California
Student Aid Commission

Middle Class Scholarship

Program Information

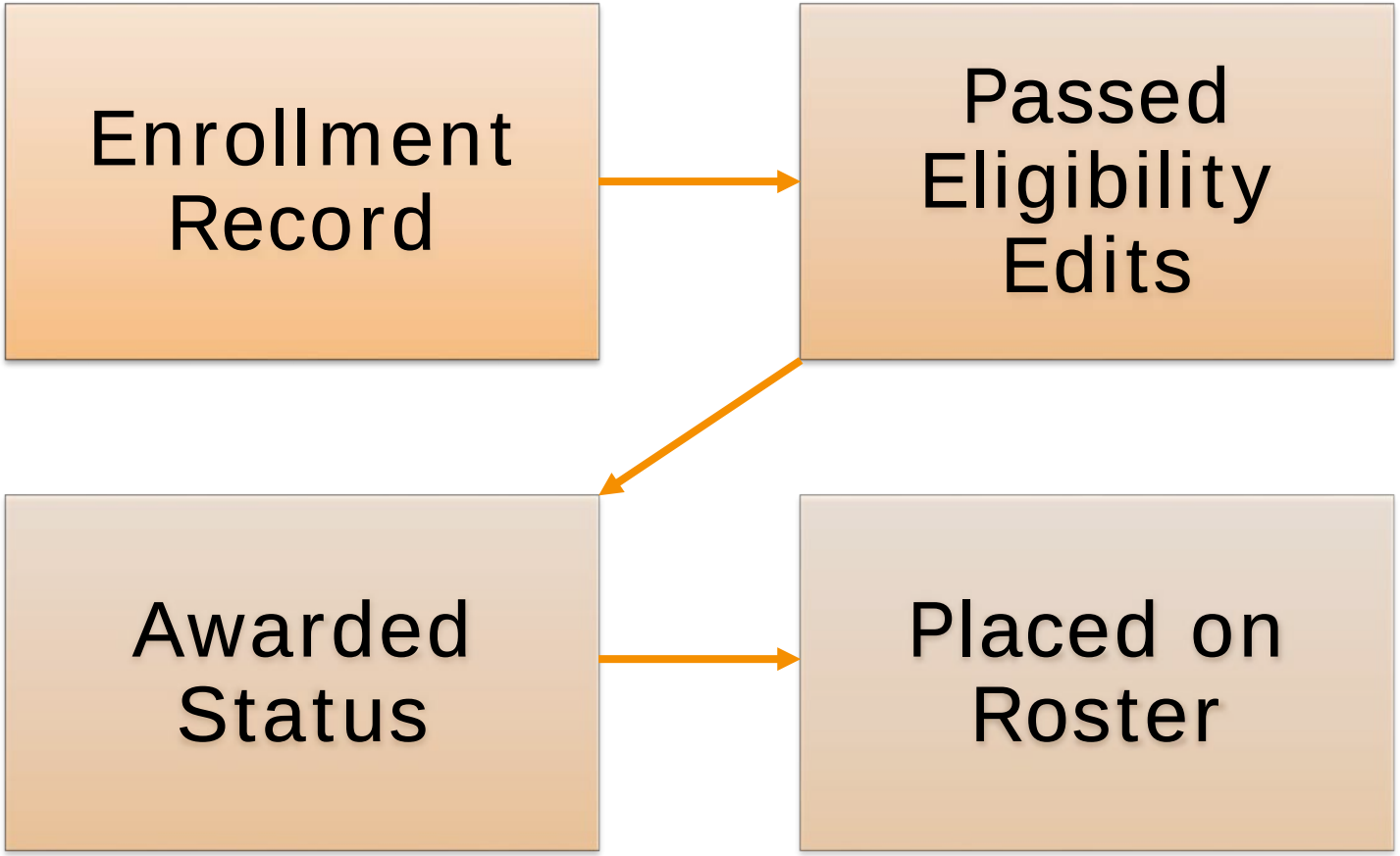
- Covers up to 40% of Tuition & Fees
- Award based on a formula calculation which factors:
  - Total Income
  - Other Aid
  - Tuition/Fees for the campus
- Allows a family with income and assets up to $171,000
- Award is not need-based, but the award amount takes into account certain need-based aid

Application Information

- Student must file a FAFSA or CADAA by the March 2nd deadline
- An enrollment record must be submitted for each student by the campus to be considered for the award
- Available to students attending a UC or CSU, or a California Community College in the Bachelor Degree Pilot Program

Awarding Process

Awarding Process



Enrollment Records

2018-19 Academic Year

- Timeline: July 1, 2018 - June 30, 2019
- Ability to add manually or via the file upload process
- Files are processed weekly

CCC Bachelor Program- MCS

To identify potentially eligible students for MCS, email schoolsupport@csac.ca.gov. The Commission will determine preliminary eligibility:

- Provide the names and CSAC IDs of all students in the CCBA program

Eligible students:

- CSAC will provide MCS roster template
- CCC uploads roster via “Secure File Transfer” and emails CSAC with file name & school code
- CSAC determines award/payment amounts, uploads MCS roster via “Secure File Transfer”, and notifies CCC
- CCC downloads roster; processes payments

Student Enrollment Screen

CSU SACRAMENTO

SSN		Academic Year	2018
First Name		MI	
Last Name			
E-Mail		Date of Birth	
Education Level	4th year/senior	Dependent Status	1 - Dependent
Student Status	2 - Continuing	Term Type	1 - Semester
ISIR Txn Nbr	01	Total Income	58,711
Federal Award Amount	0	Institution Aid Amount	0
State Award Amount	0	TCP or 5th Year Program:	--- SELECT ---
Upload Date	07/10/2018	Enrollment Status	Found in Roster

Back

Student Enrollment Screen

- Allows users to view the student's enrollment information uploaded by the campus.
- You must select the Academic Year and enter SSN for the search criteria.
- There are 3 Enrollment Statuses:

Blank = Student rejected from the Enrollment file, is not awarded or is not on the roster

Pending = Not processed through the award cycle.

The record does not match CSAC's data or

Another campus uploaded an enrollment record for the student

Found in Roster = Student is on campus' roster

Awarding Process

- 3 statuses
  - Awarded
  - Financially Ineligible
  - Withdrawn (occurs after a student is awarded and on a roster)

- Student Not Found
  - Rejected Records: Review the MCS Enrollment Process Eligibility Summary Report (must search under the week of submission)
  - Pended Records: Student's award rejected due to mismatched data between the enrollment record and CSAC's data
  - An enrollment record was not submitted

California
Student Aid Commission

Student Award Summary Screen

Awarded

CSAC ID | Acad Year 2017 - 2018 | Search

SSN :
CSAC ID :
DOB:
TCP Flag: No
5th Yr-Program: No
Year-Entered: 2017

Total-Eligibility-%: 200.00
Used-Eligibility-%: 99.99
Remaining-Eligibility-%: 100.01
Established Educational Level: 3rd year/junior
Current Educational Level: 3rd year/junior

Home Phone:
Cell Phone:
E-Mail:

Download .txt file

Academic Year	School ID	Award Status	Reported Total Income	Reported Asset Amount	Reported Cal Grant Amount	Reported State Award	Reported Federal Grant	Reported Institutional Aid	Fall Award Amount	Winter Award Amount	Spring Award Amount	Total Award Amount
2017	00131300	AWARDED	$126,674	$0	$0	$0	$0	$0	$1,292	$1,292	$1,292	$3,876

Making education beyond high school financially accessible to all Californians.

Payment Process

MCS Roster

- Upper Left: Student demographics
- Upper Right: Annual data
- Bottom: Provides term information

If a student is Financially Ineligible or Withdrawn and the student needs to be placed back on the roster, a new enrollment record must be submitted.

