Middle Class Scholarship (MCS 2.0)

2023-24 Handbook

Contents

Introduction & Overview

The Middle Class Scholarship (MCS) handbook covers the required policies, processes, and procedures to administer the MCS program. The intended audience for this document is primarily college financial aid administrators. MCS is currently only offered at the University of California (UC), California State Universities (CSU), and select California Community Colleges (CCC) that offer a baccalaureate program.

The 2021-22 State Budget introduced significant changes to the MCS program starting in the 2022-23 academic year. The annual appropriation amount for the MCS program is determined in the Annual Budget Act. The new MCS program starting in the 2022-23 year will be referred to as MCS 2.0.

Education Code

California Education Code Section 70022 outlines the statutory requirements for the administration of the Middle Class Scholarship program available to undergraduate students enrolled in the California State University or the University of California, as well as Community College students enrolled in upper division coursework of a Community College baccalaureate program.

Applicant Eligibility & Requirements

Financial Aid Application Requirements

Applicants must meet ALL of the following requirements:

1. Complete and submit a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) no later than March 2 or the on-time deadline specified by CSAC for that processing year

2. Be attending a UC, CSU, or a participating CCC with a Baccalaureate program

3. Not be in default on a federal student loan

4. Be pursuing their first undergraduate baccalaureate degree or has completed a baccalaureate degree and has been admitted to, and is enrolled in, a program of professional teacher preparation at an institution approved by the California Commission on Teacher Credentialing

5. Not be incarcerated

6. Be a California resident **and** a U.S. citizen or eligible noncitizen, **or** meet the eligibility criteria of California Education Code Section 68130.5 commonly known as AB 540 status
7. Maintain satisfactory academic progress
8. Be attending at least half-time

Income and Asset Requirements

Applicants must meet the annual MCS 2.0 household income and asset ceilings specified for the applicable academic year. Per California Education Code section 70022, MCS 2.0 income and asset ceilings are adjusted annually using the change in the cost of living which is the percentage change in California per capita personal income from the preceding year.

Award Eligibility and Educational Level

Per California Education Code section 70022.5 (a), MCS 2.0 awards may be received for a total of the equivalent of four years of full-time attendance in an undergraduate program. The total number of years of eligibility for MCS 2.0 awards are based on the student's educational level (EL) in his or her course of study as designated by the school of attendance. The California Student Aid Commission (CSAC) uses the EL reported by the institution on the enrollment file or through a correction on the Payment Roster File during the initial MCS year, and NOT the EL found on the ISIR. A student's eligibility percentage is considered "established" at the time the student receives their initial MCS payment.

Students may track their MCS 2.0 lifetime eligibility through their WebGrants for Students (WG4S) account. This information is also available in WebGrants on the MCS Student Award Summary and Display Roster screens.

- EL 0 or 1   = 400%
- EL 2   = 300%
- EL 3   = 200%
- EL 4   = 100%
- EL 5   = additional 100 % for students in an approved TCP or 5-year undergraduate program.

Students with less than 10% eligibility remaining will not be considered for an MCS award, even if the student meets all eligibility criteria.

Teacher Credential Program (TCP)

In accordance with California Education Code section 70022(a)(3)(I), a student pursuing their first undergraduate baccalaureate degree or who has completed a baccalaureate degree and has been admitted to, and is enrolled in, a program of professional teacher preparation at an institution approved by the California Commission on Teacher Credentialing is eligible for a MCS 2.0 award if all other eligibility requirements are met.

California Education Code section 70022.5(c), states that a recipient of an MCS 2.0 award who has completed a baccalaureate degree, and who has been admitted to and is enrolled in a program of professional teacher preparation at an institution approved by CSAC on Teacher Credentialing, is eligible for, but not entitled to, renewal of the scholarship award for an additional academic year of full-time attendance as long as the student meets the requirements of Section 70022.

Students pursuing an eligible teacher credential program who meet the criteria as specified above and all other eligibility requirements for the MCS 2.0 program, are eligible for an additional 100 percent of MCS lifetime eligibility including:

- Students pursuing a subsequent teacher credential if they have not previously received an MCS award for a TCP while obtaining a prior teacher credential.
- Students who are dually enrolled in a master's degree program or who have obtained a master's degree. MCS funds for TCPs are subject to the teacher credential units the student is enrolled in.
    - When determining the cost of attendance and enrollment status for a student who is dually enrolled in a master's degree program, institutions may not include any coursework other than the coursework required for the teacher credential.
    - For students whose tuition is charged based on the master's degree program, an adjustment to the cost of attendance (COA) reported to CSAC will be required – based on the equivalent COA for the credential program.

Institutionally Prescribed Five-Year Undergraduate Programs

California Education Code section 70022.5(b), states that a recipient of an MCS 2.0 award who is enrolled in an institutionally prescribed 5-year undergraduate program, can have its MCS 2.0 award renewed for a total of up to five academic years of attendance as long as the students meets the

requirements of Section 70022.

- Only campuses with eligible 5-year programs are allowed to submit records for consideration.
- A student with and EL> 5 does not qualify for MCS 2.0
- Enrollment records submitted with an EL of 5 are only for students enrolled in an approved TCP or 5-year undergraduate program.

Award determination and use of enrollment files

MCS 2.0 award consideration is performed through the campus submission of enrollment files. Submitting student enrollment records to CSAC is allows CSAC to consider MCS 2.0 eligibility for UC, CSU, and CCC students. Please refer to the enrollment file layout and upload process sections later in the handbook. CSAC uses the information contained in the enrollment files to determine a student's MCS 2.0 award eligibility and calculate an award amount for an Eligible Applicant. Once CSAC has determined an Eligible Applicant's award amount, an award notification is sent to the student. A Roster file is then created and available for campuses in WebGrants.

The initial enrollment files are usually uploaded ahead of the start of the Fall term (usually in July-August). Specific dates for the award year are communicated by CSAC via Grants Operations Memo or Grant Special Alert. Following the initial enrollment submission, CSAC runs initial awards for the year and opens the payment and correction processes. Subsequent enrollment records/files may be submitted for any students **not previously submitted or previously determined ineligible** that need to be re-evaluated based on new information (such as COA, family income, or awarded financial aid). CSAC processes MCS enrollment records/files on a weekly basis.

Campuses should not include enrollment records for the following:

- Eligible Applicants that have already been awarded the MCS 2.0.
- Corrections to Eligible Applicants that are already awarded. To make corrections to awarded Eligible Applicants, campuses should utilize the payment and correction file (MCS Correction Guidelines).

Submitting duplicate or awarded Eligible Applicant enrollment records may prevent the processing of new enrollment records.

MCS 2.0 awards are determined based on the difference between the student's cost of attendance and the sum of the following amounts:

1. Other federal, state, institutional administered scholarships, grants, and fee waivers awarded to the student.

a. as well as any private grants and scholarships, institutionally awarded emergency housing funds and other basic needs emergency assistance awarded to the student, including emergency assistance awarded by an institution-based foster youth support program, that are in excess of the sum of items 2 and 3.

2. $7,898 reflecting an expected student contribution toward cost of attendance from work earnings or other resources.

3. 33% of the parents' contribution (abbreviated as PC on federal/Cal ISIR file) from adjusted available income (abbreviated as AAI on federal/Cal ISIR file), as determined using the federal Title IV methodology for dependent students with an annual household income greater than $100,000 dollars.

From the difference between the student's cost of attendance and the sum of the aid amounts, each award is further subject to the proportionate reduction that occurs to MCS 2.0 awards based on the annual budget allocation (phase in factor). See the [Awarding Formula](#) for more details on the calculation.

Note: Beginning with the 2023-24 award year, MCS 2.0 awards for current or former foster youth students will not be subject to the phase-in factor.

- Foster youth students will still be subject to the same award-amount calculations (including consideration of self-help and other awards) but will not be prorated.
- A Foster Youth flag has been added to the 2023-24 Payment Roster File layout under field 64.

Financial Aid Programs Reported on the Enrollment File

The following list contains the most common awards to cover the federal, state, and institutionally administered student scholarships, grants, and fee waivers. If there are awards not listed but that meet the criteria to be considered, please identify the source or provider of the award, and determine which award category it belongs to. There are some sources of aid that should not be considered as indicated below.

Note: *Cal Grant awards are considered when determining MCS 2.0 eligibility but **are not reported** by the institution on the enrollment file, CSAC will include Cal Grant awards in the MCS 2.0 awarding formula. After the student goes through the awarding process, the institution can report Cal Grant award changes at the annual or term level in the State Aid field.*

Sources that are not to be considered:
- Federal Veterans Education Benefits Excluded from EFA per US Department of Education (USDE) (Updated)
- CA Volunteers – College Corps Living Allowance
- Internship or Assistantship (if treated as employment)
- Dream Act Service Incentive Grant (DSIG)
- California Department of Rehabilitation
- Federal Work Study
- Learning Aligned Employment Program
- Federal Direct Loans

Enrollment file field 16 - Federal Awards:
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teach Grant
- BIA Grants
- Iraq Service Grant
- Segal AmeriCorps Education Award

Enrollment file field 17 - Institutional Grants and fee waivers:
- Institutional grants
- Athletic scholarships
- Fee waivers such as, but not limited to Alan Pattee, Foster Youth, NextUp for Foster Youth, COVID-19, Cal Vet Fee Waiver, employee tuition assistance, etc.
- Educational Opportunity Program (EOP)
- Institutionally administered scholarships (including internship payments counted as EFA).
- Student Success Completion Grant
- AB 19 Books and Grants funds
- TRIO Student Support Services Grants

Enrollment file field 18 - State Awards:
- Chafee Grant
- Child Development Grant
- Law Enforcement Personnel Dependents Grant Program (LEPD)
- CA Military Department GI Bill Award Program
- CA Volunteers - College Corps (Education Award if not used for
- repayment of student loans)

- Golden State Teachers Grant Program

Enrollment field 20 – Private Scholarships:

- Value reported should include the total of all Private 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. CSAC to calculate excess portion to use in the reevaluation of the MCS award.

Award Amounts

For any student who qualifies for an MCS 2.0 award of at least one dollar ($1), the minimum annual amount for full-time enrollment is ninety dollars ($90). When the annual award is split in different terms, the extra dollar(s) that may result from this calculation, will be applied to the first term(s).

Currently, a maximum award cap does not exist.

Part-time or Partial Year Students

Initial MCS 2.0 awards will be evaluated on a full-time student basis and campuses should report accordingly. For students attending less than full enrollment for part of or for the whole academic year, campuses should still provide full term student enrollment information. If students are attending a partial year (one semester or less than three quarters), report the student's status corresponding with the terms they are attending. Campuses will no longer need to annualize other aid, or cost of attendance for students attending less than a full year. CSAC will calculate MCS awards using the Student Status field to correctly calculate based on the terms the student is attending. Once the applicant has been offered an MCS 2.0 award, campuses can make term or annual adjustments to reflect the student's enrollment status for the terms the student is attending.

For example, for a Fall only student, the campus would report the student's Fall aid and COA along with a Student Status of '6'. CSAC would then calculate a Fall award only with the data reported and indicate $0 for the Spring award on the roster, provided the student was financially eligible.

Repeated Coursework Policy

Consistent with federal rules, in order for a repeated course to count toward the student's MCS 2.0 enrollment status, students may only repeat a

previously passed course once (a total of two attempts). This rule applies whether or not the student received MCS 2.0 aid for earlier enrollments in the course.

- Students may receive MCS 2.0 aid when repeating a course for the first time.

- Students may receive MCS 2.0 aid when repeating a course that was previously failed or withdrawn from regardless of the number of times the course was attempted and failed. (Satisfactory Academic Progress Policy still applies).

- Students may receive MCS 2.0 aid to repeat a previously passed course one additional time. If the student fails the second attempt, no more MCS 2.0 aid will be given to repeat the course a third time. If the second attempt is a withdrawal, then it is allowable for a third attempt.

Education Abroad or Travel Study Programs

Students in education abroad or travel study programs administered by the campus, or a third-party organization are eligible for MCS 2.0 if they meet these conditions:

1. The home campus should be a UC, CSU or CCC and should administer all the student's financial aid.
   a. Campuses should disburse the MCS 2.0 award based on existing federal student aid guidelines for education / travel study programs.
2. Courses taken will count towards the completion of the student's college degree.

Treatment of MCS 2.0 Award

The MCS 2.0 award is not based on a student's Expected Family Contribution (EFC) or Student Aid Index (SAI), and thus considered a non-need-based award. The maximum MCS 2.0 award plus any other estimated gift aid shall not exceed the COA, but may exceed financial need for state aid programs (e.g. Cal Grant). Therefore, an MCS 2.0 award may supplant the EFC/SAI for state aid programs, while recognizing and maintaining consistency with the campus's rules for institutional aid. Campuses may need to adjust federal or institutional aid to comply with federal financial aid rules.

Campuses are to comply with federal aid regulations in regard to resolving over awards and overpayments. Campuses may reduce MCS, if the amount

assigned in addition to other need-based gift aid programs, exceeds maximum need or cost of attendance limits. Examples can include but are not limited to Pell Grant, Cal Grant, Federal Work-Study, etc. Please refer to the Federal Student Aid Handbook for more information on specific program requirements.

Year-End Reconciliation

At the end of each academic year, institutions should reconcile their MCS funds for the year. There is an initial deadline (around end of July) for institutions to submit enrollment files for new MCS awards and will be the final run for new MCS awards. The final deadline (around end of September) is for institutions to submit any MCS Payment Roster files.

Institutions are required to reconcile all MCS funds by the year-end reconciliation deadline as specified by the Commission. Institutions are encouraged to reconcile their payment rosters monthly to effectively complete final year-end reconciliation by the final deadline. The Commission will invoice institutions with outstanding funds for the academic year after the reconciliation deadline. Unused funds shall be returned to the Commission within 90 days of receiving the year-end invoice.

MCS awards must be disbursed for the fiscal year appropriated based on the budget act of that fiscal year. Any excess or undisbursed MCS funds must be returned to the Commission upon final reconciliation or invoicing for the award year.

Institutions are required to resolve balance discrepancies on a per-record basis. The variance between the actual award and paid amount should not exceed more than six dollars.

Helpful steps for reconciliation are:

1. Compare **Grand Totals** on the Payment Activity Report to School Ledgers.
2. Discrepancy? Identify the term(s) affected (FL, WN, SP). Compare Total Disbursements by **Term**.
3. Identify the student(s) impacted.
4. Resolve discrepancies by making payment corrections/adjustments in WebGrants and/or school ledgers accordingly. Rerun reports. Ensure all payments are balanced and reconciled.

Updating Information for Awarded Students

Campuses can make corrections to awarded Eligible Applicants to reflect

changes to a student's COA, financial aid information and eligibility through the payment and correction file (see payment and correction file layout and section). The correction and payment file has a transaction type on field 42 that campuses can select to indicate if the record is a correction or a payment.

To report changes to Cal Grant award amounts, campuses will report changes in the State Aid field available at the annual and/or term level:

- Annual level:
    - Field 14 – Student's State Aid (Position 85-91)
- Term Level:
    - Field 26 - Fall State Aid Amount (Position 139-145)
    - Field 33 - Winter State Aid Amount (Position 178-184)
    - Field 40 - Spring State Aid Amount (Position 217-223)

All updates to Cal Grant amounts (based on disbursements) are made by the campus. CSAC will no longer run the MCS-Cal Grant Sync job.

CSAC will provide the most recent Cal Grant value to the schools with each roster file run. The amount provided will be based on reconciled payments on the Cal Grant side. This value will be informational and will not be considered in the recalculation of MCS awards.

- On the MCS Payment Roster file, CSAC will use the existing field - Annual Cal Grant Award Amount, Field 45 (Position 228-232)
- On the MCS Display Roster screen – Cal Grant Award field (seen in the Student Demographics section at the top of the screen)

To reiterate this from the awarding section earlier, campuses should not update information through an enrollment file for awarded students. Instead, use the correction and payment file process or post manually on the MCS 2.0 Display Roster screen.

