

YTD File

Year-to-Date Record (Origination)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	YTD Record Indicator	Indicates if record is YTD Origination, YTD Disbursement or Summary data.	Constant "O"	
2	24	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX200100 099900 Where: SSN – 001010001- 999999999 Name Code – XX Year Indicator – 2001 Valid Pell-ID Orig Sequence Number – 00.	Identifier
25	33	9	N	Yes	Original SSN	Student's SSN from original FAFSA.	001010001 – 999999999	Identifier
34	35	2	A	Yes	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	Identifier
36	41	6	N	Yes	Attending Campus Pell-ID	Pell-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid Pell-ID.	Identifier Change creates new origination record. Institution must change payment amounts for student at original attending campus as necessary.
42	46	5	A/N	Yes	ED Use	ED Use Only. Reserved for future use		

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
47	59	13	A	No	Institution cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
60	60	1	A	No	Action Code	Code to indicate action to be taken.	Valid Codes: A = Accepted – student ID requested was found on Federal Pell Grant Database for Institution. E = Rejected – student ID requested was NOT found on the Federal Pell Grant Database for Institution.	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attending Campus, and “R” for Action Code. All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	N	No	Accepted No. of Payment Periods in Student’s school year	Number of terms or payment periods in student’s school year. For schools required to submit special disbursements, must have a valid value.	1 – 9 or Blank	
62	68	7	N	Yes	Accepted Award Amount for Entire School Year	Amount of award for student’s entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 00000 – Max Award Amount.	Cannot exceed Total Payment Ceiling for student award validation performed.
69	76	8	N	No	Accepted Estimated Disbursement Date #1	Date 1 st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701-20060930.	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
77	84	8	N	No	Accepted Estimated Disbursement Date #2	Date 2 nd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
85	92	8	N	No	Accepted Estimated Disbursement Date #3	Date 3 rd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
93	100	8	N	No	Accepted Estimated Disbursement Date #4	Date 4 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
101	108	8	N	No	Accepted Estimated Disbursement Date #5	Date 5 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
109	116	8	N	No	Accepted Estimated Disbursement Date #6	Date 6 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
117	124	8	N	No	Accepted Estimated Disbursement Date #7	Date 7 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
125	132	8	N	No	Accepted Estimated Disbursement Date #8	Date 8 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
133	140	8	N	No	Accepted Estimated Disbursement Date #9	Date 9 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
141	148	8	N	No	Accepted Estimated Disbursement Date #10	Date 10 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
149	156	8	N	No	Accepted Estimated Disbursement Date #11	Date 11 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
157	164	8	N	No	Accepted Estimated Disbursement Date #12	Date 12 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
165	172	8	N	No	Accepted Estimated Disbursement Date #13	Date 13 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
173	180	8	N	No	Accepted Estimated Disbursement #14	Date 14 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
181	188	8	N	No	Accepted Estimated Disbursement Date #15	Date 15 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
189	196	8	D	Yes	Accepted Enrollment Date	First date student was enrolled in an eligible program for the designated school year. If student enrolled in a crossover payment period before first day of the Pell Award Year (July 1), but which will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period.	Format: CCYYMMDD Range: 20000101 - 20010630	
197	197	1	A	No	Accepted Low Tuition & Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range: As per Table or blank: low tuition does not apply	
198	198	1	A	Yes	Accepted Verification status flag	Status of verification of applicant data by the school.	A = Accurate C = Calculated N = Not Selected R = Reprocessed S = Selected, not verified T = Tolerance W = Without Documentation	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if status remains W. Once a student is selected, he/she is always selected.

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
199	199	1	A	No	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	Blank: Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated.	
200	201	2	N	Yes	Accepted Transaction Number	Transaction number from eligible SAR used to calculate award.	Must be numeric: 01 – 99	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
202	206	5	N	Yes	Accepted Expected Family Contribution (EFC)	Must be equal the student's Expected Family Contribution from the ISIR or SAR.	Range: 00000 - EFC MAXIMUM	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
207	207	1	N	No	Accepted Secondary Expected Family Contribution	Code indicating which EFC value is used to determine award amount.	<p>O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.</p> <p>S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.</p> <p>Or,</p> <p>Blank if Secondary EFC not used.</p>	
208	208	1	N	Yes	Accepted Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	<p>1 = Credit Hours – non standard terms</p> <p>2 = Credit Hours – standard terms of quarters</p> <p>3 = Credit Hours – standard terms of semesters</p> <p>4 = Credit Hours – standard terms of trimesters</p> <p>5 = Clock hours</p> <p>6 = Credit Hours without terms</p>	<p>The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation.</p> <p>The following changes in Academic Calendar indicate need to change Payment Methodology.</p> <p><i>From 1 to 2, 3, 4, or 5</i></p> <p><i>From 2, 3, or 4 to 1 or 5</i></p> <p><i>From 5 to 2, 3, 4 or 6</i></p> <p><i>From 6 to 1 or 5</i></p>

