ISAC
Illinois Student Assistance Commission

Monetary Award Program (MAP) Policies & Procedures

October 2023

Agenda

- Overview of MAP
  - MAP Cycle
- MAP Policies & Procedures
  - Awarding
  - Payment Processing
  - Adjustments
- MAP Resources

Monetary Award Program (MAP) Grant

- Need-based grant
- ISAC's largest program
- Available to eligible Illinois residents who attend an Illinois MAP-approved college
- Subject to appropriation
  - MAP appropriation for the 2023-24 award year is $701,566,200
- A MAP formula distributes appropriated funds so that the neediest students receive grant assistance

Monetary Award Program (MAP) Grant

- The Free Application for Federal Student Aid (FAFSA®) and the Alternative Application for Illinois Financial Aid are the applications for MAP

- Critical application data elements for MAP are:
  - State of Illinois residence – student and parent
  - Grade level -- must be an undergraduate
  - Degree information -- can't have a bachelor's degree or be working on a master's degree
  - School choice – must list at least one MAP-approved Illinois school

- Students should apply as early as possible after the FAFSA and Alternative Application becomes available

Monetary Award Program (MAP) Grant

- MAP grants can only be applied toward tuition and mandatory fees
  - Mandatory Fees is defined as the charges assessed by an institution that are required to deliver educational services to students for each term, regardless if a student is attending either on campus or through distance education. Application, graduation, laboratory, breakage, and add/drop fees as well as program administrative fees for out-of-state or foreign study are specifically excluded

- The maximum annual award amount a student is eligible for depends on their financial need and cost of tuition and mandatory fees at their college
  - The amount of the MAP grant award a student will actually receive per term will be prorated based on the number of credit hours in which they are enrolled
    - Students must be enrolled in at least 15 semester hours (or the equivalent at a quarter school) to receive the maximum amount for which they qualify per term
    - If enrolled in less than 15 hours, students will receive 1/15 of their eligible amount for each credit hour in they are enrolled.
    - Students must be enrolled for a minimum of three credit hours to receive a MAP award.

MAP Cycle

- **Start-Up**
  - Based on budget proposal and expectations
  - Implemented when a new FAFSA becomes available (October 1)
  - Student eligibility data is made available using a Start-Up Formula, calculating an estimated maximum award amount
- **Recompute**
  - Based on MAP appropriation set by a finalized state budget
  - Establishes the maximum award amount on which payment claims are made using a Recompute Formula
  - Implemented May – July, depending on budget process
- **Payment Claim Processing**
  - Typically begins in August and ends in June
  - Fall term claim deadline date usually in December
- **Reconciliation**
  - Throughout the award year, August – July
- **Close Out**
  - At the end of each award year, June - July - August

Current MAP Cycles

- 2023-24 Recompute Formula
  - Commissioners approved the Recompute Formula in June 2023
  - Increased the maximum 2023-24 MAP Award from $7,200 to $8,400
  - Uses 2021-22 tuition and fees in the formula
  - Increased the living allowance in the MAP formula from $5,020 to $5,200

- 2024-25 Start-Up Formula
  - Commissioners approved the Start-Up Formula in September
  - It will be implemented when the 2024-25 FAFSA becomes available
  - Based on projections; assumes level funding
  - Uses 2021-22 tuition and fees in the formula
  - Maximum annual award of $8,400
  - Same as the 2023-24 Recompute Formula

- isac.org/isac-gift-assistance-programs/map/map-formula/

MAP Eligibility Criteria

- To receive a MAP grant, a student must:
  - be a U.S. citizen or eligible non-citizen
  - be a resident of Illinois
  - demonstrate financial need
  - be enrolled in a minimum of three credit hours in a degree or certificate program at a MAP-approved college throughout the institution's tuition refund/withdrawal adjustment period;
  - be an undergraduate student who has not received a baccalaureate degree
  - maintain the satisfactory academic progress standards of the institution
  - not be in default on any student loan, nor owe a refund or repayment on any state or federal grant or scholarship.
  - not be incarcerated;
  - not have exceeded the equivalent of 135 semester credit hours of MAP benefits paid
  - See Administrative Rules – Section 2735.20
    - isac.org/e-library/documents/administrative-rules/2023-24-isac-rules/2735-MAP.pdf

Residency Requirements

- For a dependent student:
  - The parent who is required to complete the FAFSA must physically reside in Illinois and Illinois must be his/her **true, fixed and permanent home**

- For an independent student:
  - Must physically reside in Illinois
  - Must have resided in Illinois for 12 continuous full months prior to the start of the academic year for which assistance is requested
  - Illinois must be his/her **true, fixed and permanent home**

- Schools are expected to verify residency for recipients of any ISAC gift assistance programs for which Illinois residency is a requirement

MAP Awarding Policies

- Awarding Policies
  - Notification
  - Packaging
    - Combining with other programs
- Awarding Procedures
  - GAP Access
    - Access
    - Functionality
    - Filter, Sort and Columns
  - Eligibility List
    - Conflicts
    - Eligible Students

Awarding Policies

- To ensure all MAP recipients receive the same information about their award in a consistent manner, ISAC requires schools to announce MAP awards to students enrolled at their institution, including the estimated award amount

- Schools are required to clearly identify the estimated awards on the award notification as: **State of IL MAP Grant (Est)**

- ISAC also provides specific language that is required to be included on or with the school-issued award notification
  - Additional information may be communicated in the notification as long as ISAC's required language is included exactly as written and additional language does not conflict with it, or break up the text

- Schools are also expected to notify applicants of changes in their eligibility status, such as students who:
  - are not eligible due to a zero award
  - become eligible (or ineligible) due to a correction or adjustment to their application
  - have an incomplete record
  - have a loan in default
  - are considered late applicants

MAP Award Announcements

School Requirements
ISAC No Longer Reporting Default Status

Students who apply for financial aid [via the Free Application for Federal Student Aid (FAFSA®) or the Alternative Application for Illinois Financial Aid (Alternative Application)] and agree to share the information with ISAC are considered for a Monetary Award Program (MAP) grant. The announcement process begins with the college sending an award notification to eligible students indicating a calculated annual award amount. The inclusion of MAP grants in financial aid packages is critical information for students to make informed enrollment decisions. Potentially eligible students are Illinois residents with an EFC under 9000 who indicated a MAP-approved school as one of their school choices on the FAFSA or Alternative Application.

