

**State of California  
Office of Administrative Law**

**In re:**  
California Student Aid Commission

**Regulatory Action:**

**Title 05, California Code of Regulations**

**Adopt sections: 30800, 30801, 30802, and  
30803**

**NOTICE OF APPROVAL OF EMERGENCY  
REGULATORY ACTION**

**Government Code Sections 11346.1 and  
11349.6**

**OAL Matter Number: 2024-0311-01**

**OAL Matter Type: Emergency (E)**

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In this deemed emergency rulemaking pursuant to Education Code section 70023(c) and (g), the California Student Aid Commission is adopting regulations implementing, interpreting, and making specific the Middle Class Scholarship Program (Education Code section 70020 et seq.).

OAL approves this emergency regulatory action pursuant to sections 11346.1 and 11349.6 of the Government Code.

This emergency regulatory action is effective on 3/21/2024 and will expire on 9/18/2024. The Certificate of Compliance for this action is due no later than 9/17/2024.

**Date:** March 21, 2024



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Steven J. Escobar  
Senior Attorney

**Original:** Marlene Garcia, Executive  
Director

**For:** Kenneth J. Pogue  
Director

**Copy:** Synequeen Alasa-as

# EMERGENCY

STATE OF CALIFORNIA--OFFICE OF ADMINISTRATIVE LAW  
NOTICE PUBLICATION/REGISTRATION AND FILING SECTION  
STD. 400 (REV. 10/2019)

For use by Secretary of State only

OAL FILE NUMBERS	NOTICE FILE NUMBER <b>Z-</b>	REGULATORY ACTION NUMBER <b>2024-0311-01E</b>	EMERGENCY NUMBER
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For use by Office of Administrative Law (OAL) only

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

**MAR 21 2024**

*2:13 PM*

OFFICE OF ADMIN. LAW  
2024 MAR 11 PM 12:45

NOTICE	REGULATIONS
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AGENCY WITH RULEMAKING AUTHORITY  
California Student Aid Commission (CSAC)

AGENCY FILE NUMBER (If any)

### A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE Middle Class Scholarship (MCS) Program	TITLE(S) 5	FIRST SECTION AFFECTED 30080	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON Synequeen Alasa-as	TELEPHONE NUMBER (916) 464-6411	FAX NUMBER (Optional) 916464-6411
<b>OAL USE ONLY</b>	ACTION ON PROPOSED NOTICE <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	NOTICE REGISTER NUMBER	PUBLICATION DATE

### B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Middle Class Scholarship (MCS) Program	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)	
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT <b>30800, 30801, 30802, 30803</b>
TITLE(S) 5	AMEND
TITLE(S) 5	REPEAL
3. TYPE OF FILING	
<input type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))
<input checked="" type="checkbox"/> Emergency (Gov. Code, §11346.1(b))	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)
<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)	<input type="checkbox"/> File & Print
<input type="checkbox"/> Print Only	<input type="checkbox"/> Other (Specify) _____
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)	
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)	
<input type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input checked="" type="checkbox"/> Effective on filing with Secretary of State <input type="checkbox"/> §100 Changes Without Regulatory Effect <input type="checkbox"/> Effective other (Specify) _____
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY	
<input type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission <input type="checkbox"/> State Fire Marshal
<input type="checkbox"/> Other (Specify) _____	
7. CONTACT PERSON Synequeen Alasa-as	TELEPHONE NUMBER (916) 464-6411
FAX NUMBER (Optional)	E-MAIL ADDRESS (Optional) rulemaking@csac.ca.gov

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE Marlene L. Garcia <small>Digitally signed by Marlene L. Garcia Date: 2024.03.11 16:01:36 -0700</small>	DATE 3/11/2024
TYPED NAME AND TITLE OF SIGNATORY Marlene Garcia, Executive Director	

For use by Office of Administrative Law (OAL) only

**ENDORSED APPROVED**

**MAR 21 2024**

**Office of Administrative Law**

PER AGENCY REQUEST: SE, 3/21/2024

**TEXT OF EMERGENCY REGULATIONS**

**CALIFORNIA STUDENT AID COMMISSION  
P.O. Box 419026  
Rancho Cordova, CA 95741**

Title 5. Education  
Division 4. California Student Aid Commission  
Chapter 1. California Student Aid Commission  
Article 15.5. Middle Class Scholarship Program

Adopt new article 15.5. Middle Class Scholarship Program, Sections, California Code of Regulations to read as follows:

(Note: The entire text set forth below is new language in "normal type" proposed to be added to the California Code of Regulations.)

**Section 30800. Definitions.**

(a) "California Dream Act Application" or "CADAA" means the financial aid application for students eligible for state financial aid programs pursuant to Education Code Sections 68122, 68130.5, 69504.5 and 69508.5.

(b) "California Resident" means a student that satisfies the eligibility requirements for a Cal Grant award pursuant to Education Code Section 69433.9, except that a student who is exempt from nonresident tuition under Education Code Section 68130.5 or 68122 shall not be required to satisfy the requirements of subdivision (a) of Education Code Section 69433.9.

(c) "CCC" means the California Community College system.

(d) "CCC BA Program" means a California Community College that offers a Baccalaureate program.

(e) "COA" means Cost of Attendance.

(f) "Commission" means the California Student Aid Commission.

(g) "CSU" means the California State University system.

(h) "Electronic Funds Transfer" or "EFT" means the process the Commission uses to transfer funds to Institutions electronically.

(i) "Eligible Student" means a student who meets the criteria defined by Education Code Section 70022.

(j) "Enrollment File Record Layout" means the "2023-2024 MCS Enrollment File Record Layout" (4/27/2023), which is hereby incorporated by reference. The "2023-2024 MCS Enrollment File Record Layout" is the guide the Commission provides to Institutions which specifies how to upload enrollment file records to the Commission's WebGrants system.

(k) "Enrollment Record" means the student-level record information submitted by the Institution to the Commission needed to calculate the student's MCS award.

(l) "Expected Family Contribution" or "EFC" means a measure of how much the student and their family can be expected to contribute to the cost of the student's education for a given award year.

(m) "Free Application for Federal Student Aid" or "FAFSA" means the application for federal financial aid and state financial aid programs.

(n) "Institution" means a CCC with a Baccalaureate program, CSU, or UC campus that is eligible to participate in the MCS Program.

(o) "MCS Program" or "MCS" means the Middle Class Scholarship Program established pursuant to Article 22 of the Education Code, commencing with Education Code Section 70020.

(p) "Payment Roster File Layout" means the "MCS Payment Roster File Layout" (11/20/2023), which is hereby incorporated by reference. The "MCS Payment Roster File Layout" is the guide the Commission provides to Institutions that specifies how payment data should be organized and presented so that it can be uploaded to the Commission's WebGrants system.

(q) "Student Aid Index" or "SAI" means an eligibility index number that a student's college or career school's financial aid office uses to determine how much federal student aid the student would receive if they attended the school.

(r) "TCP" means a program of professional teacher preparation at an Institution approved by the Commission on Teacher Credentialing.

(s) "UC" means the University of California system.

(t) "WebGrants" means the California Student Aid Commission's grant management system.

Note: Authority cited: Sections 70021, 70022 and 70023, Education Code. Reference: Sections 70021, 70022 and 70023, Education Code.

### **Section 30801. Institution Responsibilities.**

(a) Each Institution shall designate a coordinator to manage the MCS Program through the Commission's WebGrants database system. Institutions shall provide the name and contact information for the coordinator to the Commission.

(b) Institutions participating in MCS must enroll in EFT to receive funds from the Commission.

(c) Institutions shall maintain written policies and procedures governing the administration and processing of MCS Program funds. Institutions shall develop and retain program and fiscal records that demonstrate Institutional and student eligibility and ensure the accuracy of payments reported. Retention of program and fiscal records shall be consistent with the Institution's record retention policy.

(d) Institutions shall have a written MCS refund policy. This policy shall comply with any federal return of Title IV requirements pursuant to Title 34 CFR 668.22.

(e) Each Institution shall submit to the Commission MCS Enrollment Records for all eligible students for award consideration. The Enrollment Record shall contain demographic information from the student's FAFSA or CADAA, the student's COA, and other financial aid awarded to the student pursuant to Education Code Section 70022(a)(2).

(f) Institutions shall disburse an MCS award to an eligible student pursuant to Education Code Section 70022(d). The Institution shall disburse payments based on the recipient's enrollment status using the Institution's financial aid census date, or its equivalent. The Institution shall follow the financial aid census date policies when payment adjustments are made past the census date.

(g) Institutions shall submit appropriate corrections for any MCS awarded students who are enrolled less than full time which result in a change in COA or financial aid awards. Payment transactions shall only occur once a student's award information has been verified as accurate.

(h) The MCS award is a non-need-based award and should not be based on a student's EFC or SAI. The maximum MCS award plus any other estimated gift aid shall not exceed the COA but may exceed financial need for state aid programs (e.g. Cal Grant). Therefore, an MCS award may supplant the EFC or SAI for state aid programs.

(i) Institutions shall comply with federal aid regulations to resolve any overpayments. Institutions shall reduce MCS awards if the amount assigned, coupled with other need-based gift aid programs, exceeds maximum need or COA limits.

(j) Where a student's total MCS award (coupled with other financial assistance pursuant to Title 34 CFR 668.164(c)) exceeds the allowable gift aid of regulations of Title 34 CFR 668.164(c), the MCS award shall be reduced to maintain compliance with federal financial aid regulations.

(k) Institutions are required to reconcile all MCS funds by the year-end reconciliation deadline noticed by the Commission and provided to Institutions. Unused funds shall be returned to the Commission within 90 days of receiving the year-end notice and invoice.

- (1) MCS awards must be disbursed for the fiscal year in which they were appropriated under the budget act of each fiscal year. Excess funds must be returned to the Commission.
- (2) Institutions are required to resolve balance discrepancies on a per-record basis where the variance between the actual award and paid amount exceeds six dollars.

