## Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - -    - - - FINAL AY 2015-16 - - - 07/28/2015

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
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| **FILE HEADER** | | | | | | | | |
| 1 | Transaction Code | 4 | 1 - 4 | Left | XXXX<br>MCSP – (Upload to CSAC)<br>MCSR – (Download from CSAC) | X | X | 1. Value cannot be blank.<br>2. Value cannot contain numeric characters.<br>3. Value must = "MCSP" when school is providing CSAC with the uploadable "Payment" File.<br>4. Value will = "MCSR" when CSAC provides the schools with the downloadable "Roster" File. |
| 2 | Data Media | 2 | 5 - 6 | Left | ##<br>09 = Data Transfer Facility | X | X | 1. Value must = "09"<br>2. Value cannot be blank.<br>3. Value cannot contain alpha characters. |
| 3 | Filler | 6 | 7 - 12 | Left | Blank | X | X | N/A |
| 4 | Submitter Identification | 8 | 13 - 20 | Left | X#######<br>USDE School Code Number | X | X | 1. Value cannot be blank.<br>2. Value must be in format provided.<br>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<br>S = School | X | X | 1. Value cannot be blank.<br>2. Value cannot contain numeric characters.<br>3. Value must = "S" |
| 6 | Submitter Name | 32 | 22 - 53 | Left | X###################<br>############<br>School Name | X | X | 1. Value cannot be blank. |
| 7 | Processing Date | 8 | 54 - 61 | Left | ########<br>CCYYMMDD | X | X | 1. Value cannot be blank.<br>2. Value cannot be a future date.<br>3. Value cannot be a LT 20150801.<br>4. Value cannot contain alpha characters.<br>5. Value must be in the format provided. |
| 8 | Academic Year | 4 | 62 - 65 | Left | ####<br>CCYY | X | X | 1. Value cannot be blank.<br>2. Value cannot contain alpha characters.<br>3. Value cannot be LT "2015".<br>4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen. |

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| | | | | | | | | 5. Value must be in format provided.<br>6. Value must = the Academic Year in field 3 of each of the records within this file. |
| 9 | Filler | 169 | 66 -234 | | Blank | X | X | N/A |
| **PAYMENT-ROSTER FILE** | | | | | | | | |
| 1 | Federal School Code | 6 | 1 - 6 | Left | X#####<br>X00000 to X99999<br>Valid characters for the first position are:<br>0 (zero), B, E, or G | X | X | 1. Value cannot be blank.<br>2. Value must be in format provided.<br>3. Value must = the School ID entered by the school user on the WebGrants File Upload screen. |
| 2 | Term Type | 1 | 7 | Left | #<br>1=Semester<br>2=Quarter | X | X | 1. Value cannot be blank.<br>2. Value cannot contain alpha characters.<br>3. Value must be = either "1" or "2".<br>4. Value must = the term type associated with the school code in our database. |
| 3 | Academic Year | 4 | 8 - 11 | Left | ####<br>CCYY<br>Numbers 0 to 9<br>Example: 2014 = 2014/15 academic year | X | X | 1. Value cannot be blank.<br>2. Value cannot contain alpha characters.<br>3. Value cannot be LT "2015".<br>4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen.<br>5. Value must be in format provided. |
| 4 | SSN or CA Dream Act ID | 9 | 12 - 20 | Right | #########<br>000010001 to 999999999 | X | X | 1. Value cannot be blank.<br>2. Value cannot contain alpha characters.<br>3. Value must match the SSN or CA Dream Act ID on the WG database. MCS Award Record. |
| 5 | Student's Last Name | 16 | 21 - 36 | Left | X###############<br>Numbers 0 to 9<br>Uppercase letters A to Z<br> Space(s)<br> .(period)<br> ' (apostrophe)<br> - (hyphen) | X | X | 1. Data from the ISIR/Cal ISIR transaction used for awarding. |

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| 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 #173 "Dependency Status" found on the ISIR/Cal ISIR transaction used for awarding. |
| 11 | Total Income | 10 | 61 - 70 | Right | ######### Blank -999999999 to 0999999999 | X | C Conditional | 1. ISIR field #299 "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. 4. 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" 5. A total income of 999,999,999 should be inputted as "0999999999". 6. 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. |