California
Student Aid Commission

Demographic Information

CSAC ID:			
SSN No:			
DOB:			
Cal Grant Award:	$0	Total Elig-%:	200.00
Annual Tuition/Fees:	$12,630	Used Elig-%:	99.99
Annual Award:	$852	Remain Elig-%:	100.01
Asset Amount:	$0	Year Entered:	2016
TCP/5th Yr-Indicator:	No		
Education Level:	4th year/senior		

Annual Data

Academic Year:	2017 - 2018	
Open Terms:	Fall, Winter, Spring	
Total Income:	$55,272	
Federal Aid:	$0	
Institutional Aid:	$4,203	
State Aid:	$0	
ISIR Tran #:	02	
Eligibility Change:	--- SELECT ---	Payment History

Transaction Type: Correction ○ Payment ○

FALL TERM

Enrollment Status:	--- SELECT ---
Term Award Amount [$284]	$284
Adj. Reason Code	--- SELECT ---
Amount Paid/Verified	
Tuition/Fees [$4,210]	
Federal Aid [$0]	
Institutional Aid [$1,401]	
State Aid [$0]	
Payment Status:	Not Reconciled

WINTER TERM

Enrollment Status	--- SELECT ---
Term Award Amount [$284]	$284
Adj. Reason Code	--- SELECT ---
Amount Paid/Verified	
Tuition/Fees [$4,210]	
Federal Aid [$0]	
Institutional Aid [$1,401]	
State Aid [$0]	
Payment Status:	Not Reconciled

SPRING TERM

Enrollment Status	--- SELECT ---
Term Award Amount [$284]	$284
Adj. Reason Code	--- SELECT ---
Amount Paid/Verified	
Tuition/Fees [$4,210]	
Federal Aid [$0]	
Institutional Aid [$1,401]	
State Aid [$0]	
Payment Status:	Not Reconciled

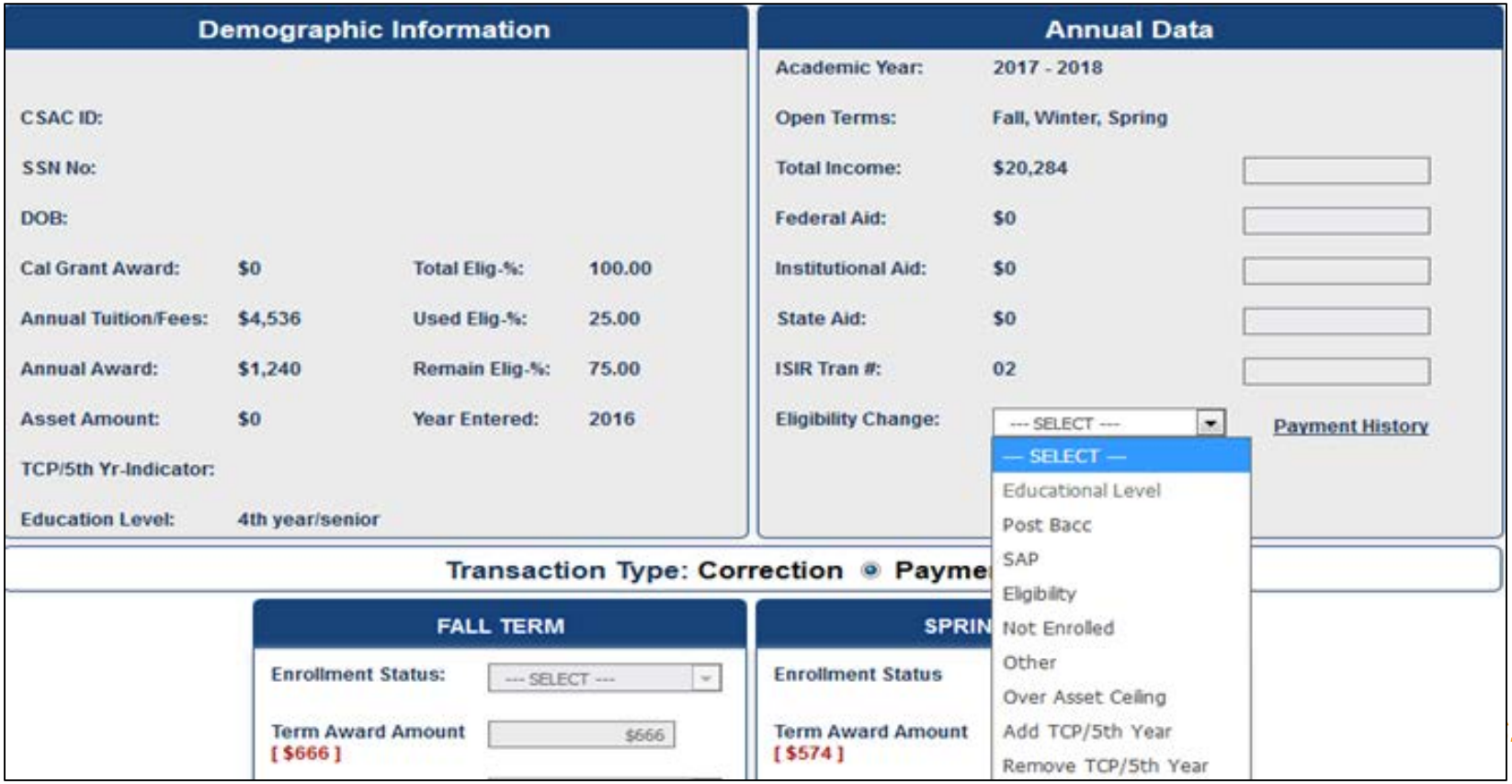
Annual Level Changes

An **Annual Level** changes affect the student's entire academic year and award. The change may recalculate the entire year based on what was applied.

- Updating the Total Income, Federal Aid, Institutional Aid, State Aid and Add TCP/5th Year will recalculate the student's award. The update is made by selecting the Correction radio button.
- Updating the ISIR Txn # and Educational Level will not recalculate the award.
- Selecting an Eligibility Change of Post Bacc, SAP, Not Enrolled, Over Asset Ceiling or Other will withdraw the student from the Roster, unless a payment greater than $0 exists.

Annual Level Change

There are various options the campuses can select from the “Eligibility Change” field, this is the starting point for making updates to the annual section:



Annual Level Changes

Selecting “Eligibility” from the Eligibility Change field allows for changes to be made at the annual level to the following fields:

Total Income, Federal Aid, Institutional Aid, State Aid, ISIR Tran #

Demographic Information

CSAC ID:			
SSN No:			
DOB:			
Cal Grant Award:	$0	Total Elig-%:	100.00
Annual Tuition/Fees:	$4,536	Used Elig-%:	25.00
Annual Award:	$1,240	Remain Elig-%:	75.00
Asset Amount:	$0	Year Entered:	2016
TCP/5th Yr-Indicator:			
Education Level:	4th year/senior		

Annual Data

Academic Year:	2017 - 2018	
Open Terms:	Fall, Winter, Spring	
Total Income:	$20,284	Enter at least one value
Federal Aid:	$0	Enter at least one value
Institutional Aid:	$0	Enter at least one value
State Aid:	$0	Enter at least one value
ISIR Tran #:	02	
Eligibility Change:	Eligibility	Payment History

Transaction Type: Correction Payment

Term Level Changes

A **Term Level** Change is applied when only the term is being adjusted.

- A term can have the following amounts updated: **Tuition/Fees, Federal Aid, Institutional Aid and State Aid**. Any changes to the term will only recalculate the term, not the annual award.

