

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
AWARD CLAIM
TEXT FILE DATA RECORD LAYOUT
2011-2012**

Note: Detailed Information on Reporting Requirements Is Presented Following The Record Layout Information.

Field No.	Position	Field Name	Data Type	# of Bytes	Format	Allowable Values
1	1	Semester	Text	1		F = Fall S = Spring
2	2-10	SSN	Text	9		Social Security Number – Nine Digits
3	11-26	Student First Name	Text	16		First Name
4	27	Student Middle Initial	Text	1		Middle Initial
5	28-47	Student Last Name	Text	20		Last Name
6	48-49	ISIR Transaction Number	Number	2	2v0	ISIR transaction number that corresponds with the data used to determine the student's 2011-2012 financial aid eligibility Use a leading zero if the ISIR transaction number is less than 10
7	50-54	EFC Cannot Exceed 1700	Number	5	5v0	Primary EFC that determined the student's 2011-2012 financial aid eligibility
8	55-56	Semester Enroll Status	Text	2		FT = Full-time PT = Part-time
9	57-63	Overaward Disbursement Amount This Semester Not Less Than \$100	Number	7	7v0	Blank if no overaward reduction this semester Enter whole dollar amount of reduced disbursement amount
10	64-70	Supplemental Disbursement Amount	Number	7	7v0	Blank if no supplemental amount is being requested Enter whole dollar amount being requested to supplement an amount disbursed to the student earlier in the same semester
11	71	OTAG Award Status Indicator	Text	1		Will always be blank on a <u>fall</u> report. On <u>spring</u> pre-populated reports, this

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
AWARD CLAIM
TEXT FILE DATA RECORD LAYOUT
2011-2012**

Field No.	Position	Field Name	Data Type	# of Bytes	Format	Allowable Values
						<p>data field will identify the student's OTAG award status at the <u>end of the fall semester</u>.</p> <p>A=Awarded and Paid in fall</p> <p>C=Awarded and Cancelled in fall</p> <p>P= Not Awarded but meets awarding criteria</p> <p>If a school uses its own process to populate the data in the award claim rather than using a pre-populated claim from OTAG, this field will be blank.</p>
12	72	Resident due to Military Status	Text	1		<p>◆ Enter "Y" only if the student qualifies for in-state status and financial aid as a full-time active duty member of the armed forces or dependent of a full-time active duty member of the armed forces AND did not list Oklahoma as the "state of legal residence" on the FAFSA.</p> <p>◆ All other OTAG eligibility criteria must be met.</p>

Pre-Populated Award Claim

Students listed in the pre-populated Award Claim reported your institution on their FAFSA and meet the basic OTAG awarding criteria listed below.

- ◆ FAFSA receipt date is March 15, 2011 or earlier
- ◆ On the current ISIR transaction in the OTAG database on the date the pre-populated Award Claim was created, the student's information reflected:
 - EFC 1700 or lower
 - OK is state of legal residence
 - No federal reject codes or OTAG reject codes active
 - Enrollment level is undergraduate

The pre-populated report will likely include students who, while they meet the above criteria, cannot be awarded. It is the institution's responsibility to ensure that any student submitted on their completed Award Claim is **currently enrolled and meets all of the OTAG eligibility criteria at the time the claim is submitted**. A complete list of eligibility requirements is provided at <http://www.okhighered.org/admin-fac/FinAidResources/docs/otag-student-eligibility.pdf>.

Award Claim Instructions (Text File):

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
AWARD CLAIM
TEXT FILE DATA RECORD LAYOUT
2011-2012**

To request OTAG funds for their eligible students, the institution must submit the students' names and other required qualifying information to OTAG on an Award Claim.

1. Create your own text file using the text file data record layout or use a OTAG Pre-Populated Award Claim. Pre-populated files are available from OTAG upon request.

For pre-populated forms: save and rename the file on your computer.

The pre-populated report OTAG provides will always be named xxxMMDDYYYY.acf**o**.txt, where:

- ◆ **xxx** is your institution's three-letter OTAG reports code,
- ◆ **MMDDYYYY** is the date OTAG created the pre-populated report, and
- ◆ **acf**o**** represents Award Claim Form "outbound" (sent from OTAG to an institution).

When you save the pre-populated form, please:

- ◆ rename the file using the format **xxxMMDDYYYYacfb**.txt where acfb represents "inbound" (to be sent from an institution to OTAG).
- ◆ Adhering to this specific naming format will assist OTAG staff and will be appreciated.

If you are creating your own file: please use the same naming standard (e.g. xxxMMDDYYYYacfb.txt).

3. Review Student Data.

By including a student on an Award Claim, the institution is certifying that **at that time** the student meets all eligibility requirements and qualifies for the immediate disbursement of OTAG funds.