In order to ensure that all MAP recipients receive the same information about their award in a consistent manner, ISAC requires schools to announce MAP awards to the students enrolled at their institution - including the estimated amount of the award. Refer to the School Requirements section for details.

Links to various forms and notifications are available from the right-hand menu.

School Requirements

ISAC provides the specific language that is required to be included on or with the school-issued award notification at the beginning of each processing cycle. Schools are required to announce MAP awards to the students enrolled at their institutions, including students who are only eligible for a 2nd semester/2nd and 3rd quarter MAP award. Schools are required to clearly identify the estimated awards on the award notification as: State of IL MAP Grant (Est).

Additional information may be communicated about MAP in the award notification as long as ISAC's required language is included as written and the additional language does not conflict with it. For example, schools may want to provide students with the link to the MAP Rights & Responsibilities form, which includes pertinent student consumer information, or direct them to the MAP section in the Students & Parents area of ISAC's website.

Schools are also required to notify applicants of changes in their eligibility status. Reasons for changes in eligibility status include students who:

Monetary Award Program (MAP)
Program Overview
Applying
Suspense
Eligibility
Award Announcements
2023-24 MAP Rights & Responsibilities
2023-24 Required School-Issued Award Notification Language
2022-23 MAP Rights & Responsibilities
2022-23 Required School-Issued Award Notification Language
Default Resolution Options
Formula
MAP Paid Credit Hours
Special Enrollment Circumstances
Budget Reporting
Payment
Reconciliation
MAP Electronic Processing

2023-24 School-Issued Award Notification Language

All schools are required to announce MAP Grant awards to all eligible students enrolled at their institutions, including students who are only eligible for a second semester/second and third quarter MAP award. Schools are required to clearly identify the awards on the award notification as: **State of IL MAP Grant (Est)**.

Schools are also required to include the following information with the award notification:

> *By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included in your financial aid package if you have met the eligibility criteria.*
>
> *The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)". Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible.*
>
> *There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you've received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, which is equivalent to approximately four and a half years of full-time enrollment. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs, as well as other student resources, through the ISAC Student Portal at studentportal.isac.org.*
>
> *Eligibility for the need-based MAP Grant award may indicate that you are eligible for assistance with expenses such as food, housing, or child care for dependent children. If you have dependent care expenses, ask the financial aid office about the federal dependent care allowance. For eligibility and application information about the Supplemental Nutrition Assistance Program (SNAP) and the Child Care Assistance Program, contact the Illinois Department of Human Services at **800-843-6154** or www.dhs.state.il.us. Contact the Illinois Hunger Coalition Hunger Hotline at **800-359-2163** or www.ilhunger.org.*

Awarding Policies

- If students are also eligible for the following ISAC programs, these must be factored into the award package before MAP:
  - Illinois Veteran Grant (IVG) Program
  - Illinois National Guard (ING) Grant Program
  - Grant Programs for Dependents of Police/Fire/Correctional Officers (PFC)
  - Special Education Teacher Tuition Waiver (SETTW)

Awarding Policies

- Student eligibility is provided to colleges in the MAP system in GAP Access
- The system displays the maximum award amount the student is eligible to receive at the college
- In order to view eligibility, users must have access to the system
- The financial aid director at each school is considered the Primary Administrator for GAP Access and is responsible for approving staff access at their institution
- There are two additional levels of system users
  - School Administrators can add and update access for other school users
  - School Users can view and update program data, depending on the access levels given to them
- A two-factor authentication security measure is utilized in GAP Access.
- Schools should have a process in place to remove non-active users on a frequent and regular basis

ISAC Gift Assistance Program (GAP) Access

Home 〉 Gap-Access 〉

ISAC Gift Assistance Programs (GAP) Access

Assigning an Administrator
GAP Access User Guides
GAP Access Login
Functionality Available via GAP Access

ISAC Gift Assistance Programs Access (or GAP Access) is the portal through which online interactions for the purpose of data inquiries and submissions, eligibility announcements and payment requests for ISAC-administered programs are conducted. Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access can be granted.

Assigning an Administrator

All users, not just those who work in the financial aid office, need a valid GAP Access ID and password (for example, users who need access to the FTP site). The links to the GAP Access User Guides below provide step-by-step instructions for activating accounts for administrators and users of the GAP Access portal. ISAC will rely on an administrator (contact person) at each institution to authorize users. The GAP Access Administrator will ultimately be responsible for monitoring passwords, staff access, and security for a variety of ISAC programs. The initial request for institutional access should be made by the Financial Aid Director or High School Principal.

Ultimately, one entry point, user name and password will be used to gain access to all programs to which a user has been granted access by their school's administrator. As additional ISAC gift assistance programs are added to the GAP Access portal, the administrator must access the User Maintenance area and update the program access and level for each user.

GAP Access User Guides

User Guides for all GAP Access functionality are below. General questions, user name and password maintenance, and technical information about GAP Access are answered in the Activating and Authentication User Guides.

