082420   STATUS : REQUESTED
PRIORITY : 0       EXECUTION TIME : I   HH:MM           PROCESS LEVEL :       FREQ :
COLLEGE: P160     SEND TO:                PRIOR TRANS: 0       NEXT JOB NUM:
PARAMETER:        VALUE:
ACAD-YR           20
YR-SES-START     B901
  
```

SM9788 Report

Just before you run the FISAP report, change the student's status code on the Student Data Tab or Financial Aid Tab to the status code your college uses to indicate "no official EFC on file."

MON, AUG 24, 2020, 03:58 PM		160 YAKIMA VALLEY COLLEGE				PAGE	1
YEAR/SESSION START: B901		STUDENTS WITHOUT AN OFFICIAL EFC REPORT				REPORT	SM9788A
		DEPENDENT				VER004	
NAME	STD-ID-NO	INDEPENDENT CODE	STUDENT INCOME	FAMILY INCOME	STATUS FROM FIN AID TAB	STATUS FROM STUDENT TAB	
ADAMS PATCH	999-99-9964	I	0	0	SS	SS	
ALANIZ COURT R	999-99-9960	D	0	0	SS	SS	
ALDERMAN DARRELL	999-99-9954	I	0	0	DE	DE	
ANDERSON GREG	999-99-9976	I	0	0	EX	EX	
ENDERS ERICA	999-99-9973	D	0	0	SS	NE	
LINE JASON R	999-99-9998	D	0	0	SS	SS	
MORGAN LARRY D	999-99-9992	I	0	0	SS	SS	
NOBILE JASON R	999-99-9986	D	0	0	SS	SS	
SKILLMAN DREW M	999-99-9936	D	0	0	EX	EX	

FAS Step 9: Run the FISAP Report

The FISAP report prints the Fiscal Operations form parts II-F and VI-A for all data. Awards with status code of **2** will be selected for reporting. Students with designated student status codes will be excluded if they have no active awards (see Processing Table entry SAF100-EXCL-ST or SAF100-EXCL-FAFSTAT on the SAF/AGENCY table). Students who have not registered for a minimum number of credits will be excluded if they have no active awards (see Processing Table entry SAF100-ACAD-HRS on the SAF/AGENCY table).

Navigation: Reports → FISAP

FISAP 2019-20 Documentation

FISAP ?

Need Year ▼

Institution Code 🚗

Session Start 🚗

Session End 🚗

(The next 2 Award groups are required for Part VI)

SAF100-FSEOG Award values **02**

SAF100-FWS Award values **08**

SAF100-PERKINS Award values (not applicable for 18-19 and forward)

(Awards listed in SAF100-AWARDS are also listed in the Total Counts and Amounts section)

SAF100-AWARDS Award values

*If you wish to select multiple items, first press Ctrl

Student Status*
11
12
98
BA

Financial Aid Data Student Status*
11
12
98
BA

Report Options

Students by Name

Students by Name and Income

No Detail Report

Complete fields as follows:

Need Year: Default is **2019-20**

Institution Code: Default of **01** is pre-entered

Session Start: Default of **B901** is pre-entered

Session End: Default of **B905** is pre-entered. You will need to change the entry if B904 is your session end.

Do not select anything in the, Student Status, or Financial Aid Data Student Status fields. If you do, the report will only look at students matching what you have selected and may not give you all the information you need.

Select a report option

Student by Name: Includes detail report sorted alphabetically by student name.


Student by Name and Income: Includes detail report sorted alphabetically by student name and an additional list of students sorted by their income.

No Detail Report: A detail report is not generated.

Generate the report

Schedule the report to run on the background server by clicking the SCHEDULE AS TASK button. The report will take a few minutes to run. If you included the student detail report, it will take approximately 5 to 10 minutes to open in PDF format. RTF format is no longer available for this report. Please be patient.

