

Overview

Preface

The *Electronic Data Exchange (EDE) Technical Reference Guide* is designed to meet the reference needs of programmers and data processing staff.

The Department of Education (ED) provides two types of software to EDE participants:

- EDEExpress software for entering and editing electronic initial applications, renewal applications, history corrections, and duplicate requests.
- EDconnect software for sending and receiving electronic files.

Many participants need additional specifications for these functions to develop their own software or develop software bridges between their own systems and EDE.

This guide provides sufficient information for you to build your own software to complement the software provided by ED. It includes information on record layouts, required edits, print formats, specifications, and reject messages that may be applicable for renewal applications, electronic applications, Institutional Student Information Records (ISIRs), and electronic corrections.

The EDE process is described in this section with additional information in the EDE Processing Section. While there are numerous references to the use of EDEExpress software, you may find this a useful reference tool as the processing steps remain essentially the same. Additionally, the documentation also includes a glossary of terms in the Data Dictionary.

Header and Trailer Records

Each batch of electronic record for initial and renewal applications, corrections, as well as the Institutional Student Information Record (ISIR), travels over the Title IV WAN with a header and trailer record.

You should refer to the Record Layouts Section for instructions on individual header and trailer record layouts (refer to Received Message Header Record Sent To/Received From the CPS and Received Message Trailer Record Sent To/Received From the CPS).

Electronic Application

An Electronic Application begins with a signed Free Application for Federal Student Aid (FAFSA) or Renewal Application which is completed by the student. The data is key entered, exported to create a file, formatted, and transmitted via the Title IV WAN to the Central Processing System. Processed application records are transmitted back to the destination point as ISIRs in separate message classes for initial and renewal applications.

The Record Layouts Section includes information on record layouts (refer to EAPS99IN/REAP99IN layout for Initial/Renewal Applications). Edits are in the Processing Codes/System Requirements Section. How to handle rejected applications are located later in this section. The Printing Section includes details on receiving ISIRs.

Electronic Renewal Application

The Electronic Renewal Application process involves three steps:

1. Requesting a file (known as the Renewal Application Data (RAD) file) of 1997-98 applicants eligible for Renewal Applications.
2. Receiving the RAD file.
3. Printing the Renewal Application for distribution to students.

The Record Layouts Section includes record layouts for the RAD request file (RADD99IN) and RAD records received (RADD99OP). Information on reject reasons can be found in the Processing Codes/System Requirements Section, and the Printing Section contains specifications for printing the Renewal Application. In addition, electronic renewal application destination file requests may need special address records. These record layouts are also provided in the Record Layouts Section (refer to Transmitted RAD Request Address 1 Record Sent To the CPS and Transmitted RAD Request Address 2 Record Sent to the CPS). Both records are required for the RADD99IN file. Renewal Application entry and transmittal are discussed in EDE Processing Section.

Institutional Student Information Record (ISIR)

The Central Processing System (CPS) generates an ISIR in response to an electronic application, correction, or duplicate request from an institution; or it automatically generates an ISIR in response to a paper FAFSA or paper SAR correction processed by the Multiple Data Entry (MDE) application processors. Automatic ISIRs are sent to destination points for every student indicating an institution serviced by the destination point on the application, or to a state agency wanting to receive ISIRs for legal residents or students indicating an institution in that state.

State agencies can request ISIRs for students on the CPS database that are attending institutions within their state. This process is known as the Federal Data Request (FDR). The ISIR contains all data except the NSLDS requirements.

The Record Layouts Section includes details on the ISIR record layouts. Comment codes and text, verifiable rejects, and how to respond to each are in the Processing Codes/System Requirements Section. The Printing Section contains specifications for printing the ISIR. The record layouts for FDR are in the Record Layouts Section (FDRS99IN), and the procedures for the FDR process are in the EDE Processing Section.

Electronic Corrections

Institutions may submit corrections to application data electronically. The Record Layouts Section includes the record layouts for submitting corrections (CORR99IN).

Information on adding your institution to receive electronic data, making signature corrections, and requesting a duplicate ISIR, using the correction record are found in the Printing Section.