Note: Authority cited: Sections 70021, 70022 and 70023, Education Code. Reference: Sections 70021, 70022 and 70023, Education Code.

**Section 30802. Commission Responsibilities.**

(a) Upon an Institution's submission of enrollment records for MCS award consideration, the Commission shall determine preliminary MCS award eligibility and an initial award amount. Eligibility and initial award records will be posted to the MCS roster in WebGrants for Institutions to confirm student eligibility, apply any needed corrections and report MCS payments to eligible students through the Commission's WebGrants system.

(b) The Commission shall provide Institutions with the Enrollment File Record Layout and Roster Payment File Layout to support automated batch processes for the academic year and make them available on the Commission's website.

(c) The Commission shall process payments and corrections submitted by Institutions per the agreed upon schedule for the academic year. The Commission shall send MCS funds via EFT.

(d) The Commission shall invoice Institutions with unused MCS fund balances after final reconciliation for the academic year.

(e) The Commission shall notify and instruct the Institution of any MCS Program changes due to statute and/or procedure through Grant Operations Memos and Grant Special Alerts posted publicly on the Commission website and distributed through the Commission's email Listserv.

(f) The Commission may perform a program review of the Institution's management of MCS funds for compliance with all applicable federal and state laws, and regulations.

(1) Where the Commission determines an Institution has failed to substantially comply with its obligations under the MCS Program statutes and Section 30801 of these regulations, appropriate corrective measures shall be prescribed to restore compliance. Such corrective measures include but are not limited to:

(A) The Institution may be directed to implement policy and procedural changes to improve MCS Program administration and to protect State funds.

(B) Institution staff may be directed to participate in training related to MCS Program noncompliance.

(g) In annually providing Institutions the expected student contribution provided by Education Code Section 70022(a)(2)(D)(iii), the Commission shall round the expected student contribution to the nearest dollar that is divisible by 2 and 3, to account for both quarter and semester Institutional calculations.

Note: Authority cited: Sections 70021, 70022 and 70023 Education Code. Reference: Sections 70021, 70022 and 70023, Education Code.

**Section 30803. General MCS Policies/Guidelines.**

(a) Eligible students shall receive a scholarship award amount determined in accordance with Education Code Section 70022(a)(2).

(b) If an eligible student qualifies for at least one dollar (\$1), the minimum annual scholarship amount for full-time enrollment shall be ninety dollars (\$90) pursuant to Education Code Section 70023(b)(2).

(c) In accordance with Education Code Section 70022(a)(3)(I), a student pursuing their first undergraduate baccalaureate degree or who has completed a baccalaureate degree and has been admitted to, and is enrolled in a TCP is eligible for a MCS award if all other eligibility requirements are met.

(d) Students pursuing a TCP who meet the criteria defined by Education Code Section 70022 are eligible for an additional year of MCS eligibility in accordance with Education Code Section 70022.5(c).

(e) Only campuses with eligible 5-year programs are eligible to submit records for consideration pursuant to Education Code Section 70022.5(c). Enrollment records submitted with an additional year of MCS eligibility shall be limited to students enrolled in an approved TCP or 5-year undergraduate program.

(f) Repeated Coursework Policy of each Institution shall be consistent with Title 34 CFR 668.2.

(g) Students in education abroad or travel study programs administered by the campus, or a third-party organization are eligible for MCS under these conditions:

- (1) The home campus is a UC, CSU or CCC Institution and administers all the student's financial aid.
- (2) The home campus disburses the MCS award based on existing federal student aid guidelines for education / travel study programs in accordance with Title 34 CFR 668.39.
- (3) Completed coursework is required for the student's college degree.

Note: Authority cited: Sections 70021, 70022 and 70023, Education Code. Reference: Sections 70021, 70022 and 70023, Education Code.

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
1	1	6	6	Federal School Code	X00000 to X99999 Valid characters for the first position are 0 (zero), B, E, or G	Left	X	(No blanks)
2	7	7	1	Term Type	1=Semester 2=Quarter	Left	X	(No blanks)
3	8	11	4	Academic Year	2023 (For 2023-2024 year)	Left	X	(No blanks)
4	12	20	9	SSN or Dream Act ID	000010001 to 999999999	Right	X	(No blanks)
5	21	36	16	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left	X	Most recent ISIR/Cal ISIR transaction (No blanks)
6	37	48	12	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left	X	Most recent ISIR/Cal ISIR transaction (No blanks)
7	49	49	1	Student's Middle Initial	Uppercase letters A to Z Blank	Left	X	Most recent ISIR/Cal ISIR transaction
8	50	57	8	Student's Date of Birth	Format is CCYYMMDD 19000101 to 20090930	Left	X	Most recent ISIR/Cal ISIR transaction (No blanks)



MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
9	58	58	1	Student's Status	1 = New 2 = Continuing 3 = Winter Start 4 = Spring Start 5 = Incomplete Verification 6 = Fall Term Only 7 = Fall & Winter Terms Only 8 = Winter Term Only 9 = Fall and Springs Terms (Quarter)	Left	X	<p><b>(No blanks)</b></p> <p>If the value submitted is 3, then CSAC will only calculate the award for Winter and Spring terms (Quarter schools).</p> <p>If the value submitted is 4, then CSAC will only calculate the award for the Spring term.</p> <p>If the value submitted is 6, then CSAC will only calculate the award for the Fall term.</p> <p>If the value submitted is 7, then CSAC will only calculate the award for Fall and Winter terms (Quarter schools).</p> <p>If the value submitted is 8, then CSAC will only calculate the award for Winter term (Quarter schools).</p> <p>If the value submitted is 9, then CSAC will only calculate the award for Fall and Spring terms (Quarter schools).</p> <p><b>NOTE:</b> When reporting 3, 4, 6, 7, 8 or 9, the COA and all other aid must be calculated only for terms the student is attending.</p> <p>Statuses 8 and 9 added as of March 2024.</p>

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
10	59	60	2	ISIR/Cal ISIR Transaction Number used for Financial Aid determination	01 to 99	Right	X	This will be the ISIR/Cal ISIR transaction used for awarding <b>(No blanks)</b>
11	61	61	1	Teacher Credential or Fifth Year of 5-Year Program Flag	Blank 1 = Yes - TCP 2 = No - TCP/5th-Yr 3 = Yes - 5th-Yr	Left	X	<p>If the value submitted is 1 or 3, then the campus is required to provide a value of 5 in Field 13 (5th year/other undergraduate).</p> <p>Values of "Blank", "2", or "3" will have T/F assessed at the system wide level for UC and CSU.</p> <p>A value of "1" indicates a student is in a Teacher Credential Program. A student record with a "1" in this field will have their award calculation based on the TCP T/F by segment.</p> <p><u>5th Year program:</u> Enrollment records will reject for campuses who do not have an eligible 5th Year program. Currently, 8 campuses have been identified as having an eligible program:</p> <ul style="list-style-type: none"> <li>- CSU East Bay</li> <li>- Cal Poly State University</li> <li>- CSU Pomona-Polytechnic</li> <li>- San Diego State University</li> <li>- CSU Northridge</li> <li>- UC Berkeley</li> <li>- UC San Diego</li> <li>- UC Santa Cruz</li> </ul>

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
12	62	111	50	Student's Campus Email Address	Blank If non-blank: One and only one "@" (at-sign) allowed. Before @: • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters < > ( ) [ ] \ , ; : " @ • period (.) cannot be first, last or adjacent to another period After @: • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _ .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period	Left	X	Campus email address or blank

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
13	112	112	1	Grade Level in College as of the beginning of the award year	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year/other undergraduate	Left	X	From campus record  If the value submitted is "5", then the campus is required to provide a value of "1" or "3" in Field 11. (1 = Yes - TCP; 3 = Yes - 5th Year)  If the value submitted is "5", and no valid value is provided in Field 11, then the record will be rejected.  Refer to Field 11 for 5th Year information.  If the campus submits a value of "6" or "7" for this field, then the record will be rejected.  <b>(No blanks)</b>
14	113	113	1	Student's Dependency Status	1=Dependent 2=Independent	Right	X	<b>(No blanks)</b>
15	114	123	10	Total Income	-999999999 to 0999999999	Right	X	Negative Income: If it equals -5524, then file should read as -000005524 (=10 characters)  <b>(No blanks)</b>

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
16	124	130	7	Student's Federal Awards	0000000 to 9999999	Right	X	<p>Value provided should include all Federal student grants or fee waivers. <b>(No blanks)</b></p> <ul style="list-style-type: none"> <li>- Pell Grant</li> <li>- FSEOG</li> <li>- Teach Grant</li> <li>- BIA Grants</li> <li>- Iraq Service Grant</li> </ul> <p><b>NOTE:</b> The Student's Federal Awards should be based on the Student's Status from Field 9.</p>
17	131	137	7	Student's Institutional Grants and Fee Waivers	0000000 to 9999999	Right	X	<p>Value provided should include all Institutionally administered student grants or fee waivers. <b>(No blanks)</b></p> <ul style="list-style-type: none"> <li>- Institutional Grants</li> <li>- Athletic scholarships</li> <li>- Fee waivers such as, but not limited to Alan Pattee, Foster Youth, COVID-19, Cal Vet Fee Waiver, California Department of Rehabilitation, employee tuition assistance, etc.</li> <li>- EOP</li> <li>- Institutionally administered scholarships (including internship payments counted as EFA)</li> <li>- Basic needs direct awards if counted as EFA</li> </ul> <p><b>NOTE:</b> The Student's Institutional Grants and Fee Waivers should be based on the Student's Status from Field 9.</p>

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
18	138	144	7	Student's State Awards	0000000 to 9999999	Right	X	<p>Value provided should include all State student grants or fee waivers, (with the exception of Cal Grants, which <u>should not</u> be included). <b>(No blanks)</b></p> <ul style="list-style-type: none"> <li>- Chafee Grant</li> <li>- Child Development Grant</li> <li>- LEPD</li> <li>- National Guard</li> <li>- CA Volunteers - College Corps (Education Award if not used for repayment of student loans)</li> <li>- Golden State Teachers Grant Program</li> </ul> <p><b>NOTE 1:</b> Cal Grants are considered when determining MCS eligibility but are not reported by the school, CSAC plugs in Cal Grant awards.</p> <p><b>NOTE 2:</b> The Student's State Awards should be based on the Student's Status from Field 9.</p>
19	145	149	5	Cost of Attendance	00000 to 99999	Right	X	<p>Value provided should include the campus Cost of Attendance that will be used to determine the student's financial aid package and should be based on the student's housing plans. On Campus, With Parents, Off Campus. <b>(No blanks)</b></p> <p><b>NOTE:</b> The Cost of Attendance should be based on the Student's Status from Field 9.</p>

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
20	150	156	7	Student's Private Scholarships	0000000 to 9999999	Right	X	Value provided should include all Private Scholarships. <b>(No blanks)</b>  <b>NOTE:</b> The Student's Private Scholarships should be based on the Student's Status from Field 9.

