



Financial Aid System

***FAM
Washington College Grant
Real Time Reporting***

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Overview

Washington Student Achievement Council (WSAC) is asking that colleges report their served students prior to requesting and drawing down Washington College Grant, College Bound and Passport to College Scholarship funds. This process was mandatory starting with the 2017-18 year.

The real-time reporting process is similar to the Washington College Grant Interim Report process and uses the same HPUX batch jobs. After some preparation work and clean up, colleges schedule HPUX batch job SM9739J. This job creates reports and a file that is downloaded and then uploaded to CSAW at WSAC's portal.

WCG unserved students are included in the file uploaded to CSAW but are not looked at there for real-time reporting.

WCG, CBS and PTC served students are edited on CSAW and the edits will need to be addressed prior to requesting funds for these students. Also, each time a file is uploaded to CSAW it replaces the data. If SNG or CBS has already been paid but has subsequently been adjusted higher or lower, similar adjustments will be made on CSAW.

What's New

The Workforce Education Investment Act (HB 2158) renames the State Need Grant to the Washington College Grant. WSAC will start using the new name in public facing information (e.g. ReadySetGrad.org) for 2019-20, but will do so in combination with State Need Grant. For example, the "Washington College Grant, formerly the State Need Grant" or "Washington College Grant (State Need Grant)."

WSAC asks that 2020-21 student facing communication refer to the program as the "Washington College Grant." This document has been changed to use the new name of Washington College Grant.

The Act also provides expanded eligibility for WCG. It provides funding for all eligible students so you should no longer have unserved students. However, SM9739J will continue to report any unserved students you may have; however, WSAC's system will ignore any unserved students submitted.

Additionally, Deponent Care Allowance has been eliminated effective 2019-2020.

Also new is the creation of a new aid program called WCG Apprenticeship. WSAC is not funding this program at this time but this new aid program has been included in SM9739J. You will see new columns on reports and in the file for WCG Apprenticeship.

Served WCG students

Students are considered and reported as **served** if they have been offered or disbursed Washington College Grant as defined by having an Award Code of 09, with an Award Status of 1 or 2 on the Awards Data Tab (FAM502) in the academic year for which you are reporting (for example, C011-C015).

It is assumed that reconciliation has been completed for all SNG disbursements, and any aid disbursed which remains in an accepted status will be reported as **served** regardless of the final enrollment level on the Academic Data Tab (FAM504). Any student with an accepted award and an enrollment level of less than half-time will be reported with a default enrollment status of 5. If this is not the appropriate enrollment level based on the disbursement, you will need to modify the Attempted field in the Session Unit/Hrs section on the Academic Tab to reflect the correct enrollment. If the default enrollment level is sent, it is recommended that you note the student's file should a question arise.

If a student has a \$0.00 (zero) dollar WCG award or WCG award in the system-defined cancellation statuses of 4 or 5, the student is automatically excluded from reporting as either **served** or **unserved** for that quarter only. Eligible students with WCG awards in statuses other than 1, 2, 4, or 5 will be reported as **unserved** if they are not excluded for any other edit.

Note: Award status codes 4 and 5 should not be used for the No Funds Available status because they will be excluded from reporting as either Served or Unserved for the quarter only on the WCG Interim Report.

Unserved students

The Workforce Education Investment Act (HB 2158) provides expanded eligibility for WCG. It provides funding for all eligible students so you should no longer have unserved students. However, SM9739J will continue to report any unserved students you may have; however, WSAC's system will ignore any unserved students submitted.

Washington College Grant eligible students are considered and reported as **unserved** if they have a WA Track Code on the Tracking Data Tab (FAM505) with an EL (eligible) status for the Year/Session Start you are reporting (for example, C011), are identified by have the WCG award in a no-funds or waitlist status or assigned a track code that indicates that the student is ready to be packaged (new method starting Winter 2015).

Identifying Unserved Students

Unserved students are not looked at on CSAW for real-time reporting; however they do need to be identified using one of the two methods listed below.

