



Financial Aid System

FISAP Process 2021-2022

Due Midnight (Eastern Time), FRIDAY SEPTEMBER 30, 2022

© SBCTC-IT
support@sbctc.edu

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Overview

The Fiscal Operations Report and Application to Participate (FISAP) is the process by which colleges request funding for the 2023-2024 award year and report expenditures for the 2021-2022 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 is **FRIDAY SEPTEMBER 30, 2022**.

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 obtained 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

For ease of reading, a page break has been added between the Dependent and Independent student sections in the by Income section and 'Dependent' and Independent added to the title of the section.

Starting in 2014-15, Dream Act students are potentially eligible for the Washington College 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.
- 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 are 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. There are three changes for Dual Processing:

- 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.
- The reconciliation of Federal Work Study amounts paid out of the PeopleSoft system is a different process. See FAS Step 3 for further information on reconciling Federal Work Study funds after converting to PS.
- The DataExpress SM9882R procedure to verify student intent codes has been modified to look at data coming from the PeopleSoft system.

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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 10 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 11 through 17 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. **Obtain report of unduplicated headcount from PeopleSoft**
3. **Run Student Worker Payroll Extract in PS to reconcile Federal Work Study since converting to PS.**
4. **Run job group AG941A (Preliminary Award Disbursement Reconciliation) to obtain a preliminary report of discrepancies in campus-based aid.**
5. **Optionally, run job group AG942A (Final Award Disbursement Reconciliation/ Update) to produce a final report for campus-based aid.**
6. **Run job SM9110J (Finaid Academic Hours Update) to post academic hours to the Academic Tab (FAM504) for each year/session.**
7. **Run DataExpress procedure SM9882R (Attempted Hours and Student Intent) to verify student intent codes.**
8. **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).**
9. **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.**

- 10. 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.

- 11. Work with the Finance Office to gather expenditure data for campus-based aid.**
- 12. Go to the COD website at <https://cod.ed.gov>**
- 13. Follow the normal process to log into COD.**
- 14. From the COD home page, to go School then to Campus Based System.**
- 15. Click the FISAP option on the left menu.**
- 16. Follow the instructions on completing FISAP at <https://fsapartners.ed.gov/knowledge-center/library/fisap-form-and-instructions/2022-05-31/final-2023-24-fisap-form-instructions-and-desk-reference>**
- 17. Your FISAP must be completed by FRIDAY SEPTEMBER 30, 2022.**

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

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 Student Worker Payroll Extract

After converting to PS, student payroll amounts are not posted back into the FAEXP database. You can run the Student Worker Payroll Extract in PS. It is a query designed to pull student data and work study earnings. The report can be reviewed and utilized to manually update work study awards in FAM.

Instructions on how to run this extract are located in the Dual Processing Business Process Guide in the section titled Student Worker Payroll Extract.

FAS Step 4: 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.

Note: After converting to PS, work study amounts have not been posted to the FAEXP database and will not be reflected on this report. Amounts from prior to converting to PS will be looked at on this report.

Entering job scheduling parameters for AG941A

JM1001-003		<u>JOB GROUP SCHEDULING SCREEN</u>					
GROUP NUM :	AG941A	TRANS NUM :	997648	RUN DATE :	071922	STATUS :	REQUEST
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	c121 c122 c123 c124 (Add c125 if awarded 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, JULY 09, 2022, 9:24 AM
 REPORT PERIOD: C121 C122 C123 C124

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 A	999-99-9999 201-00-0111	C122	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
AJKIN B	999-99-9999 201-00-0112	C112	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
AJUIDAR C	999-99-9999 201-00-0113	C112	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
ALANIS D	999-99-9999 201-00-0114	C112	002	1	SUPPL. GRANT	150.00	100.00	50.00	50.00-		5
		C112	008	4	FED COL WK STD	803.53	.00	803.53	.00		
		C113	008	4	FED COL WK STD	798.14	.00	798.14	.00		
		C124	008	4	FED COL WK STD	451.13	.00	451.13	.00		
ALEX E	999-99-9999 201-00-0115	C122	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	04	5
ALVER F	999-99-9999 201-00-0116	C122	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

FAS Step 5: Run Final Award Disbursement Reconciliation/Update (AG942A) - Optional

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.