Example: FISAP Report – Part II.F

	FAM100	2019-20 FISAP	
	06/08/2020 15:43:46	HAPPY VALLEY COLLEGE	Session Range: B901 to B905

FISAP Part ILF - Dependent Students				
Income Range		NO DEG	DEG	TOTAL
0	2999	137	0	137
3000	5999	2	0	2
6000	8999	2	0	2
9000	11999	2	0	2
12000	14999	6	0	6
15000	17999	6	0	6
18000	23999	17	0	17
24000	29999	60	0	60
30000	35999	113	0	113
36000	41999	107	1	108
42000	47999	118	0	118
48000	53999	130	0	130
54000	59999	110	0	110
60000	9999999	639	1	640
AUTO ZERO EFC		414	0	414
TOTAL		1863	2	1865

FISAP Part ILF - Independent Students				
Income Range		NO DEG	DEG	TOTAL
0	999	276	0	276
1000	1999	12	1	13
2000	2999	8	1	9
3000	3999	14	1	15
4000	4999	22	0	22
5000	5999	14	0	14
6000	7999	34	2	36
8000	9999	42	3	45
10000	11999	36	2	38
12000	13999	38	1	39
14000	15999	34	0	34
16000	17999	31	2	33
18000	19999	35	1	36
20000	9999999	905	18	923
AUTO ZERO EFC		648	6	654
TOTAL		2149	38	2187

FISAP Part ILF - Report Total				
Income Range		NO DEG	DEG	TOTAL
AUTO ZERO EFC		1062	6	1068
TOTAL		4012	40	4052

The REPORT TOTAL values from the Auto Zero EFC field are applicable to Part II, Section F, fields 25a–25d. (The Auto Zero EFC is taken from the federal flag on the ISIR.)

The totals from the Dependent with No Deg and Deg fields are applicable to Part II, Section F, fields 26a & b through 39a & b.

The totals from the Independent with No Deg and Deg fields are applicable to Part II, Section F, fields 26c & d through 39c & d.

Example: FISAP Report Part VI-A, 1a-7g

Part VI-A, 1a-22g, of the FISAP report shows the distribution of program recipients and dependent and independent expenditures.

		2019-20 FISAP								
		FAM100			HAPPY VALLEY COLLEGE			Session Range: B901 to B905		
		06/08/2020 15:43:46								
FISAP Part VI										
		Federal Perkins Loan			FSEOG		FWS		Unduplicated	
		Recipients	Funds	Recipients	Funds	Recipients	Funds	Recipients		
		(a)	(b)	(c)	(d)	(e)	(f)	(g)		
Undergraduate										
Dependent										
1	0	5999	n/a	n/a	4	9988	5	24188	7	
2	6000	11999	n/a	n/a	1	1925	2	11503	3	
3	12000	23999	n/a	n/a	4	10200	6	30597	7	
4	24000	29999	n/a	n/a	0	0	1	6400	1	
5	30000	41999	n/a	n/a	5	6464	3	4490	8	
6	42000	59999	n/a	n/a	8	13198	5	16516	12	
7	60000	69999	n/a	n/a	3	2923	3	16989	5	
8	70000	79999	n/a	n/a	2	4680	2	12300	4	
9	80000	89999	n/a	n/a	1	634	0	0	1	
10	90000	99999	n/a	n/a	0	0	0	0	0	
11	100000	9999999	n/a	n/a	0	0	0	0	0	
Undergraduate										
Independent										
12	0	1999	n/a	n/a	8	12416	6	30679	14	
13	2000	3999	n/a	n/a	0	0	2	5480	2	
14	4000	7999	n/a	n/a	7	10509	9	38393	16	
15	8000	11999	n/a	n/a	4	3915	1	6400	5	
16	12000	15999	n/a	n/a	5	11523	1	7151	6	
17	16000	19999	n/a	n/a	2	4230	3	12133	5	
18	20000	24999	n/a	n/a	2	4200	4	15447	6	
19	25000	29999	n/a	n/a	1	3600	2	7500	3	
20	30000	34999	n/a	n/a	1	1370	2	8006	3	
21	35000	39999	n/a	n/a	2	3678	1	3819	3	
22	40000	9999999	n/a	n/a	19	28278	3	13704	22	
23	Grad /	Prfssl	n/a	n/a	n/a	n/a	0	0	0	
24	TOTAL	(1-23)	n/a	n/a	79	133731	61	271695	133	
25	Total	< FT	n/a	n/a	14	15958	7	21029	21	
26	Total	\$0 EFC	n/a	n/a	20	38526	23	100433	39	

The totals from this report are entered in Part VI, Section A (Distribution of Program Recipients and Expenditures by Type of Student).

Dependent Federal Perkins Loan

- n/a is shown under Student Count in fields 1a–11a under Recipients.
- n/a is shown under Amount (Funds) in fields 1b–11b under Funds.