Prior to the 2015-16 year, you did not need to identify unserved students. Students who were WCG eligible, enrolled and packaged were considered unserved. However, students who were awarded scholarship and worker retraining in advance of being eligible to be packaged were being included as unserved students. Because of this, WSAC required that the process be changed.

Unserved students are now identified by two different options. You can also use a combination of both options.

1. Award WCG to unserved student in a no-funds or waitlist award status.
2. Assign a track code that indicates that the student's file is complete and the student is ready to be packaged.

These two methods were approved by the FAST group. Many colleges already do one of these two methods as their standard business practice. If your college does not, please contact SBCTC-IT Support Desk and we can help you identify your unserved students through one of the two methods.

College Bound Scholarship Students

The Washington College Grant Real-Time Reporting includes student data for students awarded College Bound Scholarship. The amount of the quarterly College Bound Scholarship is reported.

Students awarded College Bound Scholarship also must have the WA Track Code on the Tracking Tab (FAM505) with an EL (eligible) status for the year/session start you are reporting (for example, B781). Starting with the 2015-16 year, College Bound Scholarship students do have to also be awarded WCG. If not, these students will encounter an edit at WSAC.

Applied Baccalaureate Students

WSAC is also asking for additional information from colleges that offer Applied Baccalaureate programs. The Washington College Grant Real-Time Reporting identifies Applied Baccalaureate students by their Student Intent. Students with a Student Intent of 'I' (Applied Bachelor Prog) who meet the other WCG Interim Report criteria will be reported as Applied Baccalaureate Students for every quarter they have a Student Intent of I during the reported year.

If the student is in an Applied Baccalaureate program, there will be a 'Y' in the APPLIED BACLEAT column on the WCG Interim Report Served/Unserved/College Bound Scholarship report (SM9739C).

Passport to College Scholarship Students

The Washington College Grant Real-Time Reporting includes student data for students awarded Passport to College Scholarship. The amount of the quarterly Passport to College Scholarship is reported.

Students awarded Passport to College Scholarship also must have the WA Track Code on the Tracking Tab (FAM505) with an EL (eligible) status for the year/session start you are reporting (for example, C011).

Before Running the WCG Interim Report for Real-Time Reporting (SM9739J)

Before producing the WCG-IR for real-time reporting, the expenditures for WCG, College Bound Scholarship and Passport to College Scholarship need to be reconciled with the awards. The WCG-IR report extracts awards, not the expenditure amounts in the FAEXP database. You will also need to update table data and student data.

Reconciling Expenditures

To reconcile the expenditures for WCG, College Bound Scholarship and Passport to College Scholarship with awards, use the following steps:

1. To review the differences between the awards and disbursements, run job group AG941A (Preliminary Award Disbursement Reconciliation) for FAPC 009 (WCG), FAPC 01C (CBS) and FAPC 01P (PTC).
2. You may optionally run AG942A (Final Award Disbursement Reconciliation/Update) for the WCG, College Bound Scholarship and Passport to College Scholarship related FAPC's to overlay the awards with actual disbursements, or you can choose to manually correct the award amounts on the Award Data Tab (FAM502).

Note: The Final Award Disbursement Reconciliation/Update Report (AG942A) automatically updates awards to match the disbursements recorded in the Financial Aid Expenditure (FAEXP) database. If a specific expenditure is in error, it must be reversed with a General Accounting Transfer (GAT) entry prior to running the update job group.

Updating Enrollment Data by Running SM9110J

You will need to update student enrollments from SMS to FAM (Academic Tab). To do this, schedule the job SM9110J once for the year/session you are reporting and drawing down funds. For example, schedule SM9110J for C011 only if reporting and drawing down funds for C011; schedule SM9110J for C011 and C012 when reporting and drawing down funds for C012 and so on. This step is necessary even if you posted attempted hours when checks were calculated. Check calculation only updates the records of students receiving checks; SM9110J updates all the records of all enrolled applicants. If a student reduced credits after a check was calculated or enrolled credits were posted, SM9110J will not post the lower amount. **You may need to manually reduce the number of credits in the Attempted field if appropriate.**

SM9110J will post 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** (not reported to SBCTC) are also excluded. Also, the student must have a record on the Financial Aid Tab to be updated by this job.

