PELL GRANT RECORD LAYOUTS

PELL MESSAGE CLASSES

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PELL GRANT RECORD LAYOUTS

TIVWAN Transmission Header Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	5	5	A/N	TIVWAN Transmission Header ID	Literal value for header ID	Constant: "O*N01"	Missing Transmission Header - Reject Transmission
6	53	48	A	Unused	Reserved for future use	Constant spaces	
54	55	2	A/N	Header Indicator	TIVWAN Transmission Header Indicator	Constant: "73"	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		≥80		Total Record Length			

TIVWAN Transmission Batch Header Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	5	5	A/N	TIVWAN Batch Header Identification Number		Constant: "O*N05"	Missing Transmission Header -Reject Transmission
6	12	7	A/N	Header Destination Number	TIVWAN Destination Mailbox ID	'TGXXXXX' where 'XXXXX' is a five-digit number assigned to Destination	
13	19	7	A	Unused	Reserved for future use	Constant spaces	
20	24	5	A/N	Header Class Label	Text used to identify that the next field is a Message Class	Constant: ",CLS="	
25	32	8	A/N	Header Message Class	Valid Message Class	Format: XXXXYY[IN/OP] where: XXXX - Literal for rec type YY - last year in cycle: '02' for 2001-2002 IN -for records IN to RFMS OP-for records OUT of RFMS	
33	36	4	A/N	Header XXX Label		Constant: ",XXX"	
37	41	5	A/N	Header Batch label	Text used to identify the next field is a Batch ID	Constant: ",BAT="	
42	58	17	A/N	Header Batch ID	17 digit character batch ID. If not used set to all zeros	Batch ID: "00000000000000000"	
59	64	6	A/N	Header NCNT Label	Text used to identify the next field is the number of records included in this batch.	Constant: ",NCT= "	
65	70	6	N	Header NCNT	Number of records included in this batch	"000000"	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		≥80		Total Record Length			

TIVWAN Transmission Batch Trailer Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	5	5	A/N	TIVWAN Batch Trailer Identification Number	Record Identifier	Constant: "O*N95"	Missing Transmission Trailer- Reject transmission No detail records - Reject transmission
6	12	7	A/N	Trailer Destination Number	TIVWAN Destination Mailbox ID	'TGXXXXX' where 'XXXXX' is a five-digit number assigned to Destination	
13	19	7	A	Unused	Reserved for future use	Constant spaces	
20	24	5	A/N	Trailer Class Label	Text used to identify that the next field is a Message Class	Constant: ",CLS="	
25	32	8	A/N	Trailer Message Class	Valid Message Class	Format: XXXXYY[IN/OP] where: XXXX - Literal for rec type YY - last year in cycle: '02' for 2001-2002 IN -for records IN to RFMS OP-for records OUT of RFMS	
33	36	4	A/N	Trailer XXX Label		Constant: ",XXX"	
37	41	5	A/N	Trailer Batch label	Text Used to identify the next field is a Batch ID	Constant: ",BAT="	
42	58	17	A/N	Trailer Batch ID	17 digit character batch ID. If not used set to all zeros	Batch ID: "00000000000000000"	
59	64	6	A/N	Trailer NCNT Label	Text used to identify the next field is the number of records included in this batch.	Constant: ",NCT= "	
65	70	6	N	Trailer NCNT	Number of records included in this batch	"000000"	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		≥80		Total Record Length			

TIVWAN Transmission Trailer Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	5	5	A/N	TIVWAN Transmission Trailer ID	Literal value for Trailer ID	Constant: "O*N99"	Missing Transmission Trailer- Reject transmission No detail records - Reject transmission
6	53	48	A	Unused	Reserved for future use	Constant spaces	
54	55	2	A/N	Header Indicator	WAN Transmission Trailer Indicator	Constant: "73"	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		≥80		Total Record Length			

Grant Batch Header Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	10	10	A	Header Identifier	Identify Header record in file. Left Justified	This field is required. Constant: 'GRANT HDR '	Missing Batch Header - Reject Batch
11	14	4	N	Data Record Length	Length of data records included in this batch	This field is required. Must be numeric: 0001-9999	If not equal to length for Message Class, then Reject Batch.
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format: XXCCYY999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2002' 999999 -Reporting PELL ID CCYYMMDD-date batch created HHMMSS - time batch created	Valid Batch Type codes: #A - Statement of Account #C - Reconciliation #D - Disbursements #E - Batch Errors #G - System Generated #I - Institution Data #M - Multiple Reporting #O - Originations #P – Origination acknowledgement from the web #R - Data Request #T - ASCII Text #W – Disbursement Acknowledgements from the web #Y - Year-to-Date If duplicate Batch ID, then Reject Batch. If batch type does not agree with Message Class type, then reject batch. If #O, #R, or #I batch and received before system startup, then reject batch. If #D received more than N days prior to Award Year Start, then reject batch. If Batch Award Year does not agree with Message Class award year, then reject. If Reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject batch. If date batch created is > system date, then reject batch.
41	48	8	A/N	OPE ID	The OPE ID number assigned to the reporting institution.	Valid OPE ID number or blank.	If not blank and not equal to OPE ID associated with Pell ID, then warn the batch.

PELL GRANT RECORD LAYOUTS

Grant Batch Header Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
49	58	10	A/N	Software Provider	For non-Express software provide an identifier to indicate the software provider and version number if applicable.	Software provider defined or blank	No edits will be performed on this field. The value will be stored in RFMS for customer servic uses.
59	62	4	A	Unused	Reserved for future expansion	Constant spaces	
63	63	1	A	ED Use	ED Use only – do not use	Constant spaces	Media Type – Y for Year to Date
64	68	5	A/N	ED Use	ED Use Only - do not use	Constant spaces	ED Express PC software version number.
69	76	8	N	RFMS Process Date	Date RFMS processed the corresponding batch	Format: CCYYMMDD	Completed by RFMS as a result of processing the batch.
77	100	24	N	Batch Reject Reasons	List of up to eight 3 digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format: 000 - 999 Position 77-79: 1st reject reason code Position 80-82: 2nd reject reason code Position 83-85: 3rd reject reason code Position 86-88: 4th reject reason code Position 89-91: 5th reject reason code Position 92-94: 6th reject reason code Position 95-97: 7th reject reason code Position 98-100: 8th reject reason code	Completed by RFMS as a result of Batch editing. These are the 200 series of edits that can be found in the Technical Reference Guide.
		XX	A	Unused	Length extended to make the header record the same length as the detail records which follow.	Constant spaces	
		≥80		Total Record Length			

PELL GRANT RECORD LAYOUTS

Grant Batch Trailer Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	10	10	A	Trailer Identifier	Identify Trailer record in file.	This field is required. Constant: 'GRANT TLR '	Missing Batch Trailer - reject batch. No detail records - reject batch.
11	14	4	N	Data Record Length	Length of data records included in this batch	This field is required. Must be numeric: 0001-9999	If not equal to Data Record Length on Header, then reject Batch.
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format: XXCCYY999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2002' 999999 -Reporting PELL ID CCYYMMDD - date batch created HHMMSS - time batch created	If not equal to Batch ID on Header, then reject Batch.
41	46	6	N	Reported Number of Records	Numeber of data records included in this batch.	This field is required. Must be numeric: 000000 – 999999	If not equal to count of detail records in input batch, then return warning message.
47	57	11	N	Reported Total of Batch	Total Origination Award Amount or Disbursement amount reported on Origination or Disbursement batches. For all other types of batches this amount will be constant 0.	This field is required. Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. For ESOA is constant 0. 00000000000 – 99999999999	If not equal to total of detail records in batch, then return warning message.
58	58	1	A	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	This field is required. 'P' – Positive 'N' – Negative For ESOA is constant 'P'.	
59	64	6	N	Accepted and Corrected Number of Records	RFMS USE ONLY - Number of data records accepted and corrected by RFMS.	000000 – 999999	
65	75	11	N	Accepted and Corrected Total of Batch	RFMS USE ONLY - Total Award or Disbursement amount accepted and corrected on batch.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 - 99999999999	
76	76	1	A	Accepted and Corrected Total Sign Indicator	RFMS USE ONLY - Positive or negative sign for total amount accepted.	'P' - Positive 'N' - Negative	
77	100	24	A	Unused	Reserved for future expansion	Constant spaces	
		XX	A	Unused	Length extended to make the trailer record the same length as the detail records.	Constant spaces	
		≥80		Total Record Length			

PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	This field is required. Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code – XX Year Indicator – 2002 Valid Attended PELL ID - 999999 Orig Sequence Number - 00	Identifier If Origination ID matches on RFMS Database, Then Compare all fields. If all the fields match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	This field is required. 001010001 – 999999999	Identifier
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	This field is required. Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	Identifier If SSN & Name Code do not match value in Origination ID, then reject record.
35	40	6	N	Attended Campus PELL-ID	PELL-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	This field is required. Valid PELL-ID	Identifier Change creates new origination record. If Attended Pell ID does not match value in Origination ID, then reject record If Attended Campus is not equal to Reporting Campus, then If Attended Pell ID is not a branch of the Reporting Pell ID or Central Funded, then reject.
41	45	5	A/N	Unused	Reserved for expansion.	Constant spaces	
46	58	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	No editting by RFMS will be done on this field.
59	59	1	A	Action Code	Code to indicate action to be taken.	Will always be BLANK	No editing
60	60	1	A	Unused	Reserved for expansion	Constant spaces	
61	67	7	N	Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	This field is required. Dollars and cents. Use leading zeros and report cents as '00'; do not include the $ sign or decimal point. Range: 0000000 to AWARD AMOUNT MAXIMUM	Cannot exceed Total Payment Ceiling - award validation performed. Increases are required to be submitted to RFMS. Any change to origination data requires the Award Amount to be validated.
68	75	8	N	Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	This field is required. CCYYMMDD: Range: N days prior to DISBURSEMENT START DATE (20010701) to DISBURSEMENT END DATE (20070930).	If Date not within range, then set approved value to system date

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
76	83	8	N	Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	If Date not within range, then set approved value to spaces.
84	91	8	N	Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
92	99	8	N	Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
100	107	8	N	Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
108	115	8	N	Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
116	123	8	N	Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
124	131	8	N	Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
132	139	8	N	Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
140	147	8	N	Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
148	155	8	N	Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
156	163	8	N	Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
164	171	8	N	Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
172	179	8	N	Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2
180	187	8	N	Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
188	195	8	D	Enrollment Date	First date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2001-2002 funds, report the actual start date of the student's classes for that payment period.	This field is required. CCYYMMDD: Range: 20010101 - 20020630	If blank or invalid, then set approved value to previous value or date reported Batch ID in Grant Header record.
196	196	1	A/N	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range 1: 0 2: 1 – 262 3: 236 - 524 or BLANK: low tuition does not apply	If invalid, then set approved value to previous value or BLANK.
197	197	1	A	Verification Status code	Status of verification of applicant data by the school.	This field is required. A: Accurate C: Calculated N: SAR Transaction Not Selected by CPS for Verification Process R: Reprocessed S: SAR Transaction Selected by CPS for Verification Process but 30% Requirement met or Institution is a Quality Assurance Program Participant T: Tolerance W: Without Documentation	If blank or invalid, then If selected by CPS, then set approved value to previous value or "W" ELSE set approved value to "N".
198	198	1	A	Incarcerated Federal Pell Recipient code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated	If invalid, then set approved value to previous value or BLANK.
199	200	2	N	Transaction number	Transaction number from eligible SAR used to calculate award	This field is required. Must be numeric: 01 - 99	If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgment.
201	205	5	N	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	This field is required. Range: 00000-EFC MAXIMUM.	If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgment.

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
206	206	1	A	Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. Or BLANK if Secondary EFC not used	If invalid, then set approved value to previous value or BLANK. If NO Match with eligible app data, then reject record. Return last value reported on acknowledgment.
207	207	1	N	Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	This field is required. 1=Credit Hours - non-standard terms; 2 =Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 =Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms Refer to Appendix	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology. From to To 1 to 2, 3, 4, or 5 2, 3, or 4 to 1 or 5 5 to 2, 3, 4, or 6 6 to 1 or 5 If AC invalid or BLANK, then set accepted value to previous value or If Attended Pell ID default AC populated, then set accepted value to default. ELSE If Reporting Pell ID default AC populated, then set accepted value to default. ELSE If Payment Methodology = 4, then set accepted value to "5". ELSE set accepted value to "3".

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
208	208	1	N	Payment methodology	Formula used to calculate the student's Federal Pell Grant Award.	This field is required. 1= (a)Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms equal or exceed 30 weeks, or have been granted waiver; or (b) School offers a summer term in addition to fall through spring terms, could calculate awards using Formula 1 or 2 and chooses to perform alternate calculation (AC: 2,3, or 4) 2 = Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms are less than 30 weeks, has not been granted waiver. Institution does not use alternate calculation (AC: 2,3, or 4) 3 = Credit hour with standard or non-standard terms (AC:1,2,3, or 4) 4 = Clock hour or Credit hour without terms (AC: 5 or 6) 5 = Programs of study by correspondence (AC: 1,2,3, or 4 denotes Formula 5B AC:6 denotes Formula 5A) Refer to Appendix	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation. Academic Calendar and Payment Methodology must be logically consistent. PM / AC 1 / 2, 3, or 4 2 / 2, 3, or 4 3 / 1, 2, 3, or 4 4 / 5 or 6 5 / 1, 2, 3, 4, or 6 If invalid or BLANK, then set accepted value to previous value or "3".
209	215	7	N	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	This field is required. Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.	Used in award amount validation. If invalid or BLANK, then set accepted value to previous value or "9999999".
216	216	1	A	Enrollment status	This student's expected enrollment status for the entire award year. The Enrollment Status 5 "Other" is used when the student's enrollment is "mixed" or student attends more than number of terms in a full academic year. Valid Values depend upon Academic Calendar and Payment Methodology fields.	Blank (AC: 5 or 6) 1: Full-time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) 2: 3/4 time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) 3: ½ time (AC: 1, 2, 3, or 4) 4: Less than ½ time (AC: 1, 2, 3, or 4) 5: Other (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) Refer to Appendix	Used in award amount validation. BLANK only if Payment Methodology is either Formula 4 or if Payment Methodology is Formula 5 and Academic Calendar is 6. If PM does not equal 4; or if PM does not equal 5 and AC equal 6 and invalid or BLANK, then set accepted value to previous value or "1". ELSE if invalid, set accepted value to BLANK. If AC: 1, 2, 3, or 4 and Payment Methodology is 5 and Enrollment Status is reported as either Blank or a value other than 3 or 4, we must set the value equal to 3 and we must have a warning comment (W) go to the institution that says: Enrollment Status may never exceed half time when using Payment Methodology 5.

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
217	218	2	A	Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. PM1: Blank PM2: Total number of weeks of instructional time in student's Program of Study's academic year (fall through spring terms). PM3 & PM5B: Total number of weeks of instructional time in all terms in student's Program of Study's academic year. PM4 & PM5A: The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in student's program of study's academic year. Institution determines this based on the time required for the majority of its full-time students to complete the program of study or the program of study's academic year, not student by student.	Blank (Payment Methodology 1) 00 – 78 (Payment Methodology 2, 3, 4, or 5) IF PM=2 Must be < 30 IF PM=3 Must be valid range IF PM=4 Must be valid range IF PM=5 Must be valid range Refer to Appendix	Must be BLANK when using Payment Methodology 1. If invalid, out of range or greater than Weeks of instructional time in program's definition of academic year, then accepted value equal to previous value or equal to Weeks for Academic Year. If supplied and not needed for payment methodology, ignore. Used in award amount validation. See Payment Methodology for AC information that determines if the PM is 5B or 5A.
219	220	2	A	Weeks of inst. time in program's definition of academic year	Total number of weeks of instructional time in the institution's definition of a full academic year for this student's Program of Study.	Blank (PM: 1) 30 – 78 (May never be less than the number provided in positions 217 – 218 Weeks of instructional time used to calculate payment field of Origination record. If > 78 set to 30. Refer to Appendix	Can be blank when using Payment Methodology 1. Can never be less than previous field. If invalid or BLANK, then set accepted value to previous value or If Attended Pell ID default Weeks populated, then set accepted value to default. ELSE If Reporting Pell ID default Weeks populated, then set accepted value to default. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
221	224	4	A	Cr/Clock hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	Blank (Unless Payment Methodology 5 and AC 6, or Payment Methodology 4) or Ranges: 0000-3120 AC = Clock Hour (5) 0000-0100 AC = Credit Hours without terms(6) Refer to Appendix	Can be blank when using Payment Methodologies 1,2, 3, & 5. If invalid, out of range or greater than Credit/clock hours in this student's program of study's academic year, then accepted value equal to previous value or equal to Cr/Clock Hrs for Academic Year. If supplied and not needed for payment methodology, ignore. Used in award amount validation. Can never be blank if PM 5 and AC 6.
225	228	4	A	Cr/Clock hours in this student's program of study's academic year	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	Blank (Unless Payment Methodology 5 and AC 6, or Payment Methodology 4) or ranges: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6 Refer to Appendix	Can be blank when using Payment Methodologies 1,2, 3, & 5. If invalid or BLANK, then set accepted value to previous value or If Attended Pell ID default Hours populated, then set accepted value to default. ELSE If Reporting Pell ID default Hours populated, then set accepted value to default. ELSE set accepted value to 900 if Academic Calendar = 5 or set accepted value to 24 if Academic Calendar = 6. If supplied and not needed for payment methodology, ignore. Used in award amount validation. Can never be less than previous field.
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editting by RFMS will be done on this field.
232	250	19	A	Unused	Reserved for expansion	Constant spaces	
		250		Total Record Length			