- Activating GAP Access User Accounts
- Activating Other GAP Access Administrators
- Activating Your GAP Access Primary Administrator Account

GAP Access Login

Activating Your GAP Access Primary Administrator Account

Activating Other GAP Access Administrators

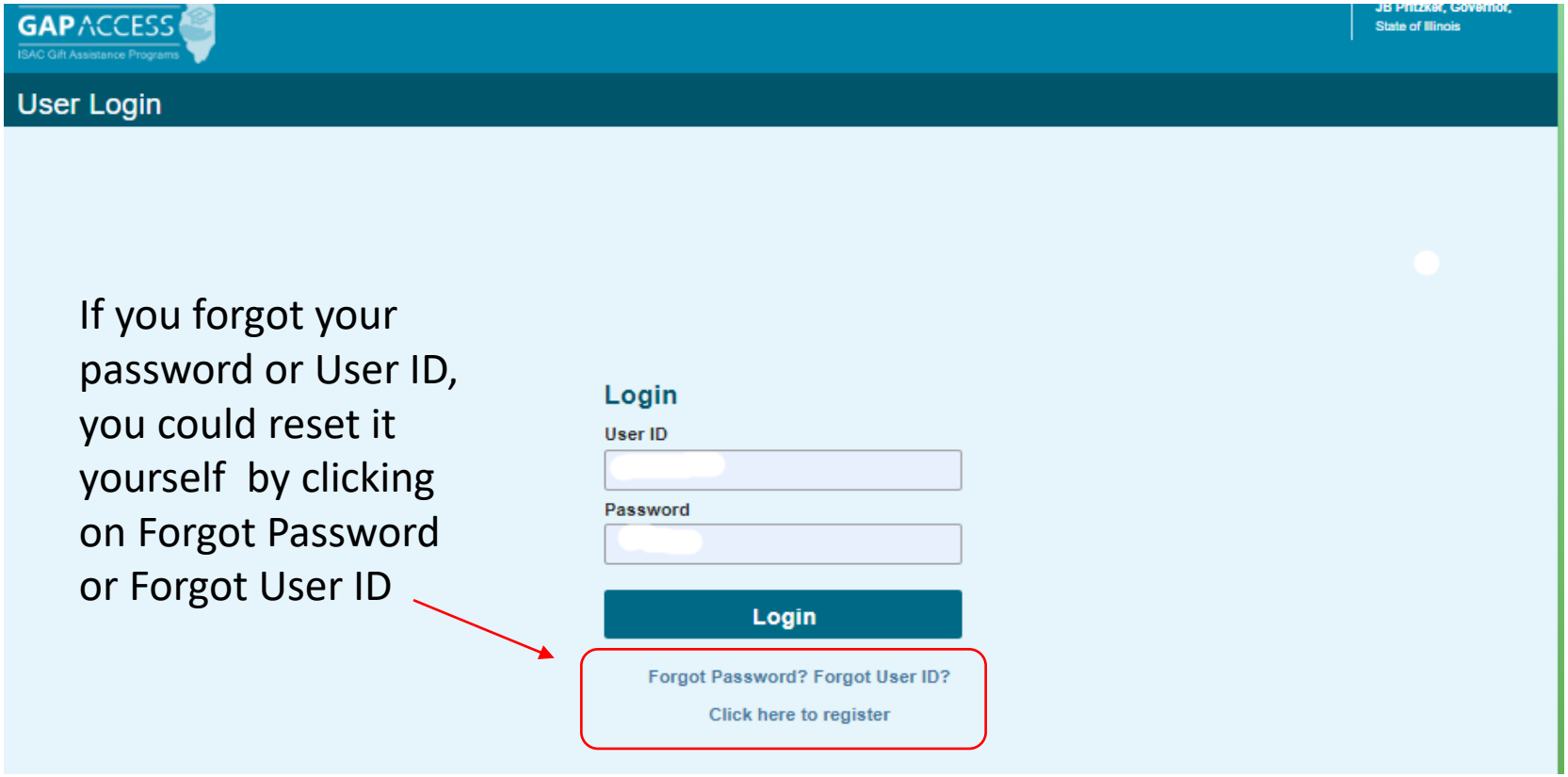
Activating GAP Access User Accounts

GAP Access 2-Factor Authentication User Guide

DEAA
Digital Education Achievement Award
2013 HONORABLE MENTION

ISAC

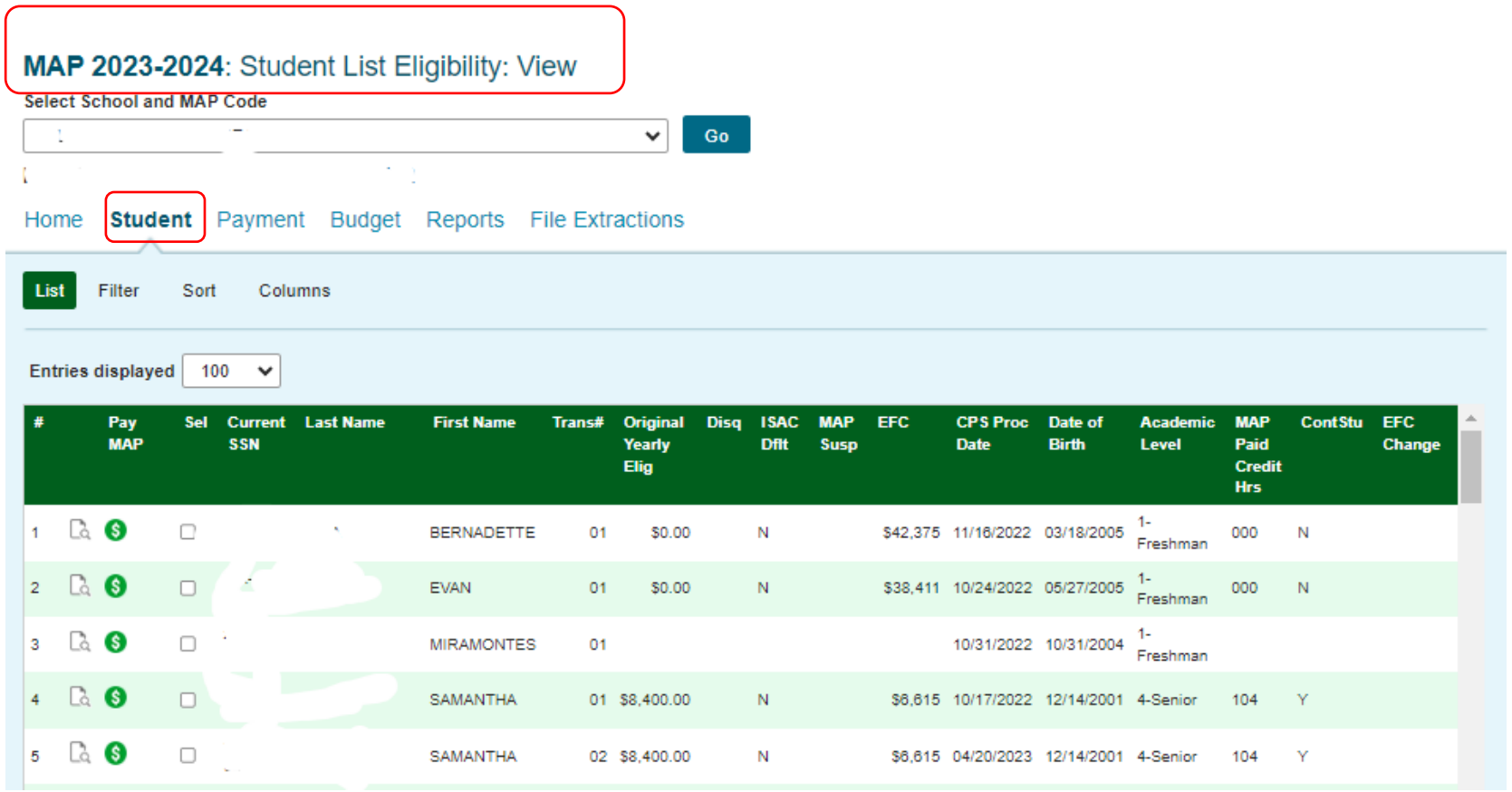