**Sources that are not to be considered:**

- \* CA Volunteers Living Allowance
- \* Internship or Assistantship (if treated as employment)
- \* Dream Act Service Incentive Grant (DSIG)
- \* Veterans' benefits that are exempted from EFA by USDE

### MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
<b>FILE HEADER</b>								
1	Transaction Code	4	1 - 4	Left	XXXX MCS P – (Upload to CSAC) MCSR – (Download from CSAC)	X	X	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value cannot contain numeric characters.</li> <li>Value must = "MCS P" when school is providing CSAC with an uploaded "Payment" File.</li> <li>Value will = "MCSR" when CSAC provides the schools with the downloadable "Roster" File.</li> </ol>
2	Data Media	2	5 - 6	Left	## 09 = Data Transfer Facility	X	X	<ol style="list-style-type: none"> <li>Value must = "09"</li> <li>Value cannot be blank.</li> <li>Value cannot contain alpha characters.</li> </ol>
3	Filler	6	7 - 12	Left	Blank	X	X	N/A
4	Submitter Identification	8	13 - 20	Left	X##### USDE School Code Number	X	X	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value must be in format provided.</li> <li>Value must = the School ID entered by the school user on the WebGrants File Upload screen.</li> </ol>
5	Submitter Source Code	1	21	Left	X S = School	X	X	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value cannot contain numeric characters.</li> <li>Value must = "S"</li> </ol>
6	Submitter Name	32	22 - 53	Left	X##### ##### School Name	X	X	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> </ol>
7	Processing Date	8	54 - 61	Left	##### CCYYMMDD	X	X	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value cannot be a future date.</li> <li>Value cannot be a date LT 20230701.</li> <li>Value cannot contain alpha characters.</li> <li>Value must be in the format provided.</li> </ol>



**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
8	Academic Year	4	62 - 65	Left	#### CCYY	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be LT "2023". 4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen. 5. Value must be in format provided. 6. Value must = the Academic Year in field 3 of each of the records within this file.
9	Filler	335	66 - 400		Blank	X	X	N/A

**PAYMENT-ROSTER FILE**

1	Federal School Code	6	1 - 6	Left	X##### X00000 to X99999 Valid characters for the first position are: 0 (zero), B, E, or G	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Value must = the School ID entered by the school user on the WebGrants File Upload screen.
2	Term Type	1	7	Left	# 1=Semester 2=Quarter	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value must be = either "1" or "2". 4. Value must = the term type associated with the school code in our database.
3	Academic Year	4	8 - 11	Left	#### CCYY Numbers 0 to 9 Example: 2023 = 2023-24 academic year	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be LT "2023". 4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen. 5. Value must be in format provided.
4	SSN or CA Dream Act ID	9	12 - 20	Right	##### 000010001 to 999999999	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value must match the SSN or CA Dream Act ID on the WG database. MCS Award Record.

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
5	Student's Last Name	16	21 - 36	Left	X##### Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	X	X	1. Data from the ISIR/Cal ISIR transaction used for awarding.
6	Student's First Name	12	37 - 48	Left	X##### Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	X	X	1. Data the ISIR/Cal ISIR transaction used for awarding.
7	Student's Middle Initial	1	49	Left	X Blank Uppercase letters A to Z	X	X	1. Data from the ISIR/Cal ISIR transaction used for awarding.
8	Student's Date of Birth	8	50 - 57	Left	##### CCYYMMDD	X	X	1. Data from the ISIR/Cal ISIR transaction used for awarding.
9	ISIR/Cal ISIR Transaction Number used for Financial Aid determination	2	58 - 59	Right	## 01 to 99	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Data from the ISIR/Cal ISIR transaction used for awarding.
10	Student's Dependency Status	1	60	Right	# 1=Dependent 2=Independent	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. ISIR field #166 "Dependency Status" found on the ISIR/Cal ISIR transaction used for awarding.
11	Total Income	10	61 - 70	Right	##### Blank -999999999 to 0999999999	X	<b>C</b> <b>Conditional</b>	1. ISIR field #308 "Total Income" found on the ISIR/Cal ISIR transaction used for awarding. 2. Value cannot contain alpha characters. 3. Field is zero filled on the left to fill the entire field. If the total income is negative, the minus sign must be in the first position. For example, a total income of -25,000 dollars should be inputted as "-000025000".

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>4. A total income of 999,999,999 should be inputted as "0999999999".</p> <p>5. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C" in field 42, (Transaction Type) and a value of "3" in field 41, (Eligibility Change) of this file.</p> <p>6. If the school submits a value for this field, it will result in an annual level award recalculation. The MCS Award Amount will be recalculated by CSAC; (using this new income value, and any other new values provided on this record in fields 12 through 14, 19 or 58). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field.</p> <p>a. If this award recalculation results in a new award amount, and a payment exists, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields (22/29/36).</p> <p>For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.</p> <p>b. If the MCS award recalculation process results in the record no longer being eligible for MCS award consideration, the student's MCS award amount will be recalculated to zero, and the school will be required to recertify the zero-payment amount. After this</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								recertification is submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster.
12	Student's Federal Aid	7	71 - 77	Right	##### Blank 0000000 to 9999999	X	C Conditional	<p>1. Value cannot contain alpha characters.</p> <p>2. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C", (Correction) in field 42, (Transaction Type) and a value of "3", (Eligibility) in field 41, (Eligibility Change) of this file.</p> <p>3. If the school submits a value for this field, then the MCS Award Amount will be recalculated by CSAC; (using this new Federal Aid value, and any other new values provided on this record in fields 11, 13, 14, 19 or 58). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field).</p> <p>a. If a payment has already been made when this award recalculation is done, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields (22/29/36).</p> <p>For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.</p> <p>4. If the award recalculation results in the student no longer being eligible for an MCS award, then the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster.</p> <p><u>Federal Awards:</u></p> <ul style="list-style-type: none"> <li>• Pell Grant</li> <li>• FSEOG</li> <li>• Teach Grant</li> <li>• BIA Grants</li> <li>• Iraq Service Grant</li> </ul>
13	Student's Institutional Grants and Fee Waivers	7	78 - 84	Right	##### Blank 0000000 to 9999999	X	<b>C Conditional</b>	<p>The same rules apply to this field as those set forth in field 12, (Student's Federal Aid) with this clarification for item 3: "... (using this new Institutional Aid value, and any other new values provided on this record in fields 11, 12, 14, 19 or 58). If no...."</p> <p><u>Institutional Grants and Fee waivers:</u></p> <ul style="list-style-type: none"> <li>• Institutional grants</li> <li>• Athletic scholarships</li> <li>• Fee waivers such as, but not limited to Alan Pattee, Foster Youth, COVID-19, Cal Vet Fee Waiver, California Department of Rehabilitation, employee tuition assistance, etc.</li> <li>• EOP</li> <li>• Institutionally administered scholarships (including internship payments counted as EFA)</li> </ul>
14	Student's State Aid	7	85 - 91	Right	##### Blank 0000000 to 9999999	X	<b>C Conditional</b>	<p>The same rules apply to this field as those set forth in field 12, (Student's Federal Aid) with this clarification for item 3: "... (using this new State Aid value, and any other new values provided on this record in fields 11, 12, 13, 19 or 58). If no...."</p> <p><u>State Awards:</u></p> <ul style="list-style-type: none"> <li>• Chafee Grant</li> <li>• Child Development Grant</li> <li>• LEPD</li> <li>• National Guard</li> </ul>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<ul style="list-style-type: none"> <li>CA Volunteers – College Corps (Education Award if not used for repayment of student loans)</li> <li>Golden State Teachers Grant Program</li> <li>Cal Grant Award</li> </ul>
15	Student's Fall Enrollment Status	1	92	Left	# Blank 1=FT - (Pay) 2=Less Than HT - (Do Not Pay) 3=Not Enrolled 4=HT - (Pay) 5=TT - (Pay)	X	<b>C Conditional</b>	<ol style="list-style-type: none"> <li>Value cannot contain alpha characters.</li> <li>The enrollment/payment status confirms the student's pay status for the Fall term.</li> <li>A value of 2 or 3 indicates non-payment for the term (\$0); the term award is reduced to zero and keeps the student on the roster.</li> <li>This field will be blank the first time the school receives a student on the Payment-Roster file. Once a school has provided CSAC with a value in this field, that status will continue to appear on the Payment-Roster file coming from CSAC until the school subsequently submits a change to the student's enrollment/payment status.</li> <li>When the schools provide any valid value in this field, they must also submit a value of "P", (Payment Information) in field 42, (Transaction Type) of this file.</li> <li>The school is required to provide a value in this field when a payment is being certified, (or recertified); or if the student's enrollment/payment status changes, (i.e., a change to or from "FT" or "HT", to or from "Less Than HT", or no longer enrolled).</li> <li>When the schools submit a value of "1", "FT - (Pay)", "4", "HT - (Pay)" or a value of "5", "TT - (Pay)" in this field, <b>they must also provide a value in field 21</b>, (Fall MCS Award Payment) indicating that they are certifying the student's enrollment/payment status, and that the student should be paid the dollar value provided in field 21.</li> </ol> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>A "1", "FT - (Pay)" will use full MCS eligibility for that term, (50% for a semester term, or 33.33% for a quarter term).</li> </ul>