Dependent Federal SEOG

- Student Count (Recipients) is reported in fields 1c–11c under Recipients.
- Amount (Funds) is reported in fields 1d–11d under Funds.

Dependent Federal Work Study

- Student Count (Recipients) is reported in fields 1e–11e under Recipients.
- Amount (Funds) is reported in fields 1f–11f under Funds.

Independent Federal Perkins Loan

- n/a is shown under Student Count in fields 12a–22a under Recipients.
- n/a is shown under Amount (Funds) in fields 12b–22b under Funds.

Independent Federal SEOG

- Student Count (Recipients) is reported in fields 12c–22c under Recipients.
- Amount (Funds) is reported in fields 12d–22d under Funds.

Independent Federal Work Study

- Student Count (Recipients) is reported in fields 12e–22e under Recipients.
- Amount (Funds) is reported in fields 12f–22f under Funds.


Total Fields

- Use the Total Funds values for Dependent and Independent students from page 2 of the FAM FISAP report for each program. Total values are entered in the TOTAL fields by program – fields 24b, 24d, and 24f.
- Use the Total Recipients values for Dependent and Independent students from page 2 of the FAM FISAP report for each program. Total values are entered in the TOTAL fields by program – fields 24a, 24c, and 24e.

- Use the Less-Than-Full-Time (<FT) Funds values for Dependent and Independent students from page 2 of the FAM FISAP report for each program. Total values are entered in fields 25b, 25d, and 25f.
- Use the Less-Than-Full-Time (<FT) Recipient values for Dependent and Independent students from page 2 of the FAM FISAP report for each program. Total values are entered in fields 25a, 25c, and 25e.
- Use the Zero EFC (\$0 EFC) Funds values for Dependent and Independent students from page 2 of the FAM FISAP report for each program. Total values are entered in fields 26b, 26d, and 26f.
- Use the Zero EFC (\$0 EFC) Recipients values for Dependent and Independent students from page 2 of the FAM FISAP report for each program. Total values are entered in fields 26a, 26c, and 26e.
- Unduplicated Student Counts are entered in fields 1g-24g.


Example: FISAP Report – Summary Page

This page lists the total number of recipients and funds by award code. This summary also includes the number of Recipients and Funds for any additional awards entered in the SAF100-AWARDS Processing Table entry. Note: If you have the entry for the Perkins award, it should show 0 recipients.

	2019-20 FISAP		
	FAM100		
06/08/2020 15:43:46	HAPPY VALLEY COLLEGE		Session Range: B901 to B905
Code	Award Name	Recipients	Funds
02	FED SUPL OPPRTY GRAN	79	133731
08	FEDERAL WORK-STUDY	61	271696

Example: FISAP Report - All Data

This part of the FISAP report shows FISAP details by student name:

	FAM100	2019-20 FISAP
	06/08/2020 15:43:46	HAPPY VALLEY COLLEGE
		Session Range: B901 to B905

FISAP Detail by NAME

NAME	ID	ST	Sess	D/I	ZEFC	Degree	Income	AWARDS
ALC.....NA	62	B901	I	Y	2	\$2,659.00 PT
ALC.....LA	74	B901	I	Y	2	\$0.00
ALC.....EA	13	B901	D		2	\$59,227.00
ALCA.....EC		B901	I		2	\$0.00
ALCA.....EN	77	B901	I		2	\$51,825.00 PT
ALCA.....A	19	B901	I		2	\$75,290.00
ALC.....								02 \$353.00 B902
ALC.....								02 \$353.00 B903
ALC.....								02 \$354.00 B904
ALC.....								\$44,103.00
ALC.....								\$1,395.00

PT (part-time identifier) if student has fewer than 12 credits on the Academic Tab

ZEFC field indicates Automatic Zero EFC student; Y (yes) blank (no)

Degree field indicates student has degree; 2 (no), 1 (yes) Degree status is

02 Two-digit award code
 353.00 Award amount
 B903 Year/session
 Awards status 1 or 2 on FAM502 Award Tab (Student Award Detail).

This portion of the report is for reference or research if figures appear inconsistent. The actual FISAP form requires only the totals information for Part VI, Section A.

Example: FISAP Report – Students by Name and Income selected

When the Students by Name and Income radio button is selected, a section at the end of the report provides a list of the students sorted by income amount.