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
209	209	1	N	Yes	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	1 = Credit hour with standard terms in which Fall through Spring terms equal or exceed 30 weeks, or equal or exceed academic year with waiver. (AC: 2, 3, 4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2, 3, 4) 3 = Credit hour with standard or non-standard terms (AC: 1-4) 4 = Clock hour or Credit hour without terms (AC: 5, 6) 5 = Nonresidential portion of programs offered by correspondence without terms (AC: 1-4, 6)	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation.
210	216	7	N	Yes	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – 9999999	Used in award amount validation.

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
217	217	1	A	Payment Methodology 1, 2, 3, 5	Accepted Enrollment Status	The code that applies to the student's expected enrollment status for the Award Year. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3, or 5 are used.	Blank or 1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time 5 = Other	
218	219	2	A	Payment Methodology 2, 3, 4, 5	Accepted Weeks of instructional time used to calculate payment	The weeks of instructional time in which the student will be enrolled, and paid, as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in all terms expected to complete this school year. PM 4: Weeks of instructional time for a full time student to complete hours in prog or hours in the academic year PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3. Must be valid when Payment Meth 2, 3, 4 or 5 are used.	Blank or 00 – 78.	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Use in award amount validation.

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
220	221	2	A	Payment Methodology 2, 3, 4, 5	Accepted Weeks of Inst. Time in Program's Definition of Academic Year	The number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 30-78.	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
222	225	4	A	Payment Methodology 4, 5	Accepted Cr/Clock Hrs in All Pay Periods Expected to Comp. This School Year	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-2001 award year. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Ranges: 00900-3120 Academic calendar 5 0000-0100 Academic calendar 6.	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
226	229	4	A	Payment Methodology 4, 5	Accepted Cr/Clock Hrs in Program's Definition of Academic Year	Number of credit or clock hours in this student's educational program's academic year definition. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Range: 00900-3120 Academic Calendar 5 0024-0100 Academic calendar 6.	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
230	251	22	A	Unused	Reserved for Expansion	Reserved for Expansion		
252	256	5	N	Output	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – 03125	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
257	282	26	A	Output	Student Name	Full student name as reported to the CPS for the Transaction number reported. Blank indicates record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Blank or Full name listed in order: Last name 01-16 First Name 17-25 Middle Initial 26	
283	291	9	A/N	Output	Student Current SSN	Social Security Number, as altered by the student through CPS for Transaction number reported. Field equals the original SSN if student has not changed SSN in the CPS. Blank indicates record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or Blank if not matched.	
292	299	8	D	Output	Student Date of Birth	Date of birth of student.	Valid date of birth: CCYYMMDD	
300	300	1	A	Output	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the transaction number reported.	Blank = Not selected by CPS for verification. * = Selected by CPS for Institution verification of applicant data.	
301	307	7	N	Output	YTD Disbursement Amount	Total of processed disbursements by RFMS	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	

Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
308	333	26	A	Output	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch number is specified.	Format: CCYYXX999999CC YYMMDDHHMMSS Where: CCYY = last year in cycle: '2001' XX = batch type code (alpha) 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
334	341	8	D	Output	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format: CCYYMMDD	
342	343	2	A	Output	Unused	Will always be blank.	Blank	
		343			Total Record Length			

Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant "D"	
2	24	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the disbursement is to be applied against.	Format: 99999999XX200 199999900 Where: SSN = 001010001- 999999999 Name Code = XX Year Indicator = 2001 Valid Pell-ID Orig. Sequence Number = 00	Identifier
25	37	13	A	No	Institution Cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	No	Action Code	Will always be blank.	Blank	
39	40	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year.	Must be numeric: 01 – 90.	Identifier: 91-99 are Reserved for RFMS system generated disbursements.
41	47	7	N	Yes	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 00000-MAX FOR AWARD YEAR.	

Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
48	48	1	A	Yes	Accepted Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = Positive N = Negative	
49	56	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 - 20060930	Process Date must be within N days prior to disbursement date.
57	57	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	Must be numeric: 1-9	
58	65	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period.	CCYYMMDD Range: PP START (20000101) - PP END DATE (20011231) Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
66	73	8	N	Yes	Payment Period End Date	Ending Date of Payment Period.	CCYYMMDD Range: PP START (20000101) - PP END DATE (20011231) Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
74	74	1	N	Yes	Accepted No. of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year.	1, 9, or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
75	81	7	N	Yes	Accepted Total Payment for this Payment Period	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 00000 – Maximum for Award Year Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.

Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
82	82	1	A	Yes	Accepted Academic Calendar for This Payment Period	Calendar which applies to this payment period for the student's educational program.	1 = Institution uses non standard terms and measures progress by credit hours 2 = Institution uses quarters and measures progress by credit hours 3 = Institution uses semesters and measures progress by credit hours 4 = Institution uses trimesters and measures progress by credit hours 5 = Institution measures progress by clock hours 6 = Institution does not use terms, but does measure progress by credit hours or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
84	90	7	N	Yes	Accepted Cost of Attendance for This Payment Period	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros. Do not include \$ sign. Range: 0000000 – 9999999 Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.

Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
91	91	1	A	Payment Methodology 1, 2, 3, 5	Accepted Enrollment Status for This Payment Period	The code that applies to the student's enrollment status for the Payment Period.	1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
92	93	2	A/N	Payment Methodology 2, 3, 4, 5	Accepted Weeks of Instructional Time Used to Calculate Payment for This Payment Period	Number of weeks used to calculate payment for this payment period by PM. PM 2: Weeks of instructional time in fall through spring terms. PM 3: Weeks of instructional time in payment period. PM 4: Weeks of instructional time for a full time student to complete hours in prog or hrs in academic yr. PM 5A: Same as PM 4 PM 5B: Same as PM 3.	00-78 or Blank	Field is populated when a Special Disbursement record is processed by RFMS
94	95	2	A/N	Payment Methodology 2, 3, 4, 5	Accepted Weeks of Instructional Time in Program's Definition of Academic Year	Number of weeks in program's definition of academic year.	30-78 or Blank	Field is populated when a Special Disbursement record is processed by RFMS.

Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
96	99	4	A/N	Payment Methodology 4, 5	Accepted Cr/Clock Hours Expected to Complete in This Payment Period	Number of Cr/Clock hours expected to be completed for this payment period.	Range: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6 or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
100	103	4	A/N	Payment Methodology 4, 5	Accepted Cr/Clock Hrs in Program's Definition of Academic Year	Number of Cr/clock hrs in program's definition of academic year.	Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6 or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
104	343	240	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		343			Total Record Length			

Year-to-Date Record (Summary)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S".	
2	8	7	N	Output	Total Unduplicated Recipients	Provided by RFMS. Year to date number of unduplicated recipients for institution.	Range: 0000000 – 9999999	
9	15	7	N	Output	Total Originations	Provided by RFMS. Year to date number of originations received for institution.	Range: 0000000 – 9999999	
16	22	7	N	Output	Originations Accepted	Provided by RFMS. Year to date number of originations received and accepted for the institution.	Range: 0000000 – 9999999	
23	29	7	N	Output	Originations Corrected	Provided by RFMS. Year to date number of originations received and corrected for the institution.	Range: 0000000 – 9999999	
30	36	7	N	Output	Originations Rejected	Provided by RFMS. Year to date number of originations received and rejected for the institution.	Range: 0000000-9999999	
37	43	7	N	Output	Total Disbursements	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received for the institution.	Range: 0000000-9999999	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
44	50	7	N	Output	Disbursements Accepted	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and accepted for the institution.	Range: 0000000 – 9999999	
51	57	7	N	Output	Disbursements Corrected	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and corrected for the institution.	Range: 0000000 – 9999999	
58	64	7	N	Output	Disbursements Rejected	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and rejected for the institution.	Range: 0000000 – 9999999	
65	67	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000-999 Or Blank	
68	74	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
75	77	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000 - 999 Or Blank	
78	84	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 Or Blank	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
85	87	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000 - 999 Or Blank	
88	94	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
95	97	3	N	Output	Comment Code XXX	Comment Code number.	Range 000 - 999 Or Blank	
98	104	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
105	107	3	N	Output	Comment Code XXX	Comment Code number.	Range: 000 - 999 Or Blank	
108	114	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
115	117	3	N	Output	Comment Code XXX	Comment Code number.	Range: 000 - 999 Or blank	
118	124	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
125	127	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 Or Blank	

Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
128	134	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 – 9999999 Or Blank	
135	137	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 Or Blank	
138	144	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 – 9999999 Or Blank	
145	147	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000 - 999 Or Blank	
148	154	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgement.	Range: 0000000 – 9999999 Or Blank	
155	157	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 – 999 Or Blank	
158	164	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
165	343	179	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		343			Total Record Length			

