Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - - - - AY 2024-25 - - Updated 4/24/2024 - -

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
FILE HEADER								
1	Transaction Code	4	1 - 4	Left	XXXX MCSP – (Upload to CSAC) MCSR – (Download from CSAC)	X	X	1. Value cannot be blank. 2. Value cannot contain numeric characters. 3. Value must = "MCSP" when school is providing CSAC with an uploaded "Payment" File. 4. Value will = "MCSR" when CSAC provides the schools with the downloadable "Roster" File.
2	Data Media	2	5 - 6	Left	## 09 = Data Transfer Facility	X	X	1. Value must = "09" 2. Value cannot be blank. 3. Value cannot contain alpha characters.
3	Filler	6	7 - 12	Left	Blank	X	X	N/A
4	Submitter Identification	8	13 - 20	Left	X####### USDE School Code Number	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Value must = the School ID entered by the school user on the WebGrants File Upload screen.
5	Submitter Source Code	1	21	Left	X S = School	X	X	1. Value cannot be blank. 2. Value cannot contain numeric characters. 3. Value must = "S"
6	Submitter Name	32	22 - 53	Left	X#################### ############ School Name	X	X	1. Value cannot be blank.
7	Processing Date	8	54 - 61	Left	######## CCYYMMDD	X	X	1. Value cannot be blank. 2. Value cannot be a future date. 3. Value cannot be a date LT 20240701. 4. Value cannot contain alpha characters. 5. Value must be in the format provided.

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	Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - - - - AY 2024-25 - - Updated 4/24/2024 - -							
8	Academic Year	4	62 - 65	Left	#### CCYY	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be LT "2024". 4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen. 5. Value must be in format provided. 6. Value must = the Academic Year in field 3 of each of the records within this file.
9	Filler	335	66 - 400		Blank	X	X	N/A
PAYMENT-ROSTER FILE								
1	Federal School Code	6	1 - 6	Left	X##### X00000 to X99999 Valid characters for the first position are: 0 (zero), B, E, or G	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Value must = the School ID entered by the school user on the WebGrants File Upload screen.
2	Term Type	1	7	Left	# 1=Semester 2=Quarter	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value must be = either "1" or "2". 4. Value must = the term type associated with the school code in our database.
3	Academic Year	4	8 - 11	Left	#### CCYY Numbers 0 to 9 Example: 2024 = 2024-25 academic year	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be LT "2024". 4. Value must = the Academic Year selected by the school user on the WebGrants File Upload screen. 5. Value must be in format provided.
4	SSN or CA Dream Act ID	9	12 - 20	Right	######### 000010001 to 999999999	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value must match the SSN or CA Dream Act ID on the WG database. MCS Award Record.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
5	Student's Last Name	35	21 - 55	Left	X############### Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (dash/hyphen)	X	X	1. Data from the ISIR/Cal ISIR transaction used for awarding.
6	Student's First Name	35	56 - 90	Left	X########### Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (dash/hyphen)	X	X	1. Data the ISIR/Cal ISIR transaction used for awarding.
7	Student's Middle Initial	1	91	Left	X Blank Uppercase letters A to Z	X	X	1. Data from the ISIR/Cal ISIR transaction used for awarding.
8	Student's Date of Birth	8	92 - 99	Left	######## CCYYMMDD	X	X	1. Data from the ISIR/Cal ISIR transaction used for awarding.
9	ISIR/Cal ISIR Transaction Number used for Financial Aid determination	2	100 - 101	Right	## 01 to 99	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Data from the ISIR/Cal ISIR transaction used for awarding.
10	Student's Dependency Model	1	102	Right	# 1=Dependent 2=Independent	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. ISIR field #6 "Dependency Status" found on the ISIR/Cal ISIR transaction used for awarding.
11	Total Income	15	103 - 117	Right	############### Blank -99999999999999 to 099999999999999	X	C Conditional	1. ISIR field "Total Income" found on the ISIR/Cal ISIR transaction used for awarding. I = Student Total Income; ISIR field #944/Cal ISIR field #582 D = Parent Total Income; ISIR field #945/Cal ISIR field #583 2. Value cannot contain alpha characters. 3. Field is zero filled on the left to fill the entire field. If the total income is negative, the minus sign must be in the first position. For

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								example, a total income of -25,000 dollars should be inputted as "-00000000025000".
								4. A total income of 999,999,999 should be inputted as "000000999999999".
								5. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C" in field 42, (Transaction Type) and a value of "3" in field 41, (Eligibility Change) of this file.
								6. If the school submits a value for this field, it will result in an annual level award recalculation. The MCS Award Amount will be recalculated by CSAC; (using this new income value, and any other new values provided on this record in fields 12, 13, 14, 19, 58 or 66). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field.
								a. If this award recalculation results in a new award amount, and a payment exists, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields (22/29/36).
								For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.
								b. If the MCS award recalculation process results in the record no longer being eligible for MCS award consideration, the student's MCS award amount will be recalculated to zero, and the school will be required to recertify the zero-payment amount. After this

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								recertification is submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster.

12	Student's Federal Aid	5	118 - 122	Right	#####
					Blank
					00000 to 99999
						X	C
							Conditional
								1. Value cannot contain alpha characters.
								
								2. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C", (Correction) in field 42, (Transaction Type) and a value of "3", (Eligibility) in field 41, (Eligibility Change) of this file.
								
								3. If the school submits a value for this field, then the MCS Award Amount will be recalculated by CSAC; (using this new Federal Aid value, and any other new values provided on this record in fields 11, 13, 14, 19, 58 or 66). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field).
								
								  a. If a payment has already been made when this award recalculation is done, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields (22/29/36).
								
								  For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.
								