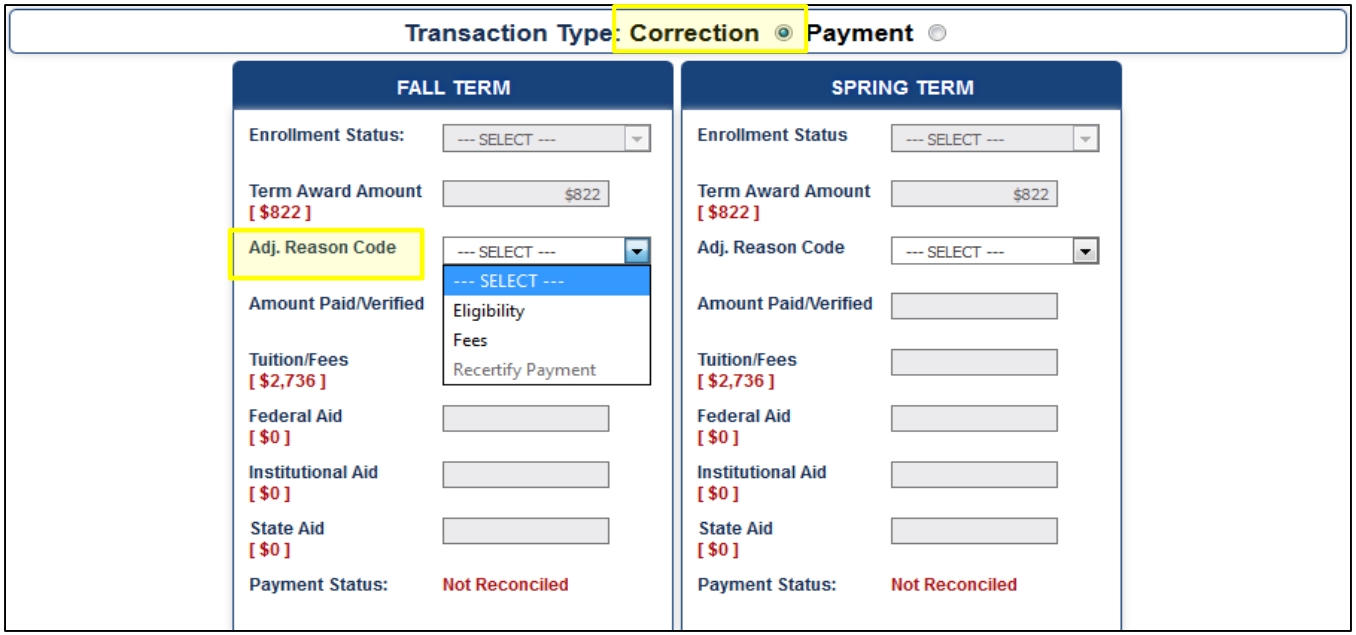
- A term can also have an ineligible status applied of Post Bacc, SAP or Other. An ineligible status will not recalculate the term but it will zero out the Term Award Amount and apply a $0 payment to the term.

NOTE: If the campus tries to apply an ineligible status to a term and a regular payment to the same student, the transactions will reject. Even though the "Payment" radio button is used to apply the ineligible status; the system considers it an adjustment since it is selected from the "Adj. Reason Code'" field. Only one type of transaction is allowed.

Term Level Correction

The Adj. Reason Code field allows for two options when making changes to the term, “Eligibility” and “Fees”:

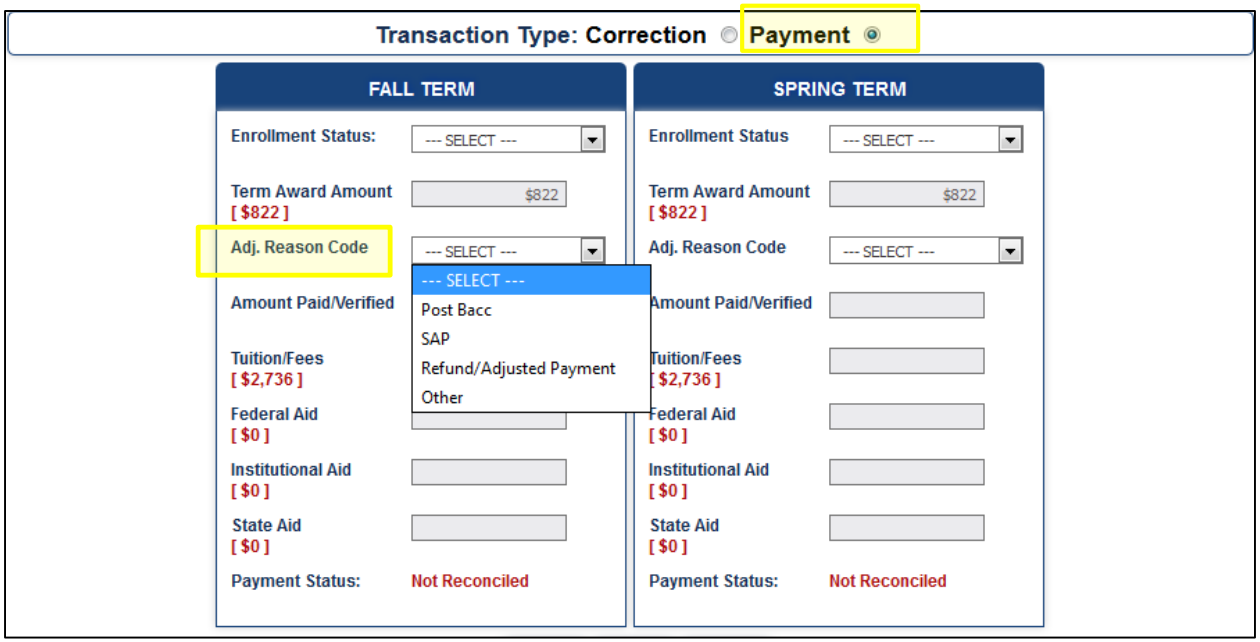
- Eligibility is used when making changes to the other aid amounts: Federal Aid, Institutional Aid and State Aid
- Fees is used when making changes to the Tuition/Fees amount



Term Level Adjustment

The Payment transaction type allows the user to apply an adjustment option of ineligible term status or Refund/Adjusted payment to the term:

- Post Bacc, SAP and Other are ineligible statuses. This will zero out the term award and apply a $0 payment.
- Refund/Adjusted Payment is used to post a payment less than the term award.

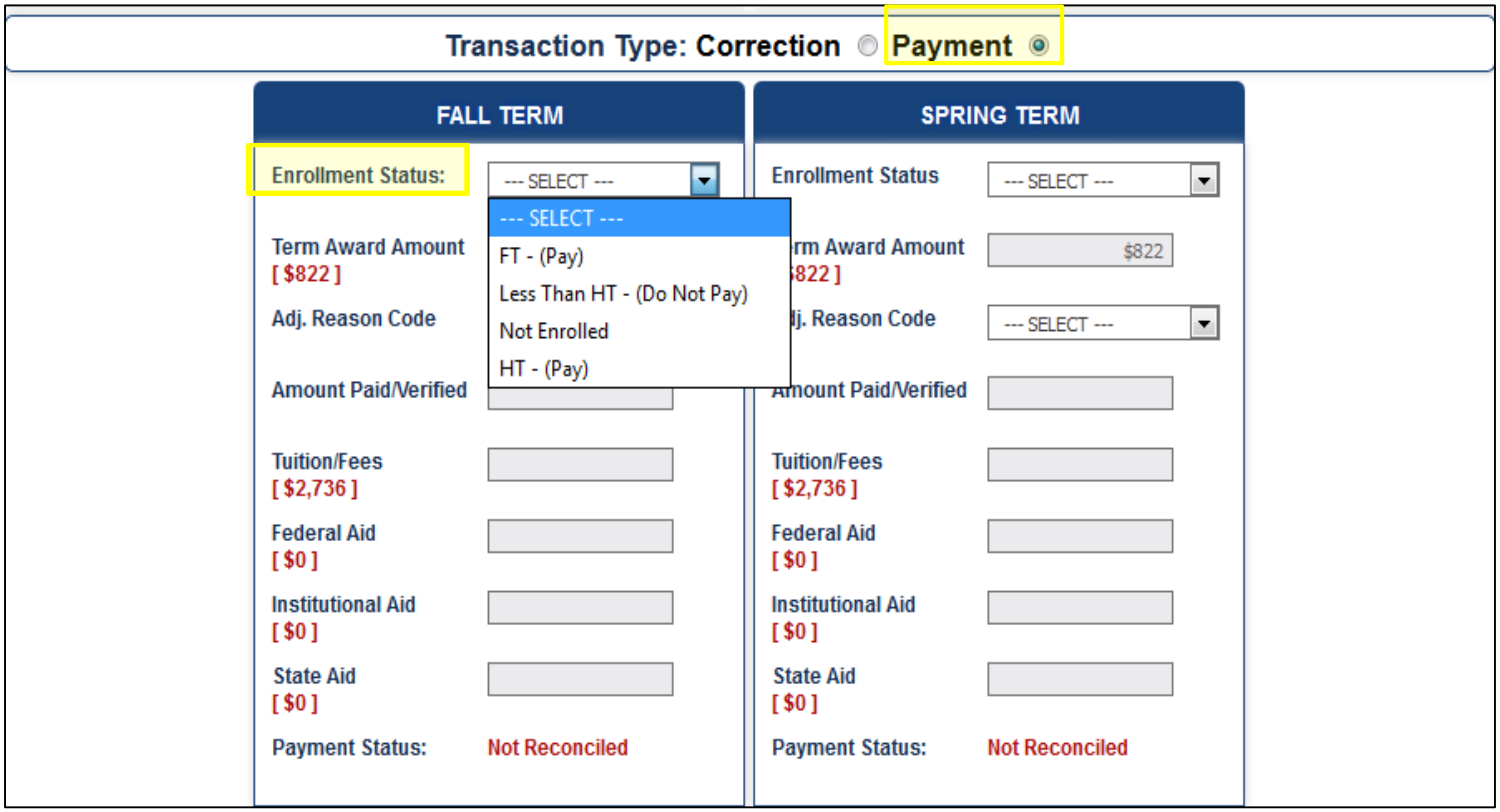


Reporting Payments

The transaction to use depends on what amount the campus wants to apply:

- Full Term Award amount use: “FT-(Pay)” or “HT-(Pay)”.
- A $0 payment use: “Less Than HT – (Do Not Pay)”, “Not Enrolled” or “Refund/Adjusted Payment”.
  - *If the term award amount is $0, then you are not required to report a payment for the term, it can be bypassed*
- If the campus wants to apply a payment that is *more than $0 but less than the Term Award Amount*, they can use the “Refund/Adjusted Payment”.

Payments
Enrollment Status Field



Refund/Adjusted Payment

Allows for the user to apply a payment that is less than the Term Award Amount, but keeps the award for the term.

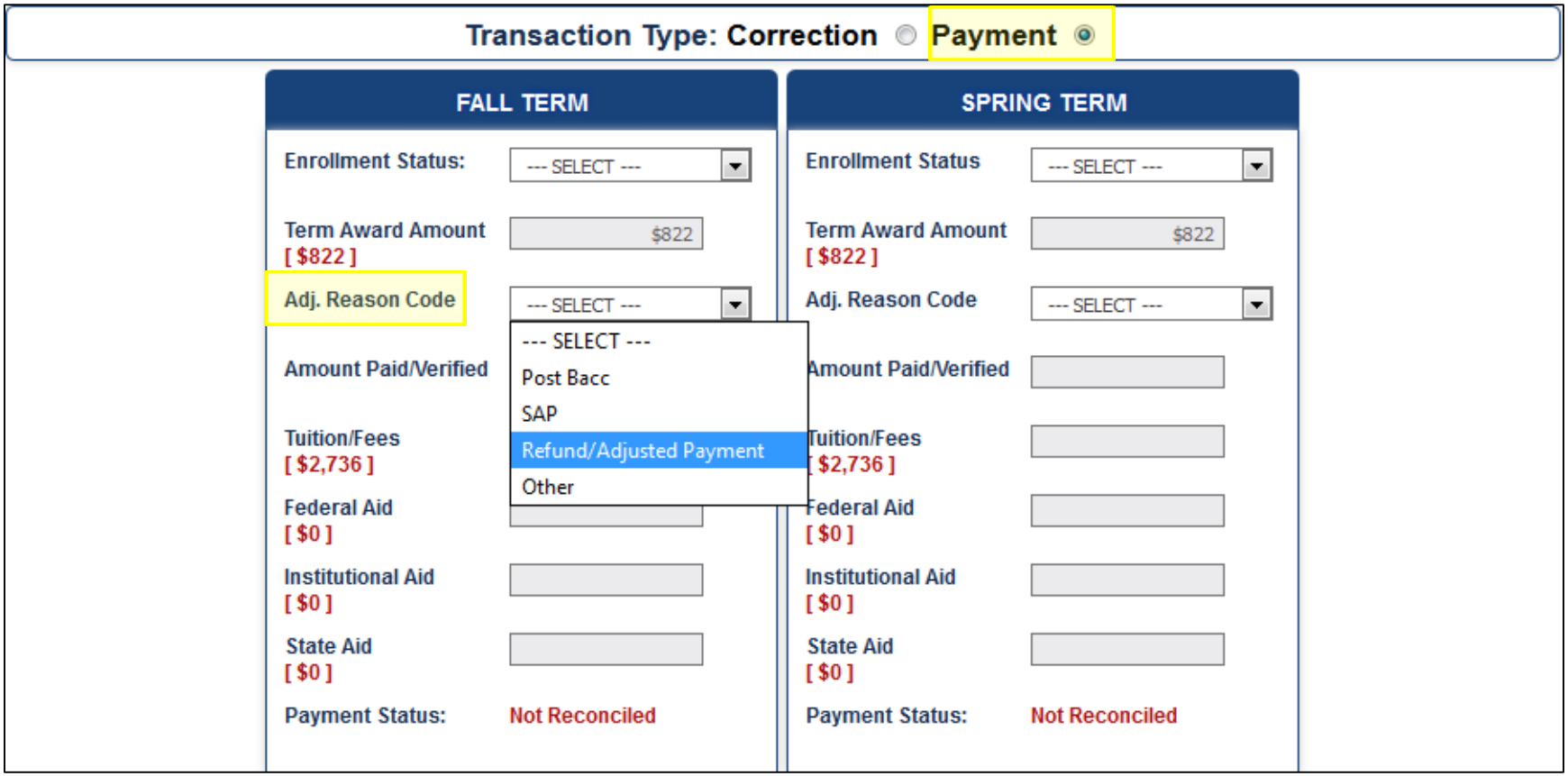
Select the Payment radio button:

- At the term level, select “Refund/Adjusted Payment” from the Adj. Reason Code field
- The user can enter in any amount between $0 and up to the Term Award Amount in the Amount Paid/Verified field

<u>NOTE:</u> If the user will be applying the full term award amount, then the campus should use the “FT” or “HT” Enrollment Status to pay the term.

Refund / Adjusted Payment

Adj. Reason Code Field



Student Payment History Screen

CSAC ID | Acad Year 2017 - 2018 | Retrieve

Student Name:
STATUS: AWARDED

SSN:
CSAC ID:

Institution Name	Acad Year	Term	Pay Amt	Pay Type	Pay Status	Adj Reason	Elig Used	Date	Created By
UNIV OF CA - DAVIS	2017	AY		C		Eligibility	0.00	09/19/2017	
UNIV OF CA - DAVIS	2017	FL	$1,292	P	Reconciled		33.33	10/31/2017	
UNIV OF CA - DAVIS	2017	WN	$1,292	P	Reconciled		33.33	01/02/2018	
UNIV OF CA - DAVIS	2017	SP	$1,292	P	Reconciled		33.33	03/27/2018	

Payment Types & Eligibility Usage

Enrollment Status Field:	Amount Paid/Verified Field: (Payment Amount)	Eligibility Used for the Term:
FT – (Pay)	Must equal the Term Award Amount. Will automatically populate with the amount.	Semester = 50.00% Quarter = 33.33%
Less Than HT – (Do Not Pay)	Will automatically apply a $0 payment	Semester = 0.00% Quarter = 0.00%
Not Enrolled	Will automatically apply a $0 payment	Semester = 0.00% Quarter = 0.00%
HT – (Pay)	Must equal the Term Award Amount. Will automatically populate with the amount. NOTE: Campus should reduce the T/F prior to applying the payment. If not, the student will get paid at the full term award amount and will only use half of the eligibility for the term.	Semester = 25.00% Quarter = 16.66%
Adj. Reason Code Field:		
Refund/Adjusted Payment	Payment applied can be less than the Term Award Amount including $0 payment.	Semester = 50.00% Quarter = 33.33% $0 Payment = 0.00%

Withdrawing a Student

At the Annual Level, selecting Post Bacc, SAP, Not Enrolled, Over Asset Ceiling or Other will withdraw the student from the roster.

If payments exist, the transaction will reject. Campuses must remove the payments prior to withdrawing the student. Payment(s) can be removed by one of the following options:

- Applying a $0 payment of Less Than HT, Not Enrolled or using the Refund/Adjusted adj. reason code. These transactions override the previous payment in place but will still hold the Term Award Amount.