FAM100	2019-20 FISAP	
06/08/2020 15:43:46	HAPPY VALLEY COLLEGE	Session Range: B901 to B905

WANN	WANN	9	B901	D		\$0.00	
WE	IS		B901	D		\$0.00	PT
WI	WI	13	B901	D		\$0.00	
W	IE		B901	D	2	\$0.00	
YCA	A	3	B901	D	Y 2	\$0.00	
YU	NY	5	B901	D		\$0.00	
QL		3	B901	D	Y 2	\$60.00	
R	N	4	B901	D	Y 2	\$100.00	
HC	E	34	B901	D	Y 2	\$330.00	
HE	A		B901	D	Y 2	\$750.00	
HE	I	8	B901	D	Y 2	\$771.00	

This portion of the report is for reference or research if figures appear inconsistent. The actual FISAP form requires only the totals information for Part VI, Section A.

Appendix A - FISAP Form by Sections

Part I – Identifying Information, Certification and Warning

Much of this information is automatically completed on the FISAP section on the COD web site based on prior year information. If anything has changed you will need to update the information.

Part II – Application to Participate for Award Year July 1, 2021-June 30, 2022

Section A – Request for Funds for the 2021-2022 Award Year

List the funds you are requesting for 2020-21. If you have under spent for 2019-20 you may need to take this into account. Note: Perkins is no longer applicable.

Section B – Federal Perkins Loan Program Liquidation Request

Check “yes” if you school wishes to liquidate its Perkins portfolio.

Section C – Waiver Request for the Underuse of Funds

If the college did not spend all of the campus-based funds allocated and the amount of funds under spent exceeds 10 percent of the total allocation, you may wish to apply for a waiver of the penalty and a written explanation of the circumstances.

Section D – Information on Enrollment

This section is completed using the information from the SR1311J output, compared with the figures provided by the SBCTC.

Section E – Assessments and Expenditures

Total tuition and fees for the award year will come from the business office. Total expended for Washington College Grant (formally State Need Grant) and state scholarships will come from the Financial Aid Expenditure Report, SM9425.

Section F – Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2019-20

This data is available on the FAM FISAP report.

Part III – Federal Perkins Loan Program

Note: If you do not participate in this program, you may skip this section.

Cash-on-hand information will come from the business office’s trial balance, first for the period ending 06/30/2020 and again when corrections are due for the period ending 10/31/2020. If you use a third-party servicer for your Perkins loan management, much of the loan information will come from reports they provide. If not, you will need to work with your business office for those figures.

Loan principal canceled information will come from letters sent by the Department of Education (DOE). This will also cover question 25 for reimbursements to the Fund on canceled loans (cumulative).

Section A – Fiscal Report (Cumulative) as of June 30, 2020

This section is completed with information from the business office or reports from a third-party servicer.

Section B – Fund Activity (Annual) during the 2019-20 Award Year

If you opted to transfer any of the Federal Capital Contribution to SEOG or Work Study you will note the amount transferred in this section. If you opted to transfer any of the Work Study funds to the Fund you will note the amount transferred in this section.

Section C – Cumulative Repayment Information as of June 30, 2020

This section is completed with information from the business office or reports from a third-party servicer.

Section D – Schools With 30+ Borrowers Who Entered Repayment in the 2018-19 Award Year

This section is completed with information from the business office or reports from a third-party servicer.

Section E – Schools With <30 Borrowers Who Entered Repayment in 2018-19 Award Year

This section is completed with information from the business office or reports from a third-party servicer.

Part IV – Federal Supplemental Educational Opportunity Grant (FSEOG) Program for Award Year July 1, 2019 through June 30, 2020

Section A – Federal Funds Authorized for FSEOG

This is where you enter the figure from your final authorization letter.

Section B – Federal Funds Available for FSEOG Expenditures

This information should be available from your business office. They keep track of all funds carried forward from 2018-19 for use in 2019-20, carried forward from 2019-20 for use in 2020-21, or carried back from 2019-20 for use in 2018-19. Often this is a manual notation and not automated; however, some colleges have established a practice of paying carry-forward or carry-back funds out of a non-standard FAPC rather than the standard **002** FAPC used for SEOG awards. If your college uses this option, it is recommended that you ensure your FISAP totals match the reconciled award totals before reporting.

Section C – Funds to FSEOG recipients

The reconciled total that appears on the report output from the FISAP report shows only those funds awarded to students under the SEOG award code **02**. The total funds to FSEOG recipients (line 11) should include that portion from the report plus the additional 25% non-federal share of funds.