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| | | | | | | | | 7. 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).  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.<br><br>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 the weekly batch processing has been completed, will include the recalculated MCS award amounts, (annual and term level) a term level Adjustment Reason code = "6", (Recertify Payment) as well as the previously certified payment amount for each term(s) in which a payment has already been made.<br><br>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.<br><br>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 recertification is submitted to CSAC and processed at the end of the week, the student will be removed from the school's MCS payment-roster. |
| 12 | Student's Federal Aid | 7 | 71 - 77 | Right | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | 1. Value cannot contain alpha characters.<br>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.<br>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 |

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| | | | | | | | | value, and any other new values provided on this record in fields 11, 13, or 14).  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). <br><br> 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 the weekly batch processing has been completed, will include the recalculated MCS award amounts, (annual and term level) a term level Adjustment Reason code = "6", (Recertify Payment) as well as the previously certified payment amount for each term(s) in which a payment has already been made. <br><br> 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. <br><br> 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 at the end of that week, the student will be removed from the school's MCS payment-roster. |
| 13 | Student's Institutional Grants and Fee Waivers | 7 | 78 - 84 | Right | ####### <br> Blank <br> 0000000 to 9999999 | X | **C** <br> **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: "….(using this new Institutional Aid value, and any other new values provided on this record in fields 11, 12, or 14).  If no…." |
| 14 | Student's State Aid | 7 | 85 - 91 | Right | ####### <br> Blank <br> 0000000 to 9999999 | X | **C** <br> **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: "….(using this new State Aid value, and any other new values provided on this record in fields 11, 12, or 13).  If no…." |

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| | | | | | | | | Plus the additional logic rule that this field should not include Cal Grant Award Amounts in the value provided. |
| 15 | Student's Fall Enrollment Status | 1 | 92 | Left | # <br> Blank <br> 1=HT or more - (Pay) <br> 2=Less Than HT  - (Do Not Pay) <br> 3=Not Enrolled | X | **C** <br> **Conditional** | 1. Value cannot contain alpha characters. <br><br> 2. The enrollment/payment status confirms the student's pay status for the Fall term. <br><br> 3. A value 2 or 3 indicates non-payment for the term, but keeps the student on the roster. <br><br> 4. 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. <br><br> 5. 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. <br><br> 6. The school is required to provide a value in this field when a payment is being certified, (or re-certified); or if the student's enrollment/payment status changes, (i.e. a change to or from "HT or More", to or from "Less Than HT", or no longer enrolled). <br><br> 7. When the schools submit a value of "1", "HT or more - (Pay)" in this field, **they must also provide a value in field 21**, (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.  **NOTE:** The value provided in field 21 must = the Fall MCS Award Amount provided by CSAC in field 20 of the Roster file. <br><br> For additional information, please refer to the term level MCS Award Payment fields found later in this document. <br><br> 8. When the schools submit a value of 2 or 3 in this field, **they must also provide a value of zero in field 21**, (Fall MCS Award Payment) |

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| | | | | | | | | indicating that they do not want the student paid for the Fall term, but they want to keep the student on their roster. |
| 16 | Student's Winter Enrollment Status | 1 | 93 | Left | #<br>Blank<br>1=HT or more - (Pay)<br>2=Less Than HT  - (Do Not Pay)<br>3=Not Enrolled | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 15, (Student's Fall Enrollment Status) except:<br>1. When the schools submit a value of "1" in this field, **they must also provide a value in field 28**, (Winter 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 28.  **NOTE:**  The value provided in field 28 must = the Winter MCS Award Amount provided by CSAC in field 27 of the Roster file.<br>2. When the schools submit a value of 2 or 3 in this field**, they must also provide a value of zero in field 28,** (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. |
| 17 | Student's Spring Enrollment Status | 1 | 94 | Left | #<br>Blank<br>1=HT or more - (Pay)<br>2=Less Than HT  - (Do Not Pay)<br>3=Not Enrolled | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 15, (Student's Fall Enrollment Status) except:<br>1. When the schools submit a value of "1" in this field, **they must also provide a value in field 35**, (Spring 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 35.  **NOTE:**  The value provided in field 35 must = the Spring MCS Award Amount provided by CSAC in field 34 of the Roster file.<br>2. When the schools submit a value of 2 or 3 in this field**, they must also provide a value of zero in field 35,** (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. |
| 18 | Annual MCS Award Amount | 5 | 95 - 99 | Left | #####<br>00000 to 99999 | X | | 1.  This value is provided by CSAC. |
| 19 | Annual Tuition/Fee Amount | 7 | 100–106 | Left | #######<br>0000000 to 9999999 | X | | 1.  This value is provided by CSAC. |
| 20 | Fall MCS Award Amount | 5 | 107–111 | Left | #####<br>00000 to 99999 | X | | 1.  This value is provided by CSAC. |