Institution Data Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	6	6	N	Yes	Pell –ID	Pell-ID assigned the Federal Pell Program for the participating campus.	Must be a valid Pell-ID code.	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	17	11	N	No	DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. This field is optional.	Valid DUNS number. Format: 999999999BB Where: 999999999 is a unique number and BB are Blanks	Used to identify an institution that may be referenced by more than one Pell-ID.
18	52	35	A/N	No	Institution Street Mailing Address – Line 1	Line 1 of the street or post office box address of institution.	May be blank.	Blank if unchanged May edit to determine change of ownership.
53	87	35	A/N	No	Institution Street Mailing Address – Line 2	Line 2 of the street or post office box address of institution.	May be blank.	Blank if unchanged
88	112	25	A/N	No	Institution Mailing City	City in which the institution is located.	May be blank.	Blank if unchanged
113	114	2	A/N	No	Institution Mailing State	Two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.	May be blank.	Blank if unchanged
115	123	9	A/N	No	Mailing Zip Code	Zip code plus 4 of the institution.	May be blank.	Blank if unchanged

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
124	173	50	A/N	No	FAA Email Address	Internet address of an authorized official. Do not provide an e-mail address usable only with your school's internal e-mail system.		Blank if unchanged
174	203	30	A/N	No	Financial Aid Administrator (FAA) Name	Enter the full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E. DOE. Do not use titles or punctuation. Do not enter the name of your service agent.	May include blanks and special characters.	Blank if unchanged Will Updating Be Allowed?
204	217	14	A/N	No	FAA Telephone Number	Phone number for the FAA indicated previously, including area code and extension. Do not enter the number for your service agent.	Numeric only. No parentheses or dashes.	Blank if unchanged

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
218	231	14	A/N	No	FAA Fax Number Optional	Fax number used by the FAA indicated previously, including area code. Do not enter the number for your service agent.	Numeric only for the first 10 positions. No parentheses or dashes. Last 4 positions should be blank.	Blank if unchanged
232	232	1	A	No	Institution Type	Code that best describes the type of institution.	1 = Less than 1 year 2 = 1 year, less than 2 years 3 = 2 years, less than 3 years 4 = 3 years, less than 4 years 5 = 4 years (baccalaureate) 6 = 5 years or more Otherwise, leave blank.	Blank if unchanged
233	233	1	A	No	Financial Control	The source of financial control for your institution in Pell Grant files, use the code that best describes your institution.	1 = Public 2 = Private, nonprofit 3 = Proprietary Otherwise, leave blank.	Blank if unchanged

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
234	234	1	A	No	Academic Calendar	Academic calendar in Pell Grant files, use the code that best describes the MAJOR type of academic term your institution uses.	1 = Institution uses nonstandard academic terms and measures academic progress by credit hours. 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock-hours. 6 = Institution does not use terms, but does measure academic progress by credit hours. Otherwise, leave blank.	Blank if unchanged
235	236	2	A/N	No	Weeks of Inst. Time in Program's Definition of Academic Year	The number of weeks of instructional time in the program's academic year.	Blank or 30-78	

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
237	240	4	A/N	No	Cr/Clock Hrs in Program's Definition of Academic Year	Number of hours/credit hours in your school's academic year definition in Pell Grant file.	Use leading zeros and the applicable range: 0900-3120 – academic calendar 5 0024 – 0100 – academic calendar 6 Otherwise, leave blank.	Blank if unchanged
		240			Total Record Length			

Other Record Descriptions

What's included:

TIVWAN Transmission

- TIVWAN Transmission Header Record Description
- TIVWAN Transmission Batch Header Record Description
- TIVWAN Transmission Batch Trailer Record

Disbursement

- Disbursement Record Description
- Disbursement Acknowledgement Record Description
- Special Disbursement Record Description
- Special Disbursement Acknowledgement Record Description

Note: The Title IV Wide Area Network (TIVWAN) has been renamed to the Student Aid Internet Gateway (SAIG). For the purposes of this technical reference, we have used the name TIVWAN to refer to the various related record layouts.

TIVWAN Transmission Header Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Transmission Header ID	Literal value for header ID.	Constant: "O*N01"	Missing Transmission Header – Reject Transmission.
6	53	48	A/N	Yes	Filler	Reserved for future use	Spaces	
54	55	2	A/N	Yes	Header Indicator	WAN Transmission Header Indicator.	Constant: "73"	
		XX	A/N	Yes	Filler	Filler will be added to make the Transmission records to match the Message Class record length.	Spaces	
		≥100			Total Record Length			

TIVWAN Transmission Batch Header Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Batch Header Identification Number		Constant: "O*N05"	Missing Transmission Header – Reject Transmission.
6	12	7	A/N	Yes	Header Destination Number	TIVWAN Destination Mailbox ID.	'TGXXXXX' Where: 'XXXXX' is a five-digit number assigned to Destination.	
13	19	7	A/N	Yes	Filler	Reserved for Future Use.	Spaces	
20	24	5	A/N	Yes	Header Class Label	Text used to identify that the next field is a Message Class.	Constant: ",CLS="	
25	32	8	A/N	Yes	Header Message Class	Valid Message Class.	Format: XXXXYY[IN/OP] Where: XXXX = Literal for rec type YY = last year in cycle: '00' IN = for records IN to RFMS OP = for records OUT of RFMS	