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<ul style="list-style-type: none"> <li>- A value of "4", "HT - (Pay)" will use <u>half</u> MCS eligibility for that term, (25% for a semester term, or 16.66% for a quarter term).</li> <li>- A value of "5", "TT - (Pay)" will use <u>3/4</u> MCS eligibility for that term, (37.5% for a semester term, or 25% for a quarter term).</li> <li>- If the term is a limited eligibility term, an Enrollment status of "1", "FT - (Pay)", "4", "HT - (Pay)" or "5", "TT - (Pay)" will use <u>all</u> of the MCS eligibility remaining on that term.</li> <li>- A zero payment will not be counted against the student's remaining MCS eligibility</li> <li>- For additional information, please refer to the term level MCS Award Payment fields found later in this document.</li> </ul> <p>8. When the schools submit a value of 2 or 3 in this field, <b>they must also provide a value of zero in field 21</b>, (Fall MCS Award Payment) indicating that they do not want the student paid for the Fall term, but they want to keep the student on their roster.</p> <ul style="list-style-type: none"> <li>a. By using a value of 2 or 3, you are applying a zero payment (\$0). This will also result in the term award amount reducing to zero. All other aid and the Cost of Attendance amounts related to that term will remain untouched. If all terms have a value of 2 or 3 applied, the student will be considered financially ineligible and removed from the roster.</li> <li>b. To add the student back on the roster, the school must submit an enrollment record to CSAC. Keep in mind that the prior payments in place will appear on the record until a new payment is applied.</li> </ul>
16	Student's Winter Enrollment Status	1	93	Left	# Blank 1=FT - (Pay) 2=Less Than HT - (Do Not Pay) 3=Not Enrolled 4=HT - (Pay)	X	<b>C</b> <b>Conditional</b>	<p>The same rules apply to this field as those set forth in field 15, (Student's Fall Enrollment Status) except:</p> <ol style="list-style-type: none"> <li>1. When the schools submit a value of "1", "FT - (Pay)" or a value of "4", "HT - (Pay)" or a value of "5", "TT - (Pay)" in this field, <b>they must also provide a value in field 28</b>, (Winter MCS Award Payment)</li> </ol>

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
					5=TT - (Pay)			<p>indicating that they are certifying the student's enrollment/payment status, and that the student should be paid the dollar value provided in field 28.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>- A "1", "FT - (Pay)" will use full MCS eligibility for that term, (50% for a semester term, or 33.33% for a quarter term).</li> <li>- A value of "4", "HT - (Pay)" will use <u>half</u> MCS eligibility for that term, (25% for a semester term, or 16.66% for a quarter term).</li> <li>- A value of "5", "TT - (Pay)" will use <u>3/4</u> MCS eligibility for that term, (37.5% for a semester term, or 25% for a quarter term).</li> <li>- If the term is a limited eligibility term, an Enrollment status of "1", "FT - (Pay)", "4", "HT - (Pay)" or "5", "TT - (Pay)" will use <u>all</u> of the MCS eligibility remaining on that term.</li> <li>- A zero payment will not be counted against the student's remaining MCS eligibility</li> <li>- For additional information, please refer to the term level MCS Award Payment fields found later in this document.</li> </ul> <p>2. When the schools submit a value of 2 or 3 in this field, <b>they must also provide a value of zero in field 28</b>, (Winter MCS Award Payment) indicating that they do not want the student paid for the Winter term, but they want to keep the student on their roster. A value of 2 or 3 reduces the term award amount to zero (\$0).</p>
17	Student's Spring Enrollment Status	1	94	Left	# Blank 1=FT - (Pay) 2=Less Than HT - (Do Not Pay) 3=Not Enrolled 4=HT - (Pay) 5=TT - (Pay)	X	<b>C</b> <b>Conditional</b>	<p>The same rules apply to this field as those set forth in field 15, (Student's Fall Enrollment Status) except:</p> <p>1. When the schools submit a value of "1", "FT - (Pay)" or a value of "4", "HT - (Pay)" or a value of "5", "TT - (Pay)" in this field, <b>they must also provide a value in field 35</b>, (Spring MCS Award Payment) indicating that they are certifying the student's</p>



MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>enrollment/payment status, and that the student should be paid the dollar value provided in field 35.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>- A "1", "FT - (Pay)" will use full MCS eligibility for that term, (50% for a semester term, or 33.33% for a quarter term).</li> <li>- A value of "4", "HT - (Pay)" will use <u>half</u> MCS eligibility for that term, (25% for a semester term, or 16.66% for a quarter term).</li> <li>- A value of "5", "TT - (Pay)" will use <u>3/4</u> MCS eligibility for that term, (37.5% for a semester term, or 25% for a quarter term).</li> <li>- If the term is a limited eligibility term, an Enrollment status of "1", "FT - (Pay)", "4", "HT - (Pay)" or "5", "TT - (Pay)" will use <u>all</u> of the MCS eligibility remaining on that term.</li> <li>- A zero payment will not be counted against the student's remaining MCS eligibility</li> <li>- For additional information, please refer to the term level MCS Award Payment fields found later in this document.</li> </ul> <p>2. When the schools submit a value of 2 or 3 in this field, <b>they must also provide a value of zero in field 35</b>, (Spring MCS Award Payment) indicating that they do not want the student paid for the Spring term, but they want to keep the student on their roster. A value of 2 or 3 reduces the term award amount to zero (\$0).</p>
18	Adjusted Annual MCS Award Amount	5	95 - 99	Left	##### 00000 to 99999	X		<ol style="list-style-type: none"> <li>1. This value is provided by CSAC.</li> <li>2. This value is based on the total payments plus the term award amount for any unpaid terms.</li> </ol>
19	Annual Cost of Attendance	7	100-106	Right	##### Blank 0000000 to 9999999	X	<b>C</b> <b>Conditional</b>	<ol style="list-style-type: none"> <li>1. Value cannot contain alpha characters.</li> <li>2. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C", (Correction) in field 42, (Transaction Type) and a value of "3", (Eligibility) in field 41,</li> </ol>

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>(Eligibility Change) of this file.</p> <p>3. If the school submits a value for this field, then the MCS Award Amount will be recalculated by CSAC; (using this new Cost of Attendance value, and any other new values provided on this record in fields 11, 12, 13, 14 or 58). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field).</p> <p>b. If a payment has already been made when this award recalculation is done, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields (22/29/36).</p> <p>For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.</p> <p>4. If the award recalculation results in the student no longer being eligible for an MCS award, then the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster.</p> <p><b>NOTE:</b> Value provided should include the campus Cost of Attendance that will be used to determine the student's financial</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								aid package and should be based on the student's housing plans. On Campus, With Parents, Off Campus.
20	Fall MCS Award Amount	5	107-111	Left	##### 00000 to 99999	X		1. This value is provided by CSAC.
21	Fall MCS Award Payment	5	112-116	Left	##### Blank 00000 to 99999	X	<b>C Conditional</b>	<ol style="list-style-type: none"> <li>Value cannot contain alpha characters.</li> <li>This value cannot be GT the Fall MCS Award Amount.</li> <li>CSAC will not provide a value in this field until the school certifies a payment. From that point forward, this field will reflect the current certified payment amount for the Fall term.</li> <li>When providing a value for this field the school must also provide a value of "P" in field 42.</li> <li>When the school is certifying a payment amount, then a value must be provided in this field, and a value of "1", "4" or "5" must also be submitted in field 15, (Student's Fall Enrollment/Payment Status). In these cases, the value being provided by the school must not be greater than the maximum prorated amount allowed for the specified enrollment status (FT, TT, HT).</li> <li>At times a school will be required to recertify a payment amount, (due to the recalculation of an award for which a payment has already been made). This recertification request will be communicated to the school via the Payment-Roster file. CSAC will provide the newly calculated award information, as well as the current certified Fall MCS Payment Amount, and the Fall Adjustment Reason Code with a value = "6", (Recertify Payment). In order to recertify the payment, the school shall submit a value in this field, (field 21) that is not greater than the maximum prorated amount allowed for the specified enrollment status (FT, TT, HT).</li> <li>When the school is providing a value of either "2" or "3" in field 15, (Student's Fall Enrollment/Payment Status) of this file; or submits a value of either "1" or "2" in field 22, (Fall Adjustment Reason Code) of this file, then the school must also submit a value of zero in this field, (indicating that there should not be a payment for the Fall</li> </ol>