NOTE: A Change to an Origination record is supplied in this same format. Changes apply to the entire award period

Origination Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended PELL- ID - 999999 Orig Sequence Number - 00	Identifier
24	32	9	N	Original SSN	Student's SSN from original FAFSA	001010001 - 999999999	Identifier
33	34	2	A	Original Name Code	Student's name code from original FAFSA	Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	Identifier
35	40	6	N	Attended Campus PELL-ID	PELL-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid PELL-ID	Identifier
41	45	5	A/N	Unused	Reserved for expansion.	Constant spaces	
46	58	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	No editting will be done on this field by RFMS.
59	59	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected D: Duplicate of an accepted record at RFMS E: Rejected - record was rejected	
60	60	1	A	Unused	Reserved for expansion	Constant spaces	
61	67	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros and report cents as '00'; do not include the $ sign or decimal point. Range: 0000000 to AWARD AMOUNT MAXIMUM	#
68	75	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to DISBURSEMENT START DATE (20010701) to DISBURSEMENT END DATE(20070930).	#
76	83	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record]or BLANK	#

Origination Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
84	91	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record]or BLANK	#
92	99	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	#
100	107	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	#
108	115	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
116	123	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
124	131	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
132	139	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
140	147	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
148	155	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
156	163	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
164	171	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
172	179	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
180	187	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	#
188	195	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2001-2002 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20010101 - 20020630	#
196	196	1	A/N	Accepted Low Tuition & fees flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range 1: 0 2: 1 – 262 3: 263 - 524 or BLANK: low tuition does not apply	#

Origination Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
197	197	1	A	Accepted Verification status flag	Status of verification of applicant data by the school.	A: Accurate C: Calculated N: SAR Transaction Not Selected by CPS for Verification Process R: Reprocessed S: SAR Transaction Selected by CPS for Verification Process but 30% Requirement met or Institution is a Quality Assurance Program Participant T: Tolerance W: Without Documentation	If blank or invalid, then If selected by CPS, then set approved value to previous value or "W" ELSE set approved value to "N". #
198	198	1	A	Accepted Incarcerated Federal Pell Recipient code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated	#
199	200	2	N	Accepted Transaction number	Transaction number from eligible SAR used to calculate award	Must be numeric: 01 - 99	#
201	205	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR May be the primary or secondary EFC value.	Range: 00000-EFC MAXIMUM.	#
206	206	1	A	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O= Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used.	#
207	207	1	N	Accepted Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1= Credit Hours - non-standard terms; 2 = Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 = Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;	#

Origination Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
208	208	1	N	Accepted Payment methodology	Formula used to calculate the student's Federal Pell Grant.	1= (a)Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms equal or exceed 30 weeks, or have been granted waiver; or (b) School offers a summer term in addition to fall through spring terms, could calculate awards using Formula 1 or 2 and chooses to perform alternate calculation (AC: 2,3, or 4) 2 = Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms are less than 30 weeks, has not been granted waiver. Institution does not use alternate calculation (AC: 2,3, or 4) 3 = Credit hour with standard or non-standard terms (AC:1,2,3, or 4) 4 = Clock hour or Credit hour without terms (AC: 5 or 6) 5 = Programs of study by correspondence (AC: 1,2,3, or 4 denotes Formula 5B AC: 6 denotes Formula 5A)	#
209	215	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-9999999.	#
216	216	1	A	Accepted Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3 or 5 are used.	Blank (AC: 5 or 6) 1: Full-time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) 2: 3/4 time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) 3: ½ time (AC: 1, 2, 3, or 4) 4: Less than ½ time (AC: 1, 2, 3, or 4) 5: Other (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5)	#

Origination Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
217	218	2	A	Accepted Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. PM1: Blank PM2: Total number of weeks of instructional time in student's Program of Study's academic year (fall through spring terms). PM3 & PM5B: Total number of weeks of instructional time in all terms in student's Program of Study's academic year. PM4 & PM5A: The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in student's program of study's academic year. Institution determines this based on the time required for the majority of its full-time students to complete the program of study or the program of study's academic year, not student by student.	Blank or 00 - 78	#
219	220	2	A	Accepted Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 30 - 78	#
221	224	4	A	Accepted Cr/Clock hours in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	Blank or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	#
225	228	4	A	Accepted Cr/Clock hours in this student's program of study's academic year	Number of credit or clock hours in this student's educational program's academic year definition. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	#
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editting will be done on this field by RFMS.
232	250	19	A	Unused	Reserved for expansion	Constant spaces	
251	255	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – AWARD AMOUNT MAXIMUM	

Origination Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
256	257	2	N	Previously Accepted Transaction Number	Transaction number that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	01 - 99 or BLANK if Origination not rejected.	
258	262	5	N	Previously Accepted EFC	EFC that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	Range: 00000-EFC MAXIMUM. or BLANK if Origination not rejected.	
263	263	1	A	Previously Accepted Secondary EFC Code	Secondary EFC Code that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	O= Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used or if Origination not rejected.	
264	270	7	N	Previously Accepted Cost of Attendance	COA previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-9999999.	
271	345	75	N	Origination warning/reject reasons	List of up to twenty five 3 digit reject/warning codes which occurred during processing of this origination record. Only edit codes hit will display in the field. Otherwise, this space will be zero filled.	Twenty-Five edit/reject codes of: 000 - 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code Position XXX-XXX: 3rd code... Position YYY-YYY: 25th code	
346	355	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000 - 1111111111 Values: 0 – indicates not set 1 - indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use .	
		355		**Total Record Length**			

If record has been rejected, Action Code = E, reported data is returned on the record.

Disbursement Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	This field is required. Format: 999999999XX2002999999900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended PELL-ID - 999999 Orig Sequence Number - 00	Identifier If Origination ID does not match on RFMS database, then reject record.
24	36	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Disbursement Reference Number	Number of this disbursement. RFMS will send disbursement number 91-99 for system generated disbursement.	This field is required. Must be numeric: 01 - 90	Identifier 91-99 are Reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.
40	40	1	A	Debit/ Credit Indicator Flag	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	This field is required. P : positive N : negative	If first accepted disbursement, then must equal "P".
41	47	7	N	Disbursement Amount	Amount of disbursement for student	This field is required. Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-Award Amount MAX	
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	This field is required. CCYYMMDD: Range: 20010621 - 20070930	Process Date must be within N days prior of disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions.
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD: Range: 20010101 to 20020630 Or Spaces	If institution is ineligible and Payment Period Start date is invalid or not in range, then reject the record. If Payment Period Start date does not fall within the institution's period of eligibility the record will be rejected. If the institution is eligible and Payment Period Start date is invalid or not in range, then the date will be set to spaces.
64	100	37	A	Unused	Reserved for future expansion	Constant spaces	
		100		Total Record Length			

An Adjustment to a Disbursement record is supplied in this same format.