TIVWAN Transmission Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
33	36	4	A/N	Yes	Header XXX Label		Constant: “,XXX”	
37	41	5	A/N	Yes	Header Batch Label	Text used to identify the next field is a Batch Number.	Constant: “,BAT=”	
42	58	17	A/N	Yes	Header Batch Number	17 digit character batch number. If not used set to all zeros.	Batch Number: “00000000000000000000”	
59	64	6	A/N	Yes	Header NCNT Label		Constant: “,NCT=”	
65	70	6	N	Yes	Header NCNT	Number of records included in this batch.	“000000”	
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces	
		≥100			Total Record Length			

TIVWAN Transmission Batch Trailer Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Batch Trailer Identification Number	Record Identifier	Constant: "O*N95"	Missing Transmission Trailer – Reject Transmission. No Detail Records – Reject Transmission.
6	12	7	A/N	Yes	Trailer Destination Number	TIV WAN Destination Mailbox ID.	'TGXXXXX' Where: "XXXXX" is a five-digit number assigned to Destination.	
13	19	7	A/N	Yes	Filler	Reserved for Future Use.	Spaces	
20	24	5	A/N	Yes	Trailer Class Label	Text used to identify that the next field is a Message Class.	Constant: ",CLS="	
25	32	8	A/N	Yes	Trailer Message Class	Valid Message Class.	Format: XXXXYY [IN/OP] Where: XXXX = Literal for rec type YY = last year in cycle: '00' IN = for records IN to RFMS OP = for records OUT of RFMS	

TIVWAN Transmission Batch Trailer Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
33	36	4	A/N	Yes	Trailer XXX Label		Constant: “,XXX”	
37	41	5	A/N	Yes	Trailer Batch Label	Text Used to Identify the Next Field is a Batch Number.	Constant: “,BAT=”	
42	58	17	A/N	Yes	Trailer Batch Number	17-digit character batch number. If not used to set to all zeros.	Batch Number: “00000000000000000000”	
59	64	6	A/N	Yes	Trailer NCNT Label		Constant: “,NCT=”	
65	70	6	N	Yes	Trailer NCNT	Number of Records Included in this Batch.	“000000”	
		XX	A/N	Yes	Filler	Filler will be added to make the Transmission Records to match the Message Class Record length.	Spaces	
		≥100			Total Record Length			

TIVWAN Transmission Trailer Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Transmission Trailer ID	Literal Value for Trailer ID.	Constant: "O*N99"	Missing Transmission Trailer – Reject Transmission No Detail Records – Reject Transmission.
6	53	48	A/N	Yes	Filler	Reserved for future use	Spaces	
54	55	2	A/N	Yes	Header Indicator	WAN Transmission Trailer Indicator.	Constant: "73"	
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces	
		≥100			Total Record Length			

Disbursement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the disbursement is to be applied against.	Format: 999999999XX2001 00099900 Where: SSN = 001010001 – 999999999 Name Code = XX Year Indicator = 2001 Valid Attending PELL-ID Orig. Sequence Number = 00.	Identifier If Origination ID does not match on RFMS database, then reject record.
24	36	13	A	No	Institution Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	No	Action Code	Action Code.	Will always be Blank	No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of this disbursement. RFMS will send disbursement # 91-99 for system generated disbursement.	Must be numeric: 01 – 90	Identifier 91-99 are Reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.
40	40	1	A	Yes	Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = positive N = negative	If first accepted disbursement, then must equal "P".

Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
41	47	7	N	Yes	Disbursement Amount	Amount of disbursement for student.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060930	Process Date must be within N days prior to disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions.
56	100	45	A	Unused	Reserved for future expansion	Reserved for future expansion		
		100			Total Record Length			

Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the disbursement is to be applied against.	Format: 999999999XX2001 00099900 Where: SSN = 001010001- 99999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell-ID Orig Sequence Number = 00	Identifier
24	36	13	A	No	Institution Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Yes	Action Code/ Status	Code to indicate processing status of disbursement.	Valid Codes: A = Accepted disbursement amount C = Corrected disbursement amount E = Rejected – record was rejected	
38	39	2	N	Yes	Disbursement Ref. Number	No. of disbursement. RFMS will send disbursement number 91-99 for system generated disbursement.	Must be numeric: 01 – 90.	Identifier: 91-99 are reserved for RFMS system generated disbursements.