Reset Password in GAP Access



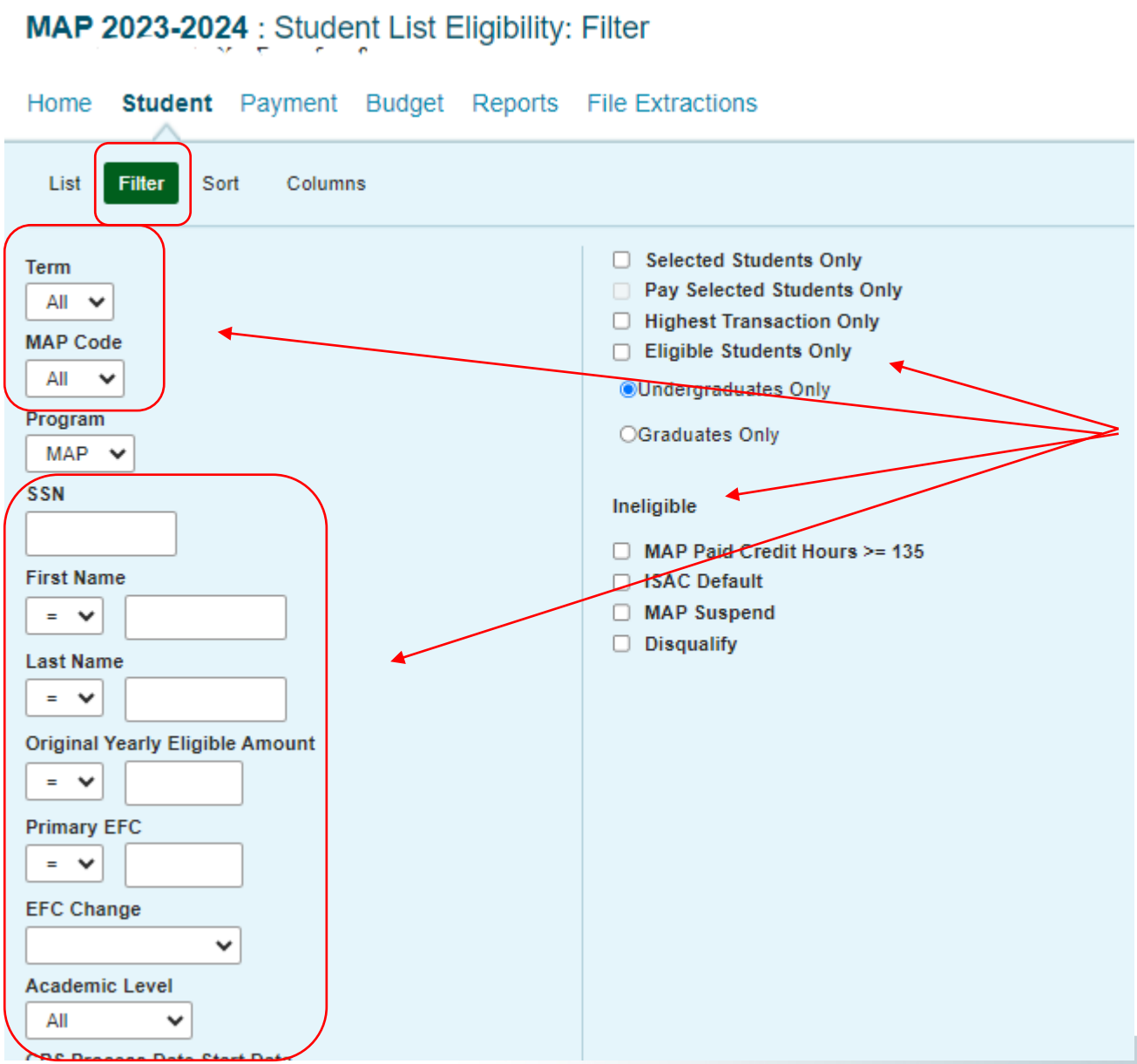
Student Eligibility List

- A list of MAP students for your school can be found in the MAP System
  - Log in under correct year
  - Select the Student tab
  - Select List
- A Student List Eligibility Screen will appear with detailed list of students who are eligible along with those who are not eligible due to:
  - Disqualified
  - ISAC Default
  - Late
  - MAP Suspense
- Schools can also select the Report tab and generate a list from the drop-down box