Disbursement Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended PELL ID - 999999 Orig Sequence Number - 00	Identifier
24	36	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code/Status	Code to indicate processing status of disbursement.	Valid Codes: A: Accepted disbursement amount C: Corrected disbursement amount D: Duplicate disbursement reference number of an accepted record at RFMS E: Rejected - record was rejected	If a duplicate disbursement reference number is submitted then the record will not be processed by RFMS.
38	39	2	N	Disbursement Reference number	Unique number of the disbursement. RFMS will send disbursement number 91-99 for system generated disbursement.	Must be numeric: 01 - 90	Identifier 91-99 are Reserved for RFMS system generated disbursements
40	40	1	A	Accepted Debit/ Credit Indicator Flag	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P : positive N : negative	#
41	47	7	N	Accepted Disbursement amount	Amount of disbursement for student. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX	# If the disbursement amount is invalid on the input record it will be returned as all zeros on the rejected record.
48	55	8	N	Disbursement date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20010621 - 20070630	
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD: Range: 20010101 to 20020630 Or Spaces	If institution is ineligible and Payment Period Start date is invalid or not in range, then reject the record. If Payment Period Start date does not fall within the institution's period of eligibility the record will be rejected. If the institution is eligible and Payment Period Start date is invalid or not in range, then the date will be set to spaces.
64	100	37	A	Unused	Reserved for future expansion	Constant spaces	

Disbursement Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
101	107	7	N	YTD Disbursed Amount	Total amount that has been disbursed to the student for the award year	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX	If the record is rejected this amount will be 0.
108	182	75	N	Edit/Comment codes	Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgment record. If less than 25 comments, zero filled.	Twenty-Five edit/reject codes of: 000 - 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code... Position YYY-YYY: 25th code	
183	192	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000- 1111111111 Values: 0 – indicates not set 1 - indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use .	
193	200	8	A	Unused	Reserved for future expansion	Constant spaces	
		200		Total Record Length			

If record has been rejected, Action Code = E, reported data is returned on the record.

Electronic Statement of Account Record - Summary

Start	En	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "S"- Summary level account status	
2	7	6	N	Reporting Campus PELL-ID	PELL-ID of reporting campus	Valid PELL-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are Blanks.	
19	29	11	A	Unused	Reserved for future expansion	Constant spaces	
30	45	16	A/N	GAPS Award Number	Used to identify a unique funding for an institution. Comprised of the following fields: PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Sequence Number	Valid GAPS Award number. Format: P063P CCYYXXXX Where "P" - constant for PO Indicator "063" – constant for CFDA Number "P" – constant " " 3 spaces CCYY – Beginning year of school year pair '2001'. XXXX – unique value for each funded institution	
46	50	5	N	Accounting Schedule Number	Sequence number assigned by RFMS to track Accounting schedules.	Range: 00000-99999	
51	58	8	D	Accounting Schedule Date	Date of Current Accounting schedule.	Valid Date in CCYYMMDD format.	
59	69	11	A/N	Previous Obligation Amount	Amount of institution's total obligation prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999	Will always equal zero for institutions who are obligate only accounts for the whole year.
70	80	11	A/N	Obligation Adjustment Amount	Adjustment of the obligations for this Accounting cycle .	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999	Will always equal zero for institutions who are obligate only accounts for the whole year.
81	91	11	A/N	Current Obligation Amount	Amount of institution's current obligation balance.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999	Will always equal zero for institutions who are obligate only accounts for the whole year.
92	102	11	A/N	Previous Obligation/Payment Amount	Amount of institution's previous payment balance.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank.	Will always equal zero for institutions who are obligate only accounts for the whole year.
103	113	11	A/N	Obligation/Payment Adjustment Amount	Total of all adjustments to payment for the GAPS Award Number.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank.	Will always equal zero for institutions who are obligate only accounts for the whole year.

Electronic Statement of Account Record - Summary

Start	En	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
114	124	11	A/N	Current Obligation/Payment Amount	Amount of institution's current payment balance..	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank.	Will always equal zero for institutions who are obligate only accounts for the whole year.
125	131	7	N	YTD Total Unduplicated Recipients	Year to date number of unduplicated recipients for institution.	Range: 000000000 - 999999999 or Blank	
132	142	11	N	YTD Accepted Disbursement Amount	YTD Total of disbursements accepted by RFMS.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank	
143	153	11	N	YTD Posted Disbursement Amount	YTD Total of disbursements sent to and acknowledged by GAPS.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank	
154	164	11	N	YTD Administrative Cost Allowance (ACA)	YTD amount of ACA paid to the institution.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank	
165	177	13	N	GAPS Drawdown/Payment	The sum of DD instigated by the school, Direct payments for Obligation/Payment accounts less Returns and Refunds.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. 0000000000000 - 99999999999999 or Blank	
178	185	8	D	Date of Last Activity in GAPS	The date GAPS last posted a transaction for the GAPS Award number.	Valid date in CCYYMMDD format.	
186	198	13	N	Payment Control Number	The reference number for the last payment sent to the institution.	Valid Payment Control Number or all zeros.	
199	200	2	A	Unused	Reserved for future expansion	Constant spaces	
		200		Total Record Length			

Electronic Statement of Account Record – Detail

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "D" - Detailed institution activity	
2	7	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are blanks.	
19	29	11	A	Unused	Reserved for future expansion	Constant spaces.	
30	45	16	A/N	GAPS Award Number	Used to identify a unique funding for an institution. Comprised of the following fields: PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Sequence Number	Valid GAPS Award number. Format: P063P CCYYXXXX Where "P" - constant for PO Indicator "063" - constant for CFDA Number 'P/J/Q/R' constant for CFDA Subprogram ID P: Advance funded (Obligate only) J: Just in Time (Obligate/Pay) R: Reimbursement (Obligate/Pay) Q: ACA (Obligate/Pay) " " – 3 spaces CCYY – Beginning year of school year pair '2001'. XXXX – unique value for each funded institution	
46	53	8	D	Transaction Date	Effective date of accounting transaction sent to GAPS.	Valid Date in CCYYMMDD format.	
54	54	1	A	Debit/ Credit Indicator Flag	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P : positive N : negative	
55	65	11	A/N	Adjustment Amount	Amount of institution's adjustment batch.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range: 00000000000 – 99999999999	
66	73	8	D	GAPS Process Date	The date GAPS processed adjustment batch.	Valid date in CCYYMMDD format.	
74	99	26	A/N	Adjustment Batch ID	Batch ID which generated the adjustment.	Format: CCYYXX999999CCYYMMDDHHMMSS where: XX - #D: Disbursements CCYY - End year of school year pair: '2002' 999999 -Reporting Pell ID CCYYMMDD-date batch created HHMMSS - time batch created	

Electronic Statement of Account Record – Detail

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
100	200	101	A	Unused	Reserved for future expansion.	Constant spaces	
		200		Total Record Length			

Institution Data Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Pell-ID	Pell-ID assigned the Federal Pell Program for the participating campus.	This field is required. Must be a valid Pell-ID code.	Change applies to all records with the same Pell-ID , unless further identification (DUNS #) is provided to change only a particular institution.
7	17	11	N	DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. This field is optional.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are Blanks.	Used to identify an institution that may be referenced by more than one Pell-ID.
18	52	35	A/N	Institution street mailing address - Line 1	Line 1 of the street or post office box address of institution.	May be Blank.	BLANK if unchanged. May edit to determine change of ownership
53	87	35	A/N	Institution street mailing address - Line 2	Line 2 of the street or post office box address of institution	May be Blank.	BLANK if unchanged.
88	112	25	A/N	Institution mailing city	The city in which the institution is located	May be Blank.	BLANK if unchanged.
113	114	2	A/N	Institution mailing state	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located	May be Blank.	BLANK if unchanged.
115	123	9	A/N	Mailing Zip code	The zip code plus 4 of the institution	May be Blank.	BLANK if unchanged.
124	173	50	A/N	FAA Email Address	Internet address of an authorized official. Do not provide an e-mail address usable only with your school's internal e-mail system.		BLANK if unchanged.
174	203	30	A/N	Financial Aid Administrator (FAA) name	Enter the full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. Do not use titles or punctuation. Do not enter the name of your service agent.	May include blanks and special characters.	BLANK if unchanged. Are we going to allow updating?
204	217	14	A/N	FAA telephone number	Phone number for the FAA indicated previously, including area code and extension. Do not enter the number for your service agent.	Numeric only. No parentheses or dashes.	BLANK if unchanged.
218	231	14	A/N	FAA fax number (Optional)	Fax number used by the FAA indicated previously, including area code. Do not enter the number for your service agent.	Numeric only for first 10 positions. No parentheses or dashes. Last 4 positions will be blank.	BLANK if unchanged.