								4. If the award recalculation results in the student no longer being eligible for an MCS award, then the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster. Federal Awards: • Pell Grant • FSEOG • Teach Grant • BIA Grants • Iraq Service Grant • Segal AmeriCorps Education Award
13	Student's Institutional Grants and Fee Waivers	5	123 - 127	Right	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 12, (Student's Federal Aid) with this clarification for item 3: ".... (using this new Institutional Aid value, and any other new values provided on this record in fields 11, 12, 14, 19, 58 or 66). If no...." Institutional Grants and Fee waivers: • Institutional grants • Athletic scholarships • Fee waivers such as, but not limited to Alan Pattee, Foster Youth (non-emergency assistance), NextUp, COVID-19, Cal Vet Fee Waiver, California Department of Rehabilitation, employee tuition assistance, etc. • Educational Opportunity Program (EOP) • Institutionally administered scholarships (including internship payments counted as EFA) • Basic needs direct awards if counted as EFA • Student Success Completion Grant • AB 19 Books and Grants funds • TRIO Student Support Services Grants

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
14	Student's State Aid	5	128 - 132	Right	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 12, (Student's Federal Aid) with this clarification for item 3: "…. (using this new State Aid value, and any other new values provided on this record in fields 11, 12, 13, 19, 58 or 66. If no…." State Awards: • ~~Chafee Grant~~ • Childe Development Grant • Law Enforcement Personnel Dependents Grant Program (LEPD) • ~~National Guard~~ CA Military Department GI Bill Award Program (CMD GI Bill) • CA Volunteers – College Corps (Education Award if not used for repayment of student loans) • Golden State Teachers Grant Program • ~~Cal Grant Award~~
15	Student's Fall Enrollment Status	1	133	Left	# Blank 1=FT - (Pay) 2=Less Than HT - (Do Not Pay) 3=Not Enrolled 4=HT - (Pay) 5=TT - (Pay)	X	C Conditional	1. Value cannot contain alpha characters. 2. The enrollment/payment status confirms the student's pay status for the Fall term. 3. A value of 2 or 3 indicates non-payment for the term ($0); the term award is reduced to zero and keeps the student on the roster. 4. This field will be blank the first time the school receives a student on the Payment-Roster file. Once a school has provided CSAC with a value in this field, that status will continue to appear on the Payment-Roster file coming from CSAC until the school subsequently submits a change to the student's enrollment/payment status. 5. When the schools provide any valid value in this field, they must also submit a value of "P", (Payment Information) in field 42, (Transaction Type) of this file. 6. The school is required to provide a value in this field when a payment is being certified, (or recertified); or if the student's enrollment/payment status changes, (i.e., a change to or from "FT"

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								or "HT", to or from "Less Than HT", or no longer enrolled).

7. When the schools submit a value of "1", "FT - (Pay)", "4", "HT – (Pay)" or a value of "5", "TT – (Pay)" in this field, **they must also provide a value in field 21**, (Fall MCS Award Payment) indicating that they are certifying the student's enrollment/payment status, and that the student should be paid the dollar value provided in field 21.

NOTES:
- A "1", "FT - (Pay)" will use full MCS eligibility for that term, (50% for a semester term, or 33.33% for a quarter term).

- A value of "4", "HT – (Pay)" will use **half** MCS eligibility for that term, (25% for a semester term, or 16.66% for a quarter term).

- A value of "5", "TT – (Pay)" will use **¾** MCS eligibility for that term, (37.5% for a semester term, or 25% for a quarter term).

- If the term is a limited eligibility term, an Enrollment status of "1", "FT - (Pay)" , "4", "HT – (Pay)" or "5", "TT – (Pay)" will use **all** of the MCS eligibility remaining on that term.

- A zero payment will not be counted against the student's remaining MCS eligibility

- For additional information, please refer to the term level MCS Award Payment fields found later in this document.

8. When the schools submit a value of 2 or 3 in this field, **they must also provide a value of zero in field 21**, (Fall MCS Award Payment) indicating that they do not want the student paid for the Fall term, but they want to keep the student on their roster.

   a. By using a value of 2 or 3, you are applying a zero payment ($0). This will also result in the term award amount reducing to zero. All other aid and the Cost of Attendance amounts related to that term will remain untouched. If all terms have a value of 2 or 3 applied, the student will be considered financially ineligible and removed from the roster.

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								b. To add the student back on the roster, the school must submit an enrollment record to CSAC. Keep in mind that the prior payments in place will appear on the record until a new payment is applied.
16	Student's Winter Enrollment Status	1	134	Left	# Blank 1=FT - (Pay) 2=Less Than HT - (Do Not Pay) 3=Not Enrolled 4=HT - (Pay) 5=TT - (Pay)	X	C Conditional	The same rules apply to this field as those set forth in field 15, (Student's Fall Enrollment Status) except: 1. When the schools submit a value of "1", "FT - (Pay)" or a value of "4", "HT – (Pay)" or a value of "5", "TT – (Pay)" in this field, **they must also provide a value in field 28**, (Winter MCS Award Payment) indicating that they are certifying the student's enrollment/payment status, and that the student should be paid the dollar value provided in field 28. **NOTES:** - A "1", "FT - (Pay)" will use full MCS eligibility for that term, (50% for a semester term, or 33.33% for a quarter term). - A value of "4", "HT – (Pay)" will use **half** MCS eligibility for that term, (25% for a semester term, or 16.66% for a quarter term). - A value of "5", "TT – (Pay)" will use **¾** MCS eligibility for that term, (37.5% for a semester term, or 25% for a quarter term). - If the term is a limited eligibility term, an Enrollment status of "1", "FT - (Pay)" , "4", "HT – (Pay)" or "5", "TT – (Pay)" will use **all** of the MCS eligibility remaining on that term. - A zero payment will not be counted against the student's remaining MCS eligibility - For additional information, please refer to the term level MCS Award Payment fields found later in this document. 2. When the schools submit a value of 2 or 3 in this field, **they must also provide a value of zero in field 28,** (Winter MCS Award