Note: After converting to PS, work study amounts have not been posted to the FAEXP database and will not be reflected on this report. Amounts from prior to converting to PS will be looked at on this report.

Entering job scheduling parameters for job group AG942A

JM1001-003	<u>JOB GROUP SCHEDULING SCREEN</u>						
GROUP NUM :	AG942A	TRANS NUM :	997653	RUN DATE :	072022	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	c121 c122 c123 c124 (Add c125 if you award that summer)						

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

TUE, JULY , 2022, 9:24 AM
 REPORT PERIOD: C121 C122 C123 C124

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 A	999-99-9999	C122	008	1	FED COL WK STD	803.53	703.00	100.53	100.53-		
	201-00-0001	C123	008	1	FED COL WK STD	798.14	.00	798.14	.00	08	
		C124	008	1	FED COL WK STD	451.13	.00	451.13	.00	08	
ALVER T	999-99-9999	C122	008	1	FED COL WK STD	.00	1,032.00	1,032.00-	1,032.00	08	5
	201-00-0002										

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

FAS Step 6: 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, C121, C122, C123, C124, and C125 (if you awarded in C125).

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.



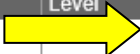


SM9110J will post the enrolled hours for students enrolled in courses that are fully state-funded except for ABE, ESL, developmental skills, grant or contract, or community service classes. Students are excluded if their fee pay status is coded as high school, apprentice, EMT, parent education/family 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 :	343274
RUN DATE :	072022	STATUS :	REQUEST
PRIORITY :	0	EXECUTION TIME :	I HH:MM
PROCESS LEVEL :		FREQ :	
COLLEGE :	P160	SEND TO :	
PARAMETER :	VALUE :	PRIOR TRANS :	0
		NEXT JOB NUM :	
EXCL-ITM-LN01	←	EXCL-ITM-LN01 through EXCL-ITM-LN05: Please leave blank. No distinct Item number come over from PS. Non-financial aid eligible enrollments automatically are excluded.	
EXCL-ITM-LN02	←		
EXCL-ITM-LN03	←		
EXCL-ITM-LN04	←		
EXCL-ITM-LN05	←		
FA-PRG-HRS	0000	FA-PRG-HRS (Clock Hour Parameter): Applied to clock-hour colleges only; leave as 0000	
FA-SES-BEG	C121		
FA-YR-SES	C122		
REG-YR-SES	C122	REG-YR-SES (Registration Year/Session): This will be the same as the FA-YR-SES with the exception of C125, which is C231.	

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
C122				16.00	0.00	0.00	0.000	0.000	0.00	07/20/2022		

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

FAS Step 7: 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.

As part of Dual Processing, student's Academic Plan in PS are crosswalked to Student Intents and posted to the cloned database on the HPUX.