Institution Data Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
232	232	1	A	Institution type	Code that best describes the type of institution	1= Less than 1 year 2= 1 year, less than 2 years 3= 2 years, less than 3 years 4= 3 years, less than 4 years 5= 4 years (baccalaureate) 6= 5 years or more Otherwise, leave blank.	BLANK if unchanged.
233	233	1	A	Financial control	The source of financial control for your institution in Pell Grant files, use the code that best describes your institution.	1 = Public 2 = Private, nonprofit 3 = Proprietary Otherwise, leave blank.	BLANK if unchanged.
234	234	1	A	Academic calendar	The academic calendar in Pell Grant files, use the code that best describes the MAJOR type of academic term your institution uses.	1 = Institution uses nonstandard academic terms and measures academic progress by credit hours 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock-hours 6 = Institution does not use terms, but does measure academic progress by credit hours Otherwise, leave blank.	BLANK if unchanged.
235	236	2	A/N	Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year.	Blank or 30 - 78	

Institution Data Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
237	240	4	A/N	Cr/clock hrs in program's definition of academic year	The number of hours/credit hours in your school's academic year definition in Pell Grant file.	Use leading zeroes and the applicable range: 0900 – 3120 for AC = 5 0024 - 0100 for AC = 6 Otherwise, leave blank.	BLANK if unchanged.
		240		Total Record Length			

Institution Data Acknowledgment Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Pell-ID	Pell-ID assigned the Federal Pell Program for the participating campus.	Must be a valid Pell-ID code.	Change applies to all records with the same Pell-ID , unless further identification (DUNS #) is provided to change only a particular institution
7	7	1	A	Action Status	Code to indicate the status of institution data record receipt.	A - Institution Data Record Accepted E - Institution Data Record Rejected	Completed by RFMS as a result of Batch editing.
8	31	24	N	Batch Reject Reasons	List of up to eight 3 digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format: 000 - 199 Position X-X: 1st reject reason code Position X-X: 2nd reject reason code Position X-X: 3rd reject reason code... Position XX-XX: 8th reject reason code	Completed by RFMS as a result of Batch editing.
32	106	75	A	Unused	Reserved for future expansion	Constant spaces	
		106		Total Record Length			

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus on	This field is required. Valid Pell-ID	If all zeros are entered and the request is a Year to Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year to Date or Reconciliation file will be generated for each Pell ID.
7	7	1	A	Request type	Code for data request type.	This field is required. M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-To-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File	Cannot be blank for requests from the WEB.
9	34	26	A	Unused	Reserved for future expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	This field required for Type M request. O = Send origination information D = Send disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	This field required for Type M request. A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
37	47	11	A	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX - 999999999XX where XX is: Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	Must be non-blank MRR Code 2 equals S.
48	53	6	N	MR institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.
54	76	23	A	Origination ID	The Origination ID for which a Year to Date is Requested.	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended PELL ID - 999999 Orig Sequence Number - 00	If Request Type is Y and the Origination ID is nonblank then the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid the request will be rejected.

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
77	100	24	A	Unused	Reserved for future expansion	Constant spaces	
		100		Total Record Length			

Data Request Acknowledgments: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus on	Valid Pell-ID	If all zeros are entered and the request is a Year to Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus A separate Year to Date or Reconciliation file will be generated for each Pell ID.
7	7	1	A	Request type	Code for data request type.	M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-To-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E= Send output by Electronic file	
9	34	26	A	Unused	Reserved for future expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	O = Send origination information D = Send disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send other institutions for students listed in record. I = Send students for institution listed in record	
37	47	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Only required if the MRR Code 2 equals S.	Blank or 001010001XX - 999999999XX where XX is: Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MRR Code 2 equals I.	Blank or Valid Pell-ID	
54	76	23	A	Origination ID	The Origination ID for which a Year to Date is Requested.	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended PELL ID - 999999 Orig Sequence Number - 00	If Request Type is Y and the Origination ID is not blank and the User requested this field on their request. If the Origination ID is not found or invalid the request will be rejected.

Data Request Acknowledgments: Multiple Reporting, Reconciliation, Statement of Account, YTD

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
77	77	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected	
78	98	21	N	Edit/Comment Codes	List of up to seven 3 digit comment codes which occurred during processing of the data request.	Comment format: 000 - 199 Position XX-XX:1st comment code Position XX-XX :2nd comment code... Position XX-XXX: 7th comment code	
77	100	2	A	Unused	Reserved for future use	Constant spaces	
		100		Total Record Length			

Multiple Reporting Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	2	2	A	Record type	Code that indicates the reason the institution is receiving the record.	RO: Originated Institution RD: Disbursed Institution RN: None found CE: Concurrent Enrollment Institution PB: Blocked Institution PR: Blocker Institution PU: Unblocked Institution BC: Blocked and Concurrent Enrollment RC: Blocker and Concurrent Enrollment VW: Verification W SI: Shared SAR ID	
3	8	6	N	Requesting Institution Pell-ID	Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records.	Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records.	O = Send origination information D = Send disbursement information May be BLANK.	
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX - 999999999XX where XX is: Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	
22	27	6	N	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.	Valid Pell-ID. May be blank.	
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 - 999999999	
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; .(period); '(apostrophe); -(dash) Blank (no last name).	

Multiple Reporting Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
39	44	6	N	Institution Pell-ID	Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Institution name	The name of the institution.		
115	149	35	A/N	Institution street address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution street address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution city	The city in which the institution is located		
210	211	2	A	Institution state	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip code	The zip code of the institution.		
221	250	30	A/N	Financial Aid Administrator (FAA) name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.	May include blanks and special characters.	
251	260	10	N	FAA telephone number	The working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	FAA fax number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise Includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet address	Internet address of an authorized official.	May be BLANK.	
321	327	7	N	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant -for a student with this EFC and COA attended full-time for a full academic year	Range: 0000000-AWARD AMOUNT MAX	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range: 0000000-AWARD AMOUNT MAX	
335	336	2	N	Transaction Number	Transaction number from the eligible SAR used to calculate the award.	Range: 01-99	
337	341	5	N	Expected Family Contribution	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range: 00000-EFC MAXIMUM	

Multiple Reporting Record

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
342	349	8	D	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range: 20010101 - 20020630	
350	357	8	D	Origination Create Date	Date the origination was created in RFMS.	CCYYMMDD Range: 20010401 – 20070930	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range: 0000000-AWARD AMOUNT MAX	
365	372	8	D	Last Activity Date	Date of the last payment was received from the institution.	Format: CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of next estimated disbursement date.	Blank or CCYYMMDD Range: 20010101 – 20070930	
381	385	5	N	Eligibility Used	The percentage of the student's eligibility used by the institution.	Format: 000.00% The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000 Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use .	
396	411	16	A/N	Student's Last Name	The last name of the student.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student.	A – Z, 0 – 9 or blank	
424	424	1	A	Student's Middle Initial	The middle initial of the student.	A – Z or blank	
425	432	8	D	Student's Date of Birth	The date of birth of the student.	Format: CCYYMMDD	
433	450	18	A	Unused	Reserved for future expansion	Constant spaces	
		450		Total Record Length			

Reconciliation File

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	16	16	A/N	Student's Last Name	The last name of the student.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
17	28	12	A/N	Student's First Name	The first name of the student.	A – Z, 0 – 9 or blank	
29	29	1	A	Student's Middle Initial	The middle initial of the student.	A – Z or blank	
30	52	23	A	Origination ID	The Origination ID for which a Year to Date is Requested.	Format: 999999999XX200200199900 SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended PELL ID Orig Sequence Number - 00	
53	61	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS	Valid social security number or BLANK if not matched	
62	67	6	N	Attended Campus Pell-ID	Pell-ID of campus attended.	Valid Pell-ID	
68	69	2	N	Transaction Number	Transaction number from the eligible SAR used to calculate the award.	Range: 01-99	
70	74	5	N	Expected Family Contribution (EFC)	The EFC supplied on the origination record.	Range: 00000-EFC MAXIMUM	
75	81	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range: 0000000-AWARD AMOUNT MAX	
82	86	5	N	Scheduled Award Amount	Scheduled Federal Pell Grant -for a student with this EFC and COA attended full-time for a full academic year	Range: 00000-AWARD AMOUNT MAX	
87	93	7	N	YTD Disbursement Amount	Total of all the Disbursement amounts in the disbursement and special disbursement records for the student.	0000000-9999999. The first five positions are the whole dollars and the last two positions are the cents.	