Once a campus submits a correction for a student, CSAC will reevaluate the award and provide a new award amount if the student continues to meet eligibility.

Dependent Students with Annual Household Income Greater Than $100k

As described earlier, dependent students with annual household income greater than $100k are subject to a reduction of their MCS 2.0 award by 33% of the parents' contribution from adjusted available income.

- Annual household income or total income (TI) is field 308 on the federal or Cal ISIR which represents both the student and parent incomes.
- The parent contribution (PC) from adjusted available income is field 321 on the federal or Cal ISIR. CSAC will calculate 33% of the parents' contribution using the amount from field 321 when applicable.

For the MCS 2.0 program, income corrections must match the amount on the ISIR being used, and should be submitted only in these situations:

1. Not meeting income ceiling - if the awardee no longer meets the authorized income ceiling, then a correction should be made to the student's record.

2. Total income over $100k – if the dependent awardee now exceeds the total income of $100,000, or if the income remains over $100,000 but the amount has changed, then a correction should be made to the student's record.

3. Total income under $100k – if the dependent awardee is now under the total income of $100,000, then a correction should be made to the student's record.

Student Status Corrections

Beginning with the 2023-24 academic year, CSAC can generate partial-year awards for MCS eligible students based on the different student statuses identified by UC/CSU/CCC Baccalaureate campuses on field #9 of the 2023-24 MCS Enrollment File Record Layout.

For awarded students whose attendance status changes throughout the year, the change from a zero-dollar amount to a dollar amount (adding terms) or from a dollar amount to a zero-dollar amount (removing terms) in any term's cost of attendance (COA) field, will trigger the system to make a change to the student's status and recalculate the award corresponding with the updated terms. Annual level corrections to COA values **will not** update the Student Status.

To cancel out a term, the institution will submit a correction with a zero dollar value for that term's COA. This will trigger the reevaluation of the student's status and if there is a prior payment on file for that term, the student's status will be updated, and the existing payment will go into re-certify status for the institution to update to a $0 payment. If all terms are changed to a zero-dollar amount, the student will become ineligible, and the award will be withdrawn from the roster.

The value in the Payment-Roster File field 63 for the Student Status will be

provided by CSAC and is not a value that can be changed by institutions. Student Status Corrections are only processed through changes to a student's **term level** Cost of Attendance. Institutions should also update the other aid values (federal aid, state aid, institutional aid, private scholarships, etc.) for any terms they are adding with the corresponding COA value for those terms.

See table below for quarter and semester schools showing the Student Status before a correction, which terms have a Cost of Attendance greater than zero after the correction, and the Student Status value after the correction.

For Quarter School System		
Student Status, before correction	**COA > 0, after correction**	**Student Status, after correction**
1 = New/2=Continuing*	Winter and Spring	3 = Winter Start
1 = New/2=Continuing*	Spring	4 = Spring Start
1 = New/2=Continuing*	Fall	6 = Fall Term Only
1 = New/2=Continuing*	Fall and Winter	7 = Fall & Winter Terms Only
1 = New/2=Continuing*	Winter	8 = Winter Term Only
1 = New/2=Continuing*	Fall and Spring	9 = Fall and Spring Terms (Quarter)
3 = Winter Start	Fall, Winter, and Spring	2 = Continuing*
3 = Winter Start	Spring	4 = Spring Start
3 = Winter Start	Fall	6 = Fall Term Only
3 = Winter Start	Fall and Winter	7 = Fall & Winter Terms Only
3 = Winter Start	Winter	8 = Winter Term Only
3 = Winter Start	Fall and Spring	9 = Fall and Spring Terms (Quarter)
4 = Spring Start	Fall, Winter, and Spring	2 = Continuing*
4 = Spring Start	Winter and Spring	3 = Winter Start
4 = Spring Start	Fall	6 = Fall Term Only
4 = Spring Start	Fall and Winter	7 = Fall & Winter Terms Only
4 = Spring Start	Winter	8 = Winter Term Only
4 = Spring Start	Fall and Spring	9 = Fall and Spring Terms (Quarter)
6 = Fall Term Only	Fall, Winter, and Spring	2 = Continuing*
6 = Fall Term Only	Winter and Spring	3 = Winter Start
6 = Fall Term Only	Spring	4 = Spring Start
6 = Fall Term Only	Fall and Winter	7 = Fall & Winter Terms Only
6 = Fall Term Only	Winter	8 = Winter Term Only
6 = Fall Term Only	Fall and Spring	9 = Fall and Spring Terms (Quarter)
7 = Fall & Winter Terms Only	Fall, Winter, and Spring	2 = Continuing*
7 = Fall & Winter Terms Only	Winter and Spring	3 = Winter Start
7 = Fall & Winter Terms Only	Spring	4 = Spring Start

7 = Fall & Winter Terms Only	Fall	6 = Fall Term Only
7 = Fall & Winter Terms Only	Winter	8 = Winter Term Only
7 = Fall & Winter Terms Only	Fall and Spring	9 = Fall and Spring Terms (Quarter)
8 = Winter Term Only	Fall, Winter, and Spring	2 = Continuing*
8 = Winter Term Only	Winter and Spring	3 = Winter Start
8 = Winter Term Only	Spring	4 = Spring Start
8 = Winter Term Only	Fall	6 = Fall Term Only
8 = Winter Term Only	Fall and Winter	7 = Fall & Winter Terms Only
8 = Winter Term Only	Fall and Spring	9 = Fall and Spring Terms (Quarter)
9 = Fall and Spring Terms (Quarter)	Fall, Winter, and Spring	2 = Continuing*
9 = Fall and Spring Terms (Quarter)	Winter and Spring	3 = Winter Start
9 = Fall and Spring Terms (Quarter)	Spring	4 = Spring Start
9 = Fall and Spring Terms (Quarter)	Fall	6 = Fall Term Only
9 = Fall and Spring Terms (Quarter)	Fall and Winter	7 = Fall & Winter Terms Only
9 = Fall and Spring Terms (Quarter)	Winter	8 = Winter Term Only

For Semester School System		
Student Status, before correction	COA > 0, after correction	Student Status, after correction
1 = New/2=Continuing*	Spring	4 = Spring Start
1 = New/2=Continuing*	Fall	6 = Fall Term Only
4 = Spring Start	Fall and Spring	2 = Continuing*
4 = Spring Start	Fall	6 = Fall Term Only
6 = Fall Term Only	Fall and Spring	2 = Continuing*
6 = Fall Term Only	Spring	4 = Spring Start

* "1 = New" and "2 = Continuing" are interchangeable for the Student Status prior to correction. Post correction, any changes that make a partial year student to a full year student will update the student status to "2 = Continuing".

Payments, Withdrawals, and Refunds

Campuses can report payments for MCS 2.0 using the online roster or through the batch upload process with the payment and correction file. Please refer to the payment and correction section including scenarios for further information.

Students are eligible to receive MCS 2.0 disbursements based on their enrollment status for that term:

- Full time (12 units or higher) – full time term payment
- ¾ time (9 to 11 units) – ¾ time term payment
- ½ time (6 to 8 units) – ½ time term payment
- Less than half time (5 units or less) – not eligible for term payment

If any of the less than full time enrollment causes a change in the cost of attendance or financial aid awards, then campuses should submit an appropriate correction for the term or at the annual level to reevaluate the MCS 2.0 award. Once the MCS 2.0 award has been reevaluated, the campus can post the applicable payment and adjustment code.

Enrollment Status Code	Enrollment Status	Payment Amount	Term Eligibility Used
1	FT - (Pay)	Payment amount must equal the Max Term Award Amount	Semester = 50.00% Quarter = 33.33%
2	Less than HT - (Do Not Pay)	Payment amount must equal $0	Semester = 0.00% Quarter = 0.00%
3	Not Enrolled	Payment amount must equal $0	Semester = 0.00% Quarter = 0.00%
4	HT - (Pay)	Payment amount must equal half of the Max Term Award Amount (round to the nearest dollar*)	Semester = 25.00% Quarter = 16.66%
5	TT - (Pay)	Payment amount must equal 3/4 or 75% of the Max Term Award Amount (round to the nearest dollar*)	Semester = 37.50% Quarter = 25.00%

.49 and below rounds down, and .50 and above rounds up

Adjustment Reason Code	Adjustment Reason	Payment Amount	Term Eligibility Used	Resulting Action
1	Post Bacc	Payment amount must equal $0	Semester = 0.00% Quarter = 0.00%	Award is withdrawn*
2	SAP	Payment amount must equal $0	Semester = 0.00% Quarter = 0.00%	Award is withdrawn*
5	Refund/Adjusted Payment	Any payment amount is accepted as long as it's between $0 and up to the Max Term Award Amount	Semester = 50.00% Quarter = 33.33%	Award remains

7	Other	Payment amount must equal $0	Semester = 0.00% Quarter = 0.00%	Award is withdrawn*

Award is withdrawn if reported at the annual level or for all applicable terms. If the student is ineligible for the award year, please report the ineligible adjustment reason code at the annual level to prevent the need for a data maintenance ticket, should you want to reconsider the student in the future.

MCS 2.0 Census Date

CSAC will allow campuses to utilize their financial aid census date for the MCS 2.0 program. MCS 2.0 payments should be disbursed based on the recipient's enrollment status using the institution's financial aid census date, or its equivalent. Any payment adjustments past the census date should follow the institution's financial aid census date policies.

MCS 2.0 Drop, Withdraw and Refund Policy (R2T4)

The Commission requires that schools have a written Middle Class Scholarship refund policy under the MCS 2.0 program to be implemented in the 2022-23 academic year. This policy should consider and comply with any federal Return of Title IV requirements. Under §484B of the HEA (20 U.S.C. §1091b), if a recipient of a Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the student began attendance, a participating institution must determine the amount of grant and/or loan assistance to be returned to the Title IV programs. Similarly, institutions are required to determine the earned and unearned portions of the MCS 2.0 award based on the amount of time the student attended.

Other considerations:

- Once the MCS 2.0 portion has been determined through the withdrawal calculation and the amount has been appropriately applied or adjusted for that term, no further corrections are required for that withdrawn term.

- For students who withdraw prior to disbursement, campuses should determine the MCS 2.0 award amount for that term per their MCS 2.0 refund policy.

Once the withdrawal calculation is complete and the MCS 2.0 amount has been determined for that term, campuses shall report the payment or correction on the MCS 2.0 roster utilizing the adjustment reason "5" for Refund/Adjusted Payment with the appropriate MCS 2.0 payment. However,

the less than maximum term payment due to the withdrawal calculation will still use the student's full term's eligibility.

Given this system limitation, campuses may cancel the MCS 2.0 award for a student in this scenario and use the "not enrolled" option in WebGrants for that term.

Initial Awarding Formula

The following table illustrates the MCS 2.0 initial annual awarding formula and data sources used to evaluate an award based on the Enrollment File. Once a correction is made, the formula will be based on the Post-Correction Awarding Formula.

Awarding Elements	Provided by	Source
Cost of Attendance	Campus	Enrollment file
(less) Aid Awarded		
Federal	Campus	Enrollment file
Institutional	Campus	Enrollment file
State	Campus	Enrollment file
Cal Grant	CSAC/Campus	WebGrants
(less) Student Contribution - $7,898	CSAC	WebGrants
(less) 33% Parent Contribution*	CSAC	WebGrants
(less) Private Scholarships Excess**	Campus/CSAC	Enrollment file
Final Amount for Calculation		
(multiply by) Phase in factor - **36%*****	CSAC/Campus	WebGrants
Raw MCS Award amount		
Round to nearest whole dollar****		
a) Divide by 6		
b) Round to nearest whole dollar****		
c) Multiply by 6		
Final MCS Award Amount	CSAC	WebGrants

Only applicable for dependent students with annual household income greater than $100,000. The Parent Contribution is derived from the Adjusted Available Income. If the value has cents, the system truncates the cents and only brings the whole dollars into the calculation.

**** Private scholarships awarded to the student that are in excess of the sum of student contribution and parent contribution (if applicable). If result is negative, changed to $0.*

***** As of 2023-24, current and former foster youth students will not be subject to the Phase in factor. When calculating their MCS award, disregard the*

phase in factor.

**** *.49 or below rounds down and .50 and above rounds up.*

Note: *For less than full-time enrollment amounts, please refer to the MCS Display Roster as it will calculate the corresponding award amount.*
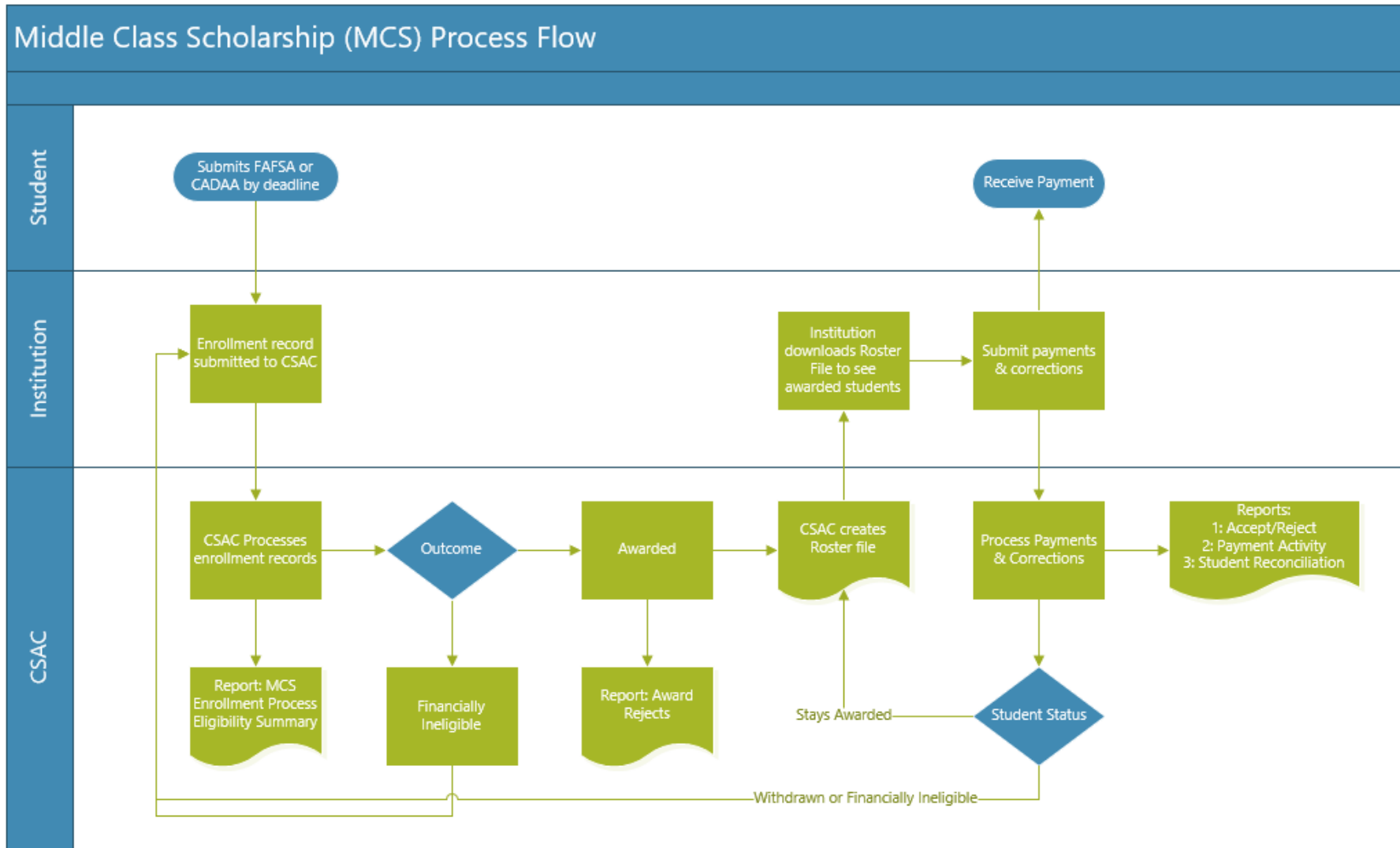
Examples of MCS 2.0 Awards by Segment