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								Payment) indicating that they do not want the student paid for the Winter term, but they want to keep the student on their roster. A value of 2 or 3 reduces the term award amount to zero ($0).
17	Student's Spring Enrollment Status	1	135	Left	# Blank 1=FT - (Pay) 2=Less Than HT - (Do Not Pay) 3=Not Enrolled 4=HT - (Pay) 5=TT - (Pay)	X	C Conditional	The same rules apply to this field as those set forth in field 15, (Student's Fall Enrollment Status) except: 1. When the schools submit a value of "1", "FT - (Pay)" or a value of "4", "HT – (Pay)" or a value of "5", "TT – (Pay)" in this field, **they must also provide a value in field 35**, (Spring MCS Award Payment) indicating that they are certifying the student's enrollment/payment status, and that the student should be paid the dollar value provided in field 35. **NOTES:** - A "1", "FT - (Pay)" will use full MCS eligibility for that term, (50% for a semester term, or 33.33% for a quarter term). - A value of "4", "HT – (Pay)" will use **half** MCS eligibility for that term, (25% for a semester term, or 16.66% for a quarter term). - A value of "5", "TT – (Pay)" will use **¾** MCS eligibility for that term, (37.5% for a semester term, or 25% for a quarter term). - If the term is a limited eligibility term, an Enrollment status of "1", "FT - (Pay)" , "4", "HT – (Pay)" or "5", "TT – (Pay)" will use **all** of the MCS eligibility remaining on that term. - A zero payment will not be counted against the student's remaining MCS eligibility - For additional information, please refer to the term level MCS Award Payment fields found later in this document. 2. When the schools submit a value of 2 or 3 in this field**, they must also provide a value of zero in field 35,** (Spring MCS Award Payment) indicating that they do not want the student paid for the

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								Spring term, but they want to keep the student on their roster. A value of 2 or 3 reduces the term award amount to zero ($0).
18	Adjusted Annual MCS Award Amount	5	136 - 140	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. This value is based on the total payments plus the term award amount for any unpaid terms.
19	Annual Cost of Attendance	6	141 - 146	Right	###### Blank 000000 to 999999	X	C Conditional	1. Value cannot contain alpha characters. 2. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C", (Correction) in field 42, (Transaction Type) and a value of "3", (Eligibility) in field 41, (Eligibility Change) of this file. 3. If the school submits a value for this field, then the MCS Award Amount will be recalculated by CSAC; (using this new Cost of Attendance value, and any other new values provided on this record in fields 11, 12, 13, 14, 58 or 66). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field). a. If a payment has already been made when this award recalculation is done, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields (22/29/36). For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.

							Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - - - - AY 2024-25 - - Updated 4/24/2024 - -
File Field #	**Data Elements**	**Length**	**Position**	**Justify**	**Format & Valid Content**	**CSAC Provides in Down-load**	**School Provides in Upload**	**Logic Rules and Descriptions**
								4. If the award recalculation results in the student no longer being eligible for an MCS award, then the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster. **NOTE:** Value provided should include the campus Cost of Attendance that will be used to determine the student's financial aid package and should be based on the student's housing plans. On Campus, With Parents, Off Campus.
20	Fall MCS Award Amount	5	147 - 151	Left	##### 00000 to 99999	X		1. This value is provided by CSAC.
21	Fall MCS Award Payment	5	152 - 156	Left	##### Blank 00000 to 99999	X	C Conditional	1. Value cannot contain alpha characters. 2. This value cannot be GT the Fall MCS Award Amount. 3. CSAC will not provide a value in this field until the school certifies a payment. From that point forward, this field will reflect the current certified payment amount for the Fall term. 4. When providing a value for this field the school must also provide a value of "P" in field 42. 5. When the school is certifying a payment amount, then a value must be provided in this field, and a value of "1", "4" or "5" must also be submitted in field 15, (Student's Fall Enrollment/Payment Status). In these cases, the value being provided by the school must not be greater than the maximum prorated amount allowed for the specified enrollment status (FT, TT, HT). 6. At times a school will be required to recertify a payment amount, (due to the recalculation of an award for which a payment has already been made). This recertification request will be communicated to the school via the Payment-Roster file. CSAC will provide the newly calculated award information, as well as the current certified Fall MCS Payment Amount, and the Fall

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								Adjustment Reason Code with a value = "6", (Recertify Payment). In order to recertify the payment, the school shall submit a value in this field, (field 21) that is not greater than the maximum prorated amount allowed for the specified enrollment status (FT, TT, HT). 7. When the school is providing a value of either "2" or "3" in field 15, (Student's Fall Enrollment/Payment Status) of this file; or submits a value of either "1" or "2" in field 22, (Fall Adjustment Reason Code) of this file, then the school must also submit a value of zero in this field, (indicating that there should not be a payment for the Fall term, but the student should remain on their roster). a. If a payment has already been made for this student, the difference between the previous payment amount and the "zero" payment amount will be taken into consideration during the school reconciliation process. 8. If the schools provide a value of "5", (Refund/Adjusted Payment) in field 22, (Fall Adjustment Reason Code) then they are also required to provide a value in this field. This is the only scenario in which a school can provide a payment value that is NOT equal to the corresponding term award amount or is NOT zero. These transactions should be considered exceptions, not the normal day-to-day processing. **In addition, an adjustment reason code of 5 will result in use of the student's full eligibility for this term if the payment amount is greater than $0.** If this option is used, then the school should submit the value of the actual amount paid for this term, not the calculated refund amount.
22	Fall Adjustment Reason Code	1	157	Left	# Blank 1=Post Bacc 2=SAP 3=Eligibility 4=Fees 5=Refund/Adjusted Payment **6=Recertify Payment** *(CSAC Use Only)*	X	C Conditional	1. Value cannot contain alpha characters. 2. Initially, CSAC will not provide a value in this field. However, once a school has provided a valid value in this field, and the transaction has been processed in the WebGrants database, then CSAC will continue to report the current value in this field in each subsequent downloadable MCS Payment-Roster File. 3. If the school provides a value of 3, or 4 in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this

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					7=Other			file. If not, then the record will be rejected. 4. If the school provides a value of 1, 2, 5, or 7 in this field, then a value of "P" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected. 5. If the school submits a value of 1, 2, or 7 (Post Bacc., SAP or Other) then the school must also submit a value of zero in field 21, (Fall MCS Award Payment) indicating that the student should not be paid for the Fall term but should remain on their roster. a. If a payment has already been made for this student, the ineligible term transaction will reverse the payment, and the payment amount will also be removed from the school's overall payment balance as reflected on the Payment Activity report. NOTE: By using a value of 1, 2, or 7, you are applying an ineligible term status. This will result in the term award amount reducing to zero. All other aid and the Cost of Attendance amounts related to that term will remain untouched. If all terms have an ineligible status applied, the student will be considered financially ineligible and removed from the roster. To add the student back to the roster, the school must submit a request to CSAC. To avoid this issue, CSAC recommends applying an ineligible status to only one term. If the student is ineligible for the entire year, we recommend withdrawing the record at the annual level. 6. If the data value submitted by the school is 3 or 4, (Eligibility or Fees) then the school is required to provide a value in one or more of these fields 23, 24, 25, 26, 59 or 67. CSAC will use that new information to recalculate the student's award for the Fall term. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and all of this new information will be reported to the school via the downloadable MCS Payment-Roster File. - When making changes to the other aid (Federal, Institutional and State), use the value of 3 (Eligibility). - When making changes to the Cost of Attendance, use the value of 4 (Fees).