In order to run this DataExpress procedure, you need the passwords for the TBL3, PSSM (your SM database password), 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  C121
      and STATUS   DE,DV,IN,IV
      and YR-SES    C12*
      and SQ-YRQ    C12*
      and STU-INT   C,D,E,GT G(--There is a space between the GT and G)
```

Example: DataExpress SM9882R Report

ATTEMPTED HOURS & STUDENT INTENT FROM PS FOR FISAP							page 7 of 2	
NAME	STD-ID-NO	SID	YR SES	ATT HRS	STU INT	TITLE		
GARCIA J	999999545	202816482	C123	12	J	UPGRADING	JOB	SKILLS
GARCIA M	999999726	202826610	C123	3	D	BASIC EDUC/ADULTS		
GARCIA-ALVAREZ Y	999999543	202817423	C122	18	J	UPGRADING	JOB	SKI
		202817423	C123	8	J	UPGRADING	JOB	SKILLS
GARFIAS B	999999410	202698030	C122	15	L	NON-AWARD	SEEKING	
		202698030	C123	12	L	NON-AWARD	SEEKING	
GODINES A	999999724	202814628	C122	15	J	UPGRADING	JOB	SKI
		202814628	C123	9	J	UPGRADING	JOB	SKILLS
GONZALEZ I	999999632	202826919	C123	12	L	NON-AWARD	SEEKING	
GONZALEZ L	999999062	202816992	C122	15	J	UPGRADING	JOB	SKI
GOTTSCHALK D	999999863	202814641	C122	16	J	UPGRADING	JOB	SKI
		202814641	C123	14	J	UPGRADING	JOB	SKILLS
GUTHRIE T	999999989	202814554	C123	1	J	UPGRADING	JOB	SKI
GUTIERREZ L	999999281	202841685	C122	15	J	UPGRADING	JOB	SKI
GUZMAN E	999999711	202816394	C122	10	J	UPGRADING	JOB	SKI
GUZMAN I	999999297	202815385	C122	15	J	UPGRADING	JOB	SKI
		202815385	C123	5	J	UPGRADING	JOB	SKILLS

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 Academic Plan in PS. Academic Plans are crosswalked to Intent Codes and posted to the cloned database on the HPUX. That update would be available on the HPUX the next day.
- Remove the student's Financial Aid Tab in FAM for 2021-22 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.

FAS Step 8: 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
      SEM-HRS   LT 1
      YR-SES    C12*
```

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
NAME	STD-ID-NO	YR		AWD CDE	AWD AMT	SEM-HRS	GPA-SES
		SES	AWD				
ABONZA L	999-99-9464	C122	61		834.00	0	3.200
ABONZA L		C123	61		833.00	0	3.150
	<*>						
CASTANEDA T	999-99-9183	C122	01		1227.00	0	.000
CASTANEDA T			09		1083.00	0	.000
	<*>						
Garcia G	999-99-9352	C123	EA		906.85	0	.000
	<*>						
KHATRI MCCLASKEY R	999-99-9017	C123	2C		2000.00	0	.000
	<*>						
MANCILLA A	999-99-9568	C121	93		632.79	0	3.300
	<*>						
MANZO-MEJIA G	999-99-9280	C122	01		2165.00	0	.000
	<*>						
RIOS LOPEZ B	999-99-9318	C122	01		470.00	0	.000
RIOS LOPEZ B			09		144.00	0	.000

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

FAS Step 9: 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 C121 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 22 for the ACAD-YR and C121 for the YR-SES_START:

JM1001-003		JOB SCHEDULING SCREEN					
JOB NUM :	SM9788J	TRANS NUM :	343275	RUN DATE :	072022	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	22						
YR-SES-START	C121						

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."

WED, JUL 20, 2022, 01:50 PM		160 HAPPY VALLEY COLLEGE					PAGE	1
YEAR/SESSION START: C121		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		
ABONZA L	999-99-9964	D	0	0	SS	SS		
AFUALO O	999-99-9992	D	0	0	SS	SS		
AGUIRRE DUARTE J	999-99-9916	D	0	0	NE	NE		
ALCANTARA R	999-99-9969	D	0	0	SS	SS		
ALLEN R	999-99-9976	I	0	0	EX	EX		
ALTAMIRANO N	999-99-9990	D	0	0	SS	SS		
ALVARADO A	999-99-9913	D	0	0	SS	SS		
ALVAREZ S	999-99-9960	I	0	0	NE	NE		
ALVAREZ VELAZQUE B	999-99-9934	I	0	0	OV	OV		
ANDRADE S	999-99-9917	D	0	0	SS	SS		
ANDREWS H	999-99-9946	D	0	0	SS	SS		

FAS Step 10: 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 2021-22 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-PERKNS 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*

Financial Aid Data Student Status*

Report Options

Students by Name

Students by Name and Income

No Detail Report

Complete fields as follows:

Need Year: Default is **2021-22**

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

Session Start: Default of **C121** is pre-entered

Session End: Default of **C125** is pre-entered. You will need to change the entry if C124 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		2021-22 FISAP		
07/27/2022 13:02:57		HAPPY VALLEY COLLEGE		Session Range: C121 to C125
FISAP Part ILF - Dependent Students				
Income Range		NO DEG	DEG	TOTAL
0	2999	301	2	303
3000	5999	0	0	0
6000	8999	1	0	1
9000	11999	4	0	4
12000	14999	2	0	2
15000	17999	4	0	4
18000	23999	8	0	8
24000	29999	39	0	39
30000	35999	80	0	80
36000	41999	92	1	93
42000	47999	79	0	79
48000	53999	84	1	85
54000	59999	82	1	83
60000	9999999	608	2	610
AUTO ZERO EFC		277	0	277
TOTAL		1661	7	1668
FISAP Part ILF - Independent Students				
Income Range		NO DEG	DEG	TOTAL
0	999	276	3	279
1000	1999	12	0	12
2000	2999	9	0	9
3000	3999	6	0	6
4000	4999	7	1	8
5000	5999	14	1	15
6000	7999	24	1	25
8000	9999	35	2	37
10000	11999	33	2	35
12000	13999	37	3	40
14000	15999	29	1	30
16000	17999	28	2	30
18000	19999	33	0	33
20000	9999999	868	45	913
AUTO ZERO EFC		604	7	611
TOTAL		2015	68	2083
FISAP Part ILF - Report Total				
Income Range		NO DEG	DEG	TOTAL
AUTO ZERO EFC		881	7	888
TOTAL		3676	75	3751


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.

		2021-22 FISAP							
		FAM100	HAPPY VALLEY COLLEGE					Session Range: C121 to C125	
		07/27/2022 13:02:57							
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	3	7000	1	5978	3
2	6000	11999	n/a	n/a	1	1000	0	0	1
3	12000	23999	n/a	n/a	1	2000	0	0	1
4	24000	29999	n/a	n/a	2	5000	1	8290	3
5	30000	41999	n/a	n/a	4	6440	2	5795	5
6	42000	59999	n/a	n/a	15	20377	1	1383	16
7	60000	69999	n/a	n/a	5	7245	0	0	5
8	70000	79999	n/a	n/a	1	1010	2	7656	3
9	80000	89999	n/a	n/a	0	0	0	0	0
10	90000	99999	n/a	n/a	0	0	0	0	0
11	100000	9999999	n/a	n/a	0	0	1	4250	1
Undergraduate									
Independent									
12	0	1999	n/a	n/a	11	14841	3	11909	14
13	2000	3999	n/a	n/a	2	3000	0	0	2
14	4000	7999	n/a	n/a	3	5147	3	9573	6
15	8000	11999	n/a	n/a	8	17863	2	8008	9
16	12000	15999	n/a	n/a	10	17153	1	3394	11
17	16000	19999	n/a	n/a	7	10155	0	0	7
18	20000	24999	n/a	n/a	17	17497	0	0	17
19	25000	29999	n/a	n/a	4	5840	2	7080	6
20	30000	34999	n/a	n/a	6	11890	1	4207	7
21	35000	39999	n/a	n/a	11	9016	0	0	11
22	40000	9999999	n/a	n/a	41	45951	1	2700	42
23	Grad /	Prfssl	n/a	n/a	0	0	0	0	0
24	TOTAL	(1-23)	n/a	n/a	152	208425	21	80223	170
25	Total	< FT	n/a	n/a	42	40813	4	5216	46
26	Total	\$0 EFC	n/a	n/a	43	73543	7	24704	49

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.