Description	UC-3 term	CSU-2 term	CCC- 2 term
Cost of Attendance:	$36,000	$28,000	$20,000
Federal Aid:	$2,000	$7,000	$1500
Institutional Aid:	$5,000	$3,000	$3,000
State Aid:	$0	$0	$0
Cal Grant:	$0	$1,648	$1,648
Student contribution:	$7,898 (fixed)	$7,898 (fixed)	$7,898 (fixed)
Total Income:	$210,000	$50,000	$20,000
Parent contribution:	$17,000	N/A	N/A
33% of Parent contribution:	$5,610	$0	$0
Private scholarships & ER Funds:	$5,000	$10,000	$500
Private scholarships excess:	-$8,508 => 0 (Negative)	$2,102	-$7,398 => 0 (Negative)
Final Amount for Calculation:	$15,492	$6,352	$5,954
Phase in factor:	36%	36%	36%
Raw MCS Award amount:	$5,577.12	$2,286.72	$2,143.44
Round to nearest whole dollar:	$5,577	$2,287	$2,143
a) Divide by 6	$929.50	$381.17	$357.17
b) Round to nearest whole dollar	$930	$381	$357
c) Multiply by 6	$5,580	$2,286	$2,142
Final MCS Award Amount:	**$5,580**	**$2,286**	**$2,142**
Final MCS Award Amount per term:	**$1,860** 3 terms	**$1,143** 2 terms	**$1,071** 2 terms

More Examples of MCS awarded for a Partial Year

Description	UC-2/3 term	CSU-1/2 term	CCC-1/3 term
Student Status	Winter Start	Spring Start	Fall Only
Cost of Attendance	$26,000	$14,000	$8,000
Federal Aid:	$2,000	$2,000	$500
Institutional Aid:	$5,000	$1,500	$1,000
State Aid:	$0	$0	$750
Cal Grant:	$0	$2,871	$549
Student contribution:	$5,265 (fixed)	$3,949 (fixed)	$2,633 (fixed)
Total Income:	$250,000	$110,000	$50,000
Parent Contribution:	$20,000	$2,100	$0
33% of Parent Contribution:	$6,600	$693	$0
Private scholarships & ER Funds:	$7,000	$5,000	$500
Private scholarships excess:	-$4,865=>0 (Negative)	$358	-$2,133=>0 (Negative)
Final Amount for Calculation	$7,135	$2,629	$2,568
Phase in factor	36%	36%	36%
Raw MCS Award amount	$2,568.60	$946.44	$924.48
Round to nearest whole dollar	$2,569	$946	$924
a) Divide by 6	$428.17	$157.67	$154
b) Round to nearest whole dollar	$428	$158	$154
c) Multiply by 6	$2,568	$948	$924
Final MCS Award Amount:	**$2,568**	**$948**	**$924**
Final MCS Award Amount Per Term:	**$1,284** **2 terms**	**$948** **1 term**	**$924** **1 term**

MCS Process Flow

Middle Class Scholarship (MCS) Process Flow

Student:
- Submits FAFSA or CADAA by deadline
- Receive Payment

Institution:
- Enrollment record submitted to CSAC
- Institution downloads Roster File to see awarded students
- Submit payments & corrections

CSAC:
- CSAC Processes enrollment records
- Outcome
- Awarded
- CSAC creates Roster file
- Process Payments & Corrections
- Reports:
  1: Accept/Reject
  2: Payment Activity
  3: Student Reconciliation
- Report: MCS Enrollment Process Eligibility Summary
- Financially Ineligible
- Report: Award Rejects
- Stays Awarded
- Student Status
- Withdrawn or Financially Ineligible

WebGrants Screens

MCS has its own section within WebGrants. There are screens for tasks such as viewing information, making updates, making payments, viewing reports, uploading, and downloading files.

1. Navigate to the WebGrants System login page and login with your credentials

    a. [CSAC - WebGrants Home (ca.gov)](ca.gov)
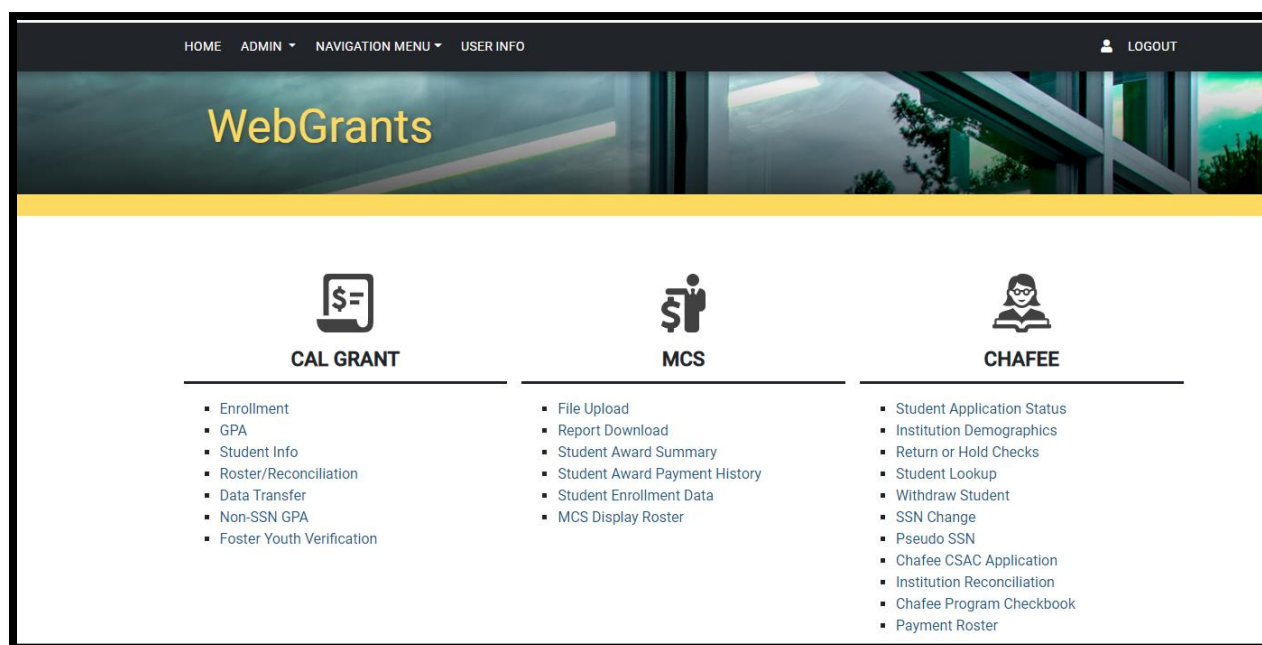
If the MCS menu is not visible, then the current profile is not authorized to access MCS. If needed, reach out to your school's WebGrants administrator for access.

The 6 sub-menus are as follows:
1. File Upload
2. Report Download
3. Student Award Summary
4. Student Award Payment History
5. Student Enrollment Data
6. MCS Display Roster

1: File Upload

The File Upload screen is where campuses can submit information to CSAC such as Enrollment Files and Payment Roster Files further detailed in the MCS Data Uploads & File Layouts section in this document. MCS Enrollment files are processed on a weekly basis on Friday evenings. MCS Payment Roster files are processed Mondays, Wednesdays, and Fridays.

2: Report Download

The Report Download screen is where campuses can download CSAC generated reports. Additional detailed information is included under the MCS Output Reports later in this document.

3: Student Award Summary

This screen provides an overview of the student's information and award details:

- Demographic
- Year Entered Program
- Eligibility % (Total, Used and Remaining)
- TCP/5th Year Flag
- Educational Level (Established and Current)
- Award Status (Awarded, Financially Ineligible, Withdrawn)
- Award Amounts (by term and total)
- Income & Asset Amounts
- Cost of Attendance
- Other Aid (Cal Grant, State Aid, Federal, Institutional Aid)
- Dependency Status
- Marital Status
- Family Size
- Award Status Date
- Award Details Section
- Foster Youth Flag

4: Student Award Payment History

The MCS Student Award Payment History screen will provide information on any payments and/or corrections that have been processed for that student at both the annual and term level.

- Includes eligibility used with payments.
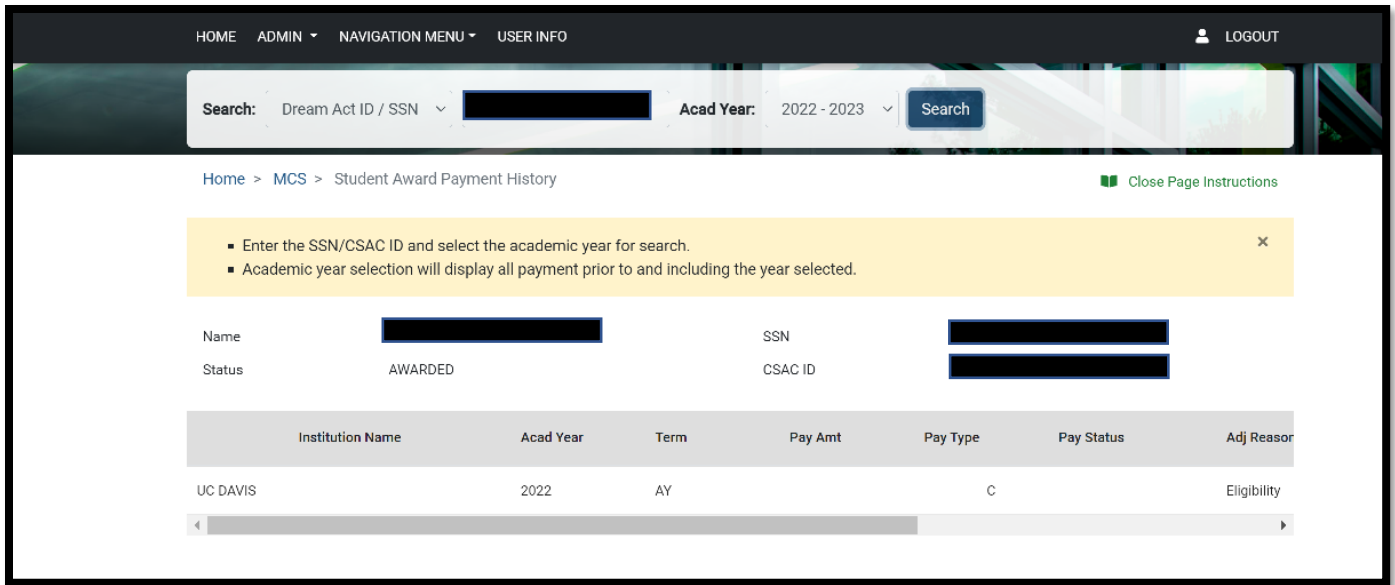
5: Student Enrollment Data

This screen allows the user to view the student's enrollment information submitted by the campus.

- You must enter the School ID, Academic Year and Dream Act ID/SSN for the search criteria. Then click "Retrieve" to view an already submitted enrollment record and "Add" to add a student's enrollment file for MCS consideration.
- There are 3 Enrollment Statuses:
  1. **Blank**: Student rejected from the Enrollment file, is not awarded or is not on the roster
  2. **Pending**: Not processed through the award cycle.
     a. The record does not match CSAC's data or
     b. Another campus uploaded an enrollment record for the student
  3. **Found in Roster**: Student is on campus' roster

6: MCS – Roster

. **The system will load up to 120 records at a time; use the navigation arrows to access additional records**. To get specific students on the Display Roster, search with the Dream Act ID/SSN, CSAC ID, or the First and/or Last Name. Detailed information on how to use the MCS Roster is located within this document at: How to use the Online Payment Roster.

Transaction

- Select the transaction type to make corrections or payments.
- If Correction type is selected, please choose annual data to make changes at the annual level or term data to make changes at the term level.
- After making changes, save the data.

✕

Transaction Type   ◯ **Correction**   ◯ **Payment**   [Payment History]

Annual Data

Eligibility Change	-- Select One --	Total Income	$187963	$
Academic Year	**2022 - 2023**	Cost of Attendance	$37385	$
Open Terms	**Fall, Winter, Spring**	Federal Aid	$0	$
		Institutional Aid	$0	$
		State Aid	$0	$
		ISIR Tran #	04	

Term Data

	FALL TERM	WINTER TERM	SPRING TERM
Enrollment Status	[FT - (Pay)] -- Select One --	[ ] -- Select One --	[ ] -- Select One --
Max Term Award Amount	[$1014] $ 1014	[$1014] $ 1014	[$1014] $ 1014
Term Award Amount	[$1014] $ 1014	[$1014] $ 1014	[$1014] $ 1014
Adj. Reason Code	[ ] -- Select One --	[ ] -- Select One --	[ ] -- Select One --
Amount Paid/Verified	[$1014] $	[$] $	[$] $
Cost of Attendance	[$12462] $	[$12462] $	[$12461] $
Federal Aid	[$0] $	[$0] $	[$0] $
Institutional Aid	[$0] $	[$0] $	[$0] $
State Aid	[$0] $	[$0] $	[$0] $
Payment Status	**Reconciled**	**Not Reconciled**	**Not Reconciled**

MCS Data Uploads & File Layouts

The MCS award process requires schools to submit student enrollment data to CSAC. The financial aid eligibility data included in the enrollment file allows CSAC to determine the MCS award amounts for eligible students.

To upload in WebGrants for Institutions, schools will use the MCS File Upload screen and upload based on academic year and file type.

MCS Enrollment files are processed on a weekly basis. MCS Payment Roster files are processed Mondays, Wednesdays, and Fridays.

Specific file layouts must be followed when transmitting information to CSAC. Current file layouts are located on the CSAC website at: https://www.csac.ca.gov/colleges/mcs

There are two file layouts provided for UCs, CSUs and eligible CCCs that include year-specific updates as applicable:

1. MCS Enrollment File
2. MCS Payment Roster File

1: MCS Enrollment File

The campus provides specific information for new and continuing enrolled undergraduate students to CSAC. The campus includes the student's total cost of attendance (COA), financial information and the ISIR or Cal ISIR number used in providing the data. CSAC uses this information to calculate the maximum award values. Once CSAC has determined the student's award amounts, an award notification is sent to the student. A Roster file is created and available for campuses in WebGrants. The initial enrollment files are uploaded during the timeframe specified by CSAC (usually the first two weeks of July). Once the payment and correction process is opened in late July or August, new enrollment records can be uploaded and processed on a weekly basis. All new records to be considered for MCS should be submitted to CSAC by Friday close of business.

Include students who meet the following criteria:

- Completed an on-time FAFSA or CADAA
- New and continuing students (including transfer students)
- Meet the income and asset ceiling – Current AY income and asset ceilings can be found at:
  - https://www.csac.ca.gov/colleges/mcs

- Are meeting Satisfactory Academic Progress (SAP)

Subsequent enrollment files may be submitted to process any records **not previously submitted or previously determined ineligible students** that need to be re-evaluated due to new information (COA, financial aid awards).

Campuses should not include enrollment records for the following:

- Eligible Applicants that already have an MCS 2.0 award
- Corrections to Eligible Applicants that are already awarded. To make corrections to awarded Eligible Applicants, campuses should utilize the payment and correction file (see payment and correction file section).

Submitting duplicate or awarded Eligible Applicant enrollment records may prevent the processing of new enrollment records (potential awardees).

Mid-Year Transfer Students

The campus can specify the student's status (field 9) with the enrollment file submitted. If a student has been placed on an enrollment file from one campus for Fall only, another campus should be able to upload an enrollment file for Winter Start, Spring Start, or any other that do not include Fall.

Before the mid-year transfer can occur, School A must satisfy the term(s) with a payment.

School B must request the transfer for the student. They can contact School Support via the MCS email address.