- Applying an ineligible status of Post Bacc, SAP or Other. The transaction will reverse out the payment, zero out the Term Award Amount and adjust the overall campus balance.

If the student was withdrawn in error, an enrollment record needs to be submitted for the student in order to go through the award process to get back on the roster.

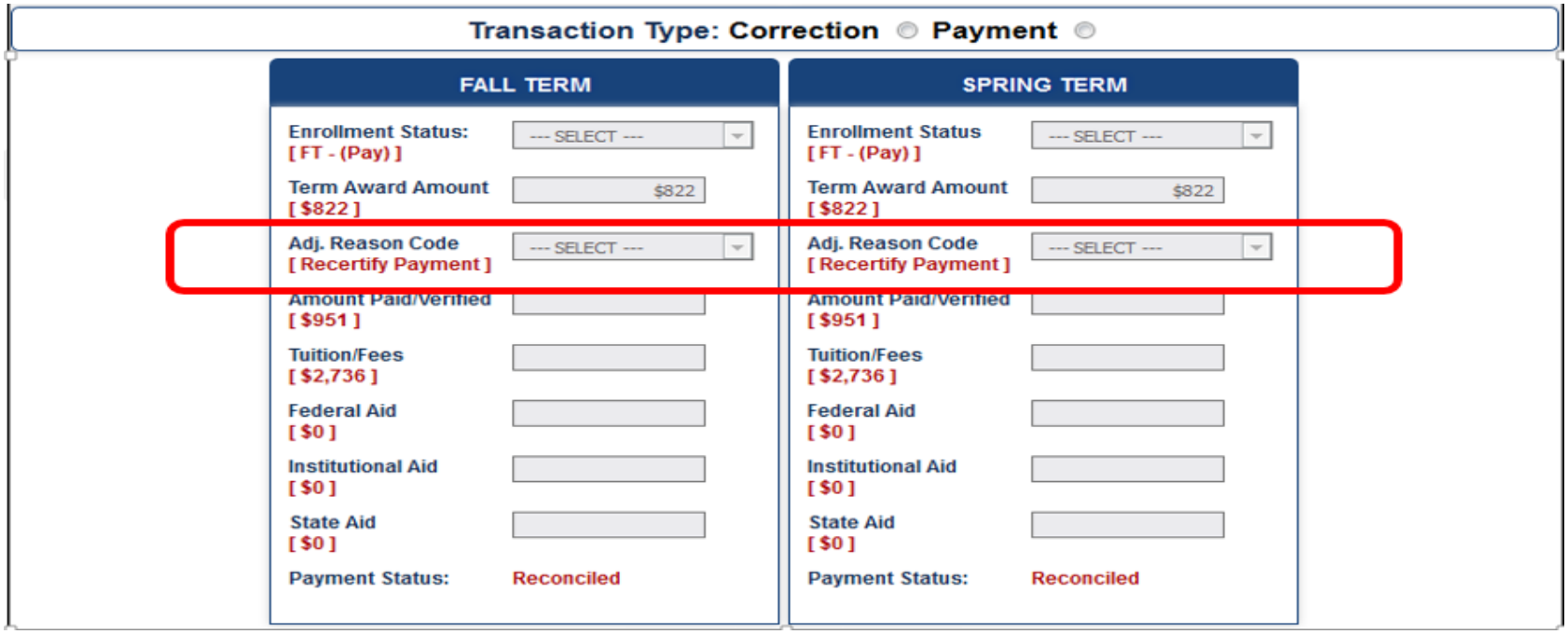
Recertify Payments

What causes the recertify?

- A correction was applied at the annual or term level to a record that has payments.
- Changes to the income, other aid and T/F causes the award to recalculate.
- The new award alters the current payment in place due to the revised award amount.

Recertify Payments

The campus needs to go in and apply the new payment amount. The new amount can be higher or lower than the previous award amount or even zero.



Recertify Payments

There are two options available to recertify a payment in both the manual and upload process.

Option 1:

- Use the Enrollment Status field: “FT – (Pay)” or “HT – (Pay)”
- The Amount/Paid Verified field will automatically populate with the new Term Award Amount

Option 2:

- Use the Adj. Reason Code field: “Refund/Adjusted Payment”
- Enter the new payment amount in the Amount/Paid Verified field. The amount entered should be less than the Term Award Amount or $0.

Recertify Payments

- You cannot recertify a payment and attempt to apply a regular payment in one transaction for the same student.

- The recertify payment must be completed first and applied before applying a regular payment.

i.e. A student's Fall term is in a "Recertify Payment" status and the school also wants to pay the Spring term. The Fall term must be recertified first and allow it to process. The following week, the campus can go in and post the Spring payment.

Recertify Report

Report is provided in CSV or TXT

Middle Class Scholarship - Online Payment Roster
CSU SACRAMENTO

- Enter the School ID for Search.
- Enter the SSN/CSAC ID or First Name or Last Name to refine the Search results.
- Partial first name with minimum 3 characters.
- Partial last name with minimum 2 characters.

School ID 00115000 | Acad Year 2017 - 2018 | Search ID SSN

First Name | Last Name | ☑ Recertify Only | Search

◉ Text ○ CSV | Download Roster

Roster – Red Brackets

The red font brackets display the most current information in place for the term. This consists of the payment and adjustment types, Tuition/Fees, Federal Aid, Institutional Aid and State Aid.

FALL TERM		WINTER TERM		SPRING TERM	
Enrollment Status: [FT - (Pay)]	--- SELECT ---	Enrollment Status	--- SELECT ---	Enrollment Status	--- SELECT ---
Term Award Amount [$0]	$0	Term Award Amount [$0]	$0	Term Award Amount [$547]	$547
Adj. Reason Code	--- SELECT ---	Adj. Reason Code	--- SELECT ---	Adj. Reason Code	--- SELECT ---
Amount Paid/Verified [$0]		Amount Paid/Verified		Amount Paid/Verified	
Tuition/Fees [$1,824]		Tuition/Fees [$1,824]		Tuition/Fees [$1,824]	
Federal Aid [$725]		Federal Aid [$0]		Federal Aid [$0]	
Institutional Aid [$911]		Institutional Aid [$1,824]		Institutional Aid [$0]	
State Aid [$0]		State Aid [$0]		State Aid [$0]	
Payment Status:	Reconciled	Payment Status:	Not Reconciled	Payment Status:	Not Reconciled

Roster – Payment Example

FALL TERM		WINTER TERM		SPRING TERM	
Enrollment Status: [FT - (Pay)]	--- SELECT ---	Enrollment Status [Less Than HT - (Do Not Pay)]	--- SELECT ---	Enrollment Status [Not Enrolled]	--- SELECT ---
Term Award Amount [$854]	$854	Term Award Amount [$854]	$854	Term Award Amount [$853]	$853
Adj. Reason Code [Recertify Payment]	--- SELECT ---	Adj. Reason Code	--- SELECT ---	Adj. Reason Code	--- SELECT ---
Amount Paid/Verified [$1,230]		Amount Paid/Verified [$0]		Amount Paid/Verified [$0]	
Tuition/Fees [$4,098]		Tuition/Fees [$4,098]		Tuition/Fees [$4,098]	
Federal Aid [$0]		Federal Aid [$0]		Federal Aid [$0]	
Institutional Aid [$501]		Institutional Aid [$501]		Institutional Aid [$502]	
State Aid [$0]		State Aid [$0]		State Aid [$0]	
Payment Status:	Reconciled	Payment Status:	Reconciled	Payment Status:	Reconciled

Roster – Ineligible Term Example

FALL TERM		SPRING TERM	
Enrollment Status:	--- SELECT ---	Enrollment Status	--- SELECT ---
Term Award Amount [$0]	$0	Term Award Amount [$1,149]	$1,149
Adj. Reason Code [SAP]	--- SELECT ---	Adj. Reason Code	--- SELECT ---
Amount Paid/Verified [$0]		Amount Paid/Verified	
Tuition/Fees [$2,871]		Tuition/Fees [$2,871]	
Federal Aid [$0]		Federal Aid [$0]	
Institutional Aid [$2,871]		Institutional Aid [$0]	
State Aid [$0]		State Aid [$0]	
Payment Status:	Reconciled	Payment Status:	Not Reconciled

Reconciliation

Tips and Recommendations:

- Reconcile weekly or monthly by utilizing reports (payment activity and student reconciliation)
- Review recertify payments weekly or monthly (use export function from roster screen)
- Refer to MCS Guide and Roster Layout for specific scenarios

Reports

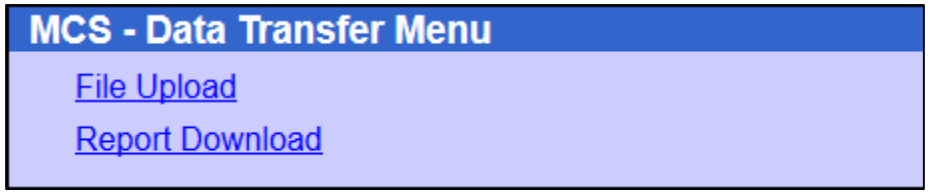
Disclaimer

All student data provided in the following reports are fictitious. Student names, date of births and school information has been modified to protect all third parties. All material presented today is for training purposes only.