Reconciliation File

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
94	94	1	A	Verification Status	The Verification Status supplied on the origination record.	A: Accurate C: Calculated N: SAR Transaction Not Selected by CPS for Verification Process R: Reprocessed S: SAR Transaction Selected by CPS for Verification Process but 30% Requirement met or Institution is a QAP Participant T: Tolerance W: Without Documentation	
95	95	1	A/N	POP Flag	Flag set in origination record when a student is in a POP situation.	Y or blank	
	95			Total			

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"	
2	24	23	A/N	Origination ID	Unique number used to identify an origination	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code – XX Year Indicator – 2002 Valid Pell- ID - 999999 Orig Sequence Number – 00	Identifier
25	33	9	N	Original SSN	Student's SSN from original FAFSA	001010001 – 999999999	Identifier
34	35	2	A	Original Name Code	Student's name code from original FAFSA	Uppercase A to Z; .(period); '(apostrophe); - (dash); BLANK: no last name	Identifier
36	41	6	N	Attended Campus Pell-ID	Pell-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid Pell-ID	Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.
42	46	5	A/N	Unused	Reserved for future expansion	Constant spaces	
47	59	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	No editing
60	60	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action code. All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	A	Unused	Reserved for future expansion.	Constant spaces	
62	68	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Cents will be reported as '00'. Range: 0000000-MAX AWARD AMOUNT	Cannot exceed Total Payment Ceiling for student - award validation performed.
69	76	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20010701 – 20070930	
77	84	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	

Year-To-Date Record (Origination)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
85	92	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
93	100	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
101	108	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
109	116	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
117	124	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
125	132	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
133	140	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20010701 – 20070930	
141	148	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
149	156	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
157	164	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
165	172	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
173	180	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	
181	188	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: [see field position 69 in this record] or BLANK	

Year-To-Date Record (Origination)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
189	196	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2001-2002 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20010101 - 20020630	
197	197	1	A/N	Accepted Low Tuition & fees flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range 1: 0 2: 1 – 262 3: 263 - 524 or BLANK: low tuition does not apply	
198	198	1	A	Accepted Verification status flag	Status of verification of applicant data by the school.	A: Accurate C: Calculated N: SAR Transaction Not Selected by CPS for Verification Process R: Reprocessed S: SAR Transaction Selected by CPS for Verification Process but 30% Requirement met or Institution is a Quality Assurance Program Participant T: Tolerance W: Without Documentation	
199	199	1	A	Accepted Incarcerated Federal Pell Recipient code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated	
200	201	2	N	Accepted Transaction number	Transaction number from eligible SAR used to calculate award	Must be numeric: 01 - 99	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
202	206	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range: 00000-EFC MAXIMUM	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
207	207	1	N	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O= Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used.	

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
208	208	1	N	Accepted Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1=Credit Hours - non-standard terms; 2 =Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 =Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology. From to To 1 to 2, 3, 4, or 5 2, 3, or 4 to 1 or 5 5 to 2, 3, 4, or 6 6 to 1 or 5
209	209	1	N	Accepted Payment methodology	Formula used to calculate the student's Federal Pell Grant Award.	1= (a)Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms equal or exceed 30 weeks, or have been granted waiver; or (b) School offers a summer term in addition to fall through spring terms, could calculate awards using Formula 1 or 2 and chooses to perform alternate calculation (AC: 2,3, or 4) 2 = Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms are less than 30 weeks, has not been granted waiver. Institution does not use alternate calculation (AC: 2,3, or 4) 3 = Credit hour with standard or non-standard terms (AC:1,2,3, or 4) 4 = Clock hour or Credit hour without terms (AC: 5 or 6) 5 = Programs of study by correspondence (AC: 1,2,3, or 4 denotes Formula 5B AC: 6 denotes Formula 5A)	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation.
210	216	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.	Used in award amount validation.
217	217	1	A	Accepted Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3 or 5 are used.	BLANK or 1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time 5: Other	

Year-To-Date Record (Origination)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
218	219	2	A	Accepted Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. PM1: Blank PM2: Total number of weeks of instructional time in student's Program of Study's academic year (fall through spring terms). PM3 & PM5B: Total number of weeks of instructional time in all terms in student's Program of Study's academic year. PM4 & PM5A: The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in student's program of study's academic year. Institution determines this based on the time required for the majority of its full-time students to complete the program of study or the program of study's academic year, not student by student.	BLANK or 00 - 78	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
220	221	2	A	Accepted Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	BLANK or 30 - 78	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
222	225	4	A	Accepted Cr/Clock hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
226	229	4	A	Accepted Cr/Clock hours in this student's program of study's academic year	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	BLANK or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
230	232	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing
233	251	19	A	Unused	Reserved for expansion	Constant spaces	
252	256	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – Maximum Award Amount	

Year-To-Date Record (Origination)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
257	285	29	A	Student name	Full student name as reported to the CPS for the Transaction number reported. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	BLANK or Full name listed in order: Last Name 01 - 16 First Name 17 – 28 Middle Initial 29	
286	294	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid social security number or BLANK if not matched	
295	302	8	D	Student Date of Birth	Date of birth of the student.	Valid date of birth: CCYYMMDD	
303	303	1	A	CPS Verification Selection code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	310	7	N	YTD Disbursement Amount	The total of processed disbursements by RFMS	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX	
311	336	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch ID is specified.	Format: CCYYXX999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2002' 999999 -Reporting Pell ID CCYYMMDD-date batch created HHMMSS – time batch created	
337	344	8	D	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format: CCYYMMDD	
345	350	6	A	Unused	Reserved for future expansion	Constant spaces	
		350					

Year-To-Date Record (Disbursement)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"	
2	24	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format: 999999999XX200299999900 Where: SSN – 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid PELL ID - 999999 Orig Sequence Number - 00	Identifier
25	37	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	Action Code	Code to indicate action to be taken	A: Accepted - all fields accepted C: Corrected - one or more fields corrected	
39	40	2	N	Disbursement Reference Number	Number of the disbursement per student for the Award Year	Must be numeric: 01 - 90	Identifier :91-99 are Reserved for RFMS system generated disbursements
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000-Maximum for Award Year	
48	48	1	A	Accepted Debit/ Credit Indicator Flag	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P : positive N : negative	
49	56	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20010621 - 20070930	Process Date must be within N days prior of disbursement date.
57	57	1	N	Unused	Reserved for future expansion	Constant spaces	
58	65	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD: Range: 20010101 to 20020630 or BLANK	Field is required when an institution is ineligible.
66	103	38	A	Unused	Reserved for future expansion	Constant spaces	
104	129	26	A/N	Disbursement Batch ID	Number generated by the institution to identify the batch of disbursement records.	Format: #DCCYY999999CCYYMMDDHHMMSS where: CCYY – last year in cycle: '2002' 999999 -Reporting PELL ID CCYYMMDD-date batch created HHMMSS - time batch created	

Year-To-Date Record (Disbursement)							
Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
130	350	221	A	Unused	Reserved for future expansion	Constant spaces	
		350		Total Record Length			

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Summary)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"	
2	8	7	N	Total Unduplicated Recipients	Provided by RFMS. Year to date number of unduplicated recipients for institution.	Range: 0000000 - 9999999	
9	15	7	N	Total Originations	Provided by RFMS. Year to date number of originations received for the institution.	Range: 0000000 - 9999999	
16	22	7	N	Originations Accepted	Provided by RFMS. Year to date number of originations received and accepted for the institution.	Range: 0000000 - 9999999	
23	29	7	N	Originations Corrected	Provided by RFMS. Year to date number of originations received and corrected for the institution.	Range: 0000000 - 9999999	
30	36	7	N	Originations Rejected	Provided by RFMS. Year to date number of originations received and rejected for the institution.	Range: 0000000 - 9999999	
37	43	7	N	Total Disbursements	Provided by RFMS. Year to date number of Disbursements received for the institution.	Range: 0000000 - 9999999	
44	50	7	N	Disbursements Accepted	Provided by RFMS. Year to date number of Disbursements received and accepted for the institution.	Range: 0000000 - 9999999	
51	57	7	N	Disbursements Corrected	Provided by RFMS. Year to date number of Disbursements received and corrected for the institution.	Range: 0000000 - 9999999	
58	64	7	N	Disbursements Rejected	Provided by RFMS. Year to date number of Disbursements and rejected for the institution.	Range: 0000000 - 9999999	
65	67	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
68	74	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
75	77	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
78	84	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
85	87	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
88	94	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	

Year-To-Date Record (Summary)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
95	97	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
98	104	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
105	107	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
108	114	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
115	117	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
118	124	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
125	127	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
128	134	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
135	137	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
138	144	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
145	147	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
148	154	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
155	157	3	N	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank	
158	164	7	N	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank	
165	350	186	A	Unused	Reserved for future expansion	Constant spaces	
		350		Total Record Length			

External Origination Add/Change Record

This record layout is used to add and change origination records in the EDExpress software. It can also be used as a format for an institutionally defined layout. This record layout is not sent to RFMS.