Note: Mid-Year transfers are only completed upon request.

It is recommended that School A verifies they have posted the correct enrollment status (payment) for the term(s) before the transfer is initiated. Once the transfer to School B is completed, the record is removed from School A's roster. School B will now hold the Winter and/or Spring terms (depending on the transfer type).

School A will still show the payment on their reconciled reports but will not be able to view the record on their roster.

2: MCS Payment Roster File

The MCS payment process does not advance funds like the Cal Grant

program, MCS funds are disbursed once campuses start applying payments. Prior to posting payments, campuses should verify student attendance and eligibility. Upon reconciliation of the payment file, CSAC submits a claim to the State Controller's Office to process an EFT payment to the campus for disbursement of the MCS award. Payment file submissions and manual postings are accepted throughout the week and processed on Monday, Wednesday and Friday nights. Updates to the records will be available on Tuesdays, Thursdays and Mondays, and the delivery of funds will follow approximately one week after payments are processed.

Payment files can begin as early as late July and are contingent on budget enactment for the corresponding award year.

How to upload MCS files

1. Select 'File Upload' from the MCS Menu in WebGrants*
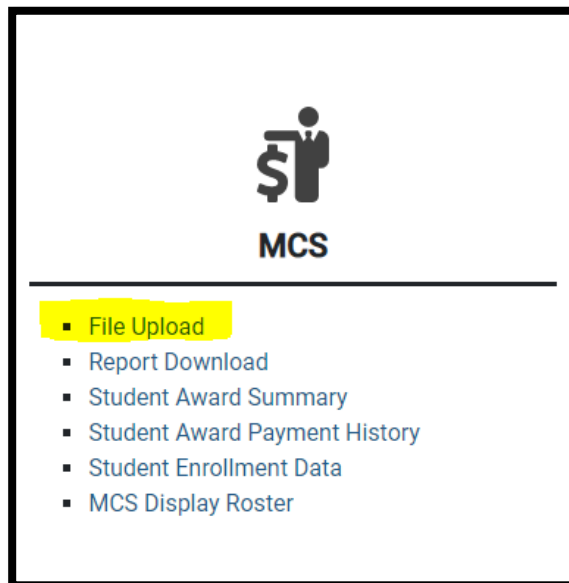
*If the MCS menu is not visible, then the current profile is not authorized to access MCS. If needed, reach out to your school's WebGrants system administrator for access.

2. On the File Upload screen, enter your School ID, Academic Year, and select the desired option from the 'File Type' dropdown

3. Click on 'Choose File' to select the file to upload
4. Click the 'Begin Upload' button

Failed Upload (General Error)

If the file fails the field level validation, the system will reject the file and display an exception message. The file must be corrected, and the entire file must be uploaded again.

California Student Aid Commission
2022-23 MCS Handbook
Version 2.0 03/18/2024

In the **File Upload Status** panel, you will see the **Download Error Report** button. This is only created when invalid records are discovered in the file.

Clicking the button will display the **MCS Payment File Format Exception Report** which provides the details of the errors for each of the invalid records.

Successful Upload

If the file passes the file format validation, the system will display the MCS Successful Upload dialogue box.

Once successfully uploaded, the system will display the **MCS File Upload Status** embedded panel which provides a high- level overview of the file status.

File Upload

School ID *	☐
	Please enter School Code.
Academic Year *	2022 - 2023 ▾
File Type *	Payment ▾
File *	Choose file... [Browse]
	Please enter the file path and file name.

[Begin Upload]

File Upload Status

✓ Your file has been successfully uploaded

File Name	████████████	**Total Records**	1
Academic Year	2022 - 2023	**Valid Records**	1
		Invalid Records	0

MCS Output Reports / Files Provided by CSAC

WG Reports

The Commission generates a variety of reports to assist colleges in managing MCS. Below is a list of reports frequently accessed by institutions.

- Reports are generated three times a week, except for the Enrollment File which is only produced once a week, and contain information only for those students who had enrollment records submitted during the week. Roster files, however, will generate three times a week even if no payments or corrections were applied.
- Available to UC, CSU, CCC campuses and CSAC staff
- Reports are found under Report Download in the MCS menu.

California Student Aid Commission
2022-23 MCS Handbook
Version 2.0 03/18/2024
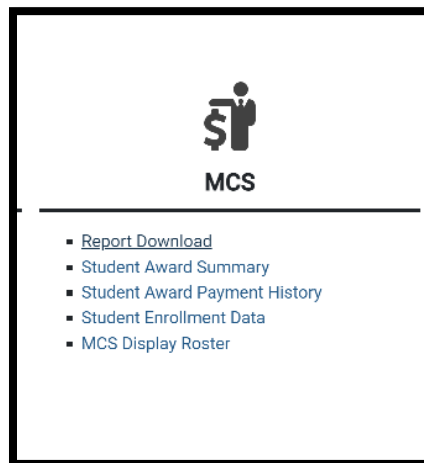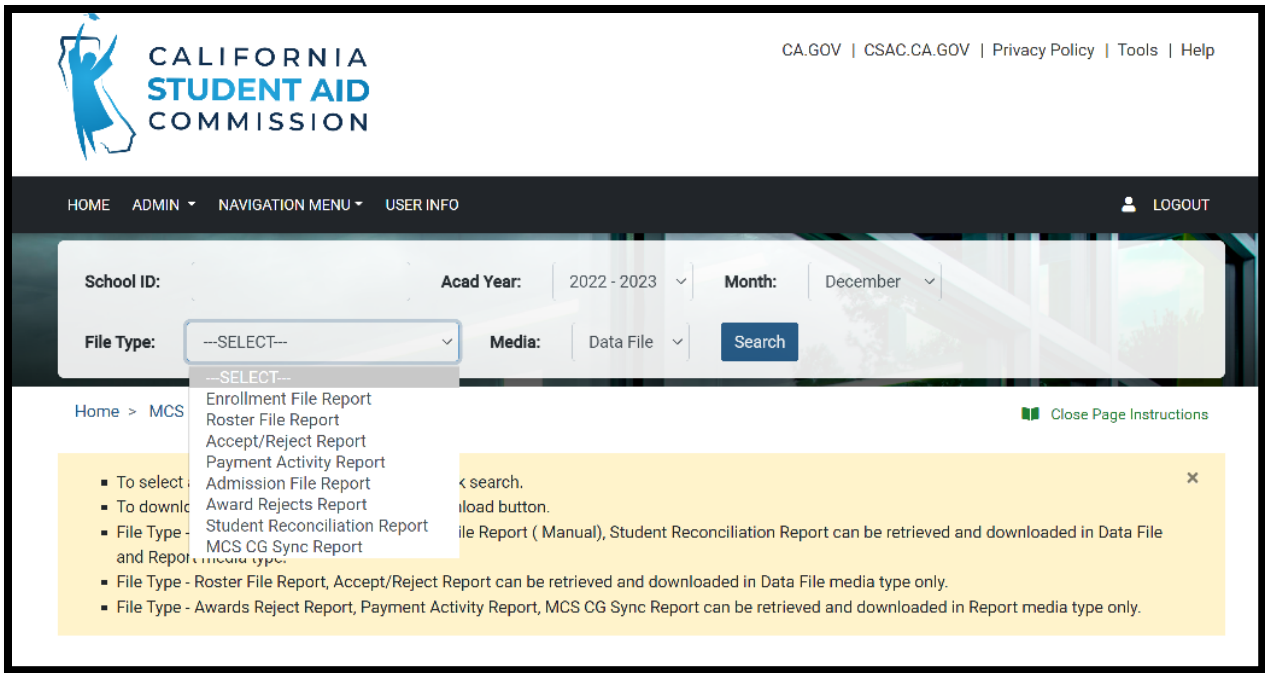
Not all reports are available in both 'Data File' and 'Report' media formats. The table below shows which reports are available in which format. If you select a combination that is not available, you will get a 'No Data Found' popup error.

Report Type	Data File	Report
Enrollment File	Yes	Yes
Roster File	Yes	No
Accept / Reject	Yes	No
Payment Activity	No	Yes
Student Reconciliation	Yes	Yes
Award Rejects	No	Yes

Enrollment File - Data

This report contains a list of students who are ineligible or rejected from the Enrollment files.

The "Data File" version displays the ineligible or rejected codes followed by minimal student data. This version is utilized by the campuses to upload into their system.

Enrollment File – Report

The "Report" version displays the ineligible or rejected codes followed by a full description of the codes. It also displays the student's enrollment record that was submitted by the campus.

MCS Enrollment Ineligible & Reject Codes

INELIGIBLE CODE	INELIGIBLE DESCRIPTION	ERROR CODE
1	Pended - Student previously uploaded by another school	I001
2	Ineligible - Total Income Exceeds Limit	I002
3	Ineligible - Citizenship	I003
4	~~Ineligible - Loan Default~~ *(no longer used)*	~~I004~~
5	Ineligible - Incomplete Verification	I005
6	Ineligible - Student did not meet the deadline date	I006
7	Ineligible - Asset amount exceeds the limit	I007
8	Ineligible - Insufficient Remaining Eligibility	I008
9	Ineligible - Incomplete Prior Year Award	I009

REJECT CODE	REJECT DESCRIPTION	ERROR CODE
1	Rejected - School Code does not match value entered on the File Upload screen	R001
2	Rejected - Invalid Term Type	R002
3	Rejected - Academic Year does not match value selected on the File Upload screen	R003
4	Rejected - Invalid SSN/Dream Act ID	R004
5	Rejected - Invalid Last Name	R005
6	Rejected - Invalid First Name	R006
7	Rejected - Invalid Middle Initial	R007
8	Rejected - Invalid Date of Birth	R008
9	Rejected - Invalid Student Status	R009
10	Rejected - Invalid ISIR Transaction Number	R010
11	Rejected - Invalid TCP Flag	R011
12	Rejected - Invalid Campus E-mail Address	R012
13	Rejected - Invalid Grade Level	R013
14	Rejected - Invalid Dependency Status	R014
15	Rejected - Invalid Total Income	R015
16	Rejected - Invalid Federal Award Amount	R016

17	Rejected - Invalid Institutional Grant Amount	R017
18	Rejected - Invalid State Award Amount	R018
19	Rejected - Student's ISIR Transaction Not Found	R019
20	Rejected - Student's Last Name does not match the ISIR value	R020
21	Rejected - Student's First Name does not match the ISIR value	R021
22	Rejected - Student's Middle Initial does not match the ISIR value	R022
23	Rejected - Student's Date of Birth does not match the ISIR value	R023
24	Rejected - Dependency Status does not match the ISIR value	R024
25	Rejected - Total Income does not match the ISIR value	R025
26	Rejected - Student's EFC is Blank	R026
27	Rejected - Student already on school's roster	R027
28	Rejected - Non-California Resident	R028
29	Rejected - Invalid Address - Foreign Country	R029
30	Rejected - Invalid TCP/5th Year Flag	R030
31	Rejected - Student's EL is not consistent with the TCP/5th Year Flag	R031
~~32~~	*Does Not Exist*	
33	Rejected - Campus does not have an eligible 5th Year program	R033
34	Rejected - Invalid Cost of Attendance Amount	R034
35	Rejected - Invalid family member count	R035
36	Rejected - Invalid marital status	R036
37	Rejected - Invalid Private Scholarship Amount	R037

* Codes are produced from the Enrollment File uploads and manual entries in the MCS Student Enrollment Data screen. Report only produces if an enrollment record was uploaded/entered.
* The ineligible/rejected records appear in the MCS Enrollment Process Eligibility Summary Report and are available in both media types. Manual entries have their own report.
* The codes appear as 4-digit error codes and begin with the letters "I" or "R" followed by the associated error code and/or description (i.e. R028 Rejected - Non California Resident: NV).

Roster File

The report provides a list of students currently on the school's roster. It holds

the payments, adjustments, award amount, eligibility, income, other aid, etc…

Accept / Reject

The report provides a list of the students who had payments or corrections applied during the week. The report is broken down into 3 sections; Exception, Rejected & Accepted.

- **Exception Section:**
  - This occurs when the system cannot define the type of transaction being applied. The transaction submitted is either invalid or there is no valid transaction for the record in the file. Most records that appear under this section stem from the attempt to:
    - Apply a payment and correction to the same student
    - Apply annual and term level corrections to the same student

- **Rejected Section:**
  - The payment or correction was rejected due to an edit in place for the transaction. The majority reject for not following the correct format.

- **Accepted Section:**
  - **The payment or correction was accepted and applied to the student's record.**

MCS Payment & Correction Reject Reason Codes

REJECT REASON CODE	REJECT REASON DESCRIPTION
1	A record with a different type of transaction (payment or correction) was received first
2	A later record of the same type (payment or correction) was received for this student
3	A record can have only one type of transaction (payment or correction)
4	No valid transaction contained in the record
5	Invalid eligibility change code
6	Invalid transaction type code for eligibility change transaction
7	Invalid transaction type code for enrollment status transaction
8	Invalid transaction type code for adjustment reason transaction

9	No data provided for eligibility change transaction
10	Invalid enrollment status code
11	Invalid school code
12	CSAC is not currently accepting records of this type
13	Student's CSAC ID was not found
14	Student is not on the school's roster
15	Student's award record was not found
16	Invalid payment amount
17	A payment already exists for this term from a different school
18	Term is not open
19	Invalid term for the school
20	Prior term not satisfied
~~21~~	*Does not exist*
22	No data provided for term adjustment transaction
~~23~~	~~Tuition amount is greater than allowed for reported term~~ *(no longer used)*
24	Invalid Educational Level
25	Education Level transactions are only allowed during student's first year
26	Insufficient remaining eligibility for the selected transaction
27	Invalid TCP/5th Year Flag
28	Student is already in TCP or 5th Year Program
29	Student is not in TCP or 5th Year Program
30	Invalid eligibility change transaction due to an existing payment
31	Campus does not have an eligible 5th Year program
32	COA not found with TCP adjustment
33	Student's ISIR Transaction Not Found
34	Total Income does not match the value from the Student's ISIR Transaction
35	Limited eligibility record found with multiple term payments
99	Unexpected error processing transaction

* Codes are produced from the Payment/Correction File upload or manually applied transactions on the MCS Display Roster screen.
* The records appear in the MCS Accept/Reject Report under the Exception or Rejected Sections of the report.

Payment Activity

The report provides the amount of funds disbursed to the campus, reconciled payment transactions & balances with a summary of the Year-to-Date activity. It is a cumulative report and displays the weekly activity from

the first time a payment is applied through the most current information and up to year-end.

Award Rejects

The report provides a list of students who were rejected during the award process due to mismatch data between the enrollment record and CSAC's system.

Students will continue to appear until their record is fixed.

Pended Students
INFORMATION ON PENDED STUDENTS/HOW TO FIX SITUATION

The report provides a list of students who were rejected during the award process due to mismatch data between the enrollment record and CSAC's system. Students will continue to appear until their record is fixed.

·CSAC emails students and has them send in documentation that can confirm the correct PII (DL, SSN, birth certificate, etc.).

·The school reviews the MCS Award Rejects Report and notifies CSAC know which data is correct based on the validation completed by the school.

Student Reconciliation

The report provides a list of students who have reconciled payments to date and includes $0 payments. The report shows the Enrollment Status and Adjustment Reason Codes for the students. The report can be downloaded as a data file or report. There is a key at the bottom of the report to help identify the types or enrollment status or adjustment reason codes.

MCS Correction Guidelines

Introduction

The correction process is used to update student award information. Due to the limited funding available for MCS, CSAC must recalculate each student's award and provide any revised award values to the campus. The process of submitting corrections will allow CSAC to maintain and monitor the funding level each year, and ensure the program is not over subscribed. The two methods that are available to submit corrections are via the batch file upload process and the Online Payment Roster screen functionality. Both methods will be reconciled during the mid- week or weekend processing. Changes will be available on the following Monday, Wednesday, and Friday.