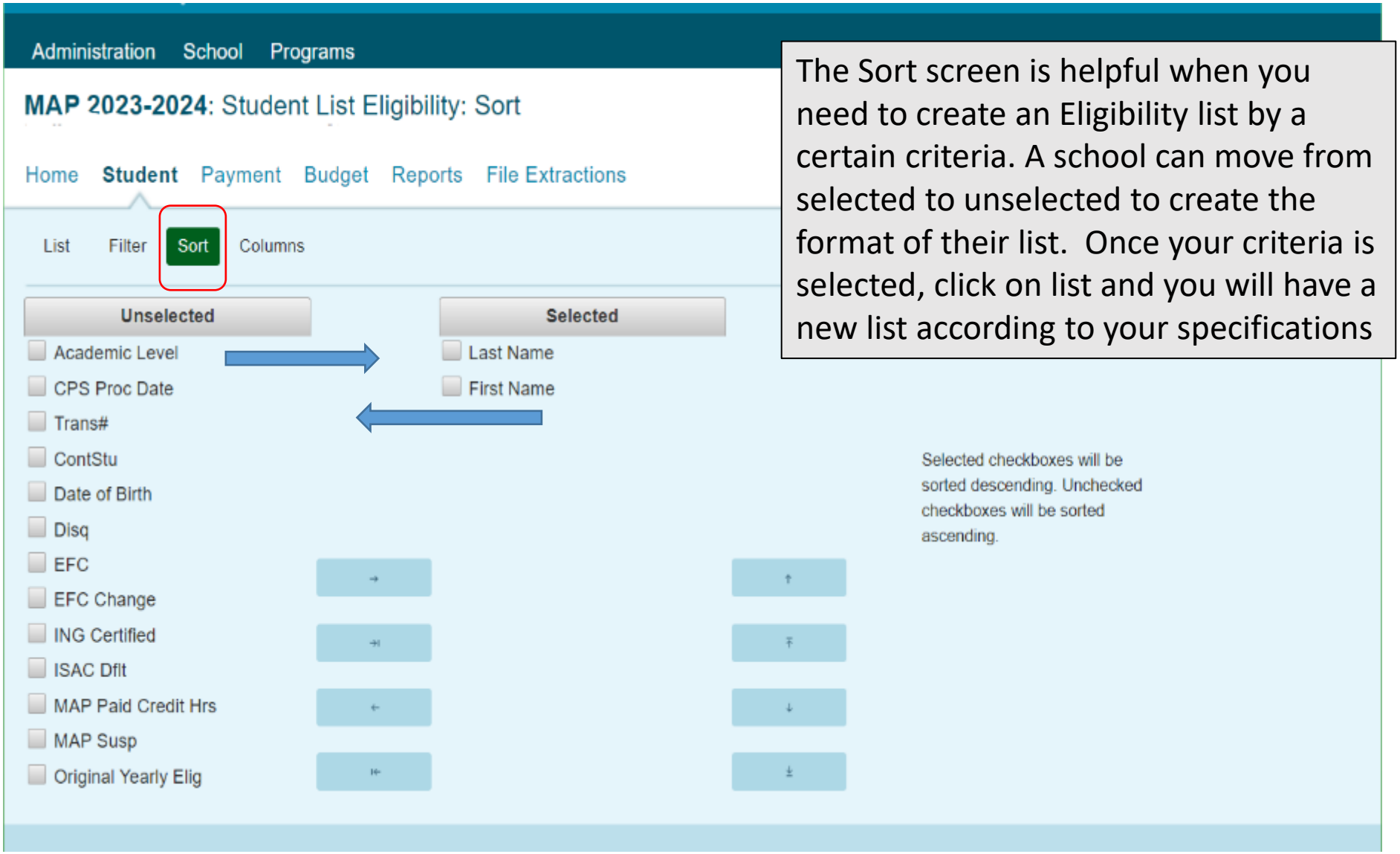
MAP Student Eligibility List



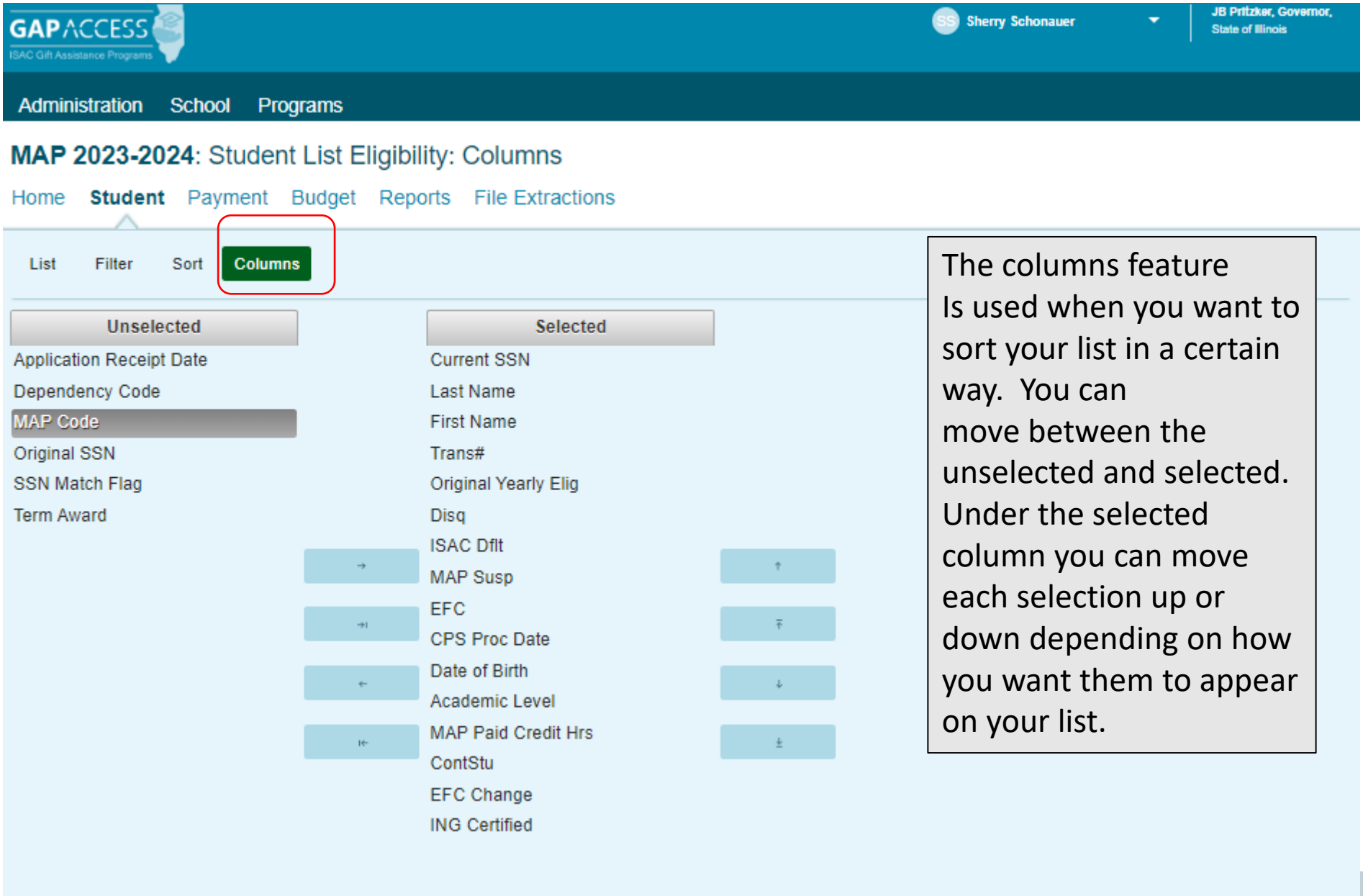
#	Pay MAP	Sel	Current SSN	Last Name	First Name	Trans#	Original Yearly Elig	Disq	ISAC Dflt	MAP Susp	EFC	CPS Proc Date	Date of Birth	Academic Level	MAP Paid Credit Hrs	ContStu	EFC Change
1					BERNADETTE	01	$0.00		N		$42,375	11/16/2022	03/18/2005	1-Freshman	000	N	
2					EVAN	01	$0.00		N		$38,411	10/24/2022	05/27/2005	1-Freshman	000	N	
3					MIRAMONTES	01						10/31/2022	10/31/2004	1-Freshman			
4					SAMANTHA	01	$8,400.00		N		$6,615	10/17/2022	12/14/2001	4-Senior	104	Y	
5					SAMANTHA	02	$8,400.00		N		$6,615	04/20/2023	12/14/2001	4-Senior	104	Y	