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| 21 | Fall MCS Award Payment | 5 | 112-116 | Left | ##### Blank 00000 to 99999 | X | **C** Conditional | 1. Value cannot contain alpha characters.<br><br>2. This value cannot be GT the Fall MCS Award Amount.<br><br>3. 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.<br><br>4. When providing a value for this field the school must also provide a value of "P" in field 42.<br>5. When the school is certifying a payment amount, then a value must be provided in this field, and a value of "1" must also be submitted in field 15, (Student's Fall Enrollment/Payment Status).  In these cases, the value being provided by the school must = the value in field 20, (Fall MCS Award Amount).<br><br>6. At times a school will be required to re-certify a payment amount, (due to the recalculation of an award for which a payment has already been made).  This re-certification 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 = to the recalculated Fall MCS Award Amount, (field 20) as well as a valid value in field 15, (Student's Fall Enrollment/Payment Status) that reflects the student's enrollment status.<br><br>7. 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 term, but the student should remain on their roster).<br><br>   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. |

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| | | | | | | | | 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 txns should be considered exceptions, not the normal day-to-day processing.<br>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. |
| 22 | Fall Adjustment Reason Code | 1 | 117 | Left | #<br>Blank<br>1=Post Bacc<br>2=SAP<br>3=Eligibility<br>4=Fees<br>5=Refund/Adjusted Payment<br>**6=Recertify Payment (CSAC Use Only)**<br>7=Other<br>8=Teacher Credential Program Flag (TCP) | X | **C Conditional** | 1. Value cannot contain alpha characters.<br><br>2. 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.<br><br>3. 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.<br><br>4. If the school provides a value of 1, 2, ~~or~~ 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.<br><br>5. If the school submits a value of 1, ~~or~~ 2, or 7 (Post Bacc., ~~or~~ 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.<br><br>   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.<br><br>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 Annual Award |

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| | | | | | | | | Amount as well; and all of this new information will be reported to the school via the downloadable MCS Payment-Roster File. |
| | | | | | | | | 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.) |
| | | | | | | | | 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. |
| | | | | | | | | 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 Award Payment Amount). Please refer to item 8 of field 21 for additional details.) |
| | | | | | | | | 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.) |
| | | | | | | | | 9. If the data value submitted by the school is 8, (Teacher Credential Program Flag) 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. |
| | | | | | | | | a. CSAC will treat the value of 8 as the student being enrolled in the Teacher Credential Program for the Fall term. |
| | | | | | | | | b. CSAC will recalculate the student's award amount for the Fall term using the stored TCP amount for the segment type. |
| | | | | | | | | **NOTE:** 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 above for additional details.) |

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| | | | | | | | | 10. In order to remove the TCP flag value, schools must use the value of 4 (Fees). Please see items 3 and 6 for additional details on applying the value of 4. |
| 23 | Fall Tuition/Fee Amount | 7 | 118-124 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | 1. CSAC will provide a value in this field, (the annual tuition/fee amount divided by the number of terms, with any "odd" amount reflected in the last available term.  For example:  An annual tuition/fee amount = $1083 divided by two terms would be shown as Fall tuition/fees = $541 and Spring tuition/fees = $542).<br><br>2. Value cannot contain alpha characters.<br><br>3. If the school provides a value in this field, it cannot be greater than the Annual Tuition/Fee Amount.<br><br>4. 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.<br><br>5. If a school provides a value in this field, then a value of 3 or 4, (Eligibility or Fees) must also be submitted in field 22, (Fall Adjustment Reason Code).  .<br><br>6. By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 24 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 Annual Award Amount as well; and all of this new information will be reported to the school via the downloadable MCS Payment-Roster File.<br><br>   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.) |