General Guidelines

When a student has been awarded the MCS, but new information is available that may affect the student's eligibility or award, the campus must follow the correction process to have CSAC recalculate that student's award. In general, the following hierarchy of changes should be applied:

1. Annual level changes, such as a student's total cost of attendance, total income or other aid, should be submitted before term level changes or payment transactions.
2. Term level changes, such as a student's institutional aid or federal aid, should be submitted before payment transactions.
3. Payment transactions should only be applied once a student's award information has been verified as accurate.

First: Annual level changes such as student's income, other aid, or cost of attendance	**Second:** Term level changes such as cost of attendance, institutional aid or federal aid	**Third:** Payment transactions
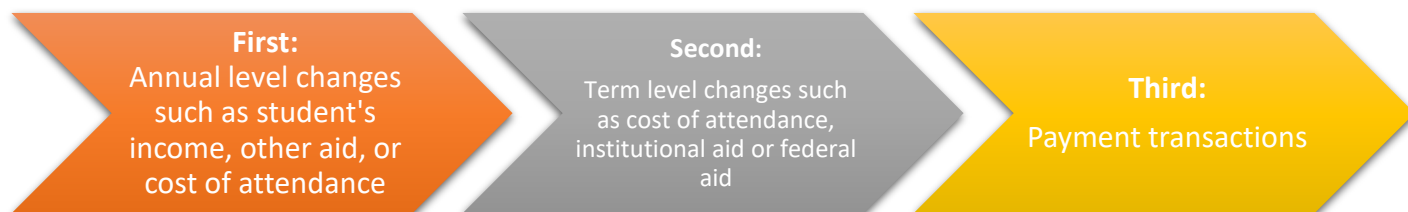
Post-Correction Awarding Formula

The following table illustrates the MCS 2.0 awarding formula after a correction has been placed and data sources used to evaluate an award.

Awarding Elements	Provided by	Source
Cost of Attendance	Campus	Enrollment file
(less) Aid Awarded		
Federal	Campus	Enrollment file
Institutional	Campus	Enrollment file
State	Campus	Enrollment file
Cal Grant	CSAC/Campus	WebGrants
(less) Student Contribution - $7,898	CSAC	WebGrants
(less) 33% Parent Contribution*	CSAC	WebGrants
(less) Private Scholarships Excess**	Campus/CSAC	Enrollment file
Final Amount for Calculation		
(multiply by) Phase in factor - **36%*****	CSAC/Campus	WebGrants
Raw MCS Award amount		
Round to nearest whole dollar****		
Final MCS Award Amount	CSAC	WebGrants

Only applicable for dependent students with annual household income greater than $100,000. The Parent Contribution is derived from the Adjusted Available Income. If the value has cents, the system truncates the cents and only brings the whole dollars into the calculation.

**** Private scholarships awarded to the student that are in excess of the sum of student contribution and parent contribution (if applicable). If result is negative, changed to $0.*

***** As of 2023-24, current and former foster youth students will not be subject to the Phase in factor. When calculating their MCS award, disregard the phase in factor.*

****** .49 or below rounds down and .50 and above rounds up.*

Note: *For less than full-time enrollment amounts, please refer to the MCS Display Roster as it will calculate the corresponding award amount.*

Examples of MCS 2.0 Awards by Segment Post-Correction

Description	UC-1 term Fall Only	CSU-2 term Fall & Spring	CCC- 1 term Spring Only
Cost of Attendance:	$18,000	$26,000	$15,000
Federal Aid:	$2,000	$4,000	$1,500
Institutional Aid:	$1,000	$2,000	$3,000
State Aid:	$0	$0	$0
Cal Grant:	$4,584	$5,742	$1,648
Student contribution:	$2,634(fixed)	$7,898 (fixed)	$3,949 (fixed)
Total Income:	$200,000	$50,000	$20,000
Parent contribution:	$15,000	N/A	N/A
33% of Parent contribution:	$4,950	$0	$0
Private scholarships & ER Funds:	$5,000	$10,000	$500
Private scholarships excess:	-$2,584 => 0 (Negative)	$2,102	-$3,449 => 0 (Negative)
Final Amount for Calculation:	$2,832	$4,258	$4,903
Phase in factor:	36%	36%	36%
Raw MCS Award amount:	$1,019.52	$1,532.88	$1,765.08
Round to nearest whole dollar:	$1,020	$1,533	$1,765
Final MCS Award Amount:	$1,020	$1,533	$1,765
Final MCS Award Amount per term:	$1,020 1 term	$765/$766 2 terms	$1,765 1 term

Note: Students who have no private scholarships or whose scholarship amount is less than the expected student contribution of $7,898, will have that part of the formula equal zero.

MCS Payments and Corrections via Batch File Upload:

Uploading correction records for MCS follows the same process as uploading the MCS payment file. When uploading corrections, a campus will select the "Payment" File Type.

Within the file layout, field 42 (Transaction Type), the detailed record will hold either "P" – for Payment Information or "C" – for Correction.

General Rules for uploading corrections via the payment file:

1. Correction and payment transactions may be submitted within the same file, but not for the same record. If the same record is submitted for a correction or payment, the system will only apply either one or possibly reject both transaction types.

2. When submitting a correction for a student, you may only submit an annual level correction or term level correction within the same file. Annual and term level corrections cannot be submitted for the same student record, in the same file, or else the transactions will be rejected. When possible, please follow the correction process hierarchy, to determine which correction to submit first. Multiple term level corrections are allowed within the same week as well as annual level corrections.

3. Term level corrections may only be submitted for "open" terms.

Correction Fields

When submitting corrections via a batch file upload, if any of the following fields are provided in the file, CSAC's system will assume a student's MCS award should be recalculated:

Annual Level Changes and Corrections:

Annual level changes should be performed when the campus has updated information on total cost of attendance, total income, federal financial aid, institutional aid and state aid that could potentially impact the student's MCS award eligibility and amount. When annual level corrections are submitted, CSAC will recalculate the student's MCS award during the weekly processes and update the MCS roster accordingly. If the student remains eligible, and their award value has gone up or down, new information will be available to the campus with the following roster file. If the change results in a student no longer being eligible for their MCS award, the student will be removed from the roster.

Field #11 – Total Income:
Only provide a value in this field if you are submitting a correction to previously reported Total Income. In addition to submitting a value in field 11, a value of "3" should be submitted in field 41 (noting a change in eligibility), and a value of "C" should be reported in field 42 (noting the Transaction Type as a "Correction"). See Scenario 9

Field #12 – Student's Federal Aid:
Only provide a value in this field if you are submitting a correction to previously reported Federal Aid. In addition to submitting a value in field #12, a value of "3" should be submitted in field 41 (noting a change in eligibility), and a value of "C" should be reported in field 42 (noting the Transaction Type as a "Correction"). See Scenario 10

Field #13 – Student's Institutional Grants and Fee Waivers:
Only provide a value in this field if you are submitting a correction to previously reported Institutional Grants and Fee Waivers. In addition to submitting a value in field #13, a value of "3" should be submitted in field 41 (noting a change in eligibility), and a value of "C" should be reported in field 42 (noting the Transaction Type as a "Correction"). See Scenario 10

Field #14 – Student's State Aid:
Only provide a value in this field if you are submitting a correction to previously reported State Aid or updates to Cal Grant amounts. In addition to submitting a value in field #14, a value of "3" should be submitted in field 41 (noting a change in eligibility), and a value of "C" should be reported in field 42 (noting the Transaction Type as a "Correction"). See Scenario 10

NOTE: As a reminder, CSAC will identify if a student has a Cal Grant and factor that in during the initial award determination, and campuses will use this field to apply corrections to Cal Grant awards and other State Aid at the annual or term level. Once the State Aid is applied, the Cal Grant on file will be ignored in the calculation.

Field # 19 – Student's Annual Cost of Attendance:
Only provide a value in this field if a correction is needed. In addition to submitting a value in field 19, a value of "3" should be submitted in field 41 (noting a change in eligibility), and a value of "C" should be reported in field 42 (noting the Transaction Type as a "Correction"). See Scenario 8

Field #41 – Eligibility Change (for Academic Year):
This field is always used when making corrections at an annual level. If there is a value provided in this field, then a value of "C" should be reported in field 42 (noting the Transaction Type as a "Correction"):

- The following data values result in the student being withdrawn from the campus roster:
    - 1 - Post Bacc
    - 2 - SAP
    - 4 - Not Enrolled
    - 5 - Other
    - 7 - Over Asset Ceiling

By submitting one of these values, the student is considered no longer eligible for the MCS award unless other information is received by CSAC. The student's MCS award will be withdrawn, and the student will be removed from the roster.

- If a payment exists for this student, the transaction will be rejected. The school is responsible for determining if the student should have received all or part of the payment. The school must address the payment change PRIOR to submitting one of the values.

If the data value submitted is:

- The value of 3 (Eligibility), then the school is required to provide one or more values in fields 11 through 14 (Total Income, Federal Aid, Institutional Aid, State Aid) and field 19 (Cost of Attendance). CSAC will use that new information to recalculate the student's award. If no new value is provided in one of the additional fields, then the recalculation will be performed using the existing values previously submitted.

- The value of 8 (Add Teacher Credential Program/5th Year Program Flag), CSAC will recalculate the student's award amount at the annual level. The school must also provide an updated Cost of Attendance in Field 19, which needs to include the tuition/fees cost for TCP or 5th year programs.

- The value of 9 (Remove TCP/5th Year Program), requires the school to 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 does not include the tuition/fees cost for TCP or 5th year programs.

- If the data value submitted is a 3, 8 or 9 (Eligibility, Add TCP/5th Year Program or Remove TCP/5th Year Program) and a payment exists for this student, the award will be recalculated, and the school will be required to recertify the payment amount.

NOTE: This includes records where the eligibility change or recalculation process results in the student no longer being eligible for MCS award consideration. In these cases, the student's MCS award will be set to $0.00, and the school will be required to recertify the $0.00 payment amount. After the recertification takes place, the student will be removed from the campus roster.

Term Level Changes:

These changes should be performed when the campus needs to update information on a specific term's cost of attendance, federal financial aid,

institutional aid and state aid. CSAC will recalculate the student's MCS award for that term during the weekly processes and update the MCS roster accordingly. After the recalculation, the term amounts may not be equal since a specific term was re-evaluated. However, the sum of all terms amount will equal the annual MCS award amount.

Field #22/29/36 – Fall/Winter/Spring Adjustment Reason Code:
Used to indicate term adjustment reasons. Valid content includes numeric values 1, 2, 3, 4, 5 and 7. Value 6 is used by CSAC to alert the campus that the term's payment amount requires recertification.

- If the school provides a value of **3 or 4 (Eligibility or Fees)**, then a value of "C" must also be submitted in field 42 (Transaction Type). If not, then the record will be rejected. If selecting 3 or 4, values must also be reported in fields 23-26/30-33/37-40. CSAC will use the new reported information to recalculate the student's award for the applicable term. The Annual Award Amount will be adjusted to reflect the new term amount.

- If the school provides a value of **1, 2, 5 or 7 (Post Bacc, SAP, Refund/Adjusted Payment or Other)**, then a value of "P" must also be submitted in field 42 (Transaction Type) with the related payment amount in fields 21/28/35. If not, then the record will be rejected.

- 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 21/28/35 (Fall/Winter/Spring MCS Award Payment). This indicates that the student is not eligible for the term and should not be paid for the Fall/Winter/Spring term and should remain on their roster. Using the values of 1, 2 or 7 will reduce the term award amount to zero.

NOTE: The ineligible term status of Post Bacc, SAP or Other should be applied to one term and not across the board. If the student is ineligible for the entire year, then the transaction needs to be applied at the annual level.

NOTE 2: If ineligible status is applied across all terms, the record is removed from the roster. However, if the school submits an enrollment record to reconsider the student, the enrollment record will not be processed because the system reads the student as ineligible. This only happens when applied to all terms and not at the annual level. The school must contact CSAC to fix the record via a data maintenance.

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.

Field #23/30/37 – Fall/Winter/Spring Cost of Attendance Amount:
Used to adjust a student's term specific Cost of Attendance amount.

CSAC will provide a value in this field based on the annual Cost of Attendance amount divided by the number of terms.

If a value is reported in this field by the campus, it cannot be greater than the Annual Cost of Attendance amount and must also submit a "C" value in field 42 to indicate the transaction type is a Correction. In addition to field 42, an adjustment reason code of 4 (Fees) must be indicated in field 22/29/36 (for the Fall/Winter/Spring term). CSAC will use this information, along with other new values provided in fields 23-26 / 30-33 / 37-40, to recalculate the student's award for the 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. The recalculated term award will be used to adjust the Maximum Annual MCS Award Amount (field 52).

Field #24/31/38 – Fall/Winter/Spring Federal Aid Amount:
Used to adjust a student's term specific Federal Aid amount.

CSAC will provide a value in this field (the annual Federal Aid amount divided by the number of terms).

If a different value is reported in this field by the campus, it cannot exceed the annual Federal Aid amount. When reporting changes to the term Federal Aid amounts, you must also indicate a "C" in field 42 to indicate the transaction type is a Correction. In addition to field 42, an adjustment reason code of 3 (Eligibility) must also be reported in field 22/29/36 (for the Fall/Winter/Spring term).

Field #25/32/39 – Fall/Winter/Spring Institutional Aid Amount:
Used to adjust a student's term specific Institutional Aid amount.

CSAC will provide a value in this field (the annual Institutional Aid amount divided by the number of terms).

If a different value is reported in this field by the campus, it cannot exceed the annual Institutional Aid amount. When reporting changes to the term Institutional Aid amounts, you must also indicate a "C" in field 42 to indicate the transaction type is a Correction. In addition to field 42, an adjustment reason code of 3 (Eligibility) must also be reported in field 22/29/36 (for the Fall/Winter/Spring term).

Field #26/33/40 – Fall/Winter/Spring State Aid Amount:
Used to adjust a student's term specific State Aid amount (including Cal Grant).

CSAC will provide a value in this field (the annual State Aid amount divided by the number of terms).

If a different value is reported in this field by the campus, it cannot exceed the annual State Aid amount. When reporting changes to the term State Aid

amounts, you must also indicate a "C" in field 42 to indicate the transaction type is a Correction. In addition to field 42, an adjustment reason code of 3 (Eligibility) must also be reported in field 22/29/36 (for the Fall/Winter/Spring term).

Term Level Corrections – When Payments are Reconciled:

If the **data value submitted is 3 or 4 (Eligibility or Fees)** and a payment exists for the student, both the max term award and the term award will be recalculated, and the school will be required to recertify the payment amount.

When applying the recertify amount for a "Recertify Payment," the payment cannot be greater than the recalculated Max Term Award Amount. The amount must be less than or equal to the Max Term Award Amount.

NOTE: This includes records where the Eligibility/Fee change recalculation process results in an MCS Max Term Award Amount and the Term Award Amount = $0.00. In the instances where this particular term is the only term that the student is attending, the student's annual MCS award will also be set to $0.00, and the school will be required to recertify the $0.00 payment amount. After the recertification takes place, the student will be removed from the school's roster.

Recertify Payments

Students who have payments in a "Recertify Payment" status can be searched through the **Roster Screen** or found in the **MCS Roster File Report**. To recertify means the campus needs to go in and verify the new payment amount. Recertify happens when the student was previously paid for the term(s) and a correction was applied at the annual and/or term level which altered their previously paid award amount .

Display Roster Screen:

Select the MCS Display Roster from the MCS menu. Enter the school code along with selecting the academic year, check the "Recertify Only" box and click on the Search button.

The system will display a list of students who have payments in a "Recertify Payment" status. **The system will load up to 120 records at a time; use the navigation arrows to access additional records**. The list of students can be exported by choosing the file type and selecting the Download Roster button.

A payment in this status is identified at the term level by having a [Recertify Payment] status display under the "Adj. Reason Code" field in red font.

NOTE: If the campus does not have any existing payments in this status, the system will generate a message stating "No data found".