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
40	40	1	A	Yes	Accepted/Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P = positive N = negative	
41	47	7	N	Yes	Accepted Disbursement amount	Amount of disbursement for student. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – AWARD AMOUNT MAX.	
48	55	8	N	Yes	Disbursement date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060630.	
56	100	45	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
101	107	7	N	Output	YTD Disbursed Amount	Total amount that has been disbursed to the student for the award year.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max.	
108	182	75	N	Output	Edit/Comment Codes	Three-digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgment record. If less than 25 comments, zero filled.	Twenty-five edit/reject codes of: 000-999 Position XXX-XXX: 1 st code Position XXX-XXX: 2 nd code Position YYY-YYY: 25 th code.	

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
183	192	10	N	Output	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify.	Format: 0000000000 Where: Each digit signifies a different situation 1 st = Shared SAR ID 2 nd = Verification W Status 3 rd = Concurrent Enrollment 4 th = POP 5 th thru 10 th = Reserved for future use	
193	200	8	A	Unused	Reserved for future expansion	Reserved for future expansion		
		200			Total Record Length			

Special Disbursement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination which the special disbursement is to be applied against.	Format: 999999999XX20 0100099900 Where: SSN = 001010001- 999999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell- ID Orig Sequence Number = 00	Identifier If Origination ID does not match on RFMS database, then reject record.
24	36	13	A	No	Institution Cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
37	37	1	A	No	Action Code	Will always be blank.	Blank	No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year. 91-99 are Reserved for RFMS system generated disbursements.	Must be numeric: 01 – 90	Identifier 91-99 are reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
40	46	7	N	Yes	Disbursement Amount	Amount of disbursement for student's payment period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	There may be more than one disbursement per payment period. Accumulated amount per payment period not to exceed Total Payment for the payment period. Reported Disbursement Amount may be adjusted downward by RFMS to avoid Potential Overaward Payment conflict with other institution(s) that have previously reported disbursements for the student. If not in valid format, i.e., non-numeric, then reject record.
47	47	1	A	Yes	Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = positive N = negative	If the first disbursement, reject if "N".

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060930	If not in valid date format, then reject record. If institution is Reimbursement or Cash Monitoring and disbursement date is not equal to or less than the RFMS Process Date, then reject record. If institution is JIT or Advanced Funded and reported disbursement date is less than the RFMS Process Date by more than N days, then reject record. N days represents the value established by the Department's Notice of Deadlines and may vary by award year. N days will be established separately for JIT and Advanced Funded institutions.
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	Must be numeric: 1-9	If not numeric or not in valid range, then reject record.
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period.	CCYYMMDD Range: PP START (20000101) - PP END DATE (20011231)	If not in valid range, then reject record.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period.	CCYYMMDD Range: PP Start (20000101) -PP End Date (20011231)	If End Date is less than Start Date Set Start Date to Start Date + 1 day.
73	73	1	N	Yes	Number of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year.	Must be numeric: 1 – 9	Must be less than or equal to the Origination Award and consistent with the attendance and cost information reported for the payment period.
74	80	7	N	Yes	Total Payment for the Payment Period - Award Amount	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 -Award Amount Max (0312500).	Cannot exceed Total Payment Ceiling - Award Validation performed.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
81	81	1	A	Yes	Academic Calendar	Calendar which applies to this payment period for the student's educational program.	Blank or 1 = Institution uses nonstandard terms and measures progress by credit hours 2 = Institution uses quarters and measures progress by credit hours 3 = Institution uses semesters and measures progress by credit hours 4 = Institution uses trimesters and measures progress by credit hours 5 = Institution measures progress by clock hours 6 = Institution does not use terms, but does measure progress by credit hours	If blank, or not within valid range (1-6), then set = Academic Calendar on file on file on the Origination Record.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
82	82	1	A	Yes	Payment Methodology	Report the formula used to calculate this payment for the student's Federal Pell Grant.	<p>Blank or</p> <p>1 = Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2, 3, 4)</p> <p>2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2, 3, 4)</p> <p>3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC: 1-4)</p> <p>4 = Clock hour or Credit hour without terms (AC: 5, 6)</p> <p>5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6)</p>	<p>If blank or not a valid value and the Origination PM is consistent with the accepted Academic Calendar value for the payment period, RFMS will set PM to Origination PM.</p> <p>If the Origination PM is not consistent with the accepted Academic Calendar value for this payment period, RFMS will set PM = 3, when accepted Academic Calendar = 1, 2, 3, or 4; and will set PM = 4 if accepted Academic Calendar = 5 or 6.</p>