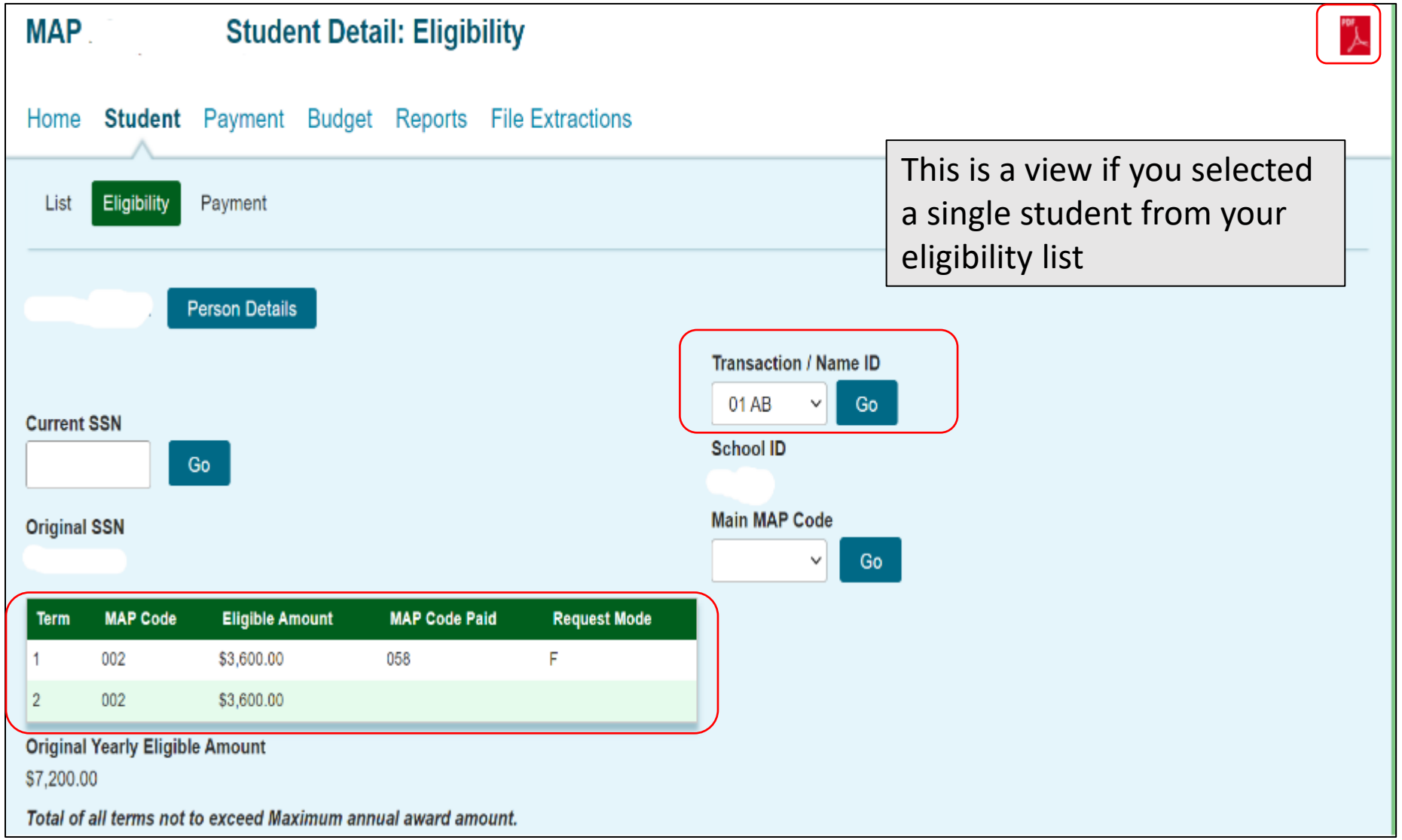
There are many ways to locate eligible students by using the Filter Option. Once you have made your selections, click on list and you will receive your selections in a new screen.

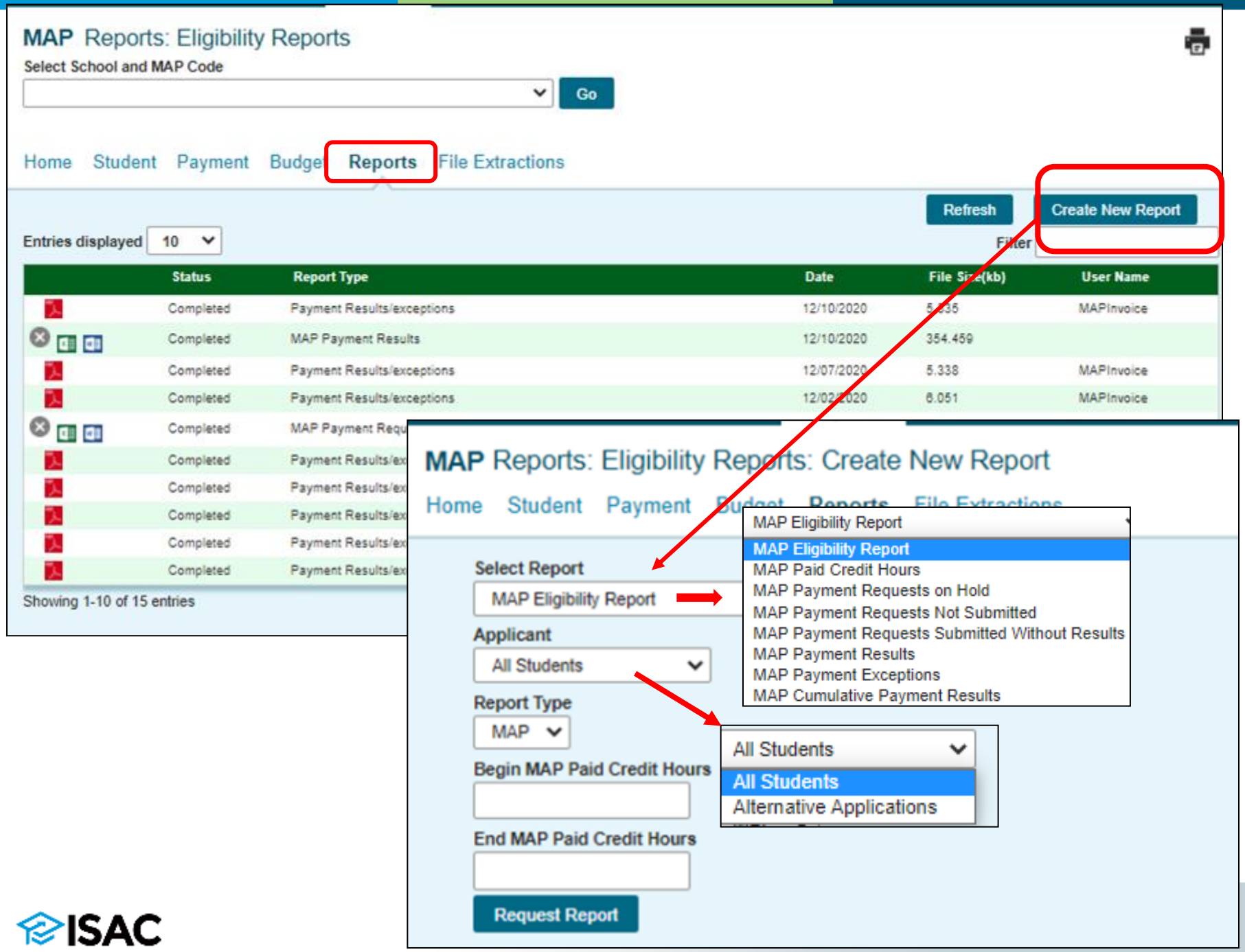


The Sort screen is helpful when you need to create an Eligibility list by a certain criteria. A school can move from selected to unselected to create the format of their list. Once your criteria is selected, click on list and you will have a new list according to your specifications