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2002 Valid Attended Pell ID - 999999 Orig Sequence Number - 00	
24	32	9	N	Original SSN	Student's SSN from original FAFSFA.	001010001 - 999999999	Identifier
33	34	2	A	Original Name Code	Student's name code from original FAFSFA.	Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	Identifier
35	40	6	N	Attended Campus Pell-ID	Pell-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell-ID	Identifier Change creates new origination record.
41	45	5	A/N	ED Use	Reserved for future use.	Spaces	
46	58	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	
59	59	1	A	Action Code	Code to indicate action to be taken.	Will always be blank	No editing
60	60	1	A	Unused	Reserved for future expansion	Constant spaces	
61	67	7	N	Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros and report cents as '00'; do not include the $ sign or decimal point. Range: 0000000 to AWARD AMOUNT MAXIMUM	Cannot exceed Total Payment Ceiling - award validation performed. Increases are required to be submitted to RFMS. Any change to origination data requires the Award Amount to be validated.
68	75	8	N	Estimated Disbursement Date #1	Date 1st disbursement to student will be made	CCYYMMDD: Range: DISBURSEMENT START DATE (20010701)-N days--DISBURSEMENT END DATE(20070930).	
76	83	8	N	Estimated Disbursement Date #2	Date 2nd disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
84	91	8	N	Estimated Disbursement Date #3	Date 3rd disbursement to student will be made	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	

External Origination Add/Change Record

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Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
92	99	8	N	Estimated Disbursement Date #4	Date 4th disbursement to student will be made	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	
100	107	8	N	Estimated Disbursement Date #5	Date 5th disbursement to student will be made	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	
108	115	8	N	Estimated Disbursement Date #6	Date 6th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
116	123	8	N	Estimated Disbursement Date #7	Date 7th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
124	131	8	N	Estimated Disbursement Date #8	Date 8th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
132	139	8	N	Estimated Disbursement Date #9	Date 9th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
140	147	8	N	Estimated Disbursement Date #10	Date 10th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
148	155	8	N	Estimated Disbursement Date #11	Date 11th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
156	163	8	N	Estimated Disbursement Date #12	Date 12th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
164	171	8	N	Estimated Disbursement Date #13	Date 13th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
172	179	8	N	Estimated Disbursement Date #14	Date 14th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
180	187	8	N	Estimated Disbursement Date #15	Date 15th disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
188	195	8	D	Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2001-2002 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20010101 - 20020630	
196	196	1	A/N	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range 1: 0 2: 1 – 262 3: 263 – 524 or BLANK: low tuition does not apply	

External Origination Add/Change Record

This record layout is used to add and change origination records in the EDExpress software. It can also be used as a format for an institutionally defined layout. This record layout is not sent to RFMS.

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
197	197	1	A	Verification Status code	Status of verification of applicant data by the school.	A: Accurate C: Calculated N: SAR Transaction Not Selected by CPS for Verification Process R: Reprocessed S: SAR Transaction Selected by CPS for Verification Process but 30% Requirement met or Institution is a Quality Assurance Program Participant T: Tolerance W: Without Documentation	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. Once a student is selected he/she is always selected
198	198	1	A	Incarcerated Federal Pell Recipient code	Students incarcerated in local penal institutions are not eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated	
199	200	2	N	Transaction number	Transaction number from eligible SAR used to calculate award	01 - 99	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
201	205	5	N	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	Range: 00000-EFC MAXIMUM.	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
206	206	1	N	Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. Or BLANK if Secondary EFC not used	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.

External Origination Add/Change Record

This record layout is used to add and change origination records in the EDExpress software. It can also be used as a format for an institutionally defined layout. This record layout is not sent to RFMS.

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
207	207	1	N	Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1= Credit Hours - non-standard terms; 2 = Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 = Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount recalculation. If one of the following changes occur and associated disbursements have been processed, a new active origination record is created. Payments for the previous origination will be set to zero. From to To 1 to 2, 3, 4, or 5 2, 3, or 4 to 1 or 5 5 to 2, 3, 4, or 6 6 to 1 or 5
208	208	1	N	Payment methodology	Formula used to calculate the student's Federal Pell Grant.	1= (a)Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms equal or exceed 30 weeks, or have been granted waiver; or (b) School offers a summer term in addition to fall through spring terms, could calculate awards using Formula 1 or 2 and chooses to perform alternate calculation (AC: 2,3, or 4) 2 = Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms are less than 30 weeks, has not been granted waiver. Institution does not use alternate calculation (AC: 2,3, or 4) 3 = Credit hour with standard or non-standard terms (AC:1,2,3, or 4) 4 = Clock hour or Credit hour without terms (AC: 5 or 6) 5 = Programs of study by correspondence (AC: 1,2,3, or 4 denotes Formula 5B AC: 6 denotes Formula 5A)	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount recalculation.
209	215	7	N	Cost of Attendance	Must equal or exceed minimum COA in Federal Pell Grant Payment Schedule	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.	Used in award amount recalculation.
216	216	1	A	Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. For Payment Methodology 1,2,3& 5 must be valid.	Blank or 1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time 5: Other	BLANK only if Payment Methodology is Formula 4. Used in award amount recalculation.

External Origination Add/Change Record

This record layout is used to add and change origination records in the EDExpress software. It can also be used as a format for an institutionally defined layout. This record layout is not sent to RFMS.

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
217	218	2	A	Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. PM1: Blank PM2: Total number of weeks of instructional time in student's Program of Study's academic year (fall through spring terms). PM3 & PM5B: Total number of weeks of instructional time in all terms in student's Program of Study's academic year. PM4 & PM5A: The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in student's program of study's academic year. Institution determines this based on the time required for the majority of its full-time students to complete the program of study or the program of study's academic year, not student by student.	Blank or 00 - 78	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.
219	220	2	A	Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year. For Payment Methodology 2,3,4&5 must be valid.	Blank or 30 - 78	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.
221	224	4	A	Cr/Clock hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	Blank or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
225	228	4	A	Cr/Clock hours in this student's program of study's academic year	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	Blank or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

External Origination Add/Change Record

This record layout is used to add and change origination records in the EDExpress software. It can also be used as a format for an institutionally defined layout. This record layout is not sent to RFMS.

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	
229	258	30	A	Reserved for expansion	Reserved for expansion	Leave blank	
259	264	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
265	273	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid social security number or BLANK if not matched	
274	302	29	A	Student name	Full student name as reported to the CPS for the Transaction number reported. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	BLANK or Full name listed in order: Last Name 01 - 16 First Name 17 - 28 Middle Initial - 29	
303	303	1	A	CPS Verification Selection code	Designates whether CPS selected the studen for institutional verification of applicant dat as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	309	6	A	Created Time	Time when the record was created. Supplied by the system.	000000 – 235959 Format is HHMMSS HH = 00 – 23 MM = 00 – 59 SS = 00 – 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
		309		Total Record Length			

NOTE: A Change to an Origination record is supplied in this same format. Changes apply to the entire award period

External Disbursement Add/Change Record

This record layout is used to add and change disbursement records in the EDExpress software. It can also be used as a format for an institutionally defined layout. This record layout is not sent to RFMS.