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								a. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 8 below, and/or item 6 in field 21 for additional details.)
								b. The difference between the previous payment amount and the recertified payment amount will be taken into consideration during the school's reconciliation process.
								7. If the data value submitted is 5, (Refund/Adjusted Payment) then the school is required to provide a value in field 21, (Fall MCS Award Payment Amount). Please refer to item 8 of field 21 for additional details.
								Please note that submission of adjustment reason code 5 will result in use of the student's full eligibility for this term if the payment amount is greater than $0.
								8. If the school receives a MCS Payment-Roster File that contains a value of 6, (Recertify Payment) in this field, then this student's MCS Fall payment amount requires recertification. CSAC will also provide the school with the current certified payment amount in field 21, (Fall MCS Award Payment) in this file. (Please see item 6 in field 21 for additional details.)
23	Fall Cost of Attendance	6	158 - 163	Left	###### Blank 000000 to 999999	X	C Conditional	1. CSAC will provide a value in this field, (the annual Cost of Attendance amount divided by the number of terms, with any "odd" amount reflected in the first available term(s). For example: An annual Cost of Attendance amount = $10,201 divided by two terms would be shown as Fall Cost of Attendance amount = $5101 and Spring Cost of Attendance amount = $5100).
								2. Value cannot contain alpha characters.
								3. If the school provides a value in this field, it cannot be greater than the Annual Cost of Attendance Amount.
								4. If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not,

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								then the record will be rejected.
								5. If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code).
								6. By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 24, 25, 26, 59 or 67, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the downloadable MCS Payment-Roster File.
								a. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.)
								b. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.
24	Fall Federal Aid Amount	5	164 - 168	Left	##### Blank 00000 to 99999	X	C Conditional	1. CSAC will provide a value in this field, (the annual Federal Aid amount divided by the number of terms, with any "odd" amount reflected in the first available term(s). For example: An annual Federal Aid amount = $5201 divided by two terms would be shown as Fall Federal Aid amount = $2601 and Spring Federal Aid amount = $2600).
								2. Value cannot contain alpha characters.
								3. If the school provides a value in this field, it cannot be greater than the Annual Federal Aid Amount.
								4. If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								5. If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code).
								6. By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 23, 25, 26, 59 or 67, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the downloadable MCS Payment-Roster File.
								a. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.)
								b. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.
								NOTE: Eligible Federal Awards are identified in Field 12.
25	Fall Institutional Aid Amount	5	169 - 173	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 24, (Fall Federal Aid). NOTE: Eligible Institutional Grants and Fee Waivers are identified in Field 13.
26	Fall State Aid Amount	5	174 - 178	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 24, (Fall Federal Aid), with the following clarification: NOTE: Eligible State Awards are identified in Field 14.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
27	Winter MCS Award Amount	5	179 - 183	Left	##### 00000 to 99999	X		1. This value is provided by CSAC.
28	Winter MCS Award Payment	5	184 - 188	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 21, (Fall MCS Award Payment) with the following clarifications: 1. This value cannot be GT the Winter MCS Award Amount. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 - Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
29	Winter Adjustment Reason Code	1	189	Left	# Blank 1=Post Bacc 2=SAP 3=Eligibility 4=Fees 5=Refund/Adjusted Payment **6=Recertify Payment (CSAC Use Only)** 7=Other	X	C Conditional	The same rules apply to this field as those set forth in field 22, (Fall Adjustment Reason Code) with the following clarifications: 1. Replace references to the Fall term, with Winter term. 2. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
30	Winter Cost of Attendance	6	190 - 195	Left	###### Blank 000000 to 999999	X	C Conditional	The same rules apply to this field as those set forth in field 53, (Fall Cost of Attendance) with the following clarifications: 1. Replace references to the Fall term, with Winter term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
31	Winter Federal Aid Amount	5	196 - 200	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 24, (Fall Federal Aid Amount) with the following clarifications: 1. Replace references to the Fall term, with Winter term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution) NOTE: Eligible Federal Awards are identified in Field 12.
32	Winter Institutional Aid Amount	5	201 - 205	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 25, (Fall Institutional Aid Amount) with the following clarifications: 1. Replace references to the Fall term, with Winter term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								#31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution) NOTE: Eligible Institutional Grants and Fee Waivers are identified in Field 13.
33	Winter State Aid Amount	5	206 - 210	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 26, (Fall State Aid Amount) with the following clarifications: 1. Replace references to the Fall term, with Winter term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution) NOTE: Eligible State Awards are identified in Field 14.
34	Spring MCS Award Amount	5	211 - 215	Left	##### 00000 to 99999	X		1. This value is provided by CSAC.
35	Spring MCS Award Payment	5	216 - 220	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 21, (Fall MCS Award Payment) with the following clarifications: 1. This value cannot be GT the Spring MCS Award Amount. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 – Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions

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File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
36	Spring Adjustment Reason Code	1	221	Left	# Blank 1=Post Bacc 2=SAP 3=Eligibility 4=Fees 5=Refund/Adjusted Payment **6=Recertify Payment (CSAC Use Only)** 7=Other	X	C Conditional	The same rules apply to this field as those set forth in field 22, (Fall Adjustment Reason Code) with the following clarifications: 1. Replace references to the Fall term, with Spring term. 2. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 – Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance #38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
37	Spring Cost of Attendance	6	222 - 227	Left	###### Blank 000000 to 999999	X	C Conditional	The same rules apply to this field as those set forth in field 53, (Fall Cost of Attendance) with the following clarifications: 1. Replace references to the Fall term, with Spring term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 - Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance #38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid. #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
38	Spring Federal Aid Amount	5	228 - 232	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 24, (Fall Federal Aid Amount) with the following clarifications: 1. Replace references to the Fall term, with Spring term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 - Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance #38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution) NOTE: Eligible Federal Awards are identified in Field 12.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
39	Spring Institutional Aid Amount	5	233 - 237	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 25, (Fall Institutional Aid Amount) with the following clarifications: 1. Replace references to the Fall term, with Spring term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 - Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance #38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution) NOTE: Eligible Institutional Grants and Fee Waivers are identified in Field 13.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
40	Spring State Aid Amount	5	238 - 242	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 26, (Fall State Aid Amount) with the following clarifications: 1. Replace references to the Fall term, with Spring term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 - Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance #38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution) NOTE: Eligible State Awards are identified in Field 14.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
41	Eligibility Change (for Academic Year)	1	243	Left	# Blank 0=Educational Level Change 1=Post Bacc 2=SAP 3=Eligibility 4=Not Enrolled 5=Other 7=Over Asset Ceiling 8= Add Teacher Credential Program Flag (TCP) / 5th-Yr Program Flag 9=Remove TCP / 5th-Yr Program		C Conditional	1. This field should only be used when making corrections at an annual level. 2. Value cannot contain alpha characters. 3. If there is a value provided in this field, then the Transaction Type field in this file must be filled with a "C". If not, then the record must be rejected. 4. If the data value submitted is 0, (Educational Level Change) then the school is required to also provide a value of "0" through "4" in field 46, (Educational Level). a. **NOTE:** An educational level change to a value of "5" will be considered invalid, and the transaction will be rejected. If a school needs to change an educational level to "5" due to reporting a student in a TCP or 5th-Yr Program, then the school shall report a value of "8 - TCP / 5th-Yr" in this field, and a value of "1 – Yes-TCP" or "3 - Yes-5th-Yr" in field 43, (TCP / 5th-Yr Flag) as well as the related Cost of Attendance on field 19. CSAC will assume an educational level of "5" in this situation and will update the student's records accordingly. 5. If the data value submitted is 1, 2, 4, 5 or 7 (Post Bacc., SAP, Not Enrolled, Other, or Over Asset Ceiling) and a payment greater than $0 exists for this student, the transaction will be rejected. The school shall address the payment change PRIOR to submitting the annual level "Eligibility Change" and determine whether or not the student should have received all or part of the payment. A record will only be withdrawn if the payment amount is $0 or if no payments have been applied to the record. By submitting one of these values, the student is considered no longer eligible for MCS Award consideration unless other information is received by CSAC. The student's MCS award will be withdrawn and the student will be removed from the school's roster. 6. If the data value submitted is 3, (Eligibility) then the school is required to provide one or more values in fields 11, 12, 13, 14, 19,

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								58 or 66; and CSAC will use that new information to recalculate the student's award. If no new value is provided in one of these additional fields, then the recalculation will be performed using the existing value stored in the WebGrants database for the corresponding field, plus the new value provided). a. If a payment exists for this student, after the award is recalculated, the school will be required to recertify the payment amount. b. **NOTE:** If the MCS award recalculation process results in the record no longer being eligible for MCS award consideration, and a payment exists for this student, the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster. 7. If the school provides a value of "8 - Add TCP/5th-Yr" in this field, there must also be a value of either "1 - Yes-TCP" or "3 - Yes-5th-Yr" submitted in field 43, (TCP / 5th-Yr Program Flag). The school must also provide an updated Cost of Attendance in Field 19. CSAC will recalculate the student's award amount at the annual level using the adjusted Cost of Attendance which needs to include the tuition/fees cost for TCP or 5Th Yr programs. This may result in the need for payment recertification for the previous term's payment. NOTE: Campuses that do not have an eligible 5th-Yr program will have the transaction rejected. 8. If the school provides a value of "9 - Remove TCP/5th-Yr" in this field, a value of "2 - No-TCP/5th-Yr" must also be submitted in field 43, (Teacher Credential Program (TCP) / Fifth Year of 5-Year Program Flag). The school must also provide an updated Cost of Attendance in field 19. CSAC will recalculate the student's award amount at the annual level using the adjusted Cost of Attendance which <u>does not</u> include the tuition/fees cost for TCP or 5Th Yr programs.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								a. If the TCP or 5ᵗʰ-Yr program removal is for a student that has an existing payment, the school is responsible for determining whether or not the student should have received all or part of the payment. The school shall address the payment change <u>PRIOR</u> to submitting the TCP or 5ᵗʰ-Yr Program removal. Otherwise, the record will be recalculated using the Cost of Attendance amount and the payments may require recertification. b. If the submission of this TCP or 5ᵗʰ-Yr removal will cause the student's eligibility to be = or less than zero, then this record will be rejected. The school shall evaluate the student's situation, and determine: • whether or not to withdraw the student and submit a new enrollment file. • whether or not to submit an EL change, (if within the student's initial MCS eligibility year).
42	Transaction Type	1	244	Left	X C = Correction P = Payment Information		X	1. Value cannot contain numeric characters. 2. Value will be blank in the downloadable *MCS Payment-Roster File* from CSAC. 3. Schools must provide a valid transaction type for each transaction record in the *MCS Payment-Roster File* that they are attempting to upload to CSAC. If this information is not provided, the entire file will be rejected.
43	Teacher Credential Program (TCP) / Fifth Year of 5-Year Program Flag,	1	245	Left	1 = Yes - TCP 2 = No - TCP/5th-Yr 3 = Yes - 5th-Yr	X	C Conditional	1. This value is provided by CSAC, with the exception of the scenarios described below. 2. If a school needs to report to CSAC that a student is in a TCP or 5-Yr program, then the school must submit a value of "1" or "3" in this field, and a value of "8 - Add TCP / 5ᵗʰ-Yr" in field 41, (Eligibility Change) as well as an updated Cost of Attendance amount on field 19 which needs to include the tuition/fee costs for TCP or 5ᵗʰ Yr programs. CSAC will assume an educational level of "5" in this situation and will update the student's records

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions

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accordingly.

NOTE: Campuses that do not have an eligible 5th-Yr program will have the transaction rejected.