Reports

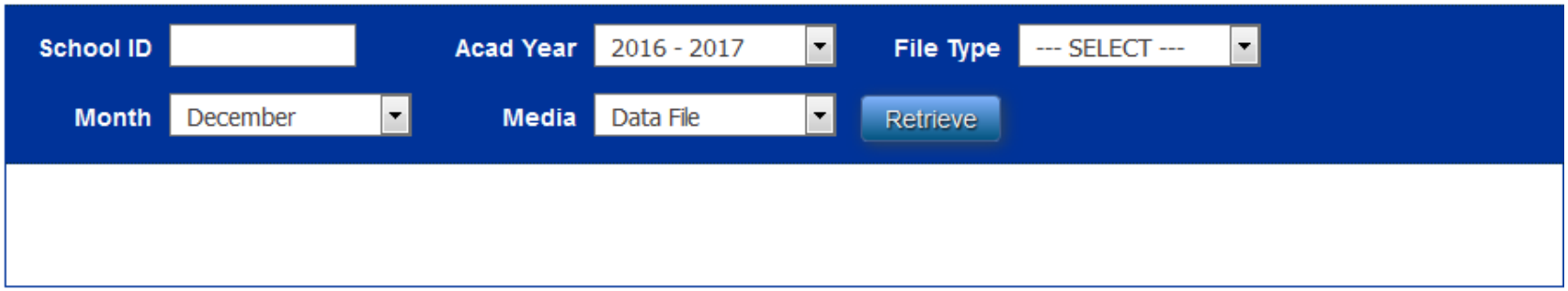
- Reports are generated on a bi-weekly basis for payments and corrections applied during the week (Tuesday and Friday).

- Reports are found under the Middle Class Scholarship portal menu. Users select the MCS Data Transfer menu, then click on the Report Download link.



Report Menu

- User enters the search criteria including the Media type. There are only two options; Report or Data File.
- Not all of the outputs are “Report” style. If one media type is selected and you receive a message that it’s not found, then select the next media type.
- Another reason a report may not be found is if the report did not generate for that campus & file type for that month/date.



Admission File Report

This report holds the summary information of the Admission files uploaded; Total Records, Accepted & Rejected. Generates once a year. (Media Type = Data File)

```
MCS_ADMI                                CALIFORNIA STUDENT AID COMMISSION                    PAGE:          1
BATCH DATE: 04/15/2016                 MCS ADMISSION PROCESS SUMMARY REPORT              RUN DATE: 04/15/2016
                                              ACADEMIC YEAR 2016                           RUN TIME:   17:48:55


File was uploaded on 04/11/2016 by user USER_ID

0013202201688888888GUESS           TEST        M200101262
Rejected - Invalid Date of Birth: 20010126


----------------------------------------
Summary Information
----------------------------------------
Total Number      Accepted       Rejected
of Records        Records        Records
----------------------------------------
   27602          27601              1
----------------------------------------

REPORT DEFINITIONS

Accepted - Passed all valid content tests.
Rejected - Failed a valid content test.
```

Enrollment File Report

This reports contains a list of students who are ineligible or rejected from the Enrollment files. (Media Type = Report). The “Report” version displays the full description of the ineligible or reject reason.

```
MCS_ENRL                                CALIFORNIA STUDENT AID COMMISSION                                PAGE:          1
BATCH DATE: 08/05/2016             MCS ENROLLMENT PROCESS ELIGIBILITY SUMMARY REPORT              RUN DATE: 08/05/2016
                                              ACADEMIC YEAR 2016                                  RUN TIME:   11:32:44

File was uploaded on 08/01/2016 by user TEST1_DR

0013212201600001111TEST            CHRIS        199706061031                                          01000000000000000000000000000000
R031 Rejected - Student's EL is not consistent with the TCP/5th Year Flag

0013212201600002222PHELPS          TESTER      G199502212023                                          31000000000000000000000000000000
R026 Rejected - Student's EFC is Blank
R031 Rejected - Student's EL is not consistent with the TCP/5th Year Flag

0013212201611111111BOSS            HUGO         19940709204                                           52000000857700000000000000000000
R031 Rejected - Student's EL is not consistent with the TCP/5th Year Flag

0013212201622222222TESTER          KAY          198704252013                                          52000001791300000000000000000000
R020 Rejected - Student's Last Name does not match the ISIR value

0013212201633333333LEVEL           TESTING      198021302011                                          62000003519600000000000000000000
R013 Rejected - Invalid Grade Level: 6

0013212201644444444TESTING         PARAMETER    196506122253                                          72000000000000000000000000000000
R013 Rejected - Invalid Grade Level: 7

0013212201655555555LASTNAME        JOHN         199706241012                                          01000001349700000000000000000000
I006 Ineligible - Student did not meet the deadline date: 20160419

0013212201666666666CASE            JANET       M199904231012                                          11000005173500000000000000000000
I006 Ineligible - Student did not meet the deadline date: 20160410

0013212201677777777INCOME          LISA        L19931226203                                           41000016911900000000000000000000
I002 Ineligible - Total Income Exceeds Limit: 0000169119

-----------------------------------------------------------------------
Summary Information
-----------------------------------------------------------------------
Total Number      Eligible       Rejected       Ineligible     Pended
of Records        Records        Records        Records        Records
-----------------------------------------------------------------------
      10              1              6              3              0
-----------------------------------------------------------------------

REPORT DEFINITIONS

Eligible - Passed all reject and eligibility tests.
Rejected - Failed a valid content test or a comparison with CSAC data.
Ineligible - Not rejected, but did not meet eligibility requirements for the MCS award.
Pended - Eligible, but not the first school to upload an eligible record.
```

Enrollment File Report

The “Data File” version displays the ineligible or rejected codes followed with minimal student data. This version is utilized by the campuses to upload into their system. (Media Type = Data File)

```
MCSED          00132100      UNIV OF CA - SANTA CRUZ
R031                         000001111 CHRIS                TEST                    19970606
R026 R031                    000002222 TESTER               PHELPS               G  19950221
R031                         111111111 HUGO                 BOSS                    19940709
R020                         222222222 KAY                  TESTER                  19870425
R013                         333333333 TESTING              LEVEL                   19802130
R013                         444444444 PARAMETER            TESTING                 19650612
I006                         555555555 JOHN                 LASTNAME                19970624
I006                         666666666 JANET                CASE                 M  19990423
I002                         777777777 LISA                 INCOME               L  19931226
```

Award Rejects Report

The report provides a list of students who rejected during the award process due to mismatched data between the enrollment record and CSAC's system. (Media Type = Report)

Students will continue to appear until their record is fixed.