In the example below, the student was originally paid at $160 for the Fall term. When the award was recalculated, it did so at a lower award amount of $60 for the Fall term. The new payment must now be recertified at the $60 amount. Payments being recertified must be based on the Max Term Award Amount.

MCS Roster File Report:

The MCS Roster File Report will display an adjustment reason code of "6" in Fields 22/29/36 (Fall/Winter/Spring Adjustment Reason Code) to show the terms' payment is in a "Recertify Payment" status.

Example: Fall Term in Recertify Status (Field 22 = 6):

MCS Correction via the Display Roster

All correction transactions can be handled through either the batch upload process or individually utilizing the MCS Display Roster screen.

Below is an example of making an Annual Level change (Cost of Attendance) and a Term Level change (decreased Institutional Aid). For more descriptions of potential correction and/or payment scenarios, please see the Payment and

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Correction Scenarios at the end for the corresponding steps needed to complete the transaction. The steps are provided for the manual and payment file process.

Correction Process Examples:

Example 1: Adjusting a student's Cost of Attendance via the MCS Display Roster Screen (Annual Level Change)

From the MCS Display Roster section, select the student you would like to report a correction for. Then, on the Roster screen, select the following criteria:

- At the Transaction Type section, select the "Correction" radio button.
- Select "Annual Data" radio button.
- From the "Eligibility Change" drop down box, select "Eligibility".
- Enter the student's new Cost of Attendance in the "Cost of Attendance" field
- Report the ISIR transaction number associated with the correction even if the same ISIR transaction is being used.
- Click the "Save" button.

A pop-up box will confirm that your transaction has been saved. Once a transaction has been saved, the newly reported data will be reflected in the following MCS roster after CSAC completes the processing of files.

The MCS Student Award Payment History screen will provide information on any payments and/or corrections that have been processed for that student at both the annual and term level.

Example 2: Decreasing a Student's Institutional Aid to a Term (Term Level Change)

From the MCS Display Roster section, select the student you would like to report a correction for, and select the following criteria:

- At the Transaction Type section, select the "Correction" radio button
- Select "Term Data" radio button
- At the term level, select "Eligibility" from the Adj. Reason Code drop down and select "Eligibility"
- Enter the reduced Institutional Aid amount in the Institutional Aid field
- Click the "Save" button

Term Data

FALL TERM		SPRING TERM	
Enrollment Status []	– Select One –	Enrollment Status []	– Select One –
Max Term Award Amount [$939]	$ 939	Max Term Award Amount [$939]	$ 939
Term Award Amount [$939]	$ 939	Term Award Amount [$939]	$ 939
Adj. Reason Code []	Eligibility	Adj. Reason Code []	– Select One –
Amount Paid/Verified [$]	$ 0	Amount Paid/Verified [$]	$
Cost of Attendance [$12425]	$	Cost of Attendance [$12425]	$
Federal Aid [$1173]	$	Federal Aid [$1172]	$
Institutional Aid [$2871]	$ 1500	Institutional Aid [$2871]	$
State Aid [$0]	$	State Aid [$0]	$
Payment Status	**Not Reconciled**	Payment Status	**Not Reconciled**

Save   Reset

A pop-up box will confirm that your transaction has been saved. Once a transaction has been saved, the newly reported data will be reflected in the following MCS roster after CSAC completes the processing of files.

If after saving the transactions you would like to delete the submission, you can do so by pulling up the student record again and selecting the radio button for the type of transaction that was applied (Payment or Correction). Once selected, click on the "Delete Transaction" button.

Note: You can delete the transaction prior to processing. The transaction cannot be deleted after it has been processed.

Once a correction has been processed, you can view it under the MCS Student Award Payment History Screen; or the MCS Display Roster screen, click on the

"Payment History" link found in the Annual Data section.

The MCS Student Award Payment History screen will provide information on any payments and/or corrections that have been processed for that student at both the annual and term level.

The Roster File will also hold the latest information for the record.

If you have any questions for Middle Class Scholarship program, please contact our middleclassscholarship@csac.ca.gov. This email inbox is only for school inquiries. Students should continue to send their email inquiries to the studentsupport@csac.ca.gov inbox.

<table>
<tr><td colspan="4" align="center">MIDDLE CLASS SCHOLARSHIP PROGRAM
PAYMENT AND CORRECTION SCENARIOS</td></tr>
<tr><td colspan="4">Results will be available on the following Monday, Tuesday, and Thursday. Schools can download the MCS Accept/Reject Report to verify if the posted transactions were accepted or rejected.</td></tr>
<tr><td colspan="4" align="center">PAYMENTS

Posting of payments are based on the Max Term Award Amount. The Term Award Amount will display the payment amount applied.</td></tr>
<tr>
<td>Scenario</td>
<td>Annual or Term Level Transaction</td>
<td>MCS Display Roster Screen (Manual Process)</td>
<td>Batch – Payment/Correction File (Upload Process)</td>
</tr>
<tr>
<td>1. Posting Full-Time Payment

-Payment amount must equal the max term award amount

- A Full-Time payment will use the following eligibility for the term:

Semester = 50.00%
Quarter = 33.33%</td>
<td>Term</td>
<td>
• Under the Transaction section, select Payment radio button

• Under the Term Data section, select the term the payment will be applied to

• Select "FT-(Pay)" from the Enrollment Status drop-down field

• The Amount Paid/Verified field is automatically populated with the related payment amount for the term.

• Hit the Save button

<u>Results:</u>
-On the Display Roster screen, the Enrollment Status field and the Amount Paid/Verified field will display [FT - (Pay)] and the related payment amount in red font [$1000]. The Payment Status for the term will display "Reconciled".
-The Max Term Award Amount will remain.
-The Term Award Amount will equal the payment amount applied.
-On the Student Award Payment History screen, a line item will appear to reflect the payment posted.
</td>
<td>
• Student's Fall/Winter/Spring Enrollment Status
  o Fields 15/16/17 (Positions 92/93/94)
  o Enter 1 for FT-(Pay)

• Fall/Winter/Spring MCS Award Payment
  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
  o Enter related payment amount for the term (01000)

• Transaction Type
  o Field 42 (Position 225)
  o Enter P for "Payment Information"

<u>Results:</u>
The roster file will display "1" in Fields 15/16/17 and the payment amount in Fields 21/28/35.
</td>
</tr>
</table>

2. Posting Half-Time Payment	Term	• Under the Transaction section, select Payment radio button	• Student's Fall/Winter/Spring Enrollment Status
			  o Fields 15/16/17 (Positions 92/93/94)
			  o Enter 4 for HT-(Pay)

-Payment amount must equal half the max term award amount
 	
- A Half-Time payment will use the following eligibility for the term:
 	
Semester = 25.00%
Quarter = 16.66%
		• Under the Term Data section, select the term the payment will be applied to
		
		• Select "HT-(Pay)" from the Enrollment Status drop-down field
		
		• The Amount Paid/Verified field is automatically populated with the related payment amount for the term.
		
		• Hit the Save button
		
		Results:
		-On the Display Roster screen, the Enrollment Status field and the Amount Paid/Verified field will display [HT - (Pay)] and the related payment amount in red font [$500]. The Payment Status for the term will display "Reconciled".
		
		-The Max Term Award Amount will remain.
		
		-The Term Award Amount will equal the payment amount applied.
		
		-On the Student Award Payment History screen, a line item will appear to reflect the payment posted.
			• Fall/Winter/Spring MCS Award Payment
			  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
			  o Enter related payment amount for the term (00500)
			
			• Transaction Type
			  o Field 42 (Position 225)
			  o Enter P for "Payment Information"
			
			Results:
			The roster file will display "4" in Fields 15/16/17 and the payment amount in Fields 21/28/35.
			
			The related fields will also be updated based on the payment type and term it is applied to:
			
			o Field 18 – Adjusted Annual MCS Award Amount (Position 95-99)
			
			o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)

| 3. Posting TT – ¾ Time Payment

-Payment amount must equal ¾ of the max term award amount

- A TT-¾ Time payment will use the following eligibility for the term:

Semester = 37.50%
Quarter = 25.00% | Term | • Under the Transaction section, select Payment radio button

• Under the Term Data section, select the term the payment will be applied to

• Select "TT – ¾ time - (Pay)" from the Enrollment Status drop-down field

• The Amount Paid/Verified field is automatically populated with the related payment amount for the term.

• Hit the Save button

Results:
-On the Display Roster screen, the Enrollment Status field and the Amount Paid/Verified field will display [TT - 3/4 time - (Pay)] and the related payment amount in red font [$750]. The Payment Status for the term will display "**Reconciled**".

-The Max Term Award Amount will remain.

-The Term Award Amount will equal the payment amount applied.

-On the Student Award Payment History screen, a line item will appear to reflect the payment posted. | • Student's Fall/Winter/Spring Enrollment Status
  o Fields 15/16/17 (Positions 92/93/94)
  o Enter 5 for TT – ¾ time - (Pay)

• Fall/Winter/Spring MCS Award Payment
  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
  o Enter related payment amount for the term (00750)

• Transaction Type
  o Field 42 (Position 225)
  o Enter P for "Payment Information"

Results:
The roster file will display "5" in Fields 15/16/17 and the payment amount in Fields 21/28/35.

The related fields will also be updated based on the payment type and term it is applied to:

o Field 18 – Adjusted Annual MCS Award Amount (Position 95-99)

o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189) |

| 4. Posting Less than HT Payment

-Payment amount must equal zero ($0)

- This payment type will not use any eligibility.

-This payment type will reduce Term Award Amount to zero but will maintain the Max Term Award Amount.

NOTE:
If this payment type is posted across all terms and/or combined with other payment types that reduces the term award to zero ($0), the student will be considered financially ineligible and may be removed from the school's roster. | Term | • Under the Transaction section, select Payment radio button

• Under the Term Data section, select the term the payment will be applied to

• Select "Less Than HT – (Do Not Pay)" from the Enrollment Status drop-down field

• The Amount Paid/Verified field is automatically populated with a $0 payment amount

• Hit the Save button

Results:
-On the Display Roster screen, the Enrollment Status field and the Amount Paid/Verified field will display [Less Than HT - (Do Not Pay)] and the related payment amount in red font [$0]. The Payment Status for the term will display "**Reconciled**".

-The Max Term Award Amount will remain.

-The Term Award Amount will equal the payment amount applied and the field will display [$0].

-On the Student Award Payment History screen, a line item will appear to reflect the payment posted. | • Student's Fall/Winter/Spring Enrollment Status
  o Fields 15/16/17 (Positions 92/93/94)
  o Enter 2 for Less Than HT – (Do Not Pay)

• Fall/Winter/Spring MCS Award Payment
  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
  o Enter $0 payment amount for the term (00000)

• Transaction Type
  o Field 42 (Position 225)
  o Enter P for "Payment Information"

Results:
The roster file will display "2" in Fields 15/16/17 and the payment amount in Fields 21/28/35.

The related fields will also be updated based on the payment type and term it is applied to:

o Field 18 – Adjusted Annual MCS Award Amount (Position 95-99)

o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189) |

| 5. Posting Not Enrolled Payment

-Payment amount must equal zero ($0)

- This payment type will not use any eligibility.

-This payment type will reduce Term Award Amount to zero but will maintain the Max Term Award Amount.

NOTE:
If this payment type is posted across all terms and/or combined with other payment types that reduces the term award to zero ($0), the student will be considered financially ineligible and may be removed from the school's roster. | Term | • Under the Transaction section, select Payment radio button

• Under the Term Data section, select the term the payment will be applied to

• Select "Not Enrolled" from the Enrollment Status drop-down field

• The Amount Paid/Verified field is automatically populated with a $0 payment amount

• Hit the Save button

Results:
-On the Display Roster screen, the Enrollment Status field and the Amount Paid/Verified field will display [Not Enrolled] and the related payment amount in red font [$0]. The Payment Status for the term will display "**Reconciled**".

-The Max Term Award Amount will remain.

-The Term Award Amount will equal the payment amount applied and the field will display [$0].

-On the Student Award Payment History screen, a line item will appear to reflect the payment posted. | • Student's Fall/Winter/Spring Enrollment Status
  o Fields 15/16/17 (Positions 92/93/94)
  o Enter 3 for Not Enrolled

• Fall/Winter/Spring MCS Award Payment
  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
  o Enter $0 payment amount for the term (00000)

• Transaction Type
  o Field 42 (Position 225)
  o Enter P for "Payment Information"

Results:
The roster file will display "3" in Fields 15/16/17 and the payment amount in Fields 21/28/35.

The related fields will also be updated based on the payment type and term it is applied to:

o Field 18 – Adjusted Annual MCS Award Amount (Position 95-99)

o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189) |

6. Posting Refund/Adjusted Payment
 	
-This option allows campuses to post a zero ($0) payment amount or an amount that is less than the max term award amount.
 	
If a payment is posted greater than $0, it will use the following eligibility for the term:
 	
Semester = 50.00%
Quarter = 33.33%
 	
NOTE:
CSAC recommends that schools use the Enrollment Status options to post payments as provided under Scenarios 1-5.
	Term	• Under the Transaction section, select Payment radio button
		
		• Under the Term Data section, select the term the payment will be applied to
		
		• Select "Refund/Adjusted Payment" from the Adj. Reason Code drop-down field
		
		• The Amount Paid/Verified field will open to allow the campus to input the payment amount
		
		• Hit the Save button
		
		Results:
		-On the Display Roster screen, the Adj. Reason Code field will display [Refund/Adjusted Payment] and the related payment amount in red font [$325]. The Payment Status for the term will display "**Reconciled**".
		
		-The Max Term Award Amount will remain.
		
		-The Term Award Amount will equal the payment amount applied.
		
		-On the Student Award Payment History screen, a line item will appear to reflect the payment posted.
			• Fall/Winter/Spring MCS Award Payment
			  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
			  o Enter related payment amount for the term (from 00000 up to term award amount, i.e., 00325)
			
			• Fall/Winter/Spring Adjustment Reason Code
			  o Fields 22/29/36 (Positions 117/156/195)
			  o Enter 5 for Refund/Adjusted Payment
			
			• Transaction Type
			  o Field 42 (Position 225)
			  o Enter P for "Payment Information"
			
			Results:
			The roster file will display "5" in Fields 22/29/36 and the payment amount in Fields 21/28/35.
			
			The related fields will also be updated based on the payment type and term it is applied to:
			
			o Field 18 – Adjusted Annual MCS Award Amount (Position 95-99)
			
			o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)

| 7. Posting of Post Bacc, SAP and Other

(Ineligible term status)

NOTE 1:
CSAC recommends using the transaction for one term and not apply it across all terms. If the student is ineligible for the entire year, use the annual level transaction to withdraw the student from the roster (see Scenario 11).

NOTE 2:
If this type of payment is applied to all terms, the student is considered ineligible for the year and will be removed from the roster. If the school later determines the student should be reconsidered for MCS, a data maintenance will need to be requested to fix the student's record. The enrollment record will not be processed due to the ineligible payments that exist across all terms. The school must contact CSAC's Program Operations or School Support Units to request the record(s) to be fixed. | Term | • Under the Transaction section, select Payment radio button

• Under the Term Data section, select the term the payment will be applied to

• Select either "Post Bacc, SAP or Other" from the Adj. Reason Code drop-down field

• The Amount/Paid Verified field will automatically populate with a $0 payment amount

• Hit the Save button

Results:
-On the Display Roster screen, the Adj. Reason Code field will display the following based on the type of payment posted, [Post Bacc] , [SAP] , [Other] and the related payment amount in red font [$0]. The Payment Status for the term will display "**Reconciled**".

-The Max Term Award Amount will remain.

-The Term Award Amount will equal the payment amount applied and the field will display [$0].

-On the Student Award Payment History screen, a line item will appear to reflect the payment posted.