- ◆ **Under no circumstance is it appropriate to claim funds for a student before determining if they meet all eligibility requirements.**
- ◆ The Award Claim text file is in ASCII fixed width format with a logical record length of 72 bytes.
- ◆ The file can be sorted in either SSN or alphabetical order.
- ◆ All numeric and currency fields are right justified.
- ◆ Fields 1,2,3,5,6,7,and 8 are mandatory data fields, and student records submitted without data in any one of these fields will be rejected by OTAG.
- ◆ Fields 9, 10, and 12 should be blank (spaces) unless the condition described in the field information applies to the student.
- ◆ Field 11 will contain data only in pre-populated Award Claims provided by OTAG in the spring semester. This field will be blank (a space) in fall pre-populated reports. This field should not be updated.
- ◆ The Semester field (Field #1) must be provided to distinguish if the Award Claim is for the fall or spring semester and must be the same for all students reported on the same Award Claim.
- ◆ **The Semester Enroll Status field (Field #8)** should reflect the student's current semester enrollment status.
 - Beginning in 2011-2012 **full-time** status will be assumed. Please update for part-time enrollment. Full-time and part-time statuses are defined in accordance with the current definition for full-time and half-time enrollment status for federal Title IV student financial aid eligibility.
 - Funds will be issued according to your confirmation of the student's FT or PT status.

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
AWARD CLAIM
TEXT FILE DATA RECORD LAYOUT
2011-2012**

- No values other than FT and PT are allowed in this field, and reports containing any other values in this field will not be accepted for processing.
 - It is important that institutions accurately report each student's FT or PT status **EVEN IF YOUR STUDENTS RECEIVE THE SAME AWARD AMOUNT FOR BOTH FT AND PT STATUS.**
 - If the request for funds for a student is for a supplemental amount, the enrollment status that is accurate for the student at the time of the supplemental request must be entered in this field.
- ◆ **Overaward Disbursement Amount (Field #9):** An entry in this field indicates that a reduced amount of funds is being requested for the semester due to an overaward situation.
- This field should be blank (space) unless an overaward exists.
 - The minimum award amount is \$200 (\$100 per semester). If an amount less than \$100 is requested in this field, the request for funds will be denied by OTAG.

Note - Spring Overawards: In the spring semester, pre-populated award claims will automatically display overaward amounts in this field for any students who received a reduced OTAG award in the fall semester due to an overaward.

- If the overaward amount has changed for spring, institutions must enter the new overaward amount in this field.
 - If the overaward does not exist in the spring semester, this field must be blank (space).
- ◆ **The Supplemental Disbursement Amount field (Field #10):** indicates the additional amount of funds being requested as a supplement to funds disbursed to the student earlier in the same semester.
- This field should be blank (space) unless a supplemental disbursement amount is being requested.
 - An entry in this field indicates that the student has **already been disbursed** at a reduced or part-time amount in the current semester and has now become eligible for additional OTAG funds in the same semester (e.g. has now reached full time enrollment or overaward reduction has changed).
 - An institution should **ONLY** use this field if the disbursement report on which this student originally appeared for the current semester has been returned to OTAG and finalized.
- ◆ **Award due to Military Status (Field #12):** (The entire record will have to be manually entered on the fall claim and a "Y" placed in this field.) An entry in this field indicates that the added student qualifies for in-state status and financial aid as a full-time active duty member of the armed forces or dependent of a full-time active duty member of the armed forces. This entry is necessary only for students that have indicated a "state of legal residence" other than Oklahoma on the FAFSA. **The student must meet all other OTAG eligibility criteria.**
- ◆ Refer to the O-SAFE Instructions for information regarding delivery of your file. O-SAFE instructions can be downloaded from the OTAG section of the OSRHE Financial Aid Resources for Institutions site at <http://www.okhighered.org/admin-fac/FinAidResources/docs/FileTransferInstructions.pdf>
- ◆ OTAG will process the Award Claim and adjust individual student records in the OTAG database according to the school's confirmations.
- ◆ OTAG will contact the institution regarding any students reported on the Award Claim for whom funds cannot be issued based on the information provided.

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
AWARD CLAIM
TEXT FILE DATA RECORD LAYOUT
2011-2012**

- ◆ **Authorized Institutional Representative:** The Award Claim Form must be submitted by an authorized institutional representative for the OTAG program as designated by the president or chief executive officer of the institution. A signed and dated transmittal form must be submitted with each Award Claim. Your institution's transmittal form can be downloaded from <http://www.okhighered.org/admin-fac/FinAidResources/otag.shtml>. Click on Award Claim Institution Text File Transmittal Forms, select your institution, and print the transmittal form. The completed and signed transmittal form can be faxed to 405.225.9392.

If you have questions or need additional information concerning the Award Claim, please contact the OTAG office at 405.225.9456 or toll-free at 800.858.1840 (option 6) or send e-mail to reports@otag.org.