Section D – Federal Funds Spent for FSEOG Program

The reconciled total that appears on the report output from the FAM FISAP report would be entered in this section on line 13. The administrative cost allowance set aside at the beginning of the year should be entered on line 14.

Section E – Use of FSEOG authorization

The total expended and possibly any unexpended funds should be entered in this section. Remember that unexpended authorization amounts will either be zero or a positive number.

Part V – Federal Work-Study (FWS) Program for Award Year July 1, 2019 – June 30, 2020

Section A – Federal Funds Authorized for FWS

This is where you enter the figure from your final authorization letter.

Section B – Federal Funds Available for FWS Expenditures

This information should be available from your business office. They keep track of all funds carried forward from 2018-19 for use in 2019-20, carried forward from 2019-20 for use in 2020-21, or carried back from 2019-20 for use in 2018-19. Often this is a manual notation maintained in the business office.

Section C – Total Compensation for FWS

You will need to report your federal work study expenditures in total and broken down by:

- On-Campus
- Off-Campus, public/private non-profit agencies.
- Off-Campus, with federal share up to 90%
- Off-Campus, private for-profit organizations

Your college may have awarded work-study funds separately for each type of work-study award (for example **08** for On-Campus, **13** for Off-Campus for-profit, **113** for Off-campus non-profit and **213** for Off-Campus 90% federal share). If so, then simply enter the reconciled compensation totals in the specified fields. If not, you will need to identify those students and manually tally the compensation given to students working at each type of employer.

Section D – Funds Spent from Federal Share of FWS

You will need to report the federal portion, as opposed to the total compensation received by the student, broken down by:

- Federal share paid up to 75%
- Federal share paid up to 100% for waivers of non-federal share
- Federal share paid up to 90% for agencies unable to pay regular non-federal share
- Federal share paid up to 50% for off-campus private for-profit organizations

This is also the section where you would report any administrative cost allowance you set aside at the beginning of the year. This information is kept manually by your business office.

Section E – Use of FWS Authorization

This section is for the total expenditures and any unused allocation of work-study funds.

Section F – Information about the Job Location and Development (JLD) Program

If you had any work-study expenditures related to the JLD program, enter the information here. Report total expenditures (federal and institutional), institutional expenditures (if in kind provide dollar values) and number of students for whom jobs were developed. Lastly, report the total earnings for all students who had JLD jobs.

Section G – Information about FWS Students Employed in Community Service Activities

Enter the expenditure information for students employed in community service jobs. If you have awarded these students with a separate award code you can enter the award code into the SAF100-AWARDS Processing Table entry. If you use a sub-code, you can get this information can be taken from the Financial Aid Expenditures (SM9425) report.

Section H – Information about FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Activities

Enter the expenditure information for students employed in reading/literacy service jobs. If you have awarded these students with a separate award code you can enter the award code into the SAF100-AWARDS Processing Table entry. If you use a sub-code, this information can be taken from the Financial Aid Expenditures (SM9425) report.

Section I – Information about FWS Students Employed as Mathematics Tutors of Children

Enter the expenditure information for students employed in math tutor jobs. If you have awarded these students with a separate award code you can enter the award code into the SAF100-AWARDS Processing Table entry. If you use a sub-code, this information can be taken from the Financial Aid Expenditures (SM9425) report.

Section J – Information about FWS students Employed in Civic Education and Participation Activities.

Enter the expenditure information for students employed in civic education jobs. If you have awarded these students with a separate award code you can enter the award code into the SAF100-AWARDS Processing Table entry. If you use a sub-code, this information can be taken from the Financial Aid Expenditures (SM9425) report.

Section K – Information about Disaster-Affected FWS Students

Enter the expenditure information for disaster-affected FWS students. If you have awarded these students with a separate award code you can enter the award code into the SAF100-AWARDS Processing Table entry. If you use a sub-code, this information can be taken from the Financial Aid Expenditures (SM9425) report.

Part VI – Program Summary

Section A – Distribution of Program Recipients and Expenditures by Type of Student

This information is taken from the FAM FISAP report output.

Section B – Calculating the Administrative Cost Allowance

This information is calculated using the formula provided in the website. You will need your final totals for each campus-based program in order to calculate your ACA. If you are not claiming any, specify this in step 3.