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								<p>term, but the student should remain on their roster).</p> <p>a. If a payment has already been made for this student, the difference between the previous payment amount and the "zero" payment amount will be taken into consideration during the school reconciliation process.</p> <p>8. If the schools provide a value of "5", (Refund/Adjusted Payment) in field 22, (Fall Adjustment Reason Code) then they are also required to provide a value in this field. This is the only scenario in which a school can provide a payment value that is NOT equal to the corresponding term award amount or is NOT zero. These transactions should be considered exceptions, not the normal day-to-day processing. <b><u>In addition, an adjustment reason code of 5 will result in use of the student's full eligibility for this term if the payment amount is greater than \$0.</u></b></p> <p>If this option is used, then the school should submit the value of the actual amount paid for this term, not the calculated refund amount.</p>
22	Fall Adjustment Reason Code	1	117	Left	# Blank 1=Post Bacc 2=SAP 3=Eligibility 4=Fees 5=Refund/Adjusted Payment 6=Recertify Payment (CSAC Use Only) 7=Other	X	C Conditional	<ol style="list-style-type: none"> <li>Value cannot contain alpha characters.</li> <li>Initially, CSAC will not provide a value in this field. However, once a school has provided a valid value in this field, and the transaction has been processed in the WebGrants database, then CSAC will continue to report the current value in this field in each subsequent downloadable MCS Payment-Roster File.</li> <li>If the school provides a value of 3, or 4 in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected.</li> <li>If the school provides a value of 1, 2, 5, or 7 in this field, then a value of "P" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected.</li> <li>If the school submits a value of 1, 2, or 7 (Post Bacc., SAP or Other) then the school must also submit a value of zero in field 21, (Fall MCS Award Payment) indicating that the student should not be paid for the Fall term but should remain on their roster.</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								<p>a. If a payment has already been made for this student, the ineligible term transaction will reverse the payment, and the payment amount will also be removed from the school's overall payment balance as reflected on the Payment Activity report.</p> <p><u>NOTE:</u> By using a value of 1, 2, or 7, you are applying an ineligible term status. This will result in the term award amount reducing to zero. All other aid and the Cost of Attendance amounts related to that term will remain untouched. If all terms have an ineligible status applied, the student will be considered financially ineligible and removed from the roster. To add the student back to the roster, the school must submit a request to CSAC. To avoid this issue, CSAC recommends applying an ineligible status to only one term. If the student is ineligible for the entire year, we recommend withdrawing the record at the annual level.</p> <p>6. If the data value submitted by the school is 3 or 4, (Eligibility or Fees) then the school is required to provide a value in one or more of these fields 23 through 26. CSAC will use that new information to recalculate the student's award for the Fall term. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field.52) as well; and all of this new information will be reported to the school via the downloadable MCS Payment-Roster File.</p> <ul style="list-style-type: none"> <li>- When making changes to the other aid (Federal, Institutional and State), use the value of 3 (Eligibility).</li> <li>- When making changes to the Cost of Attendance, use the value of 4 (Fees).</li> </ul> <p>a. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 8 below, and/or item 6 in field 21 for additional details.)</p> <p>b. The difference between the previous payment amount and the recertified payment amount will be taken into consideration during the school's reconciliation process.</p> <p>7. If the data value submitted is 5, (Refund/Adjusted Payment) then the school is required to provide a value in field 21, (Fall MCS</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								<p>Award Payment Amount). Please refer to item 8 of field 21 for additional details.)</p> <p><b><u>Please note that submission of adjustment reason code 5 will result in use of the student's full eligibility for this term if the payment amount is greater than \$0.</u></b></p> <p>8. If the school receives a MCS Payment-Roster File that contains a value of 6, (Recertify Payment) in this field, then this student's MCS Fall payment amount requires recertification. CSAC will also provide the school with the current certified payment amount in field 21, (Fall MCS Award Payment) in this file. (Please see item 6 in field 21 for additional details.)</p>
23	Fall Cost of Attendance	7	118-124	Left	##### Blank 0000000 to 9999999	X	C Conditional	<ol style="list-style-type: none"> <li>CSAC will provide a value in this field, (the annual Cost of Attendance amount divided by the number of terms, with any "odd" amount reflected in the first available term(s). For example: An annual Cost of Attendance amount = \$10,201 divided by two terms would be shown as Fall Cost of Attendance amount = \$5101 and Spring Cost of Attendance amount = \$5100).</li> <li>Value cannot contain alpha characters.</li> <li>If the school provides a value in this field, it cannot be greater than the Annual Cost of Attendance Amount.</li> <li>If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected.</li> <li>If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code).</li> <li>By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 23 through 26, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the downloadable MCS Payment-Roster File.</p> <p>a. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.)</p> <p>b. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.</p>
24	Fall Federal Aid Amount	7	125-131	Left	##### Blank 0000000 to 9999999	X	<b>C Conditional</b>	<ol style="list-style-type: none"> <li>CSAC will provide a value in this field, (the annual Federal Aid amount divided by the number of terms, with any "odd" amount reflected in the first available term(s). For example: An annual Federal Aid amount = \$5201 divided by two terms would be shown as Fall Federal Aid amount = \$2601 and Spring Federal Aid amount = \$2600).</li> <li>Value cannot contain alpha characters.</li> <li>If the school provides a value in this field, it cannot be greater than the Annual Federal Aid Amount.</li> <li>If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected.</li> <li>If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code).</li> <li>By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 23 through 26, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>downloadable MCS Payment-Roster File.</p> <p>c. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.)</p> <p>d. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.</p> <p>NOTE: Eligible Federal Awards are identified in Field 12.</p>
25	Fall Institutional Aid Amount	7	132 - 138	Left	##### Blank 0000000 to 9999999	X	<b>C Conditional</b>	<p>The same rules apply to this field as those set forth in field 24, (Fall Federal Aid).</p> <p>NOTE: Eligible Institutional Grants and Fee Waivers are identified in Field 13.</p>
26	Fall State Aid Amount	7	139 - 145	Left	##### Blank 0000000 to 9999999	X	<b>C Conditional</b>	<p>The same rules apply to this field as those set forth in field 24, (Fall Federal Aid), with the following clarification:</p> <p>NOTE: Eligible State Awards are identified in Field 14.</p>
27	Winter MCS Award Amount	5	146 - 150	Left	##### 00000 to 99999	X		<p>1. This value is provided by CSAC.</p>
28	Winter MCS Award Payment	5	151 - 155	Left	##### Blank 00000 to 99999	X	<b>C Conditional</b>	<p>The same rules apply to this field as those set forth in field 21, (Fall MCS Award Payment) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. This value cannot be GT the Winter MCS Award Amount.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):</li> </ol>