MCS_AWD — CALIFORNIA STUDENT AID COMMISSION — PAGE: 1
BATCH DATE: 10/28/2016 — MCS AWARD REJECTS REPORT — RUN DATE: 10/28/2016
ACADEMIC YEAR 2016 — RUN TIME: 20:31:12
00131400 - UNIV OF CA - IRVINE

MCS ENROLLMENT DATA:						CSAC DATA:			
SSN	LAST NAME	FIRST NAME	MI	DOB	REJECT REASON	LAST NAME	FIRST NAME	MI	DOB
000000000	NATOOLO	LYDIA		19721130	Already exists but with different first and last name	BURNAM	LYDIAN		19721130
111111111	ALI	SAMIHA		19961010	Already exists but with different DOB	ALI	SAMIHA		19961001
222222222	HUR	LANA		19781020	Already exists but with different first and last name	HO	HYONNI		19781020
333333333	YANG	JUDY		19711116	Already exists but with different first and last name	YI	HUI	S	19711116
444444444	SITHU	JAKE		19931209	Already exists but with different first and last name	MAUNG	KYAW	S	19931209
555555555	LEE	STACY	H	19850406	Already exists but with different first and last name	KIM	HONGJOO	L	19850406
666666666	DUCKWORTH	ALICIA	M	19941114	Already exists but with different DOB	DUCKWORTH	ALICIA	M	19941121
777777777	REYES	ULISES		19980813	Already exists but with different DOB	REYES	ULISES		19980816
888888888	XU	SHAO JUAN		19940305	Already exists but with different DOB	XU	SHAOJUAN		19920305
999999999	RAMIREZ	DIANA	L	19950827	Already exists but with different first and last name	VIELMAN	DIANALINETH	R	19950827

Total number of rejects: 10

Roster File Report

The report provides a list of students currently on the school's roster along with all of their roster information for each student. It holds the payments, adjustments, award amount, eligibility, income, other aid, etc... (Media Type = Data File)

```
MCSR09      00113700SCSU FULLERTON                  201609302016
0011371201611111111SMITH          JOHN       H199810120110000128504000000000000000000000   01050000547200525
0011371201622222222CASE           FRAN        199808070210000105426000000000000000000000   01590000547200795
0011371201633333333TESTING        GINA        199703170410000107864000000000000000000000001 1015480005472007740077 4
0011371201644444444DOE            ANDREA     Y199701150310000077797000000000000000000000   00390000547200195
MCFT09      00113700SCSU FULLERTON                  20160930201600000000004
```

```
00027360000000000000000000000000      00000000000000000000000000000525      00027360000000000000000000000      0000004000000000400002016
00027360000000000000000000000000      00000000000000000000000000000795      00027360000000000000000000000      0000004000000000400002016
00027360000000000000000000000000      00000000000000000000000000077400774 00027360000000000000000000000  2 0000014000010000300002016
00027360000000000000000000000000      00000000000000000000000000000195      00027360000000000000000000000      0167004000000000400002016
```

Accept/Reject Report

The report provides a list of the students who had payments or corrections applied during the week. The report is broken down into 3 sections; Exception, Rejected & Accepted. (Media Type = Data File)

Exception Section:

This occurs when the system cannot define the type of transaction being applied. The transaction submitted is either invalid or there is no valid transaction for the record in the file.

The majority of records that appear under this section stem from the attempt to:

- Apply a payment and correction to the same student
- Apply annual and term level corrections to the same student

Accept / Reject Report

Exception Section:

```
mcs_pay                                   CALIFORNIA STUDENT AID COMMISSION                          PAGE:          1
BATCH DATE: 09/29/2016                        MCS ACCEPT/REJECT REPORT                           RUN DATE: 09/29/2016
                                               ACADEMIC YEAR 2016                                RUN TIME:   12:03:36
                                             00114700 - CSU FRESNO


*************************************************************************************************************************
***********************************************  EXCEPTION SECTION  ******************************************************
*************************************************************************************************************************


SSN        LAST NAME            FIRST NAME    MI  DOB DATE    TXN TYPE  FILE DATE   USER NAME
---------  -------------------  ------------  --  ----------  --------  ----------  ---------

555555555  ALABAMA              MARY          A   01/05/1998  C         09/28/2016  USER_ID
   8: Invalid transaction type code for adjustment reason transaction

666666666  LARA                 BRIAN             12/20/1997  C         09/28/2016  USER_ID
   24: Invalid Education Level

777777777  TIME                 JACOB         A   08/10/1998  C         09/29/2016  USER_ID
   4: No valid transaction contained in the record

      ____________________________________________________________________________
      TOTALS

      BATCH -      RECORDS REJECTED:        2
      ONLINE -     RECORDS REJECTED:        1
      COMBINED -   RECORDS REJECTED:        3
```

Accept / Reject Report

Rejected Section:

The payment or correction was rejected due to an edit in place for the transaction.

```
mcs_pay                                   CALIFORNIA STUDENT AID COMMISSION                          PAGE:          2
BATCH DATE: 09/29/2016                         MCS ACCEPT/REJECT REPORT                            RUN DATE: 09/29/2016
                                                  ACADEMIC YEAR 2016                               RUN TIME:   12:03:36
                                               00114700 - CSU FRESNO


*****************************************************************************************************************************
*********************************************** REJECTED SECTION ************************************************************
*****************************************************************************************************************************


SSN        LAST NAME            FIRST NAME    M  PROCESS     TERM  ENROLL  PAY     ADJ  ELIG    TXN
                                              I  DATE              STATUS  AMOUNT  RSN  CHANGE  TYPE
---------  -------------------  ------------  -  ----------  ----  ------  ------  ---  ------  ----

333333333  MAC                  KAY              09/27/2016  AY                          8       C
   28: Student is already in TCP or 5th Year Program

444444444  PAGE                 RAY              09/29/2016  AY                          9       C
   26: Insufficient remaining eligibility for the selected transaction


      ____________________________________________________________________________________
      TOTALS

      BATCH -      TRANSACTIONS REJECTED:        0       AMOUNT REJECTED:              .00
      ONLINE -     TRANSACTIONS REJECTED:        2       AMOUNT REJECTED:              .00
      COMBINED -   TRANSACTIONS REJECTED:        2       AMOUNT REJECTED:              .00

      ____________________________________________________________________________________
```

Accept / Reject Report

Accepted Section:

The payment or correction was accepted and applied to the student's record.

```
mcs_pay                                   CALIFORNIA STUDENT AID COMMISSION                                  PAGE:          3
BATCH DATE: 09/29/2016                         MCS ACCEPT/REJECT REPORT                                  RUN DATE: 09/29/2016
                                                  ACADEMIC YEAR 2016                                     RUN TIME:   12:03:36
                                               00114700 - CSU FRESNO

*****************************************************************************************************************************
*************************************************  ACCEPTED SECTION  ********************************************************
*****************************************************************************************************************************

SSN        LAST NAME            FIRST NAME    M  PROCESS     TERM  ENROLL  PAY     ADJ  ELIG    TXN   RECERTIFY
                                              I  DATE               STATUS  AMOUNT  RSN  CHANGE  TYPE  REQUIRED
---------  -------------------  ------------  -  ----------  ----  ------  ------  ---  ------  ----  -----------

000000011  CARNIVAL             PATRICIA      M  09/26/2016  FL    1          128                P

000000011  CARNIVAL             PATRICIA      M  09/26/2016  WN    1          128                P

000000011  CARNIVAL             PATRICIA      M  09/26/2016  SP    1          128                P

000000022  FIG                  ERNEST        A  09/26/2016  FL    1           30                P

111111111  FOUR                 SARAH         A  09/26/2016  FL    4           88                P

111111111  FOUR                 SARAH         A  09/26/2016  WN    4           88                P

111111111  FOUR                 SARAH         A  09/26/2016  SP    4           88                P

222222222  GROSS                MICK          W  09/29/2016  AY                         0        C


      ____________________________________________________________________________________________
      TOTALS

      BATCH -      TRANSACTIONS ACCEPTED:        0       AMOUNT ACCEPTED:              .00
      ONLINE -     TRANSACTIONS ACCEPTED:        8       AMOUNT ACCEPTED:              .00
      COMBINED -   TRANSACTIONS ACCEPTED:        8       AMOUNT ACCEPTED:              .00
```