The specific enrollment levels reported to the WSAC are based on the way the credits are defined in the value ENROLL-LEVEL1 and ENROLL-LEVEL2 on the CIS WCC Processing Table.

Application Setup → Processing Config → Processing Table





System: CIS

Table ID: WCC

Value: ENROLL-LEVEL1 and ENROLL-LEVEL2

Description: 000-059=05 060-089=02 090-119=03 and 120-999=01:

Sample: CIS WCC Processing Table

ENROLL-LEVEL1	000-059=05 060-089=02 090-119=03		
ENROLL-LEVEL2	120-999=01		

The enrollment data is taken from the Attempted field on the Session Unit/Hrs section on the Academic Data Tab (FAM504). If the Attempted field is blank or less than 3 (three) credit hours, an asterisk is placed after the enrollment code. It is important that the data being reported has been reconciled to expenditures prior to reporting. ***Be sure that any student listed on the served report with an asterisk was in fact enrolled at an eligible enrollment level at the time of disbursement. Make sure that enrollment level is correctly reported by adjusting the Attempted field on the Academic Tab.***

Schedule SM9110J for each year/session for which you have awards and for each quarter that you intend to report enrollment data for **served** students. It is best to schedule each job at a separate process level (for example, A, B, C) so they do not conflict with each other.

Reviewing Processing Table Values

On the SAF/AGENCY Processing Table, review and update the OPT-610-STATE value if needed.. The Description should be WA-09-2, where:

- WA = Tracking code the program will use when looking for the annual grant amount
- 09 = Award code that packaging will use to identify the SNG award
- 2 = Award status that the WCG awards are posted packaging will use when awarding WCG

Sample: SAF/AGENCY Processing Table



OPT-610-STATE	WA-09-2		
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The student's WCG repayment status is not longer reported in the WCG Interim file. You can still designate a track code to indicate the students is in repayment for college use. Please note that RP (tracking code for WCG Repayment Status) is the default. However, you can use any code as long as you use it only for the purpose of designating WCG Repayment Status. The Description defines what will appear on the Tracking Data Tab (FAM505) when the tracking code is entered.

Sample: SAF_TRACK_CODE Validation Table

Application Setup → Validation Config



Table Name: SAF_TRACK_CODE

RP	WCG DUE	WCG REPAYMENT DUE		
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In addition, review the repayment status code key value RP-ssss, where:

- RP = Tracking code for WCG REPAYMENT STATUS
- ssss = Year/session to which the RP code is assigned (for example, 0000 or C011)

Sample: CIS/WCC Processing Table



SNG-REPAY-CD	RP-B671		
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Note: Entering student-in-repayment data. Assign tracking code RP in year/session 0000 (or the current year session, for example C011) to all students who owe a repayment on a WCG.

You should review and update, as needed, the key value indicating which institution code is reported when the State Need Grant reconciliation program is completed. The complete list of institution codes provided by the WSAC is available in Appendix A.

Sample: CIS/WCC Processing Table

The value needs to be SNG-INST-CD and the Description is the WSAC State Need Grant Program 4-digit code assigned to your institution.

SNG-INST-CD	4560		
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College Bound Scholarship Processing Table Entry

This processing table entry is **required** to identify the award code for College Bound Scholarship. SM9739J will fail if this entry is not added.

- System: CIS
- Table Id: WCC
- Value: COLBOUND AWD
- Description: 1C

Sample: CIS/WCC Processing Table

COLBOUND AWD	1C		
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Passport to College Scholarship Processing Table Entry

This processing table entry is **required** to identify the award code for Passport to College Scholarship. SM9739J will fail if this entry is not added.