**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>Insert the following:                      #16 - Winter Enrollment Status                      #27 - Winter MCS Award Amount                      #28 - Winter MCS Award Payment                      #29 - Winter Adjustment Reason Code                      #30 - Winter Cost of Attendance                      #31 - Winter Federal Aid Amount                      #32 - Winter Institutional Aid Amount                      #33 - Winter State Aid Amount                      #60 - Winter Private Scholarships and Institutionally Awarded Emergency Funds Amount</p> <p>In place of:                      #15 – Fall Enrollment Status                      #20 – Fall MCS Award Amount                      #21 – Fall MCS Award Payment                      #22 – Fall Adjustment Reason Code                      #23 – Fall Cost of Attendance                      #24 – Fall Federal Aid Amount                      #25 – Fall Institutional Aid Amount                      #26 – Fall State Aid Amount                      #59 - Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</p>
29	Winter Adjustment Reason Code	1	156	Left	# Blank 1=Post Bacc 2=SAP 3=Eligibility 4=Fees 5=Refund/Adjusted Payment 6=Recertify Payment (CSAC Use Only) 7=Other	X	C Conditional	<p>The same rules apply to this field as those set forth in field 22, (Fall Adjustment Reason Code) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Winter term.</li> <li>2. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):</li> </ol> <p>Insert the following:                      #16 - Winter Enrollment Status                      #27 - Winter MCS Award Amount                      #28 - Winter MCS Award Payment                      #29 - Winter Adjustment Reason Code                      #30 - Winter Cost of Attendance                      #31 - Winter Federal Aid Amount                      #32 - Winter Institutional Aid Amount</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>#33 - Winter State Aid Amount                      #60 - Winter Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>In place of:                      #15 – Fall Enrollment Status                      #20 – Fall MCS Award Amount                      #21 – Fall MCS Award Payment                      #22 – Fall Adjustment Reason Code                      #23 – Fall Cost of Attendance                      #24 – Fall Federal Aid Amount                      #25 – Fall Institutional Aid Amount                      #26 – Fall State Aid Amount                      #59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</p>
30	Winter Cost of Attendance	7	157-163	Left	##### Blank 0000000 to 9999999	X	<b>C</b> <b>Conditional</b>	<p>The same rules apply to this field as those set forth in field 53, (Fall Cost of Attendance) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Winter term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):</li> </ol> <p>Insert the following:                      #16 - Winter Enrollment Status                      #27 - Winter MCS Award Amount                      #28 - Winter MCS Award Payment                      #29 - Winter Adjustment Reason Code                      #30 - Winter Cost of Attendance                      #31 - Winter Federal Aid Amount                      #32 - Winter Institutional Aid Amount                      #33 - Winter State Aid Amount                      #60 - Winter Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>In place of:</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds
31	Winter Federal Aid Amount	7	164 - 170	Left	##### Blank 0000000 to 9999999	X	<b>C Conditional</b>	The same rules apply to this field as those set forth in field 24, (Fall Federal Aid Amount) with the following clarifications: <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Winter term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):</li> </ol> <p>Insert the following:</p> #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Private Scholarships Amount and Institutionally Awarded Emergency Funds <p>In place of:</p> #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								#25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds  NOTE: Eligible Federal Awards are identified in Field 12.
32	Winter Institutional Aid Amount	7	171 - 177	Left	##### Blank 0000000 to 9999999	X	C Conditional	The same rules apply to this field as those set forth in field 25, (Fall Institutional Aid Amount) with the following clarifications: <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Winter term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):</li> </ol> Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Private Scholarships Amount and Institutionally Awarded Emergency Funds  In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>#59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>NOTE: Eligible Institutional Grants and Fee Waivers are identified in Field 13.</p>
33	Winter State Aid Amount	7	178 - 184	Left	##### Blank 0000000 to 9999999	X	<b>C</b> <b>Conditional</b>	<p>The same rules apply to this field as those set forth in field 26, (Fall State Aid Amount) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Winter term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):</li> </ol> <p>Insert the following:</p> <ul style="list-style-type: none"> <li>#16 - Winter Enrollment Status</li> <li>#27 - Winter MCS Award Amount</li> <li>#28 - Winter MCS Award Payment</li> <li>#29 - Winter Adjustment Reason Code</li> <li>#30 - Winter Cost of Attendance</li> <li>#31 - Winter Federal Aid Amount</li> <li>#32 - Winter Institutional Aid Amount</li> <li>#33 - Winter State Aid Amount</li> <li>#60 - Winter Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul> <p>In place of:</p> <ul style="list-style-type: none"> <li>#15 – Fall Enrollment Status</li> <li>#20 – Fall MCS Award Amount</li> <li>#21 – Fall MCS Award Payment</li> <li>#22 – Fall Adjustment Reason Code</li> <li>#23 – Fall Cost of Attendance</li> <li>#24 – Fall Federal Aid Amount</li> <li>#25 – Fall Institutional Aid Amount</li> <li>#26 – Fall State Aid Amount</li> <li>#59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								NOTE: Eligible State Awards are identified in Field 14.
34	Spring MCS Award Amount	5	185 - 189	Left	##### 00000 to 99999	X		1. This value is provided by CSAC.
35	Spring MCS Award Payment	5	190 - 194	Left	##### Blank 00000 to 99999	X	<b>C Conditional</b>	<p>The same rules apply to this field as those set forth in field 21, (Fall MCS Award Payment) with the following clarifications:</p> <ol style="list-style-type: none"> <li>This value cannot be GT the Spring MCS Award Amount.</li> <li>Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.</li> <li>Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):</li> </ol> <p>Insert the following:</p> <ul style="list-style-type: none"> <li>#17 – Spring Enrollment Status</li> <li>#34 - Spring MCS Award Amount</li> <li>#35 - Spring MCS Award Payment</li> <li>#36 - Spring Adjustment Reason Code</li> <li>#37 - Spring Cost of Attendance</li> <li>#38 - Spring Federal Aid Amount</li> <li>#39 - Spring Institutional Aid Amount</li> <li>#40 - Spring State Aid Amount</li> <li>#61 – Spring Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul> <p>In place of:</p> <ul style="list-style-type: none"> <li>#15 – Fall Enrollment Status</li> <li>#20 – Fall MCS Award Amount</li> <li>#21 – Fall MCS Award Payment</li> <li>#22 – Fall Adjustment Reason Code</li> <li>#23 – Fall Cost of Attendance</li> <li>#24 – Fall Federal Aid Amount</li> <li>#25 – Fall Institutional Aid Amount</li> <li>#26 – Fall State Aid Amount</li> </ul>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds
36	Spring Adjustment Reason Code	1	195	Left	# Blank 1=Post Bacc 2=SAP 3=Eligibility 4=Fees 5=Refund/Adjusted Payment 6=Recertify Payment <i>(CSAC Use Only)</i> 7=Other	X	C Conditional	<p>The same rules apply to this field as those set forth in field 22, (Fall Adjustment Reason Code) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Spring term.</li> <li>2. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):</li> </ol> <p>Insert the following:</p> <ul style="list-style-type: none"> <li>#17 – Spring Enrollment Status</li> <li>#34 - Spring MCS Award Amount</li> <li>#35 - Spring MCS Award Payment</li> <li>#36 - Spring Adjustment Reason Code</li> <li>#37 - Spring Cost of Attendance</li> <li>#38 - Spring Federal Aid Amount</li> <li>#39 - Spring Institutional Aid Amount</li> <li>#40 - Spring State Aid Amount</li> <li>#61 – Spring Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul> <p>In place of:</p> <ul style="list-style-type: none"> <li>#15 – Fall Enrollment Status</li> <li>#20 – Fall MCS Award Amount</li> <li>#21 – Fall MCS Award Payment</li> <li>#22 – Fall Adjustment Reason Code</li> <li>#23 – Fall Cost of Attendance</li> <li>#24 – Fall Federal Aid Amount</li> <li>#25 – Fall Institutional Aid Amount</li> <li>#26 – Fall State Aid Amount</li> <li>#59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul>
37	Spring Cost of Attendance	7	196-202	Left	##### Blank 0000000 to 9999999	X	C Conditional	<p>The same rules apply to this field as those set forth in field 53, (Fall Cost of Attendance) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Spring term.</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.</p> <p>3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):</p> <p>Insert the following:</p> <ul style="list-style-type: none"> <li>#17 - Spring Enrollment Status</li> <li>#34 - Spring MCS Award Amount</li> <li>#35 - Spring MCS Award Payment</li> <li>#36 - Spring Adjustment Reason Code</li> <li>#37 - Spring Cost of Attendance</li> <li>#38 - Spring Federal Aid Amount</li> <li>#39 - Spring Institutional Aid Amount</li> <li>#40 - Spring State Aid Amount</li> <li>#61 - Spring Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul> <p>In place of:</p> <ul style="list-style-type: none"> <li>#15 - Fall Enrollment Status</li> <li>#20 - Fall MCS Award Amount</li> <li>#21 - Fall MCS Award Payment</li> <li>#22 - Fall Adjustment Reason Code</li> <li>#23 - Fall Cost of Attendance</li> <li>#24 - Fall Federal Aid Amount</li> <li>#25 - Fall Institutional Aid Amount</li> <li>#26 - Fall State Aid Amount</li> <li>#59 - Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</li> </ul>
38	Spring Federal Aid Amount	7	203 - 209	Left	##### Blank 0000000 to 9999999	X	<b>C</b> <b>Conditional</b>	<p>The same rules apply to this field as those set forth in field 24, (Fall Federal Aid Amount) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Spring term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.</li> </ol>



**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):</p> <p>Insert the following:                      #17 - Spring Enrollment Status                      #34 - Spring MCS Award Amount                      #35 - Spring MCS Award Payment                      #36 - Spring Adjustment Reason Code                      #37 - Spring Cost of Attendance                      #38 - Spring Federal Aid Amount                      #39 - Spring Institutional Aid Amount                      #40 - Spring State Aid Amount                      #61 – Spring Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>In place of:                      #15 – Fall Enrollment Status                      #20 – Fall MCS Award Amount                      #21 – Fall MCS Award Payment                      #22 – Fall Adjustment Reason Code                      #23 – Fall Cost of Attendance                      #24 – Fall Federal Aid Amount                      #25 – Fall Institutional Aid Amount                      #26 – Fall State Aid Amount                      #59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>NOTE: Eligible Federal Awards are identified in Field 12.</p>
39	Spring Institutional Aid Amount	7	210 - 216	Left	##### Blank 0000000 to 9999999	X	<b>C</b> <b>Conditional</b>	<p>The same rules apply to this field as those set forth in field 25, (Fall Institutional Aid Amount) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Spring term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>Insert the following:                      #17 - Spring Enrollment Status                      #34 - Spring MCS Award Amount                      #35 - Spring MCS Award Payment                      #36 - Spring Adjustment Reason Code                      #37 - Spring Cost of Attendance                      #38 - Spring Federal Aid Amount                      #39 - Spring Institutional Aid Amount                      #40 - Spring State Aid Amount                      #61 - Spring Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>In place of:                      #15 - Fall Enrollment Status                      #20 - Fall MCS Award Amount                      #21 - Fall MCS Award Payment                      #22 - Fall Adjustment Reason Code                      #23 - Fall Cost of Attendance                      #24 - Fall Federal Aid Amount                      #25 - Fall Institutional Aid Amount                      #26 - Fall State Aid Amount                      #59 - Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>NOTE: Eligible Institutional Grants and Fee are identified in Field 13.</p>
40	Spring State Aid Amount	7	217 - 223	Left	##### Blank 0000000 to 9999999	X	C Conditional	<p>The same rules apply to this field as those set forth in field 26, (Fall State Aid Amount) with the following clarifications:</p> <ol style="list-style-type: none"> <li>1. Replace references to the Fall term, with Spring term.</li> <li>2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.</li> <li>3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):</li> </ol> <p>Insert the following:                      #17 - Spring Enrollment Status</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>#34 - Spring MCS Award Amount                      #35 - Spring MCS Award Payment                      #36 - Spring Adjustment Reason Code                      #37 - Spring Cost of Attendance                      #38 - Spring Federal Aid Amount                      #39 - Spring Institutional Aid Amount                      #40 - Spring State Aid Amount                      #61 – Spring Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>In place of:                      #15 – Fall Enrollment Status                      #20 – Fall MCS Award Amount                      #21 – Fall MCS Award Payment                      #22 – Fall Adjustment Reason Code                      #23 – Fall Cost of Attendance                      #24 – Fall Federal Aid Amount                      #25 – Fall Institutional Aid Amount                      #26 – Fall State Aid Amount                      #59 – Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds</p> <p>NOTE: Eligible State Awards are identified in Field 14.</p>
41	Eligibility Change (for Academic Year)	1	224	Left	# Blank 0=Educational Level Change 1=Post Bacc 2=SAP 3=Eligibility 4=Not Enrolled 5=Other 7=Over Asset Ceiling 8= Add Teacher Credential Program Flag (TCP) / 5th-Yr Program Flag 9=Remove TCP / 5th-Yr Program		<b>C Conditional</b>	<ol style="list-style-type: none"> <li>This field should only be used when making corrections at an annual level.</li> <li>Value cannot contain alpha characters.</li> <li>If there is a value provided in this field, then the Transaction Type field in this file must be filled with a "C". If not, then the record must be rejected.</li> <li>If the data value submitted is 0, (Educational Level Change) then the school is required to also provide a value of "0" through "4" in field 46, (Educational Level).                             <ol style="list-style-type: none"> <li><b>NOTE:</b> An educational level change to a value of "5" will be considered invalid, and the transaction will be rejected. If a school needs to change an educational level to "5" due to</li> </ol> </li> </ol>