NOTE:
If a reconciled payment exists, the payment will be reversed out from the term. The payment amount will also be reversed from the overall campus balance. The amount that was reversed can be viewed under the MCS Payment Activity Report. | • Fall/Winter/Spring MCS Award Payment
  o Fields 21/28/35 (Positions 112-116/151-155/190-194)
  o Enter related payment amount for the term (00000)

• Fall/Winter/Spring Adjustment Reason Code
  o Fields 22/29/36 (Positions 117/156/195)
    ▪ Enter 1 for Post Bacc
    ▪ Enter 2 for SAP
    ▪ Enter 7 for Other

• Transaction Type
  o Field 42 (Position 225)
  o Enter P for "Payment Information"

Results:
The roster file will display "1, 2 or 7" in Fields 22/29/36 and the payment amount in Fields 21/28/35.

The related fields will also be updated based on the payment type and term it is applied to:

o Field 18 – Adjusted Annual MCS Award Amount (Position 95-99)

o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189) |

CORRECTIONS

A correction will recalculate the MCS award. If an annual correction is posted, the annual award will be recalculated. If a term correction is posted, only the term will be recalculated. This may also result in having payments in a recertify status if the term(s) have existing reconciled payments when the correction was applied.

Scenario	Annual or Term Level Transaction	MCS Display Roster Screen (Manual Process)	Batch – Payment/Correction File (Upload Process)

8. Cost of Attendance Update
 	
- The student's annual award will be recalculated using the new Cost of Attendance amount. The student's new award may be higher, lower or zero based on the new amount provided.
 	
-This update may result in the student being found financially ineligible and removed from the roster.
 	
NOTE:
Multiple annual level changes can be made in the same submission. For example, the Cost of Attendance, Total Income and all other aid amounts can be updated and submitted as one transaction. These are considered annual level changes and use the "Correction" transaction type.
	Annual	• Under the Transaction section, select Correction radio button
		
		• Select Annual Data radio button
		
		• Under the Annual Data section, select "Eligibility" from the Eligibility Change drop-down field
		
		• Enter the new amount in the Cost of Attendance field
		
		• Enter the ISIR on the ISIR Tran # field; the same one on file can be entered
		
		• Hit the Save button
		
		Results:
		-On the Display Roster screen, the new amount will display in the Cost of Attendance field.
		
		• Under the Student Demographics section, the new annual award amount displays on the Max Award Amount and Annual Award fields.
		
		• Under the Term Data section, the Max Term Award Amount and the Term Award Amount fields will display the new term award.
		
		-On the Student Award Payment History screen, a line item will appear to reflect the annual correction posted. "AY" displays under the Term column.
			• ISIR/Cal ISIR Transaction Number used for Financial Aid determination
			  o Field 9 (Position 58-59)
			  o Enter ISIR/Cal ISIR Transaction Number; the same one on file can be used (05)
			
			• Annual Cost of Attendance
			  o Field 19 (Position 100-106)
			  o Enter new Cost of Attendance amount (0025378)
			
			• Eligibility Change
			  o Field 41 (Position 224)
			  o Enter 3 for Eligibility Change
			
			• Transaction Type
			  o Field 42 (Position 225)
			  o Enter C for "Correction"
			
			Results:
			The roster file will display the new Cost of Attendance amount in Field 19. The new award amounts will also display in the following fields:
			
			o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
			
			o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
			
			o Fields 23/30/37 - Fall/Winter/Spring Cost of Attendance (Position 118-124/157-163/196-202)
			
			o Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
			
			o Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293)

| **9. Total Income Update**

-This update may result in the student being found financially ineligible and removed from the roster.

NOTE 1:
The Total Income must match the amount related to the ISIR Transaction being used.

NOTE 2:
Multiple annual level changes can be made in the same submission. For example, the Cost of Attendance, Total Income and all other aid amounts can be updated and submitted as one transaction. These are considered annual level changes and use the "Correction" transaction type. | Annual | • Under the Transaction section, select Correction radio button

• Select Annual Data radio button

• Under the Annual Data section, select "Eligibility" from the Eligibility Change drop-down field

• Enter the new amount in the Total Income field

• Enter the ISIR transaction related to the change in the ISIR Tran # field.

• Hit the Save button

Results:
-On the Display Roster screen, the new amount will display in the Total Income field.

• Under the Student Demographics section, the new annual award amount displays on the Max Award Amount and Annual Award fields.

• Under the Term Data section, the Max Term Award Amount and the Term Award Amount fields will display the new term award.

-On the Student Award Payment History screen, a line item will appear to reflect the annual correction posted. "AY" displays under the Term column. | • ISIR/Cal ISIR Transaction Number used for Financial Aid determination
   ○ Field 9 (Position 58-59)
   ○ Enter new ISIR/Cal ISIR Transaction Number (02)

• Total Income
   ○ Field 11 (Position 61-70)
   ○ Enter new Total Income amount (0000052380)

• Eligibility Change
   ○ Field 41 (Position 224)
   ○ Enter 3 for Eligibility Change

• Transaction Type
   ○ Field 42 (Position 225)
   ○ Enter C for "Correction"

Results:
The roster file will display the new Total Income amount in Field 11 and the ISIR/Cal ISIR Txn number used in Field 9. The new award amounts will also display in the following fields:

○ Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)

○ Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)

○ Field 52 - Maximum Annual MCS Award Amount (Position 262-266)

○ Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293) |

10. Other Aid Update	Annual	• Under the Transaction section, select Correction radio button	• Student's Federal Aid
			    o Field 12 (Position 71-77)
			    o Enter new Federal Aid amount (0006895)

10. Other Aid Update

Other Aid consists of changes to Federal Aid, Institutional Aid, State Aid* and Private Scholarships.

-This update may result in the student being found financially ineligible and removed from the roster.

<u>NOTE:</u>
Multiple annual level changes can be made in the same submission. For example, the Cost of Attendance, Total Income and all other aid amounts can be updated and submitted as one transaction. These are considered annual level changes and use the "Correction" transaction type.

*The initial MCS award will factor in the existing Cal Grant in the calculation. It will continue to be used until the State Aid amount is corrected at the annual level. Once the State Aid is updated, the Cal Grant will be ignored.

Annual

• Under the Transaction section, select Correction radio button

• Select Annual Data radio button

• Under the Annual Data section, select "Eligibility" from the Eligibility Change drop-down field

• Enter the new aid amount in the related field:

    o Federal Aid
    o Institutional Aid
    o State Aid
    o Private Scholarships

• Enter the ISIR on the ISIR Tran # field; the same one on file can be entered

• Hit the Save button

<u>Results:</u>
-On the Display Roster screen, the new amount will display in the fields that were updated.

• Under the Student Demographics section, the new annual award amount displays on the Max Award Amount and Annual Award fields.

• Under the Term Data section, the Max Term Award Amount and the Term Award Amount fields will display the new term award.

-On the Student Award Payment History screen, a line item will appear to reflect the annual correction posted. "AY" displays under the Term column.

• Student's Federal Aid
    o Field 12 (Position 71-77)
    o Enter new Federal Aid amount (0006895)

AND/OR

• Student's Institutional Grants and Fee Waivers
    o Field 13 (Position 78-84)
    o Enter new Institutional Aid amount (0014901)

AND/OR

• Student's State Aid
    o Field 14 (Position 85-91)
    o Enter new Federal Aid amount (0002333)

AND/OR

• Student's Annual Private Scholarships and Institutionally Awarded Emergency Funds
    o Field 58 (Position 294-300)
    o Enter new Federal Aid amount (0012965)

• Eligibility Change
    o Field 41 (Position 224)
    o Enter 3 for Eligibility Change

• Transaction Type
    o Field 42 (Position 225)
    o Enter C for "Correction"

<u>Results:</u>
The roster file will display the new aid amount in Field(s) 12, 13, 14, 58. The new award amounts will also display in the following fields:

o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)

o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)

o Field 52 - Maximum Annual MCS Award Amount (Position 262-266)

o Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293)

| 11. Not Eligible for MCS (Withdraw)

Ineligible Reason Types:
• Post Bacc
• SAP
• Not Enrolled
• Other
• Over Asset Ceiling

-Student will be withdrawn from the roster.

NOTE:
If the student has an existing reconciled payment, the transaction will be rejected. Payment(s) will need to be removed first before withdrawing the student. | Annual | • Under the Transaction section, select Correction radio button

• Select Annual Data radio button

• Under the Annual Data section, select one of the following options from the Eligibility Change drop-down field

    o Post Bacc
    o SAP
    o Not Enrolled
    o Other
    o Over Asset Ceiling

• Hit the Save button

Results:
-The student will no longer appear in the Display Roster screen.

-The Student Award Summary screen will display "WITHDRAWN" under the Award Status column.

-On the Student Award Payment History screen, a line item will appear to reflect the annual correction posted. "AY" displays under the Term column. The withdrawal reason type will appear under the Adj. Reason column. | • Eligibility Change
    o Field 41 (Position 224)
    o Enter one of the following options:
        ▪ 1 - Post Bacc
        ▪ 2 - SAP
        ▪ 4 - Not Enrolled
        ▪ 5 - Other
        ▪ 7 - Over Asset Ceiling

• Transaction Type
    o Field 42 (Position 225)
    o Enter C for "Correction"

Results:
The student will no longer exist in the roster data file. |

12. Educational Level Changes	Annual	• Under the Transaction section, select Correction radio button	• Eligibility Change
			○ Field 41 (Position 224)
-Educational Level (EL) changes are only allowed within the initial academic year used to establish a student's original EL.		• Select Annual Data radio button	○ Enter 0 for Educational Level Change
		• Under the Annual Data section, select "Educational Level" from the Eligibility Change drop-down field	• Transaction Type
			○ Field 42 (Position 225)
			○ Enter C for "Correction"
-Changes to the EL will not be allowed in subsequent academic years.		• A new field displays, titled Educational Level	• Educational Level
			○ Field 46 (Position 233)
			○ Enter a value between 0 - 4
-This function only allows EL changes between 0 – 4.		• Select the new Educational Level from the drop-down options:	Results:
			The roster file will display the new Educational Level with the new eligibility amounts in the following fields:
NOTE: EL changes to a 5 are only allowed if the student is in a Teacher Credential Program or 5th Year eligible program (TCP/5th YR). See Scenarios 13 and 14 to add TCP or 5th Year program.		○ 1st year, never attended (EL 0)	○ Field 46 – Educational Level (Position 233)
		○ 1st year, attended college before (EL1)	
		○ 2nd year/sophomore (EL 2)	○ Field 47 –Total Eligibility (Position 234-238)
		○ 3rd year/junior (EL 3)	
		○ 4th year/senior (EL 4)	○ Field 49 –Remaining Eligibility (Position 244-248)
EL change may also result in the annual award being recalculated due to the correction.		• Hit the Save button	
			Eligibility display examples:
		Results:	400% = 40000
		-On the Display Roster screen, the Educational Level will display under the Student Demographics section. The Total Elig % and Remain Elig % fields will be updated accordingly.	125% = 12500
			50% = 05000
			33.33% = 03333
			5% = 00500
		-On the Student Award Summary screen, the Educational Level and the Total and Remaining Eligibility fields will be updated accordingly.	
		-On the Student Award Payment History screen, a line item will appear to reflect the EL correction posted. "AY" displays under the Term column and "Educational Level" under the Adj. Reason column.	

13. Adding the Teacher Credential Program (TCP)
 	
-TCP is added at the annual level.
 	
-Educational Level will change to EL 5
 	
NOTE:
Cost of Attendance is required each time TCP/5th Year is added or removed.
	Annual	• Under the Transaction section, select Correction radio button
		
		• Select Annual Data radio button
		
		• Under the Annual Data section, select "Add TCP/5th Year" from the Eligibility Change drop-down field
		
		• A new field displays titled TCP or 5th Year
		
		• Select Add TCP from the drop-down options
		
		• Enter the new amount in the Cost of Attendance field
		
		• Hit the Save button
		
		Results:
		-On the Display Roster screen, under the Student Demographics section, the TCP/5th Yr-Indicator field will display "TCP-Yes". The Educational Level field will display "5th year/other undergraduate". The Total Elig % and Remain Elig % fields will be updated accordingly. Under the Annual data section, the Cost of Attendance displays the amount entered for the TCP.
		
		-On the Student Award Summary screen, the TCP Flag field will display "Yes". The Educational Level and the Total and Remaining Eligibility fields will be updated accordingly.
		
		-On the Student Award Payment History screen, a line item will appear to reflect the TCP. "AY" displays under the Term column and "Add TCP/5th Year" under the Adj. Reason column.
			• Annual Cost of Attendance
			  o Field 19 (Position 100-106)
			  o Enter new Cost of Attendance amount (0032148)
			
			• Eligibility Change
			  o Field 41 (Position 224)
			  o Enter 8 for Add Teacher Credential Program Flag (TCP) / 5th Yr Program Flag
			
			• Transaction Type
			  o Field 42 (Position 225)
			  o Enter C for "Correction"
			
			• Teacher Credential Program (TCP) /Fifth Year of 5-Year Program Flag
			  o Field 43 (Position 226)
			  o Enter a value of 1 for Yes – TCP
			
			Results:
			The roster file will display the TCP related values in the following fields:
			
			o Field 19 – Annual Cost of Attendance (Position 100-106)
			o Field 43 – Teacher Credential Program (TCP) /Fifth Year of 5-Year Program Flag (Position 226)
			o Field 46 – Educational Level (Position 233)
			o Field 47 –Total Eligibility (Position 234-238)
			o Field 49 –Remaining Eligibility (Position 244-248)
			
			The new award amounts will also display in the following fields:
			
			o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
			o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
			o Fields 23/30/37 - Fall/Winter/Spring Cost of Attendance (Position 118-124/157-163/196-202)
			o Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
			o Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293)

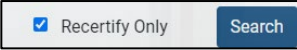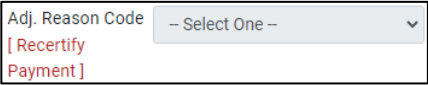| 14. Adding the 5th Year Program	Annual	• Under the Transaction section, select Correction radio button	• Annual Cost of Attendance
-5th Year is added at the Annual level		• Select Annual Data radio button	○ Field 19 (Position 100-106)
			○ Enter new Cost of Attendance amount (0032148)
-Educational Level will change to EL 5		• Under the Annual Data section, select "Add TCP/5th Year" from the Eligibility Change drop-down field	• Eligibility Change
-If the campus does not have an eligible 5th Year program, the transaction will be rejected.		• A new field displays titled TCP or 5th Year	○ Field 41 (Position 224)
			○ Enter 8 for Add Teacher Credential Program Flag (TCP) / 5th Yr Program Flag
NOTE: Cost of Attendance is required each time TCP/5th Year is added or removed.		• Select Add 5th Year from the drop-down options	• Transaction Type
			○ Field 42 (Position 225)
		• Enter the new amount in the Cost of Attendance field	○ Enter C for "Correction"
		• Hit the Save button	• Teacher Credential Program (TCP) /Fifth Year of 5-Year Program Flag
			○ Field 43 (Position 226)
		Results:	○ Enter a value of 3 for Yes – 5th-Yr
		-On the Display Roster screen, under the Student Demographics section, the TCP/5th Yr-Indicator field will display "5th Year - Yes". The Educational Level field will display "5th year/other undergraduate". The Total Elig % and Remain Elig % fields will be updated accordingly. Under the Annual data section, the Cost of Attendance displays the amount entered for the 5th Year program.	Results: The roster file will display the 5th Year related values in the following fields:
			○ Field 19 – Annual Cost of Attendance (Position 100-106)
			○ Field 43 – Teacher Credential Program (TCP) /Fifth Year of 5-Year Program Flag (Position 226)
			○ Field 46 – Educational Level (Position 233)
			○ Field 47 –Total Eligibility (Position 234-238)
			○ Field 49 –Remaining Eligibility (Position 244-248)
		-On the Student Award Summary screen, the 5th Yr Program field will display "Yes". The Educational Level and the Total and Remaining Eligibility fields will be updated accordingly.	The new award amounts will also display in the following fields:
			○ Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
		-On the Student Award Payment History screen, a line item will appear to reflect the ~~TCP~~ 5th Year. "AY" displays under the Term column and "Add TCP/5th Year" under the Adj. Reason column.	○ Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
			○ Fields 23/30/37 - Fall/Winter/Spring Cost of Attendance (Position 118-124/157-163/196-202)
			○ Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
			○ Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293)

| 15. Removing the Teacher Credential or 5th Year Programs (TCP/5th Year)

NOTE 1:
Cost of Attendance is required each time TCP/5th Year is added or removed.