- System: CIS
- Table Id: WCC
- Value: PASSPORT AWD
- Description: 1C

Sample: CIS/WCC Processing Table

PASSPORT AWD	1P		
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Running the WCG Interim Report for Real-Time Reporting (SM9739J)

After you have reconciled expenditures and made updates to table and student data, you are ready to run the preliminary WCG-IR job, SM9739J. You may run as many preliminary reports as needed to clean up your data before running the final report.

For Real-time Reporting, you do not need resolve any edits any of your unserved students receive. You do need to resolve any edits for served students.

Note: some of the job scheduling parameters that pertain to unserved students can be left blank. However, a value needs to be entered in one of the parameters to identify unserved students. The job will fail if there is not a value in UNSRVD-AWD-STATS or in UNSRVD-TRK-CODES parameters.

SM9739J job scheduling parameters:

- FA-FILE-OPT – enter 1 for Preliminary mode (report only) or 2 for Final mode(report and extract file).
- FA-INT-CD-SEL – this parameter can be left blank for Real-time Reporting
- FA-PRG-CD-SEL1 through 5 – this parameter can be left blank for Real-time Reporting
- FA-SES-BEG – C011
- FA-SES-END – C014 or C015
- STAT-CD-SEL – this parameter can be left blank for Real-time Reporting
- TRK-CD-SEL – this parameter can be left blank for Real-time Reporting
- UNSRVD-AWD-STATS – award status(es) to identify unserved students **and/or**
- UNSRVD-TRK-CODES – track code(s) to identify unserved students

Running the Preliminary WCG-IR Report

Run SM9739J as Preliminary (FA-FILE-OPT of 1) for sessions **C011 – C014** or **C011 – C015**. The Session Begin and Session End need to match the values on the Financial Aid Tab. WSAC wants all quarters included so they can see the full dollar amount that a college is expecting to spend for the full academic year. This will produce the following reports listing all **served** and **unserved** WCG, College Bound Scholarship and Passport to College Scholarship students. Resolve any discrepancies and clean up all errors for served students on the following reports before scheduling the final:

- SM9739A (WCG Interim Served Students Report)
- SM9739B (WCG Interim Unserved Students Report)
- SM9739C (WCG Interim Combined WCG Served, WCG Unserved, CBS and PTC Students Report)
- SM9739D (CBS Interim Students Report)
- SM9739F (Passport To College Scholarship Report)
- SM9739E (WCG Interim Error Report)

The error report lists the following errors:

- **DCA NOT NUMERIC** - the student has non-numeric data in the WA Tracking Code Comment field for DCA.
- **DCA NOT NUMERIC, AND STD HAS CBS AWD** -the student has non-numeric data in the WA tracking Code Comment field for DCA and has been awarded CBS
- **NO ISIR – NOT ON NEED DB** - the student does not have an ISIR record for the current year.
- **NO ISIR (NOT ON NEED DB), HAS CBS AWD** - the student does not have an ISIR record for the current year but has been awarded CBS.

Note: Awarding WCG and College Bound Scholarship requires that a federal or a state needs analysis be completed:

- Students who do not have an ISIR record for the current year and are considered as **served** will appear on the error report.
 - Students who do not have an ISIR record for the current year and are considered as **unserved** will be bypassed.
- **EXCL'D UNSERVED WCG STD HAS CBS AWD** – the student has a WA track code in ‘EL’ status and has been awarded CBS but has been excluded due to one of the following:
 - Student does not have an ISIR record
 - Student has no Attempted Hours for any of the quarters in the selected year
 - Student has WCG award in an excluded award status
 - Student’s enrolled program code is excluded
 - Student has no need
 - Student has a track code that excludes unserved students
 - Student does not have a crosswalk in SMS

- **EXCL'D UNSERVED WCG QTR HAS CBS AWD** – the student has a WA track in 'EL' status and has been awarded CBS but has been excluded for a quarter because of the following reasons:
 - Student has a quarterly Intent that was excluded
 - Student's enrolled program code is excluded
 - Student has no Attempted Hours for the quarters