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								<p>reporting a student in a TCP or 5th-Yr Program, then the school shall report a value of "8 - TCP / 5<sup>th</sup>-Yr" in this field, and a value of "1 - Yes-TCP" or "3 - Yes-5th-Yr" in field 43, (TCP / 5<sup>th</sup>-Yr Flag) as well as the related Cost of Attendance on field 19. CSAC will assume an educational level of "5" in this situation and will update the student's records accordingly.</p> <p>5. If the data value submitted is 1, 2, 4, 5 or 7 (Post Bacc., SAP, Not Enrolled, Other, or Over Asset Ceiling) and a payment greater than \$0 exists for this student, the transaction will be rejected. The school shall address the payment change <u>PRIOR</u> to submitting the annual level "Eligibility Change" and determine whether or not the student should have received all or part of the payment. A record will only be withdrawn if the payment amount is \$0 or if no payments have been applied to the record.</p> <p>By submitting one of these values, the student is considered no longer eligible for MCS Award consideration unless other information is received by CSAC. The student's MCS award will be withdrawn and the student will be removed from the school's roster.</p> <p>6. If the data value submitted is 3, (Eligibility) then the school is required to provide one or more values in fields 11 through 14, 19 or 58; and CSAC will use that new information to recalculate the student's award. If no new value is provided in one of these additional fields, then the recalculation will be performed using the existing value stored in the WebGrants database for the corresponding field, plus the new value provided).</p> <p>a. If a payment exists for this student, after the award is recalculated, the school will be required to recertify the payment amount.</p> <p>b. <b>NOTE:</b> If the MCS award recalculation process results in the record no longer being eligible for MCS award consideration, and a payment exists for this student, the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is submitted to CSAC and processed, the</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>student will be removed from the school's MCS payment-roster.</p> <p>7. If the school provides a value of "8 - Add TCP/5<sup>th</sup>-Yr" in this field, there must also be a value of either "1 - Yes-TCP" or "3 - Yes-5<sup>th</sup>-Yr" submitted in field 43, (TCP / 5<sup>th</sup>-Yr Program Flag). The school must also provide an updated Cost of Attendance in Field 19. CSAC will recalculate the student's award amount at the annual level using the adjusted Cost of Attendance which needs to include the tuition/fees cost for TCP or 5<sup>th</sup> Yr programs. This may result in the need for payment recertification for the previous term's payment.</p> <p><u>NOTE:</u> Campuses that do not have an eligible 5<sup>th</sup>-Yr program will have the transaction rejected.</p> <p>8. If the school provides a value of "9 - Remove TCP/5<sup>th</sup>-Yr" in this field, a value of "2 - No-TCP/5<sup>th</sup>-Yr" must also be submitted in field 43, (Teacher Credential Program (TCP) / Fifth Year of 5-Year Program Flag). The school must also provide an updated Cost of Attendance in field 19. CSAC will recalculate the student's award amount at the annual level using the adjusted Cost of Attendance which <u>does not</u> include the tuition/fees cost for TCP or 5<sup>th</sup> Yr programs.</p> <p>a. If the TCP or 5<sup>th</sup>-Yr program removal is for a student that has an existing payment, the school is responsible for determining whether or not the student should have received all or part of the payment. The school shall address the payment change <u>PRIOR</u> to submitting the TCP or 5<sup>th</sup>-Yr Program removal. Otherwise, the record will be recalculated using the Cost of Attendance amount and the payments may require recertification.</p> <p>b. If the submission of this TCP or 5<sup>th</sup>-Yr removal will cause the student's eligibility to be = or less than zero, then this record will be rejected. The school shall evaluate the student's situation, and determine:</p> <ul style="list-style-type: none"> <li>• whether or not to withdraw the student and submit a new enrollment file.</li> </ul>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<ul style="list-style-type: none"> <li>whether or not to submit an EL change, (if within the student's initial MCS eligibility year).</li> </ul>
42	Transaction Type	1	225	Left	X C = Correction P = Payment Information		X	<ol style="list-style-type: none"> <li>Value cannot contain numeric characters.</li> <li>Value will be blank in the downloadable <i>MCS Payment-Roster File</i> from CSAC.</li> <li>Schools must provide a valid transaction type for each transaction record in the <i>MCS Payment-Roster File</i> that they are attempting to upload to CSAC. If this information is not provided, the entire file will be rejected.</li> </ol>
43	Teacher Credential Program (TCP) / Fifth Year of 5-Year Program Flag,	1	226	Left	1 = Yes - TCP 2 = No - TCP/5th-Yr 3 = Yes - 5th-Yr	X	C Conditional	<ol style="list-style-type: none"> <li>This value is provided by CSAC, with the exception of the scenarios described below.</li> <li>If a school needs to report to CSAC that a student is in a TCP or 5-Yr program, then the school must submit a value of "1" or "3" in this field, and a value of "8 - Add TCP / 5<sup>th</sup>-Yr" in field 41, (Eligibility Change) as well as an updated Cost of Attendance amount on field 19 which needs to include the tuition/fee costs for TCP or 5<sup>th</sup> Yr programs. CSAC will assume an educational level of "5" in this situation and will update the student's records accordingly.  <b>NOTE:</b> Campuses that do not have an eligible 5<sup>th</sup>-Yr program will have the transaction rejected.</li> <li>If a school needs to report to CSAC that a student should be removed from a TCP or 5-Yr program, then the school shall report a value of "2" in this field, and a value of "9 - Remove TCP/5<sup>th</sup>-Yr" in field 41, (Eligibility Change) as well as an updated Cost of Attendance amount on field 19 which <u>does not</u> include the tuition/fees cost for TCP or 5<sup>th</sup> Yr programs.                             <ol style="list-style-type: none"> <li>As part of the TCP/5th-Yr removal process, CSAC will assume that the EL is no longer "5" and will update the student's record using the EL that was reported for the student in the current academic year's MCS enrollment file. However, if the reported EL was "5", CSAC will update the student's record</li> </ol> </li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>with an EL of "4".</p> <p>b. If a school needs to report to CSAC that a student should be removed from a TCP or 5-Yr program, and a payment exists for this student, the school is responsible for determining whether or not the student should have received all or part of the payment. The school shall address the payment change <u>PRIOR</u> to submitting the TCP or 5<sup>th</sup>-Yr Program removal. Otherwise, the record will be recalculated using the Cost of Attendance amount and the payments will require recertification.</p> <p>c. If the submission of this TCP or 5<sup>th</sup>-Yr removal will cause the student's eligibility to be = or less than zero, then this record will be rejected. The school shall evaluate the student's situation, and determine:</p> <ul style="list-style-type: none"> <li>▪ whether or not to withdraw the student and submit a new enrollment file.</li> <li>▪ whether or not to submit an EL change, (if within the student's initial MCS eligibility year).</li> </ul>
44	Roster Status Indicator	1	227	Left	Blank = No change to the record N = New record to the roster U = Update made to the record	X		<p>1. This value is provided by CSAC.</p> <p>Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.</p> <p>2. A blank value indicates no changes occurred to the record from the prior week.</p> <p>3. A value of N will indicate the record is a new awardee for the school.</p> <p>4. A value of U will be provided for those student's whose award amount has changed from the prior week.</p>
45	Annual Cal Grant Award Amount	5	228-232	Left	##### 00000 to 99999	X		<p>1. This value is provided by CSAC.</p>

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								2. The value provided is the current Cal Grant amount based on reported payments and adjustments. 3. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.
46	Educational Level	1	233-233	Left	# Blank 0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior  5 = 5th year/other undergraduate, (CSAC use only)	X	C Conditional	1. This field will serve dual purposes:  a. CSAC will provide the Educational Level (EL) that was most recently reported by the school. CSAC <u>will not</u> advance students' ELs with the passage of time but will rely on the schools to report the students' EL progression in each subsequent academic year's MCS enrollment file.  <b>NOTE:</b> Once a student's total eligibility percentage has been established, (by the student's/school's receipt of an MCS payment) then all subsequent ELs reported in a school's enrollment file, (for that same student) will be used for display purposes only. Those subsequent ELs will not be acted upon by CSAC, and therefore will not affect a student's Total, Used, nor Remaining Eligibility percentage.  b. The schools will use this field when submitting an EL correction during the student's initial MCS year.  2. If a school is submitting an Educational Level (EL) correction, it will only be allowed during the academic year in which the student's MCS eligibility percentage was established. If an EL correction is submitted in a subsequent academic year, the transaction will be rejected.  3. If a school is submitting an Educational Level correction, then the data value submitted must be a value of "0" through "4". The school is also required to submit a value of "0 - Educational Level



MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								<p>Change" in field 41, (Eligibility Change).</p> <p>a. <u>NOTE:</u> An educational level change to a value of "5" will be considered invalid, and the transaction will be rejected. If a school needs to change an educational level to "5" due to reporting a student in a TCP or 5th-Yr Program, then the school shall report a value of "8 - Add TCP / 5<sup>th</sup>-Yr" in field 41, (Eligibility Change) and a value of "1 - Yes-TCP" or "3 - Yes-5th-Yr" in field 43, (TCP / 5<sup>th</sup>-Yr Flag) as well as an updated Cost of Attendance amount on field 19 which needs to include the tuition/fee costs for TCP or 5<sup>th</sup> Yr programs. CSAC will assume an educational level of "5" in this situation and will update the student's records accordingly.</p> <p>b. If in the initial award year, a TCP or 5<sup>th</sup>-Yr exists, and an Educational Level change is made between 0-4, the educational level change will be accepted and will remove the TCP or 5<sup>th</sup>-Yr flag. If updating the Educational Level with the intention of removing TCP or 5<sup>th</sup> Yr, you should also provide an updated Cost of Attendance in field 19.</p>
47	Total Eligibility	5	234-238	Left	##### Blank 00000 to 99999 (Decimal Point is implied)  (Examples)  %            Appears as: 400%    =    40000 125%    =    12500 50%     =    05000 33.33% =    03333 5%      =    00500	X		<p>1. This value is provided by CSAC and reflects the total eligibility percentage assigned to the student at the time his/her educational level was established.</p> <p>For example: If a student is reported as an EL 1-Freshman and this student is subsequently awarded and receives a payment for the Fall semester, then his/her EL is established as '1' and his/her total eligibility percentage is = 400.</p> <p><u>NOTE:</u> The only time that this value will change is when a student receives the additional 100% allowed when entering a TCP or 5<sup>th</sup> Yr Program, or in the case of an Educational Level Correction during the student's initial MCS year.</p>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
48	Used Eligibility	5	239-243	Left	##### Blank 00000 to 99999 (Decimal Point is implied)  <u>(Examples)</u>  %      Appears as: 400%   = 40000 125%   = 12500 50%     = 05000 33.33% = 03333 5%      = 00500	X		1.This value is provided by CSAC, and reflects the total eligibility used by the payments disbursed for this student, (i.e. the sum of the percentages used for each respective payment).
49	Remaining Eligibility	5	244-248	Left	##### Blank 00000 to 99999 (Decimal Point is implied)  <u>(Examples)</u>  %      Appears as: 400%   = 40000 125%   = 12500 50%     = 05000 33.33% = 03333 5%      = 00500	X		1. This value is provided by CSAC and reflects the resulting value when the Used Eligibility is subtracted from the Total Eligibility for a student.
50	Year Entered Program	4	249-252	Left	#### CCYY Numbers 0 to 9  <u>Example:</u> 2016 = 2016/17 academic year	X		1. This value is provided by CSAC and reflects the academic year in which a student's MCS eligibility was established, (i.e., the academic year in which a student received his/her first MCS payment; starting from the 2016-17 AY forward). 2. Commencing with the 2016-17 academic year, the total number of years of eligibility for grants shall be based on the student's

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								educational level designated by the institution of attendance when the recipient initially receives payment for a grant. (Established Year)
51	CSAC ID	9	253-261	Right	##### 000010001 to 999999999	X		<ol style="list-style-type: none"> <li>1. This value is provided by CSAC.</li> <li>2. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.</li> </ol>
52	Maximum Annual MCS Award Amount	5	262-266	Left	##### 00000 to 99999	X		<ol style="list-style-type: none"> <li>1. This value is provided by CSAC.</li> <li>2. The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.</li> </ol>
53	Student Contribution Amount	5	267-271	Left	##### 00000 to 99999	X		<ol style="list-style-type: none"> <li>1. This value is provided by CSAC.</li> <li>2. The value provided in this field is the annual Student Contribution amount.</li> <li>3. This amount will remain static and is not based on the enrollment status.</li> <li>4. To calculate Student Contribution at the term level, divide the annual amount by the number of terms, with any "odd" amount reflected in the first available term(s).</li> <li>5. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.</li> </ol>
54	Parent Contribution Amount	7	272-278	Left	##### 0000000 to 9999999	X		<ol style="list-style-type: none"> <li>1. This value is provided by CSAC.</li> <li>2. The value provided in this field is <b>33%</b> of the annual Parent Contribution amount from the ISIR transaction used for awarding.</li> <li>3. The value is based on ISIR field #321 "Parents' Contribution" found on the ISIR/Cal ISIR transaction used for awarding.</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<ol style="list-style-type: none"> <li>To calculate the Parent Contribution at the term level, divide the annual amount by the number of terms, with any "odd" amount reflected in the first available term(s).</li> <li>Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.</li> <li>CSAC uses the "Total Parents' Contribution" from the Adjusted Available Income (AAI), divided by the number in college = Parent Contribution. Reference the 2023 EFC Calculator Worksheet.</li> </ol>
55	Maximum Fall MCS Award Amount	5	279-283	Left	##### 00000 to 99999	X		<ol style="list-style-type: none"> <li>This value is provided by CSAC.</li> <li>The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.</li> </ol>
56	Maximum Winter MCS Award Amount	5	284-288	Left	##### 00000 to 99999	X		<ol style="list-style-type: none"> <li>This value is provided by CSAC.</li> <li>The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.</li> </ol>
57	Maximum Spring MCS Award Amount	5	289-293	Left	##### 00000 to 99999	X		<ol style="list-style-type: none"> <li>This value is provided by CSAC.</li> <li>The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.</li> </ol>
58	Student's Annual Private Scholarships and Institutionally	7	294-300	Left	##### Blank 0000000 to 9999999	X	C Conditional	The same rules apply to this field as those set forth in field 12, (Student's Federal Aid) with this clarification for item 3:

MCS Payment Roster File Layout - Updated (11/20/2023)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
	Awarded Emergency Funds							<p>".... (using this new Private Scholarships and Institutionally Awarded Emergency Funds value, and any other new values provided on this record in fields 11, 12, 13, 14 or 19). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field)...."</p> <ol style="list-style-type: none"> <li>Value reported should include the total of all Private Scholarships and institutionally awarded emergency housing funds or other basic needs emergency assistance awarded to the student, including emergency assistance awarded by an institution-based foster youth support program.</li> <li>CSAC will use this amount to calculate the excess amount of Private Scholarships and Institutionally Awarded Emergency Funds that will be used in the award calculation.</li> </ol> <p><b>NOTE:</b> CSAC will calculate the excess at the annual level and split evenly amongst the terms (regardless of how the campus disburses this aid). <b>Exception:</b> Students attending less than full year where the excess will be calculated for the applicable terms.</p>
59	Fall Private Scholarships and Institutionally Awarded Emergency Funds	7	301-307	Left	##### Blank 0000000 to 9999999	X	C Conditional	<ol style="list-style-type: none"> <li>CSAC will provide a value in this field, the annual Private Scholarships and Institutionally Awarded Emergency Funds amount divided by the number of terms, with any "odd" amount reflected in the first available term(s). For example: An annual amount = \$6021 divided by two terms would be shown as Fall = \$3011 and Spring = \$3010.</li> <li>Value cannot contain alpha characters.</li> <li>If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected.</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								<p>a. Value reported should include the total of all Private Scholarships and Institutionally Awarded Emergency Funds for the term.</p> <p>b. CSAC will use this amount to calculate the excess amount of Private Scholarships and Institutionally Awarded Emergency Funds that will be used in the award calculation.</p> <p>4. If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code).</p> <p>5. By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 23 through 26, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the downloadable MCS Payment-Roster File.</p> <p>6. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.)</p> <p>7. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.</p>
60	Winter Private Scholarships and Institutionally Awarded Emergency Funds	7	308-314	Left	##### Blank 0000000 to 9999999	X	C Conditional	The same rules apply to this field as those set forth in field 59 (Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds).
61	Spring Private Scholarships and Institutionally	7	315-321	Left	##### Blank 0000000 to 9999999	X	C Conditional	The same rules apply to this field as those set forth in field 59 (Fall Private Scholarships Amount and Institutionally Awarded Emergency Funds).

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
	Awarded Emergency Funds							
62	Student's Excess Private Scholarships and Institutionally Awarded Emergency Funds	7	322-328	Left	##### Blank 0000000 to 9999999999	X		<ol style="list-style-type: none"> <li>This value is provided by CSAC.</li> <li>The value is the excess amount used in the award calculation.</li> <li>The value provided is based on the latest annual MCS award calculation.</li> </ol>
63	Student's Status	1	329-329	Left	1 = New 2 = Continuing 3 = Winter Start 4 = Spring Start 5 = Incomplete Verification 6 = Fall Term Only 7 = Fall & Winter Terms Only 8 = Winter Term Only 9 = Fall and Spring Terms (Quarter)	X		<ol style="list-style-type: none"> <li>This value is provided by CSAC.</li> <li>Student Status 5, Incomplete Verification, is used for the enrollment submission process and is not a value used in the correction process.</li> </ol> <p>NOTE: Student Statuses 8 and 9 added as of March 2024.</p>
64	Foster Youth Flag	1	330-330	Left	Y = Yes Blank	X		<ol style="list-style-type: none"> <li>This value is provided by CSAC based on Foster Youth verification with California Department of Social Services (CDSS).</li> </ol>
65	Filler	70	331-400		Blank	X	X	N/A

**FILE FOOTER**

1	Transaction Code	4	1 - 4	Left	XXXX MCFT	X	X	<ol style="list-style-type: none"> <li>Value cannot be blank.</li> <li>Value cannot contain numeric characters.</li> <li>Value must = "MCFT".</li> </ol>
2	Data Media	2	5 - 6	Left	## 09 = Data Transfer Facility	X	X	<ol style="list-style-type: none"> <li>Value must = "09"</li> <li>Value cannot be blank.</li> <li>Value cannot contain alpha characters.</li> </ol>

**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
3	Filler	6	7 - 12	Left	Blank	X	X	N/A
4	Submitter Identification	8	13 - 20	Left	X##### USDE School Code Number	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Value must = the School ID entered by the school user on the WebGrants File Upload screen.
5	Submitter Source Code	1	21	Left	X S = School	X	X	1. Value cannot be blank. 2. Value cannot contain numeric characters. 3. Value must = "S"
6	Submitter Name	32	22 - 53	Left	X##### ##### School Name	X	X	1. Value cannot be blank.
7	Processing Date	8	54 - 61	Left	##### CCYMMDD	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be a future date. 4. Value cannot be a date LT 20230701. 5. Value must be in the format provided.
8	Academic Year	4	62 - 65	Left	#### CCYY Numbers 0 to 9 Example: 2023 = 2023-24 academic year	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be LT "2023". 4. Value must = the Academic Year selected by the school user on the WebGrants MCS File Upload screen. 5. Value must be in format provided. 6. Value must = the Academic Year in field 3 of each of the records within this file.
9	Total Number Detail Transactions	11	66 - 76	Right	##### 00000000001 to 99999999999	X	X	1. Value must = actual number of transaction records in the File 2. Value cannot be Blank or Zero 3. Value cannot contain alpha characters.



**MCS Payment Roster File Layout - Updated (11/20/2023)**

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
10	Filler	324	77-400		Blank	X	X	N/A