3. If a school needs to report to CSAC that a student should be removed from a TCP or 5-Yr program, then the school shall report a value of "2" in this field, and a value of "9 - Remove TCP/5th-Yr" in field 41, (Eligibility Change) as well as an updated Cost of Attendance amount on field 19 which does not include the tuition/fees cost for TCP or 5th Yr programs.

    a. As part of the TCP/5th-Yr removal process, CSAC will assume that the EL is no longer "5" and will update the student's record using the EL that was reported for the student in the current academic year's MCS enrollment file. However, if the reported EL was "5", CSAC will update the student's record with an EL of "4".

    b. If a school needs to report to CSAC that a student should be removed from a TCP or 5-Yr program, and a payment exists for this student, the school is responsible for determining whether or not the student should have received all or part of the payment. The school shall address the payment change PRIOR to submitting the TCP or 5th-Yr Program removal. Otherwise, the record will be recalculated using the Cost of Attendance amount and the payments will require recertification.

    c. If the submission of this TCP or 5th-Yr removal will cause the student's eligibility to be = or less than zero, then this record will be rejected. The school shall evaluate the student's situation, and determine:

        ▪ whether or not to withdraw the student and submit a new enrollment file.
        ▪ whether or not to submit an EL change, (if within the student's initial MCS eligibility year).

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
44	Roster Status Indicator	1	246	Left	Blank = No change to the record N = New record to the roster U = Update made to the record	X		1. This value is provided by CSAC. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing. 2. A blank value indicates no changes occurred to the record from the prior week. 3. A value of N will indicate the record is a new awardee for the school. 4. A value of U will be provided for those students whose award amount has changed from the prior week.
45	Annual Cal Grant Award Amount (CSAC)	5	247 - 251	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. The value provided is the current Cal Grant amount based on reported payments and adjustments. 3. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.
46	Educational Level	1	252	Left	# Blank 0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior **5 = 5th year/other undergraduate,** (CSAC use only)	X	C Conditional	1. This field will serve dual purposes: a. CSAC will provide the Educational Level (EL) that was most recently reported by the school. CSAC <u>will not</u> advance students' ELs with the passage of time but will rely on the schools to report the students' EL progression in each subsequent academic year's MCS enrollment file. **NOTE:** Once a student's total eligibility percentage has been established, (by the student's/school's receipt of an MCS payment) then all subsequent ELs reported in a school's enrollment file, (for that same student) will be used for display purposes only. Those subsequent ELs will not be acted upon by CSAC, and therefore will not affect a student's Total, Used, nor Remaining Eligibility percentage.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions

								b. The schools will use this field when submitting an EL correction during the student's initial MCS year.
								
								2. If a school is submitting an Educational Level (EL) correction, it will only be allowed during the academic year in which the student's MCS eligibility percentage was established. If an EL correction is submitted in a subsequent academic year, the transaction will be rejected.
								
								3. If a school is submitting an Educational Level correction, then the data value submitted must be a value of "0" through "4". The school is also required to submit a value of "0 - Educational Level Change" in field 41, (Eligibility Change).
								