NOTE 2:
If the submission of the TCP/5th Year removal will cause the students eligibility to be equal or less than zero, the transaction will be rejected. | Annual | • Under the Transaction section, select Correction radio button

• Select Annual Data radio button

• Under the Annual Data section, select "Remove TCP/5th Year" from the Eligibility Change drop-down field

• Enter the new amount in the Cost of Attendance field

• Hit the Save button

Results:
-On the Display Roster screen, under the Student Demographics section, the TCP/5th Yr-Indicator field will display "No". The Educational Level field will display the prior EL that was in place. The Total Elig % and Remain Elig % fields will be updated accordingly. Under the Annual data section, the Cost of Attendance displays the amount entered for the program.

-On the Student Award Summary screen, the TCP Flag or 5th Yr Program fields will display "No". The Educational Level and the Total and Remaining Eligibility fields will be updated accordingly.

-On the Student Award Payment History screen, a line item will appear to reflect the removal of the TCP or 5th Year program. "AY" displays under the Term column and "Remove TCP/5th Year" under the Adj. Reason column. | • Annual Cost of Attendance
  o Field 19 (Position 100-106)
  o Enter new Cost of Attendance amount (0025378)

• Eligibility Change
  o Field 41 (Position 224)
  o Enter 9 for Remove TCP/5th-Yr Program

• Transaction Type
  o Field 42 (Position 225)
  o Enter C for "Correction"

• Teacher Credential Program (TCP) /Fifth Year of 5-Year Program Flag
  o Field 43 (Position 226)
  o Enter a value of 2 for No – TCP/5th-Yr

Results:
The roster file will display the related values in the following fields:

o Field 19 – Annual Cost of Attendance (Position 100-106)
o Field 43 – Teacher Credential Program (TCP) /Fifth Year of 5-Year Program Flag (Position 226)
o Field 46 – Educational Level (Position 233)
o Field 47 –Total Eligibility (Position 234-238)
o Field 49 –Remaining Eligibility (Position 244-248)

The new award amounts will also display in the following fields:

o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
o Fields 23/30/37 - Fall/Winter/Spring Cost of Attendance (Position 118-124/157-163/196-202)
o Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
o Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293) |

16. Cost of Attendance Update to Fall, Winter Spring Terms
 	
-Only the term(s) that was updated will be recalculated.
 	
-This update may result in the student being found financially ineligible for the term. If found financially ineligible for all terms, the student will be removed from the roster.
 	
NOTE:
Multiple term level changes can be made in the same submission. For example, the Cost of Attendance and all other aid amounts can be updated and submitted as one transaction. These are considered term level changes and use the "Correction" transaction type.
	Term	• Under the Transaction section, select Correction radio button
		
		• Select Term Data radio button
		
		• Under the Term Data section and the term you will be updating, select "Fees" from the Adj. Reason Code drop-down field
		
		• Enter the new amount in the Cost of Attendance field
		
		• Hit the Save button
		
		Results:
		-On the Display Roster screen, the new amount will display in the Cost of Attendance field under the Annual Data and Term Data sections.
		
		• Under the Student Demographics section, the new annual award amount displays on the Max Award Amount and Annual Award fields.
		
		• Under the Term Data section, the Max Term Award Amount and the Term Award Amount fields will display the new term award.
		
		-On the Student Award Payment History screen, a line item will appear to reflect the term level correction posted. Under the Term column, the related term updated displays with "Fees" under the Adj Reason column.
			• Fall/Winter/Spring Adjustment Reason Code
			  ○ Field 22/29/36 (Position 117/156/195)
			  ○ Enter 4 for Fees
			
			• Fall/Winter/Spring Cost of Attendance
			  ○ Field 23/30/37 (Position 118-124/157-163/196-202)
			  ○ Enter new Cost of Attendance amount for the term (0012546)
			
			• Transaction Type
			  ○ Field 42 (Position 225)
			  ○ Enter C for "Correction"
			
			Results:
			The roster file will display the related values in the following fields:
			
			○ Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
			
			○ Field 19 – Cost of Attendance (Position 100-106)
			
			○ Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
			
			○ Fields 23/30/37 - Fall/Winter/Spring Cost of Attendance (Position 118-124/157-163/196-202)
			
			○ Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
			
			○ Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293)

| 17. Other Aid Update to Fall, Winter, Spring Terms

Other Aid consists of changes to Federal Aid, Institutional Aid,- State Aid* and Private Scholarships.

-Only the term(s) that was updated will be recalculated.

-This update may result in the student being found financially ineligible for the term. If found financially ineligible for <u>all</u> terms, the student will be removed from the roster.

<u>NOTE:</u>
Multiple term level changes can be made in the same submission. For example, the Cost of Attendance and all other aid amounts can be updated and submitted as one transaction. These are considered term level changes and use the "Correction" transaction type.

*The initial MCS award will factor in the existing Cal Grant in the calculation. It will continue to be used until the State Aid amount is corrected at the term level. Once the State Aid is updated, the Cal Grant will be ignored for that term. It is recommended to update the State Aid for all terms. | Term | • Under the Transaction section, select Correction radio button

• Select Term Data radio button

• Under the Term Data section and the term you will be updating, select "Eligibility" from the Adj. Reason Code drop-down field

• Enter the new aid amount in the related fields:

   o Federal Aid
   o Institutional Aid
   o State Aid
   o Private Scholarships

• Hit the Save button

<u>Results:</u>
-On the Display Roster screen, under the Annual Data and Term Data sections, the new amount will display in the related other aid field that was updated.

• Under the Student Demographics section, the new annual award amount displays on the Max Award Amount and Annual Award fields.

• Under the Term Data section, the Max Term Award Amount and the Term Award Amount fields will display the new term award.

-On the Student Award Payment History screen, a line item will appear to reflect the term level correction posted. Under the Term column, the related term updated displays with "Eligibility" under the Adj Reason column. | o Fall/Winter/Spring Adjustment Reason Code
o Field 22/29/36 (Position 117/156/195)
o Enter 3 for Eligibility

o Fall/Winter/Spring Federal Aid Amount
o Field 24/31/38 (Position 125-131/164-170/203-209)
o Enter new Federal Aid amount for the term (0001948) *AND/OR*

o Fall/Winter/Spring Institutional Aid Amount
o Field 25/32/39 (Position 132-138/171-177/210-216)
o Enter new Institutional Aid amount (0001040) *AND/OR*

o Fall/Winter/Spring State Aid Amount
o Field 26/33/40 (Position 139-145/178-184/217-223)
o Enter new State Aid amount (0000556) *AND/OR*

o Fall/Winter/Spring Private Scholarships and Institutionally Awarded Emergency Funds
o Field 59/60/61 (Position 301-307/308-314/315-321)
o Enter new Private Scholarships amount (0002935)

o Transaction Type
o Field 42 (Position 225)
o Enter C for "Correction"

<u>Results:</u>
The roster file will display the related values in the following fields:

o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
o Fields 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
o Field 24/31/38 - Fall/Winter/Spring Federal Aid Amount (Position 125-131/164-170/203-209)
o Field 25/32/39 - Fall/Winter/Spring Institutional Aid Amount (Position 132-138/171-177/210-216)
o Field 26/33/40 - Fall/Winter/Spring State Aid Amount (Position 139-145/178-184/217-223)
o Field 59/60/61 - Fall/Winter/Spring Private Scholarships and Institutionally Awarded Emergency Funds (Position 301-307/308-314/315-321)
o Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
o Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293) |

18. Reinstating a Term	Term	

18. Reinstating a Term
 	
-This function will recalculate a term that does not have an award (Max and Term Award Amounts = $0)
 	
-Cost of Attendance amount required to recalculate the term. If the term has other aid being updated, that can also be updated at the same time.
	Term	• Under the Transaction section, select Correction radio button
		
		• Select Term Data radio button
		
		• Under the Term Data section, select "Fees" from the Adj. Reason Code drop-down field
		
		• Enter the Cost of Attendance amount
		
		• If there are updates to the other aid, enter the amount in the related fields:
		
		   o Federal Aid
		   o Institutional Aid
		   o State Aid
		   o Private Scholarships
		
		• Hit the Save button
		
		Results:
		-On the Display Roster screen, under the Annual Data and Term Data sections, the new amount(s) will display for the Cost of Attendance and the other aid (if it was updated).
		
		• Under the Student Demographics section, the new annual award amount displays on the Max Award Amount and Annual Award fields.
		
		• Under the Term Data section, the Max Term Award Amount and the Term Award Amount fields will display the new term award. The amounts entered to recalculate the term will also display.
		
		-On the Student Award Payment History screen, a line item will appear to reflect the term level correction posted. Under the Term column, the related term updated displays with "Fees" under the Adj Reason column.
			• Fall/Winter/Spring Adjustment Reason Code
			   o Field 22/29/36 (Position 117/156/195)
			   o Enter 4 for Fees
			
			• Fall/Winter/Spring Cost of Attendance
			   o Field 23/30/37 (Position 118-124/157-163/196-202)
			   o Enter Cost of Attendance amount for the term (0012750)
			
			If there are updates to the other aid, enter the amount in the related fields:
			
			   o Fall/Winter/Spring Federal Aid Amount; Field 24/31/38 (Position 125-131/164-170/203-209)
			   o Fall/Winter/Spring Institutional Aid Amount; Field 25/32/39 (Position 132-138/171-177/210-216)
			   o Fall/Winter/Spring State Aid Amount; Field 26/33/40 (Position 139-145/178-184/217-223)
			   o Fall/Winter/Spring Private Scholarships and Institutionally Awarded Emergency Funds; Field 59/60/61 (Position 301-307/308-314/315-321)
			
			• Transaction Type
			   o Field 42 (Position 225)
			   o Enter C for "Correction"
			
			Results:
			The roster file will display the related values in the following fields:
			   o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99)
			   o Field 19 – Annual Cost of Attendance (Position 100-106)
			   o Field 20/27/34 - Fall/Winter/Spring MCS Award Amount (Position 107-111/146-150/185-189)
			   o Field 23/30/37 - Fall/Winter/Spring Cost of Attendance (Position 118-124/157-163/196-202)
			   o Field 52 - Maximum Annual MCS Award Amount (Position 262-266)
			   o Fields 55/56/57 - Maximum Fall/Winter/Spring MCS Award Amount (Position 279-283/284-288/289-293)
			
			If the other aid was updated, the following fields will display the new value(s):
			   o Field 24/31/38 - Fall/Winter/Spring Federal Aid Amount (Position 125-131/164-170/203-209)
			   o Field 25/32/39 - Fall/Winter/Spring Institutional Aid Amount (Position 132-138/171-177/210-216)
			   o Field 26/33/40 - Fall/Winter/Spring State Aid Amount (Position 139-145/178-184/217-223)
			   o Field 59/60/61 - Fall/Winter/Spring Private Scholarships and Institutionally Awarded Emergency Funds (Position 301-307/308-314/315-321)

19. Mid-Year Transfer Students	Term	Campus A: Prerequisite	Campus A: Prerequisite
-There is no mechanism in place to do a school change for Winter or Spring term transfers. -A data maintenance fix will need to be completed by CSAC. Campus A or B must contact CSAC's School Support Unit or MCS email to request the transfer. **NOTE:** If CSAC determines the transfer to Campus B will not grant the student an award, the transfer request will not move forward. The student will remain on Campus A roster for the remainder of the year. The campus can apply a payment of Not Enrolled to the remaining term(s).		Winter Transfer Student: Campus must apply a payment to the Fall term. Spring Transfer Student: Campus must apply a payment to the Fall and/or Winter terms. **Campus B:** Must submit an Enrollment record before the transfer occurs. The Student's Status field must be designated as a Winter or Spring Transfer on the MCS Student Enrollment Data screen. Results: -Display Roster screen: • Campus A: Student will no longer appear • Campus B: Only the term(s) that were transferred appear under the Term Data section (i.e., Winter and Spring or Spring only) - Student Award Summary screen: • Campus A: Student will no longer appear • Campus B: Student will display award only for related term(s) transferred - Student Award Payment History screen: Campus A and B will be able to view all payment and corrections applied for the year. -Student Reconciliation Report: Based on the type of transfer, • Campus A will display the payment(s) applied to Fall and/or Winter terms • Campus B will display the Winter and/or Spring payments (after payment(s) are applied)	Winter Transfer Student: Campus must apply a payment to the Fall term. Spring Transfer Student: Campus must apply a payment to the Fall and/or Winter terms. **Campus B:** Must submit an Enrollment record before the transfer occurs. The Enrollment file must have the student record designated as a Winter or Spring Transfer. • Student's Status - Field 9 - Position 58 must be designated as a '3' for Winter or '4' for Spring Transfer. Results: • Campus A: Student will no longer appear in the Roster File Report • Campus B: Student will appear in the Roster File Report with amounts related to the term(s) that were transferred: o Field 18 - Adjusted Annual MCS Award Amount (Position 95-99) o Fields 20*/27*/34 – Fall*/Winter*/Spring MCS Award Amount (Position 107-111/146-150/185-189) o Fields 23/30/37 – Fall*/Winter*/Spring Cost of Attendance (Position 118-124/157-163/196-202) o Field 24/31/38 – Fall*/Winter*/Spring Federal Aid Amount (Position 125-131/164-170/203-209) o Field 25/32/39 – Fall*/Winter*/Spring Institutional Aid Amount (Position 132-138/171-177/210-216) o Field 26/33/40 – Fall*/Winter*/Spring State Aid Amount (Position 139-145/178-184/217-223) o Field 52 - Maximum Annual MCS Award Amount (Position 262-266) o Fields 55/56/57 - Maximum Fall*/Winter*/Spring MCS Award Amount (Position 279-283/284-288/289-293) *Amounts will display zero or blank for term(s) not transferred since the term(s) are not awarded under Campus B.

20. Recertifying a Payment	Term	Payments in recertify status can be found under the MCS Display Roster screen:	Payments in recertify status can be found in the MCS Roster Data file:

-Recertify happens when the student record has reconciled payments in place and a correction was applied at the annual or term level which caused the award to be recalculated. This alters the payment that was in place due to the new award amount.
 	
-To recertify means the campus needs to go in and post a payment amount based on the new max term award amount.
 	
NOTE:
You cannot recertify a term and apply a payment or correction to another term for the same student in one transaction. The recertify payment must be completed first. The following processing day, the school can post the payment or correction to the next term.
		• At the search bar, click the "Recertify Only" box for a list of records:
		
		• Under the Term Data section, the term in recertify will hold the following status under the Adj. Reason Code field:
		
		There are two options available to recertify a payment:
		
		• **Option 1 – Using the "Enrollment Status" function:**
		
		Refer to Scenarios 1 through 5 and follow the steps listed for the type of payment that will be applied.
		
		• **Option 2 - Using the "Refund/Adjusted Payment" function:**
		
		Refer to Scenario 6 and follow the steps listed.
		
		<u>Results:</u>
		For results, refer to the related scenario used.
			• Recertify payments are identified as follows:
			
			   o Fall/Winter/Spring Adjustment Reason Code
			   o Field 22/29/36 (Position 117/156/195)
			   o Adj. Reason Code = 6
			
			<u>There are two options available to recertify a payment:</u>
			
			• **Option 1 – Using the "Enrollment Status" function:**
			
			Refer to Scenarios 1 through 5 and follow the steps listed for the type of payment that will be applied.
			
			• **Option 2 - Using the "Refund/Adjusted Payment" function:**
			
			Refer to Scenario 6 and follow the steps listed.
			
			<u>Results:</u>
			For results, refer to the related scenario used.