Handling Rejected Applications

An EDE Error Record file will be transmitted to you which may be printed as an error report. (The layout is in the Record Layouts Section.)

The EDE Error Record Report contains the record's serial number, the student's ID, the ISIR number in error, and a text explanation for the reason the record was rejected. Each field in error is reported. A serial number and student ID is listed more than once in the EDE Error Record Report when a record has more than one field in error. The following is a list of message classes for reporting errors:

- SARE99OP Electronic Correction Errors
- DUPE99OP Electronic Duplicate Request Errors
- FDRE99OP Rejected FDR Requests
- EAPR99OP Electronic Application Rejects
- RAPR99OP Electronic Renewal Application Rejects

Handling Batch Level Rejects

A Batch Level Error Record Report will be returned to you if a batch was rejected because of an incorrect batch number. The message classes will be the same as used for rejected individual records listed above. The layout for this report appears in the Record Layouts Section. Listed below are the error messages that may appear on this report:

- Batch ID is not equal to #A, #B, #C, #D, or #F
- Batch number incomplete, missing or invalid characters
- Date is invalid
- Year Indicator is not equal to 9
- Institution code in the batch number is not being serviced by destination
- Duplicate Batch #
- Time must be numeric

Packaging Data

Institutions may add or modify records in EDEExpress' packaging module by importing add and/or change records.

Student Status Confirmation Report (SSCR) Processing

Institutions are required to report the enrollment status of student borrowers to the National Student Loan Data System (NSLDS). This section provides the specifications for importing and exporting SSCR data from an institution's system.

What's New for 1998-99!

There are some new items to the Electronic Data Exchange Technical Reference for 1998-99 that will make this a more useful tool in designing custom systems as well as some interfaces between mainframe systems and the EDEExpress software.

The overall structure of the EDE Technical Reference has been changed. All record layouts are in one section, as well as all processing codes. This new structure will make it easy to locate necessary information when designing your systems.

The Data Dictionary is a new section that combines all the data element names associated with the EDE process. This section gives field name, field description, ISIR only content, valid field content, and record length and message class. Please refer to the Data Dictionary cover page for further information on these different headings. Keep in mind, when referencing the Data Dictionary that if you have any doubt as to what the valid field content is for a particular data element, see the specific record layout that you are trying to develop.

Process flowcharts have been added to the EDE Technical Reference as a visual standpoint of the individual processes within the EDE process. These are high level

flowcharts and do not include each individual step that may be built into your specific custom system.

What's Changed for 1998-99!

Some other significant changes have occurred to help make the Electronic Data Exchange process easier.

Volume Oriented Batch Entry (VOBE) has been removed, which puts the responsibility on the institution for insuring application accuracy.

Changes to FAFSA elements are reflected in the record layouts such as, the removal of Child Care Expenses question, the combining of HS Diploma and GED into one yes/no questions, and the removal of the "day" from Student and Parent legal resident date and Expected Completion Date. Option 4 of housing status, with relatives other than parent has been removed.

Another significant change has been that the Batch Number/ID has been increased from 17 characters to 23 characters. The addition of a time/date stamp is what has increased the length of the Batch Number/ID.

Sources of Assistance

If you have problems or questions, listed below are sources of assistance:

CPS Customer Service

1-800/330-5947

E-mail: CPS@NCS.COM

Fax: 1-319/358-4260

Working hours are 7:00 a.m. - 7:00 p.m. (CT)

- Rejected EDE Records and Batches
- CPS Batch Status
- EDEExpress Software--Application Processing, Packaging, SSCR, and Direct Loan
- Pell Payment for Windows
- QAP Software (*See QAP Customer Service # for questions in the software*)
 - Installation
 - Hardware Configuration Issues
- AWARE Software
- EDE Technical Reference
- Renewal Application Processing
- Institutional/Agency Tape Support

Direct Loan Customer Support

1-800/756-4220

E-mail: dlts@ncs.com

Working hours are 8:30 a.m. - 5:00 p.m. (ET)