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
83	89	7	N	Yes	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – 9999999	If missing or invalid, then set accepted value to origination value.
90	90	1	A	PM 1, 2, 3, 5	Enrollment Status	Code that applies to the student's enrollment status for the Payment Period.	Blank or 1 = Full time 2 = $\frac{3}{4}$ time 3 = $\frac{1}{2}$ time 4 = Less than $\frac{1}{2}$ time	If the enrollment status is not valid, set it to 1. If the accepted AC is 1, 2, 3, or 4, and the PM is 5 and the Enrollment Status is 3 or 4, set the accepted value to the reported value. If the Enrollment Status is not 3 or 4, set it to 3. If AC = 5 or 6 and not Blank, set = BLANK

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
91	92	2	A/N	Pay Meth 2, 3, 4, 5	Weeks Used to Calculate Payment	<p>Total Number of Weeks of instructional time used to calculate payment.</p> <p>For Academic Calendars 2,3, and 4, a “week of instructional time” is any seven-day period in which at least one day of regularly scheduled instruction, examination, or preparation for examinations occurs.</p> <p>For Acad. Calendars 1,5 and 6, a “week of instructional time” must include at least 12 hours of instruction, examinations, or preparation for examination within a consecutive seven-day period.</p>	<p>Blank or 00 – 78</p> <p>If PM = 1, leave Blank</p> <p>If PM = 2, report total number of weeks of instructional time in the Fall through Spring Terms for the educational program in which the student is enrolled.</p> <p>If PM = 3 or 5B, report total number of weeks of instructional time in the term for which this disbursement record is sent.</p> <p>If PM = 4 or 5A, report the lesser of:</p> <p>(1) The total number of weeks of instructional time for a full-time student to complete all of the clock-hours or credit-hours of instructions in the student’s educational program;</p> <p>Or,</p> <p>(2) The total number of weeks of instructional time for a full-time student to complete all of the clock-hours or credit hours of instruction in the student’s educational program’s academic year.</p>	<p>(Federal Pell Grant program does not disburse funds for more than one academic year within an award year).</p> <p>If none of the above, then set the accepted value to the reported value.</p>

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
93	94	2	A/N	Pay Meth 2, 3, 4, 5	Weeks in Academic Year.	Total number of weeks of instructional time in student's educational program's definition of academic year. See Weeks of instructional time used to calculate payment above for definition of a "week of instructional time." For Federal Pell Grant awards the minimum number of weeks of instructional time in an educational program's definition of academic year is 30.	Blank or 30 – 78 If PM = 1, leave Blank If PM = 2, 3, 4, or 5 valid range is 30 – 78.	If PM = 1 and weeks is blank, set accepted value to the reported value. If PM = 2, 3, 4, or 5 and weeks is 30 to 78, set accepted value to the report value. If PM = 1 and weeks is not blank, set the accepted value to blank. If PM = 2, 3, 4 or 5 and weeks is not 30 to 78, set accepted value to 30.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
95	98	4	A/N	Pay Meth 4,5	Credit/Clock Hours Expected to Complete Year	Number of CR/clock hrs expected to be completed in this payment period.	<p>If AC = 1, 2, 3, or 4, leave Blank.</p> <p>If AC = 5 or 6, valid range is 0000 – 3120 for AC 5 and 0000 – 01000 for AC 6.</p> <p>If PM = 5, valid range may not exceed ½ of Credit/Clock Hours in program's definition of academic year.</p>	<p>If invalid set to accepted value of credit/clock hours using academic years.</p> <p>If hours are not blank and AC is 1,2,3 or 4, set the accepted value to blank.</p> <p>If hours are invalid which includes: Academic Calendar = 5 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year) set accepted value to accepted value in programs definition of academic year. Academic Calendar = 6 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year. Set accepted value to accepted value in programs definition of academic year. Academic Calendar = 5 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year. Set accepted value to ½ of accepted value in programs definition of academic year. Academic Calendar = 6 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year. Otherwise set the accepted value to the reported value.</p>

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
99	102	4	A/N	Pay Meth 4, 5	Credit/Clock Hours in Academic Year	Number of Cr/clock hours in student's educational program's definition of academic year.	If AC = 1, 2, 3, or 4 leave Blank. If AC = 5 or 6, valid range is 0900 – 3120 for AC 5 and 0024 – 0100 for AC 6.	If AC = 1, 2, 3, or 4 and not Blank, set = Blank. If AC = 5, or 6 and not in valid range, set = minimum valid range; i.e., AC = 5, set = 0900; AC = 6, set = 0024.
103	109	7	N	Yes	Total Funds Disbursed for This Payment Period Previously Reported Using a Regular Disbursement Record	Total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	Must be less than or equal to total disbursements received for student. If Blank or not in range or in excess of total disbursements received for student then reject record.
110	110	1	A	Unused	Reserved for future expansion	Reserved for future expansion		
		110			Total Record Length			