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| | | | | | | | | 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. |
| 24 | Fall Federal Aid Amount | 7 | 125-131 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | 1.  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 last available term.  For example:  An annual Federal Aid amount = $5201 divided by two terms would be shown as Fall Federal Aid amount = $2600 and Spring Federal Aid amount = $2601).<br><br>2.  Value cannot contain alpha characters.<br><br>3.  If the school provides a value in this field, it cannot be greater than the Annual Federal Aid Amount.<br><br>4.  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.<br><br>5.  If a school provides a value in this field, then a value of 3 or 4, (Eligibility or Fees) must also be submitted in field 22, (Fall Adjustment Reason Code).<br><br>6.  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 Annual Award Amount as well; and all of this new information will be reported to the school via the downloadable MCS Payment-Roster File.<br><br>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.)<br><br>b.  The difference between the previous payment amount and the re-certified payment amount will be taken into consideration |

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| | | | | | | | | during the school's reconciliation process. |
| 25 | Fall Institutional Aid Amount | 7 | 132 - 138 | Left | ####### Blank 0000000 to 9999999 | X | **C** Conditional | The same rules apply to this field as those set forth in field 24, (Fall Federal Aid). |
| 26 | Fall State Aid Amount, (Exclude Cal Grant) | 7 | 139 - 145 | Left | ####### Blank 0000000 to 9999999 | X | **C** Conditional | The same rules apply to this field as those set forth in field 24, (Fall Federal Aid), with the following clarification: When providing a new value for this field, ensure that it does not include Cal Grant Award Amounts. |
| 27 | Winter MCS Award Amount | 5 | 146 - 150 | Left | ##### 00000 to 99999 | X | | 1. This value is provided by CSAC. |
| 28 | Winter MCS Award Payment | 5 | 151 - 155 | Left | ##### Blank 00000 to 99999 | X | **C** Conditional | The same rules apply to this field as those set forth in field 21, (Fall MCS Award Payment) with the following clarifications: 1. This value cannot be GT the Winter MCS Award Amount. 2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Tuition/Fee Amount #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount In place of: #15 – Fall Enrollment Status #20 - -Fall MCS Award Amount #21 - -Fall MCS Award Payment #22 - -Fall Adjustment Reason Code |