								   a. <u>NOTE:</u> An educational level change to a value of "5" will be considered invalid, and the transaction will be rejected. If a school needs to change an educational level to "5" due to reporting a student in a TCP or 5th-Yr Program, then the school shall report a value of "8 - Add TCP / 5th-Yr" in field 41, (Eligibility Change) and a value of "1 - Yes-TCP" or "3 - Yes-5th-Yr" in field 43, (TCP / 5th-Yr Flag) as well as an updated Cost of Attendance amount on field 19 which needs to include the tuition/fee costs for TCP or 5th Yr programs. CSAC will assume an educational level of "5" in this situation and will update the student's records accordingly.
								   b. If in the initial award year, a TCP or 5th-Yr exists, and an Educational Level change is made between 0-4, the educational level change will be accepted and will remove the TCP or 5th-Yr flag. If updating the Educational Level with the intention of removing TCP or 5th Yr, you should also provide an updated Cost of Attendance in field 19.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
47	Total Eligibility	5	253 - 257	Left	##### Blank 00000 to 99999 (Decimal Point is implied) (Examples) % Appears as: 400% = 40000 125% = 12500 50% = 05000 33.33% = 03333 5% = 00500	X		1. This value is provided by CSAC and reflects the total eligibility percentage assigned to the student at the time his/her educational level was established. For example: If a student is reported as an EL 1-Freshman and this student is subsequently awarded and receives a payment for the Fall semester, then his/her EL is established as '1' and his/her total eligibility percentage is = 400. NOTE: The only time that this value will change is when a student receives the additional 100% allowed when entering a TCP or 5th Yr Program, or in the case of an Educational Level Correction during the student's initial MCS year.
48	Used Eligibility	5	258 - 262	Left	##### Blank 00000 to 99999 (Decimal Point is implied) (Examples) % Appears as: 400% = 40000 125% = 12500 50% = 05000 33.33% = 03333 5% = 00500	X		1. This value is provided by CSAC, and reflects the total eligibility used by the payments disbursed for this student, (i.e. the sum of the percentages used for each respective payment).
49	Remaining Eligibility	5	263 - 267	Left	##### Blank 00000 to 99999 (Decimal Point is implied)	X		1. This value is provided by CSAC and reflects the resulting value when the Used Eligibility is subtracted from the Total Eligibility for a student.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
					(Examples) %　　Appears as: 400%　=　40000 125%　=　12500 50%　=　05000 33.33% =　03333 5%　　=　00500			
50	Year Entered Program	4	268 - 272	Left	#### CCYY Numbers 0 to 9 Example: 2016 = 2016/17 academic year	X		1. This value is provided by CSAC and reflects the academic year in which a student's MCS eligibility was established, (i.e., the academic year in which a student received his/her first MCS payment; starting from the 2016-17 AY forward). 2. Commencing with the 2016-17 academic year, the total number of years of eligibility for grants shall be based on the student's educational level designated by the institution of attendance when the recipient initially receives payment for a grant. (Established Year)
51	CSAC ID	9	273 - 281	Right	######### 000010001 to 999999999	X		1. This value is provided by CSAC. 2. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.
52	Maximum Annual MCS Award Amount	5	282 - 286	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.
53	Student Contribution Amount	5	287 - 291	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. The value provided in this field is the annual Student Contribution amount. 3. This amount will remain static and is not based on the enrollment status.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								4. To calculate Student Contribution at the term level, divide the annual amount by the number of terms, with any "odd" amount reflected in the first available term(s). 5. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.
54	33% of Parent Contribution Amount	15	292 - 296	Left	############### Blank -99999999999999 to 099999999999999	X		1. This value is provided by CSAC. 2. The value provided in this field is **33%** of the annual Parent Contribution amount from the ISIR transaction used for awarding. 3. A negative value will be displayed as zeros. 4. To calculate the Parent Contribution at the term level, divide the annual amount by the number of terms, with any "odd" amount reflected in the first available term(s). 5. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.
55	Maximum Fall MCS Award Amount	5	297 - 301	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.
56	Maximum Winter MCS Award Amount	5	302 - 306	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.
57	Maximum Spring MCS Award Amount	5	307 - 311	Left	##### 00000 to 99999	X		1. This value is provided by CSAC. 2. The value provided is based on the latest annual MCS award calculation and not based on the total payments applied.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
58	Student's Self-Help Gift Aid (Private Scholarships and Other Qualifying Institutional Aid)	5	312 - 316	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 12, (Student's Federal Aid) with this clarification for item 3: "…. (using this new Self-Help Gift Aid and any other new values provided on this record in fields 11, 12, 13, 14, 19 or 66). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field)…." 1. Value reported for student's Self-Help Gift Aid should include the total of all Private Scholarships and institutionally administered non-need-based scholarships and institutionally awarded emergency housing funds or other basic needs emergency assistance awarded to the student, including emergency assistance awarded by an institution-based foster youth support program. 2. CSAC will use this amount to calculate the excess amount of Self-Help Gift Aid that will be used in the award calculation. NOTE: CSAC will calculate the excess at the annual level and split evenly amongst the terms (regardless of how the campus disburses this aid). *Exception:* Students attending less than full year where the excess will be calculated for the applicable terms.
59	Fall Self-Help Gift Aid (Private Scholarships and Other Qualifying Institutional Aid)	5	317 - 321	Left	##### Blank 00000 to 99999	X	C Conditional	1. CSAC will provide a value in this field, the annual Self-Help Gift Aid amount divided by the number of terms, with any "odd" amount reflected in the first available term(s). For example: An annual amount = $6021 divided by two terms would be shown as Fall = $3011 and Spring = $3010. 2. Value cannot contain alpha characters. 3. If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								If not, then the record will be rejected.
								a. Value reported for student's Self-Help Gift Aid should include the total of all Private Scholarships and institutionally administered non-need-based scholarships and institutionally awarded emergency housing funds or other basic needs emergency assistance awarded to the student, including emergency assistance awarded by an institution-based foster youth support program for the term.
								b. CSAC will use this amount to calculate the excess amount of Self-Help Gift Aid that will be used in the award calculation.
								4. If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code).
								5. By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 23, 24, 25, 26 or 67, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the downloadable MCS Payment-Roster File.
								6. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.)
								7. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.
60	Winter Self-Help Gift Aid (Private	5	322 - 326	Left	##### Blank	X	C Conditional	The same rules apply to this field as those set forth in field 59 (Fall Self-Help Gift Aid.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
	Scholarships and Other Qualifying Institutional Aid)				00000 to 99999			
61	Spring Self-Help Gift Aid (Private Scholarships and Other Qualifying Institutional Aid)	5	327 - 331	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 59 (Fall Self-Help Gift Aid.
62	Student's Excess Self-Help Gift Aid (Private Scholarships and Other Qualifying Institutional Aid)	5	332 - 336	Left	##### Blank 00000 to 99999	X		1. This value is provided by CSAC. 2. The value is the excess amount used in the award calculation. 3. The value provided is based on the latest annual MCS award calculation.
63	Student's Status	1	337	Left	1 = New 2 = Continuing 3 = Winter Start 4 = Spring Start 5 = Incomplete Verification 6 = Fall Term Only 7 = Fall & Winter Terms Only 8 = Winter Term Only 9 = Fall and Springs Terms Only (Quarter)	X		1. This value is provided by CSAC. 2. Student Status 5, Incomplete Verification, is used for the enrollment submission process and is not a value used in the correction process.
64	Foster Youth Flag	1	338	Left	Y = Yes Blank	X		1. This value is provided by CSAC based on Foster Youth verification with California Department of Social Services (CDSS).
65	Parent Contribution Amount (100%)	15	339 - 353	Left	############### Blank -99999999999999 to 099999999999999	X		1. This value is provided by CSAC. 2. The value provided in this field is the full annual Parent Contribution amount from the ISIR transaction used for awarding.

	Middle Class Scholarship Payment-Roster File Record Layout - - Expanded Version - - - - AY 2024-25 - - Updated 4/24/2024 - -							
File Field #	**Data Elements**	**Length**	**Position**	**Justify**	**Format & Valid Content**	**CSAC Provides in Down-load**	**School Provides in Upload**	**Logic Rules and Descriptions**
								3. The value is based on ISIR field #312 "Parents' Contribution" found on the ISIR/Cal ISIR transaction used for awarding. 4. A negative value will be displayed as zeros. 5. To calculate the Parent Contribution at the term level, divide the annual amount by the number of terms, with any "odd" amount reflected in the first available term(s). 6. Any value provided by the school in this field will be ignored during the file upload and during MCS transaction processing.
66	Student's Annual Cal Grant Amount (Institution)	5	354 - 358	Left	##### Blank 00000 to 99999	X	C Conditional	1. Value cannot contain alpha characters. 2. Schools only provide a value in this field if a correction is needed. This is indicated by submitting a value of "C", (Correction) in field 42, (Transaction Type) and a value of "3", (Eligibility) in field 41, (Eligibility Change) of this file. 3. If the school submits a value for this field, then the MCS Award Amount will be recalculated by CSAC; (using this new Cal Grant award value, and any other new values provided on this record in fields 11, 12, 13, 14, 19 or 58). If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field). a. If a payment has already been made when this award recalculation is done, then the school will be required to recertify the payment amount. The downloadable Roster file available after batch processing has completed, will include the recalculated MCS award amounts as well as the previously certified payment amount for each term(s) in which a payment has already been made. A recertify payment will show a value of "6" under the Fall/Winter/Spring Adjustment Reason Code fields