Special Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the special disbursement is to be applied against.	Format: 999999999XX200 100099900 Where: SSN = 001010001-99999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell-ID Orig Sequence Number = 00	Identifier
24	36	13	A	No	Institution Cross-Reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	No editing
37	37	1	A	No	Action Code	Code to indicate action to be taken.	Valid codes: A = Accepted – all fields accepted C = Corrected – one or more fields corrected E = Rejected – record was rejected	
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year. 91-99 are reserved for RFMS system generated disbursements.	Must be numeric: 01 – 90.	Identifier 91-99 are Reserved for RFMS system generated disbursements

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
40	46	7	N	Yes	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	
47	47	1	A	Yes	Accepted Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = positive N = negative	
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060930	
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	Must be numeric: 1-9	
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period.	CCYYMMDD Range: PP Start (20000101) - PP END 20011231	
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period.	CCYYMMDD Range: PP Start (20000101) - PP End 20011231	
73	73	1	N	Yes	Number of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year.	Must be numeric: 1 – 9	

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
74	80	7	N	Yes	Total Payment for the Payment Period – Award Amount	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	
81	81	1	A	Yes	Academic Calendar	Calendar which applies to this payment period for the student's educational program.	Blank or 1 = Institution uses nonstandard terms and measures progress by credit hours 2 = Institution uses quarters and measures progress by credit hours 3 = Institution uses semesters and measures progress by credit hours 4 = Institution uses trimesters and measures progress by credit hours 5 = Institution measures progress by clock hours 6 = Institution does not use terms, but does measure progress by credit hours	

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
82	82	1	A	Yes	Payment Methodology	Report the formula used to calculate this payment for the student's Federal Pell Grant.	Blank or 1 = Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2, 3, 4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2, 3, 4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Non-residential portion of programs offered by correspondence with credit hours (AC: 1-6)	
83	89	7	N	Yes	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros. Do not include \$ sign. Range: 0000000 – 9999999	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
90	90	1	A	PM 1,2,3,5	Enrollment Status	The code that applies to the student's enrollment status for the Payment Period.	Blank or 1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
91	92	2	A/N	Pay Meth 2, 3, 4, 5	Weeks Used to Calculate Payment	Number of weeks used to calculate payment for this payment period by PM. PM2: Weeks of Instructional time in fall through spring terms PM3: Weeks of instructional time in payment period PM4: Weeks of instructional time for a full-time student to complete hours in program or hours in academic year PM5A: Same as PM4 PM5B: Same as PM3	Blank or 00-78.	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
93	94	2	A/N	Pay Meth 2, 3, 4, 5	Weeks in Academic Year	Number of weeks in program's definition of academic year.	Blank or 30-78.	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
95	98	4	A/N	Pay Meth 4, 5	Credit/Clock Hours Expected to Complete Year	Number of Cr/clock hrs expected to be completed in this payment period.	Ranges: Blank or 0000-3120 Academic Calendar 5 0000-0100 Academic Calendar 6	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
99	102	4	A/N	Pay Meth 4,5	Credit/Clock Hours in Academic Year	Number of Cr/clock hrs in program's definition of academic year.	Range: Blank or 0900-3120 Academic Calendar 5 0024-0100 Academic Calendar 6	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
103	109	7	N	Yes	Total Funds Disbursed for This Payment Period Previously Reported Using a Regular Disbursement Record	Total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max.	
110	110	1	A	Unused	Reserve for future expansion	Reserved for future expansion	Spaces	
111	117	7	N	Output	YTD Disbursement Amount	Total amount that has been disbursed to the student for the award year.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max.	

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
118	192	75	N	Output	Edit/Comment Codes	<p>Three digit comment codes indicating the results of Federal Pell Grant processing.</p> <p>Maximum of 25 comments will appear in a single acknowledgement record.</p> <p>If less than 25 comments, zero filled.</p>	<p>Twenty-five edit/reject codes of: 000 – 999:</p> <p>Position XXX-XXX: 1st code</p> <p>Position XXX-XXX: 2nd code</p> <p>Position YYY-YYY: 25th code</p>	
193	202	10	N	Output	ED Use Flags	<p>Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify.</p>	<p>Format: 0000000000</p> <p>Where: Each digit signifies a different situation</p> <p>1st – Shared SAR ID</p> <p>2nd – Verification W Status</p> <p>3rd – Concurrent Enrollment</p> <p>4th – POP</p> <p>5th thru 10th – Reserved for future use.</p>	(1 st digit, Shared SAR ID cannot be checked by RFMS.)
203	210	8	A	Unused	Reserved for future expansion	Reserved for future expansion		
		210			Total Record Length			