Payment Activity Report

The report provides the amount of funds disbursed to the campus, reconciled payment transactions & balances with a summary of the Year-to-Date activity. It is a cumulative report and displays the weekly activity from the first time a payment is applied through the most current information. (Media Type = Report)

```
MCS_RCON                                   CALIFORNIA STUDENT AID COMMISSION                                  PAGE:          1
BATCH DATE: 11/10/2016                        MCS PAYMENT ACTIVITY REPORT                                 RUN DATE: 11/10/2016
                                                 ACADEMIC YEAR 2016                                       RUN TIME:   14:59:01

                                                 ACCOUNTING SUMMARY
                                                 00114600 - CSU CHICO

DATE              ACTIVITY                   FUNDS DISBURSED TO INSTITUTION          PAYMENT TRANSACTIONS      BALANCE
----              --------                   ------------------------------          --------------------      -------
08-08-16    RECONCILED PAYMENT TRANSACTIONS                                                   810.00           -810.00
08-08-16  PAYMENT TO INSTITUTION                          810.00                                                   0.00
09-09-16    RECONCILED PAYMENT TRANSACTIONS                                                   200.00           -200.00
09-09-16  PAYMENT TO INSTITUTION                          200.00                                                   0.00
09-14-16    RECONCILED PAYMENT TRANSACTIONS                                                 2,999.00         -2,999.00
09-14-16  PAYMENT TO INSTITUTION                        2,999.00                                                   0.00
09-16-16    RECONCILED PAYMENT TRANSACTIONS                                                   822.00           -822.00
09-16-16  PAYMENT TO INSTITUTION                          822.00                                                   0.00
09-29-16    RECONCILED PAYMENT TRANSACTIONS                                                  -822.00            822.00
09-29-16  PAYMENT TO INSTITUTION                            0.00                                                 822.00
=================================================================================================================================

                  TOTAL AMOUNT REPORTED TO COMMISSION -      4,009.00
                   ------------------------------------      -----------
                   TOTAL PAYMENTS DISBURSED TO SCHOOL -      4,831.00
                   ------------------------------------      -----------

                            TOTAL BALANCE UP TO DATE  -        822.00
                   ------------------------------------      -----------
FF
MCS_RCON                                   CALIFORNIA STUDENT AID COMMISSION                                  PAGE:          2
BATCH DATE: 11/10/2016                          MCS RECON BATCH REPORT                                   RUN DATE: 11/10/2016
                                                 ACADEMIC YEAR 2016                                       RUN TIME:   14:59:01

                                              PAYMENT TRANSACTION SUMMARY
                                               00114000 - CSU CHICO

                                                 YEAR-TO-DATE ACTIVITY
                                                 ---------------------

                              FALL                      WINTER                    SPRING                    TOTAL

PAYMENT AMOUNT             2,783.00                      0.00                   1,226.00                  4,009.00


TRANSACTION COUNT             6                          0                         2                         8

            **** END OF REPORT **** FOR SCHOOL: 00114600  ****  CSU CHICO   ***
```

MCS-CG Sync Report

The report provides a list of students who went through the MCS/Cal Grant data match process. The reports lists the Cal Grant /MCS awards and breaks down the “before” and “after” amounts for each student. (Media Type = Report)

MCS_CG_S
BATCH DATE: 09/07/2016

CALIFORNIA STUDENT AID COMMISSION
MCS/CAL GRANT PROCESSING REPORT
ACADEMIC YEAR 2016
00131300 - UNIV OF CA - DAVIS

PAGE: 1
RUN DATE: 09/09/2016
RUN TIME: 16:20:58

STUDENT SSN	STUDENT LAST NAME	STUDENT FIRST NAME	CAL GRANT AMTS BEFORE PROCESSING			CAL GRANT AMTS AFTER PROCESSING			MCS AWARD AMTS BEFORE PROCESSING			MCS AWARD AMTS AFTER PROCESSING		
			FL	WN	SP	FL	WN	SP	FL	WN	SP	FL	WN	SP
123123456	TEST	KATHLEEN	1824	1824	1824	2736	0	2736	0	0	0	0	1229	0
222334444	CASE	JANE	3028	3028	3028	4542	0	4542	0	0	0	0	1229	0
333445555	CAMPUS	ALEX	552	552	552	828	0	828	816	816	816	608	1229	608

	Payments Set To Recertify	No Payments Set To Recertify	Total
Eligible - Award Amount Increased	0	0	0
Eligible - Award Amount Decreased	0	1	1
Eligible - Award Amount Unchanged	0	0	0
Ineligible to Eligible	0	2	2
Eligible to Ineligible	0	0	0
Remained Ineligible (not listed above)	0	0	0
Cal Grant Unchanged (not listed above)	0	0	0

Total excludes the number of pended records found in the MCS Enrollment Process Eligibility Summary Report.

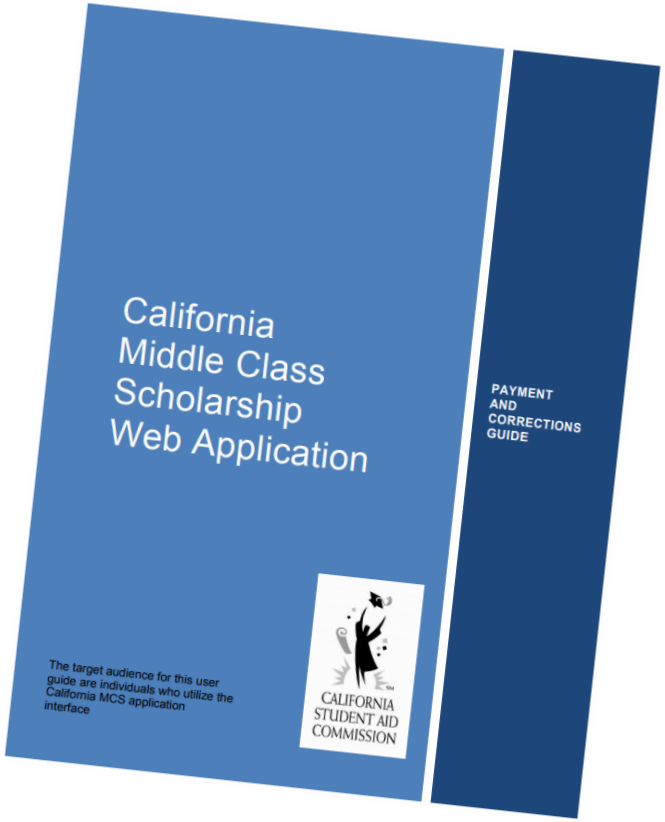
Student Reconciliation Report

The report provides a list of students who have reconciled payments to date. Only payments greater than $0 will appear on the report. (Media Type = Report or Data File)

```
MCS_RCON                                  CALIFORNIA STUDENT AID COMMISSION                          PAGE:          1
BATCH DATE: 11/09/2016                    MCS STUDENT RECONCILIATION REPORT                     RUN DATE: 11/10/2016
                                                ACADEMIC YEAR 2016                              RUN TIME:   14:59:01

                                              04127100 - UNIV OF CA - MERCED

SSN          LAST NAME          FIRST NAME      M    TERM        AMOUNT        PAY
                                               I             PAID          DATE
---------    ----------------   ------------    -    ----    -------------   ----------

111227859    SO                 KARLA                FL          822.00     09/27/2016
                                                                -------------
                                                                   822.00

111337754    GARZA              GEORGIA         L    FL          951.00     10/31/2016
111337754    GARZA              GEORGIA         L    SP          951.00     10/31/2016
                                                                -------------
                                                                 1,902.00

111449952    CORENA             PAUL            A    FL          821.00     11/08/2016
111449952    CORENA             PAUL            A    SP          821.00     11/08/2016
                                                                -------------
                                                                 1,642.00

YEAR-TO-DATE ACTIVITY
---------------------

                          FALL                   WINTER                  SPRING

PAYMENT AMOUNT:         2,594.00                 0.00                  1,772.00

GRAND TOTAL:            4,366.00

NUMBER OF STUDENTS PAID: 3

          **** END OF REPORT **** FOR SCHOOL: 04127100  ****  UNIV OF CA - MERCED   ****
```

MCS Resources

- Payment and Correction Guide
- Payment Roster File Record Layout



https://www.csac.ca.gov/post/middle-class-scholarship-0

Questions?

California
Student Aid
Commission
60 years serving students

Institutional Support

Phone: 1 (888) 294-0153
Fax: 1 (916) 464-6499

SchoolSupport@csac.ca.gov

www.csac.ca.gov

Making education beyond high school financially accessible to all Californians.