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								(22/29/36).
								For further information regarding the steps needed to recertify a payment, please refer to the term level MCS Award Payment fields found later in this document.
								4. If the award recalculation results in the student no longer being eligible for an MCS award, then the student's MCS award amount will be recalculated to zero and the school will be required to recertify the zero-payment amount. After this recertification is submitted to CSAC and processed, the student will be removed from the school's MCS payment-roster.
67	Fall Cal Grant Amount (Institution)	5	359 - 363	Left	##### Blank 00000 to 99999	X	C Conditional	1. CSAC will provide a value in this field, (the annual Cal Grant amount divided by the number of terms, with any "odd" amount reflected in the last available term(s). For example: An annual Cal Grant amount = $1648 divided by three terms would be shown as Fall and Spring Cal Grant amount = $549 and Winter Cal Grant amount = $550). 2. Value cannot contain alpha characters. 3. If the school provides a value in this field, then a value of "C" must also be submitted in field 42, (Transaction Type) of this file. If not, then the record will be rejected. 4. If a school provides a value in this field, then a value of 3 (Eligibility) must also be submitted in field 22, (Fall Adjustment Reason Code). 5. By providing a value in this field, CSAC will use this information, along with any other new values provided in fields 23, 25, 26 or 59, to recalculate the student's award for the Fall term. If no new values are provided in these additional fields, then the recalculation will be performed using the existing values stored in the WebGrants database for those corresponding fields, plus the new value provided in this field. This recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52) as well; and this new information will be reported to the school via the

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Download	School Provides in Upload	Logic Rules and Descriptions
								downloadable MCS Payment-Roster File. a. If a payment has already been made for this student, the school will be required to recertify the student's MCS payment amount. (Please see item 6 in field 21 for additional details.) b. The difference between the previous payment amount and the re-certified payment amount will be taken into consideration during the school's reconciliation process.
68	Winter Cal Grant Amount (Institution)	5	364 - 368	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 67, (Fall Cal Grant Amount) with the following clarifications: 1. Replace references to the Fall term, with Winter term. 2. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Winter term, not the Fall term. 3. Replace all references to Fall-related fields with the corresponding Winter-related fields, (see below): Insert the following: #16 - Winter Enrollment Status #27 - Winter MCS Award Amount #28 - Winter MCS Award Payment #29 - Winter Adjustment Reason Code #30 - Winter Cost of Attendance #31 - Winter Federal Aid Amount #32 - Winter Institutional Aid Amount #33 - Winter State Aid Amount #60 - Winter Self-Help Gift Aid #68 - Winter Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount #26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
69	Spring Cal Grant Amount (Institution)	5	369 - 373	Left	##### Blank 00000 to 99999	X	C Conditional	The same rules apply to this field as those set forth in field 67, (Fall Cal Grant Amount) with the following clarifications: 4. Replace references to the Fall term, with Spring term. 5. Any references to certifying, recertifying, or a current certified payment are addressing the MCS payment for the Spring term, not the Fall term. 6. Replace all references to Fall-related fields with the corresponding Spring-related fields, (see below): Insert the following: #17 - Spring Enrollment Status #34 - Spring MCS Award Amount #35 - Spring MCS Award Payment #36 - Spring Adjustment Reason Code #37 - Spring Cost of Attendance #38 - Spring Federal Aid Amount #39 - Spring Institutional Aid Amount #40 - Spring State Aid Amount #61 – Spring Self-Help Gift Aid #69 – Spring Cal Grant Amount (Institution) In place of: #15 – Fall Enrollment Status #20 – Fall MCS Award Amount #21 – Fall MCS Award Payment #22 – Fall Adjustment Reason Code #23 – Fall Cost of Attendance #24 – Fall Federal Aid Amount #25 – Fall Institutional Aid Amount

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								#26 – Fall State Aid Amount #59 – Fall Self-Help Gift Aid #67 - Fall Cal Grant Amount (Institution)
70	Filler	27	374 - 400		Blank	X	X	N/A

FILE FOOTER

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
1	Transaction Code	4	1 - 4	Left	XXXX MCFT	X	X	1. Value cannot be blank. 2. Value cannot contain numeric characters. 3. Value must = "MCFT".
2	Data Media	2	5 - 6	Left	## 09 = Data Transfer Facility	X	X	1. Value must = "09" 2. Value cannot be blank. 3. Value cannot contain alpha characters.
3	Filler	6	7 - 12	Left	Blank	X	X	N/A
4	Submitter Identification	8	13 - 20	Left	X####### USDE School Code Number	X	X	1. Value cannot be blank. 2. Value must be in format provided. 3. Value must = the School ID entered by the school user on the WebGrants File Upload screen.
5	Submitter Source Code	1	21	Left	X S = School	X	X	1. Value cannot be blank. 2. Value cannot contain numeric characters. 3. Value must = "S"
6	Submitter Name	32	22 - 53	Left	X################### ############ School Name	X	X	1. Value cannot be blank.
7	Processing Date	8	54 - 61	Left	######## CCYYMMDD	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters.

File Field #	Data Elements	Length	Position	Justify	Format & Valid Content	CSAC Provides in Down-load	School Provides in Upload	Logic Rules and Descriptions
								3. Value cannot be a future date. 4. Value cannot be a date LT 20240701. 5. Value must be in the format provided.
8	Academic Year	4	62 - 65	Left	#### CCYY Numbers 0 to 9 Example: 2024 = 2024-25 academic year	X	X	1. Value cannot be blank. 2. Value cannot contain alpha characters. 3. Value cannot be LT "2024". 4. Value must = the Academic Year selected by the school user on the WebGrants MCS File Upload screen. 5. Value must be in format provided. 6. Value must = the Academic Year in field 3 of each of the records within this file.
9	Total Number Detail Transactions	11	66 - 76	Right	########### 00000000001 to 99999999999	X	X	1. Value must = actual number of transaction records in the File 2. Value cannot be Blank or Zero 3. Value cannot contain alpha characters.
10	Filler	324	77 - 400		Blank	X	X	N/A