- **EXCL'D QTR W/NO SEM HRS HAS CBS AWD** – the student has a WA track in 'EL' status and has been awarded CBS but has been excluded for a quarter
 - Student is not enrolled that quarter
 - Student is enrolled for less than 3 credits

- **EXCL'D QTR W/NO NEED HAS CBS AWD** – the student has a WA track in 'EL' status and has been awarded CBS but has been excluded for a quarter
 - Student does not have an ISIR record
 - Student has no need
 - Student has a quarterly Intent that was excluded
 - Student's enrolled program code is excluded
 - Student has no Attempted Hours for the quarters

- **EXCL'D STD <1/2TM, HRS <3 HAS CBS AWARD** - the student has a WA track in 'EL' status and has been awarded CBS but has been excluded for a quarter
 - Student is enrolled in less than 3 credits
 - Student has a half time enrollment status

- **STD SERVED WCG AFTER GRADUATING/STD SERVED WCG/CBS AFTER GRADUATING** – student has an Associate degree posted in SMS for the same quarter and may no longer be eligible for WCG or CBS.
 - Associate degree is designated with with an Exit Code of '1', or 'A' through 'Y'.

- **STD IS MISSING A SSN/SID CROSSWALK** – student does not have a crosswalk record in SMS so enrollment records cannot be found

- **STD HAS NO STU-YRQ-M FOR THIS YR/SES** – student does not have an enrollment record for the session

Note: Students with errors will not be included in either the served or the unserved files for the quarter the error has occurred.

To view the documentation for this job, go to the SBCTC-IT web site at
<http://www.sbctc.edu/colleges-staff/it-support/legacy-applications/fas/fas-document-index.aspx>.

Producing the Final WCG-IR Reports and File

When your data is accurate, you will schedule a final run of the WCG-IR (SM9739J). This generates one extract file on the HP-UX, which you will download to your PC to upload to the WSAC website. Keep in mind that if you have run the final, downloaded the file, and still find additional errors requiring correction, you can run another final report and download the updated file to upload to the WSAC website.

After you have completed all the necessary reconciliation and cleanup, run SM9739J as a Final (FA-FILE-OPT of 2). The following reports are generated when the job is scheduled as a Final:

- SM9739A (WCG Interim Served Students Report)
- SM9739B (WCG Interim Unserved Students Report)
- SM9739C (WCG Interim Combined WCG Served, WCG Unserved, CBS and PTC Students Report)
- SM9739D (CBS Interim Students Report)
- SM9739E (WCG Interim Error Report)
There should be no errors on this report when run as a Final.
- SM9739F (Passport to College Scholarship Report)
- WCG Served, WCG Unserved and CBS CSAW report file

Once the Final has completed, the next step will be to download the extract file from the HP-UX to your PC or network drive.

Downloading the extract file

After running SM9739J in final mode, follow these steps to download the file to be saved on your PC or network drive: **The file must be saved with a CSV extension.**

1. Log on to the FAID menu from a PC using the HP-UX Reflections or MiniSoft software.
2. Select process SM9725 (WCG Interim CSAW File Download).
3. Respond to the following prompts:

Enter Options (U=Upload,D=Download,P=Purge,E=Exit): **D**

Enter PC Filename to Download to: **C:\WCG\SM9739S3.CSV** (this is an **example** only)

OK to purge download file from the HP3000 (N/Y)?: **N**

Enter Options (U=Upload,D=Download,P=Purge,E=Exit): **E**

The message “Transfer in progress” is displayed. When the transfer is completed, you are prompted to purge the file. It is advisable to type **N** to not purge the file in case you need to download it again. At the next prompt type **E** to exit the download screen and return to the FAID menu.

Note: You may need to download the file to a specified folder on your PC or network drive.

Transmitting the files to WSAC

Once you have downloaded the extract file, transmit it to WSAC using the CSAW Portal web site at: <https://fortress.wa.gov/wsac/portal/default.aspx>

If you have difficulty uploading the file to WSAC's CSAW Portal web site or encounter other problems, please contact Gabrielle Matull Worst at GabrieleW@wsac.wa.gov or (360) 753-7841.