Start	End	Length	Type	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination	Format: 999999999XX200299999900 Where: SSN - 001010001-999999999 Name Code – XX Year Indicator – 2002 Valid Attended PELL ID - 999999 Orig Sequence Number - 00	
24	36	13	A/N	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	This field can be used to track each disbursement record (by reference number) to a payment period
37	37	1	A	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Disbursement Reference Number	Number of the disbursement per student for the Award Year	01 – 90	Identifier 91-99 are Reserved for ED system generated disbursements
40	46	7	N	Disbursement Amount	Amount of disbursement for student's payment period.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT	
47	47	1	A	Debit/ Credit Indicator Flag	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year	P : positive N : negative	
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20010621 - 20070930	Must be within N days prior of payment period start date.
56	56	1	A	Unused	Reserved for future expansion	Constant spaces	
57	64	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD: Range: PP START(20010101) - PP END DATE (20021231)	Required only for schools that were ineligible at some point in the award year.
65	102	38	A	Unused	Reserved for future expansion	Constant spaces	
103	108	6	D	Created Time	Time when the record was created. Supplied by the system.	000000 – 235959 Format is HHMMSS HH = 00 – 23 MM = 00 – 59 SS = 00 – 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
	108			Total Record Length			

APPENDIX: PELL GRANT CALCULATIONS

Regulation Reference	(5F) All Programs	(2) Academic Calendar	(5A) Term programs only Enrollment Status	(5B) Clock hour Programs or Credit hour programs without terms Hours Credits expected to complete Paid from this award year	(5C) Clock hour programs, or Credit hour programs without terms Hours Credits in program's academic year definition	(5D) Term and Nonterm programs not using Formula 1 Weeks used to calculate payment	(5E) Terms and Nonterm programs not using Formula 1	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Expected Disbursement)
690.63 thru 690.67	1 Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses standard terms; (c) in which the fall through spring terms (i) equal or exceed 30 weeks of instructional time; or (ii) equal or exceed the weeks in its academic year if the program receives a waiver	2,3,4	1 Full-time	Blank	Blank	Blank	Blank	From Payment Schedule for EFC/COA	Same as SFPG	Same as SFPG
		2,3,4	2 ½ time	Blank	Blank	Blank	Blank	Same as above	From ½ time Disb Sched for EFC/COA	Same as Annual award
		2,3,4	3 ¾ time	Blank	Blank	Blank	Blank	Same as above	From ¾ Disb Sched for EFC/COA	Same as Annual award
		2,3,4	4 Other	Blank	Blank	Blank	Blank	Same as above	Same as SFPG	Same as Annual award
		2,3,4	5 LT ½ time	Blank	Blank	Blank	Blank	Same as above	From LT ½ Disb Sched for EFC/COA	Same as Annual award

Legend: LT = Less than; LE = Less than or equal to GT = Greater than; GE = Greater than or equal to

PELL GRANT RECORD LAYOUTS

Regulation Reference	(5F) All Programs	(2) Academic Calendar	(5A) Term programs only Enrollment Status	(5B) Clock hour Programs or Credit hour programs without terms Hours Credits expected to complete Paid from this award year	(5C) Clock hour programs, or Credit hour programs without terms Hours Credits in program's academic year definition	(5D) Term and Nonterm programs not using Formula 1 Weeks used to calculate payment	(5E) Terms and Nonterm programs not using Formula 1	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Expected Disbursement)
690.63 thru 690.67	2 Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses standard terms; (c) in which the fall through spring terms (i) are less than 30 weeks of instructional time; AND (ii) the program did not receive a waiver of the 30 week minimum	2,3,4	1 Full-time	Blank	Blank	Numeric & LE (5E) & LT 30	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		2,3,4	2 ½ time	Blank	Blank	Numeric & LE (5E) & LT 30	Numeric & GE 30 & LE 78	Same as above	From ½ time Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		2,3,4	3 ¾ time	Blank	Blank	Numeric & LE (5E) & LT 30	Numeric & GE 30 & LE 78	Same as above	From ¾ Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		2,3,4	4 Other	Blank	Blank	Numeric & LE (5E) &	Numeric & GE 30	Same as above	Same as SFPG	(Annual award * Weeks used to

						LT 30	& LE 78			calculate payment) / Weeks in program's academic year
		2,3,4	5 LT ½ time	Blank	Blank	Numeric & LE (5E) & LT 30	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year

Legend: LT = Less than; LE = Less than or equal to GT = Greater than; GE = Greater than or equal to

PELL GRANT RECORD LAYOUTS

Regulation Reference	(5F) All Programs	(2) Academic Calendar	(5A) Term programs only Enrollment Status	(5B) Clock hour Programs or Credit hour programs without terms Hours Credits expected to complete Paid from this award year	(5C) Clock hour programs, or Credit hour programs without terms Hours Credits in program's academic year definition	(5D) Term and Nonterm programs not using Formula 1 Weeks used to calculate payment	(5E) Terms and Nonterm programs not using Formula 1	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Expected Disbursement)
690.63 thru 690.67	3 Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses terms (standard or nonstandard)	1,2,3,4	1 Full-time	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		1,2,3,4	2 ½ time	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	From ½ time Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		1,2,3,4	3 ¾ time	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	From ¾ Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		1,2,3,4	4 Other	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year
		1,2,3,4	5 LT ½ time	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year

Legend: LT = Less than; LE = Less than or equal to GT = Greater than; GE = Greater than or equal to

PELL GRANT RECORD LAYOUTS

Regulation Reference	(5F) All Programs	(2) Academic Calendar	(5A) Term programs only Enrollment Status	(5B) Clock hour Programs or Credit hour programs without terms Hours Credits expected to complete Paid from this award year	(5C) Clock hour programs or Credit hour programs without terms Hours Credits in program's academic year definition	(5D) Term and Nonterm programs not using Formula 1 Weeks used to calculate payment	(5E) Terms and Nonterm programs not using Formula 1	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Expected Disbursement)
690.63 thru 690.67	4 Student enrolled in eligible program: (a) that measures progress in clock hours; or (b) that measures progress in credit hours BUT DOES NOT HAVE TERMS	5	Blank	Numeric & LE (5C)	Numeric & GE 900 & LE 3120	Numeric & LE (5E)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year; (Results * Hours expected to complete – Paid from this award year) / Hours in program's academic year definition
		5	Blank	Numeric & LE (5C)	Numeric & GE 900 & LE 3120	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year; (Results * Hours expected to complete – Paid from this award year) / Hours in program's academic year definition

Legend: LT = Less than; LE = Less than or equal to GT = Greater than; GE = Greater than or equal to

PELL GRANT RECORD LAYOUTS

Regulation Reference	(5E) All Programs	(2) Academic Calendar	(5A) Term programs only Enrollment Status	(5B) Clock hour Programs or Credit hour programs without terms Hours Credits expected to complete - Paid from this award year	(5C) Clock hour programs or Credit hour programs without terms Hours Credits in program's academic year definition	(5D) Term and Nonterm programs not using Formula I Weeks used to calculate payment	(5E) Terms and Nonterm programs not using Formula I	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Expected Disbursement)
690.63 thru 690.67	5 Student enrolled in eligible program; nonresidential portion by correspondence and NOT USING TERMS	6	2 ½ time	Numeric & LE (5C)	Numeric & GE 24 & LE 100	Numeric & LE (5E)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	From ½ time Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year; (Results * Credits expected to complete – Paid from this award year) / Credits in program's academic year definition
		6	5 LT ½ time	Numeric & LE (5C)	Numeric & GE 24 & LE 100	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year; (Results * Credits expected to complete – Paid from this award year) / Credits in program's academic year definition

Legend: LT = Less than; LE = Less than or equal to GT = Greater than; GE = Greater than or equal to

PELL GRANT RECORD LAYOUTS

Regulation Reference	(5F) All Programs	(2) Academic Calendar	(5A) Term programs only Enrollment Status	(5B) Clock hour Programs or Credit hour programs without terms Hours Credits expected to complete Paid from this award year	(5C) Clock hour programs, or Credit hour programs without terms Hours Credits in program's academic year definition	(5D) Term and Nonterm programs not using Formula I Weeks used to calculate payment	(5E) Terms and Nonterm programs not using Formula I	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Expected Disbursement)
690.63 thru 690.67	5, continued Student enrolled in eligible program; nonresidential portion offered by correspondence and USING TERMS	1,2,3,4	2 ½ time	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	From ½ time Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year;
		1,2,3,4	5 LT ½ time	Blank	Blank	Numeric & LE (5E)	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual award * Weeks used to calculate payment) / Weeks in program's academic year;

Legend: LT = Less than; LE = Less than or equal to GT = Greater than; GE = Greater than or equal to