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| | | | | | | | | #23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 29 | Winter Adjustment Reason Code | 1 | 156 | Left | #<br>Blank<br>1=Post Bacc<br>2=SAP<br>3=Eligibility<br>4=Fees<br>5=Refund/Adjusted Payment<br>**6=Recertify Payment (CSAC Use Only)**<br>7=Other<br>8=Teacher Credential Program Flag (TCP) | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 22, (Fall Adjustment Reason Code) with the following clarifications:<br><br>1. Replace references to the Fall term, with Winter term.<br><br>2. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):<br><br>Insert the following:<br>#16 - Winter Enrollment Status<br>#27 - Winter MCS Award Amount<br>#28 - Winter MCS Award Payment<br>#29 - Winter Adjustment Reason Code<br>#30 - Winter Tuition/Fee Amount<br>#31 - Winter Federal Aid Amount<br>#32 - Winter Institutional Aid Amount<br>#33 - Winter State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 30 | Winter Tuition/Fee Amount | 7 | 157 - 163 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 23, (Fall Tuition/Fee Amount) with the following clarifications:<br><br>1. Replace references to the Fall term, with Winter term.<br><br>2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):<br><br>Insert the following:<br>#16 - Winter Enrollment Status<br>#27 - Winter MCS Award Amount<br>#28 - Winter MCS Award Payment<br>#29 - Winter Adjustment Reason Code<br>#30 - Winter Tuition/Fee Amount<br>#31 - Winter Federal Aid Amount<br>#32 - Winter Institutional Aid Amount<br>#33 - Winter State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 31 | Winter Federal Aid Amount | 7 | 164 - 170 | Left | #######<br>Blank<br>0000000 to 9999999 | X | C Conditional | The same rules apply to this field as those set forth in field 24, (Fall Federal Aid Amount) with the following clarifications:<br><br>1. Replace references to the Fall term, with Winter term.<br><br>2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.<br><br>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):<br><br>Insert the following:<br>#16 - Winter Enrollment Status<br>#27 - Winter MCS Award Amount<br>#28 - Winter MCS Award Payment<br>#29 - Winter Adjustment Reason Code<br>#30 - Winter Tuition/Fee Amount |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | #31 - Winter Federal Aid Amount<br>#32 - Winter Institutional Aid Amount<br>#33 - Winter State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 32 | Winter Institutional Aid Amount | 7 | 171 - 177 | Left | #######<br>Blank<br>0000000 to 9999999 | X | C<br>Conditional | The same rules apply to this field as those set forth in field 25, (Fall Institutional Aid Amount) with the following clarifications:<br><br>1. Replace references to the Fall term, with Winter term.<br><br>2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.<br><br>3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):<br><br>Insert the following:<br>#16 - Winter Enrollment Status<br>#27 - Winter MCS Award Amount<br>#28 - Winter MCS Award Payment<br>#29 - Winter Adjustment Reason Code<br>#30 - Winter Tuition/Fee Amount<br>#31 - Winter Federal Aid Amount<br>#32 - Winter Institutional Aid Amount<br>#33 - Winter State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | #23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 33 | Winter State Aid Amount, (Exclude Cal Grant) | 7 | 178 - 184 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 26, (Fall State Aid Amount) with the following clarifications:<br><br>1. When providing a new value for this field, ensure that it does not include Cal Grant Award Amounts.<br><br>2. Replace references to the Fall term, with Winter term.<br><br>3. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.<br><br>4. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below):<br><br>Insert the following:<br>#16 - Winter Enrollment Status<br>#27 - Winter MCS Award Amount<br>#28 - Winter MCS Award Payment<br>#29 - Winter Adjustment Reason Code<br>#30 - Winter Tuition/Fee Amount<br>#31 - Winter Federal Aid Amount<br>#32 - Winter Institutional Aid Amount<br>#33 - Winter State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Download | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | **Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - -     - - - FINAL AY 2015-16 - - - 07/28/2015** | | | |
| 34 | Spring MCS Award Amount | 5 | 185 - 189 | Left | #####<br>00000 to 99999 | X | | 1. This value is provided by CSAC. |
| 35 | Spring MCS Award Payment | 5 | 190 - 194 | Left | #####<br>Blank<br>00000 to 99999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 21, (Fall MCS Award Payment) with the following clarifications:<br><br>1. This value cannot be GT the Spring MCS Award Amount.<br><br>2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.<br><br>3. Replace all references to Fall-related fields with the corresponding Spring -related fields, (see below):<br><br>Insert the following:<br>#17 – Spring Enrollment Status<br>#34 - Spring MCS Award Amount<br>#35 - Spring MCS Award Payment<br>#36 - Spring Adjustment Reason Code<br>#37 - Spring Tuition/Fee Amount<br>#38 - Spring Federal Aid Amount<br>#39 - Spring Institutional Aid Amount<br>#40 - Spring State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 36 | Spring Adjustment Reason Code | 1 | 195 | Left | #<br>Blank = Applicant not rejected<br>1=Post Bacc<br>2=SAP<br>3=Eligibility | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 22, (Fall Adjustment Reason Code) with the following clarifications:<br><br>1. Replace references to the Fall term, with Spring term. |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | 4=Fees<br>5=Refund/Adjusted Payment<br>**6=Recertify Payment (CSAC Use Only)**<br>7=Other<br>8=Teacher Credential Program Flag (TCP) | | | 2. Replace all references to Fall-related fields with the corresponding Spring -related fields, (see below):<br><br>Insert the following:<br>#17 – Spring Enrollment Status<br>#34 - Spring MCS Award Amount<br>#35 - Spring MCS Award Payment<br>#36 - Spring Adjustment Reason Code<br>#37 - Spring Tuition/Fee Amount<br>#38 - Spring Federal Aid Amount<br>#39 - Spring Institutional Aid Amount<br>#40 - Spring State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 37 | Spring Tuition/Fee Amount | 7 | 196 - 202 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 23, (Fall Tuition/Fee Amount) with the following clarifications:<br><br>1. Replace references to the Fall term, with Spring term.