	2021-22 FISAP		
	FAM100	HAPPY VALLEY COLLEGE	Session Range: C121 to C125
07/27/2022 13:02:57			
Code	Award Name	Recipients	Funds
02	FED SUPL OPPRTY GRAN	152	208425
08	FEDERAL WORK-STUDY	21	80225

Example: FISAP Report - All Data

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

FAM100		2021-22 FISAP						
07/27/2022 13:02:57		HAPPY VALLEY COLLEGE		Session Range: C121 to C125				
FISAP Detail by NAME								
NAME	ID	ST	Sess	D/I	ZEFC	Degree	Income	AWARDS
AARON	T	163	C121	I	Y	2	\$25,462.00	
ABARCA	K	151	C121	D		2	\$58,568.00	
ABONZA	L	464	C121	D			\$0.00	PT
ABONZA-CALDERON	I	895	C121	D		2	\$82,608.00	
ABRAHAM	J	206	C121	D		2	\$94,941.00	
ABRAMS	L		C121	I		2	\$32,757.00	PT
ABRAMS	S		C121	I		2	\$58,149.00	PT
ABRERA	M						\$23,693.00	
								02 \$447.00 C122
								02 \$447.00 C123
								02 \$446.00 C124

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

Degree field indicates student has degree; 2 (no), 1 (yes) Degree status is taken from NEED22.


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


02 Two-digit award code
560.00 Award amount
C122 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		2021-22 FISAP						
	07/27/2022 13:02:57		HAPPY VALLEY COLLEGE					Session Range: C121 to C125	
FISAP Detail by INCOME - Dependent Students									
----- NAME -----		ID	ST Sess	D/I	ZEFC	Degree	Income	-----	
WOOD	E...	534495738	C121	D			\$0.00		
ZAPIEN	Y.	317	C121	D			\$0.00		
ZUNIGA	E'	942	C121	D			\$0.00	PT	
STONECIPHER	T.	187	C121	D	Y	2	\$200.00		
TAHERI	M	076	C121	D		2	\$511.00	PT	
LOPEZ	M.	564	C121	D	Y	2	\$525.00		
MCCLELLAN	E'	379	C121	D	Y	2	\$600.00		
YANEZ	S	120	C121	D	Y	2	\$687.00		
BARRAGAN	E'	323	C121	D	Y	2	\$800.00		
WADDINGTON	HL	672	C121	D		2	\$1,500.00		
MENDOZA VACA	S.	836	C121	D	Y	2	\$2,000.00		

	FAM100		2021-22 FISAP						
	07/27/2022 13:02:57		HAPPY VALLEY COLLEGE					Session Range: C121 to C125	
FISAP Detail by INCOME - Independent Students									
----- NAME -----		ID	ST Sess	D/I	ZEFC	Degree	Income	-----	
LILLEY	M.	114	C121	I	Y	2	\$1.00	PT	
MILLER	T...	157	C121	I	Y	2	\$1.00	PT	
MOHRBACHER	D.	1568	C121	I		2	\$1.00		
ROLLER	G.	731	C121	I		2	\$1.00		
VALENCIA	R	583	C121	I		2	\$1.00		
GARCIA-LOPEZ	HL	769	C121	I		2	\$15.00	PT	
BAUTISTA	D	921	C121	I	Y	2	\$100.00		
VOLTIN	C'	367	C121	I	Y	2	\$100.00		
YOCKEY	J.	1963	C121	I		2	\$112.00	PT	
GARATE	A'	1021	C121	I	Y	2	\$140.00		
MOTA	J.	799	C121	I		2	\$197.00	PT	

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, 2023-June 30, 2024

Section A – Request for Funds for the 2023-2024 Award Year

List the funds you are requesting for 2023-24. If you have under spent for 2021-22 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 output of the QCS_SR_FISAP_UNDUPL_HEADCOUNT query in PS.

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 2021-22

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 06/30/2022 and again when corrections are due for the period ending 10/31/2022. 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, 2022

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

Section B – Fund Activity (Annual) during the 2021-22 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, 2022

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 2020-21 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 2020-21 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, 2021 through June 30, 2022

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 2020-21 for use in 2021-22, carried forward from 2021-22 for use in 2022-23, or carried back from 2021-22 for use in 2020-21. 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, 2021 – June 30, 2022

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 2020-21 for use in 2021-22, carried forward from 2021-22 for use in 2022-23, or carried back from 2021-22 for use in 2020-21. 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.