- Direct Loan Technical Reference
- Direct Loan Record Layouts
- Combo/Mainframe Support for Direct Loans

The U.S. Department of Education Direct Loan Task Force

1-202/708-9406

Working hours are 7:00 a.m. - 5:00 p.m. (ET)

- Direct Loan Procedures and Operations

Direct Loan Policy

1-202/708-9406

Working hours are 7:00 a.m. - 5:00 p.m. (ET)

- Policies
- Regulations

Direct Loan Origination Center

1-800/848-0978

Working hours are 7:00 a.m. - 7:00 p.m. (ET)

- Direct Loan Batch Status
- Rejected Direct Loan Batches
- Batch Integrity Errors
- Promissory Notes
- Acknowledgments
- Check Sum Errors

Direct Loan Client Account Managers

Region I (MA, ME, NH, VT, RI, CT)	1-617/565-6911
Region II (NY, NJ, PR, VI)	1-212/264-8012
Region III (PA, MD, VA, WV, DE, DC)	1-215/596-1716
Region IV (GA, FL, AL, MS, TN, KY, SC, NC)	1-404/562-6259
Region V (IL, WI, MI, IN, OH)	1-312/886-8766
Region VI (TX, OK, LA, AR, NM)	1-214/767-9607
Region VII (KS, MO, NE, IA)	1-816/880-4090
Region VIII (CO, WY, MT, UT, SD, ND, MN)	1-303/844-3677 EXT 121
Region IX (CA, AZ, HI, NV)	1-415/437-8843
Region X (WA, OR, ID, AK)	1-206/287-9840

QAP Customer Service Support

1-202/260-4788

Working hours are 8:30 a.m. - 5:30 p.m. (ET)

- Software Requests
- Programmatic Questions and Software Support

Title IV WAN Customer Service

1-800/615-1189

E-mail: T4WAN@NCS.COM

Fax: 1-319/339-6983

Working hours are 7:00 a.m. - 10:00 p.m. (CT)

- EDconnect, NET*CONNECT, and OPEnet software (both DOS and Windows)
- Transmission Errors
- Network Password Changes and Resets
- EDE Enrollment and Participation
- Billing and Invoices
- Software and User Manual Distribution

Federal Pell Grant Program Hotline

1-800/4-P-GRANT

Working hours are 8:30 a.m. - 5:30 p.m. (ET)

- Individual Record Rejects
- Year-to-Date Pell Payment Data Requests
- Pell DOS Software Support

Federal Pell Grant Program Institutional Access System

1-800/4-P-GRANT

Working hours are 8:30 a.m. - 5:30 p.m. (ET)

- Financial Information
- Document Requests
- Batch Processing Status
- Messages

The U.S. Department of Education Internet Address
#pell_system@ed.gov

**The U.S. Department of Education/Direct Loan
and Pell Grant Organization Team Fax**

1-202/708-9700

**Student Financial Aid Programs
Customer Service**

1-800/433-7327

Federal Student Aid Hotline 1-800/4-FED-AID or 1-800/433-3243

Working hours are 8:00 a.m. - 7:00 p.m. (CT)

- Student Financial Aid Program Questions
- NSLDS Borrower Tracking Questions
- Distribution of Selected Publications

Public Inquiry Contract

1-319/337-5665

Working hours are 8:00 a.m. - 7:00 p.m. (CT)

- Application Status
- Duplicate Student Aid Reports
- Address and School Changes

**FAFSA on the Web and FAFSA Express
Customer Service**

1-800/801-0576

E-mail: fafsa_admin@ncs.com

FAFSA on the Web page address: <http://www.fafsa.ed.gov>

FAFSA Express Web page address: <http://www.ed.gov/offices/OPE/express.html>

Working hours are 7:00 a.m. - 10:00 p.m. (CT)

- FAFSA Express Software Assistance
- Application Status
- General Questions on Electronic Filing
- Help Accessing the Web Page

NSLDS

1-800/999-8219

Working hours are: 7:00 a.m. - 7:00 p.m. (EST)

- SSCR Assistance
- Online NSLDS
- NSLDS Batch Status
- Perkins Data