<br><br>2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.<br><br>3. Replace all references to Fall-related fields with the corresponding Spring -related fields, (see below):<br><br>Insert the following:<br>#17 - Spring Enrollment Status<br>#34 - Spring MCS Award Amount<br>#35 - Spring MCS Award Payment<br>#36 - Spring Adjustment Reason Code<br>#37 - Spring Tuition/Fee Amount |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | #38 - Spring Federal Aid Amount<br>#39 - Spring Institutional Aid Amount<br>#40 - Spring State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 38 | Spring Federal Aid Amount | 7 | 203 - 209 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 24, (Fall Federal Aid Amount) with the following clarifications:<br><br>1.  Replace references to the Fall term, with Spring term.<br><br>2.  Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.<br><br>3.  Replace all references to Fall-related fields with the corresponding Spring -related fields, (see below):<br><br>Insert the following:<br>#17 - Spring Enrollment Status<br>#34 - Spring MCS Award Amount<br>#35 - Spring MCS Award Payment<br>#36 - Spring Adjustment Reason Code<br>#37 - Spring Tuition/Fee Amount<br>#38 - Spring Federal Aid Amount<br>#39 - Spring Institutional Aid Amount<br>#40 - Spring State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | #23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 39 | Spring Institutional Aid Amount | 7 | 210 - 216 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 25, (Fall Institutional Aid Amount) with the following clarifications:<br><br>1. Replace references to the Fall term, with Spring term.<br><br>2. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.<br><br>3. Replace all references to Fall-related fields with the corresponding Spring -related fields, (see below):<br><br>Insert the following:<br>#17 - Spring Enrollment Status<br>#34 - Spring MCS Award Amount<br>#35 - Spring MCS Award Payment<br>#36 - Spring Adjustment Reason Code<br>#37 - Spring Tuition/Fee Amount<br>#38 - Spring Federal Aid Amount<br>#39 - Spring Institutional Aid Amount<br>#40 - Spring State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 40 | Spring State Aid Amount (Exclude Cal Grant) | 7 | 217 - 223 | Left | #######<br>Blank<br>0000000 to 9999999 | X | **C**<br>**Conditional** | The same rules apply to this field as those set forth in field 26, (Fall State Aid Amount) with the following clarifications: |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 1. When providing a new value for this field, ensure that it does not include Cal Grant Award Amounts.<br><br>2. Replace references to the Fall term, with Spring term.<br><br>3. Any references to certifying, re-certifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term.<br><br>4. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below):<br><br>Insert the following:<br>#17 - Spring Enrollment Status<br>#34 - Spring MCS Award Amount<br>#35 - Spring MCS Award Payment<br>#36 - Spring Adjustment Reason Code<br>#37 - Spring Tuition/Fee Amount<br>#38 - Spring Federal Aid Amount<br>#39 - Spring Institutional Aid Amount<br>#40 - Spring State Aid Amount<br><br>In place of:<br>#15 – Fall Enrollment Status<br>#20 - -Fall MCS Award Amount<br>#21 - -Fall MCS Award Payment<br>#22 - -Fall Adjustment Reason Code<br>#23 - -Fall Tuition/Fee Amount<br>#24 - -Fall Federal Aid Amount<br>#25 - -Fall Institutional Aid Amount<br>#26 - -Fall State Aid Amount |
| 41 | Eligibility Change, (for Academic Year) | 1 | 224 | Left | #<br>Blank<br>1=Post Bacc<br>2=SAP<br>3=Eligibility<br>4=Not Enrolled<br>5=Other<br>7=Over Asset Ceiling<br>8 = Add TCP | | C Conditional | 1. This field should only be used when making corrections at an annual level.<br><br>2. Value cannot contain alpha characters.<br><br>3. 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. |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | 9 = Remove TCP | | | 4. 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 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 annual level "Eligibility Change". <br><br> 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 this school's roster. <br><br> 5. If the data value submitted is 3, (Eligibility) then the school is required to provide one or more values in fields 11 through 14; 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). <br><br> a. If a payment exists for this student, after the award is recalculated the school will be required to recertify the payment amount. <br><br> b. **NOTE:** 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 at the end of that week, the student will be removed from the school's MCS payment-roster. <br><br> 6. If the school provides a value of 8 (Add TCP) in this field, CSAC will recalculate the student's award amount at the annual level using the stored TCP amount for the segment type. |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 7. If the school provides a value of 9 (Remove TCP) in this field, CSAC will recalculate the student's award amount at the annual level using the standard Tuition/Fees amount for the segment type.<br><br>**NOTE:** If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. |
| 42 | Transaction Type | 1 | 225 | Left | X<br>C = Correction<br>P = Payment Information | | X | 1. Value cannot contain numeric characters.<br><br>2. Value will be blank in the downloadable *MCS Payment-Roster File* from CSAC.<br><br>3. Schools must provide a valid transaction type for each transaction record in the *MCS Payment-Roster File* that they are attempting to upload to CSAC. If this information is not provided, the entire file will be rejected. |
| 43 | Teacher Credential Program Flag (TCP) Indicator | 1 | 226 | Left | Blank<br>1 = Yes<br>2 = No | X | | 1. This value is provided by CSAC<br><br>Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing. |
| 44 | Roster Status Indicator | 1 | 227 | Left | Blank = No change to the record<br>N = New record to the roster<br>U = Update made to the record | X | | 1. This value is provided by CSAC<br><br>Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.<br><br>2. A blank value indicates no changes occurred to the record from the prior week.<br><br>3. A value of N will indicate the record is a new awardee for the school.<br><br>4. A value of U will be provided for those student's whose award amount has changed from the prior week. |

| Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - -      - - - FINAL AY 2015-16 - - - 07/28/2015 | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
| 45 | Annual Cal Grant Award Amount | 5 | 228-232 | Left | ##### 00000 to 99999 | X | | 1.   This value is provided by CSAC  Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing. |
| 46 | Filler | 2 | 233-234 | | Blank | X | X | N/A |
| **FILE  FOOTER** | | | | | | | | |
| 1 | Transaction Code | 4 | 1 - 4 | Left | XXXX MCFT | X | X | 1. Value cannot be blank. 2. Value cannot contain numeric characters. 3. Value must = "MCFT". |
| 2 | Data Media | 2 | 5 - 6 | Left | ## 09 = Data Transfer Facility | X | X | 1. Value must = "09" 2. Value cannot be blank 3. Value cannot contain alpha characters. |
| 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 | ######## CCYYMMDD | 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 LT 20150801. 5. Value must be in the format provided. |

| File Field # | Data Elements | Length | Position | Justify | Format & Valid Content | CSAC Provides in Down-load | School Provides in Upload | Logic Rules and Descriptions |
|---|---|---|---|---|---|---|---|---|
| | | | | | **Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - -     - - - FINAL AY 2015-16 - - - 07/28/2015** | | | |
| 8 | Academic Year | 4 | 62 - 65 | Left | ####<br>CCYY | X | X | 1. Value cannot be blank.<br>2. Value cannot contain alpha characters.<br>3. Value cannot be LT "2015".<br>4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen.<br>5. Value must be in format provided.<br>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 | ###########<br>00000000001 to 99999999999 | X | X | 1. Value must = actual number of transaction records in the File<br>2. Value cannot be Blank or Zero<br>3. Value cannot contain alpha characters. |
| 10 | Filler | 158 | 77-234 | | Blank | X | X | N/A |