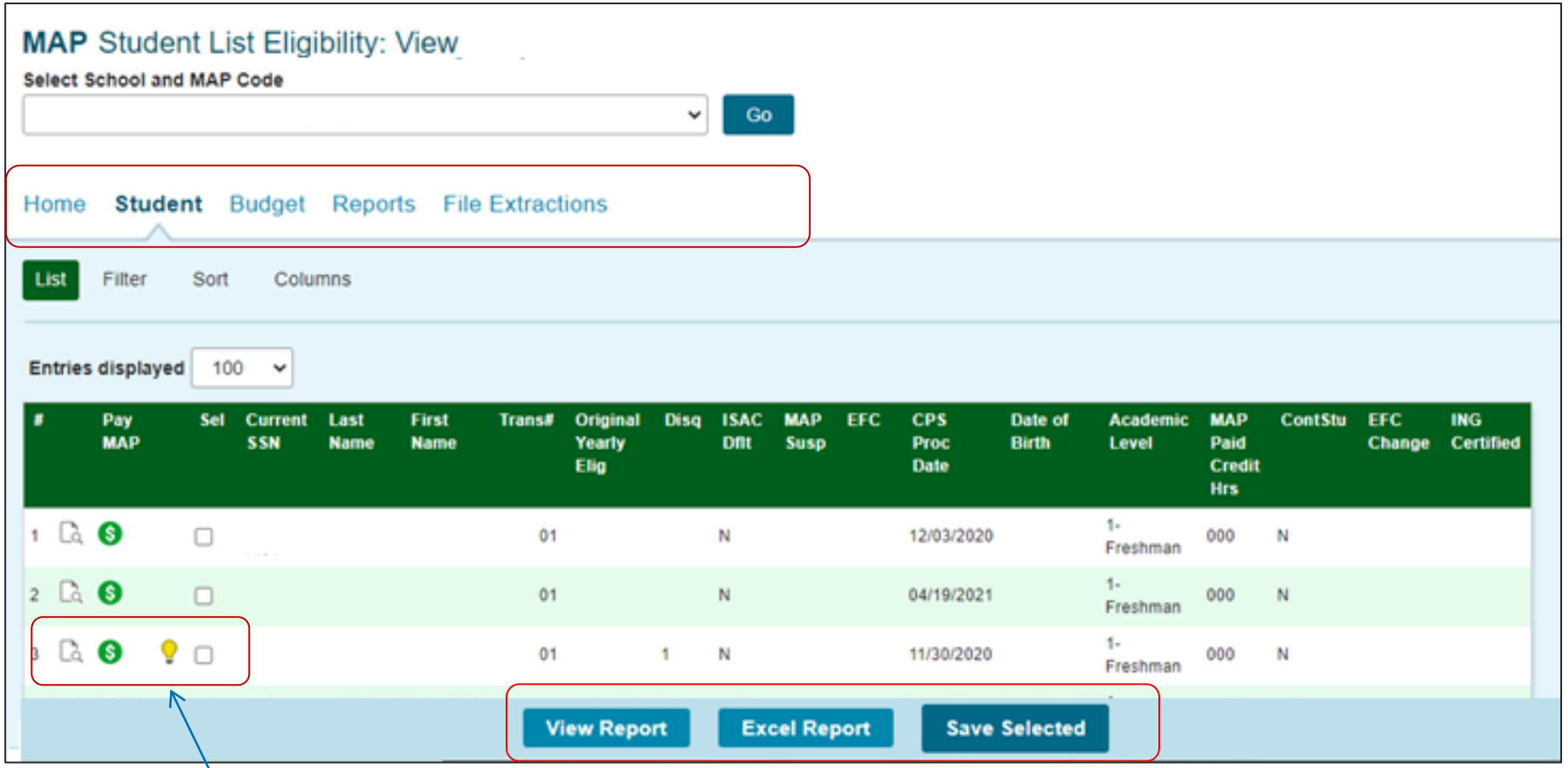
The columns feature
Is used when you want to sort your list in a certain way. You can
move between the unselected and selected. Under the selected column you can move each selection up or down depending on how you want them to appear on your list.


MAP
Student Detail: Eligibility
Home
Student
Payment
Budget
Reports
File Extractions
List
Eligibility
Payment
This is a view if you selected a single student from your eligibility list
Person Details
Transaction / Name ID
01 AB
Go
Current SSN
Go
School ID
Original SSN
Main MAP Code
Go
Term
MAP Code
Eligible Amount
MAP Code Paid
Request Mode
1
002
$3,600.00
058
F
2
002
$3,600.00
Original Yearly Eligible Amount
$7,200.00
Total of all terms not to exceed Maximum annual award amount.


MAP Reports: Eligibility Reports
Select School and MAP Code
Go
Home
Student
Payment
Budget
Reports
File Extractions
Refresh
Create New Report
Entries displayed
10
Filter
Status
Report Type
Date
File Size(kb)
User Name
Completed
Payment Results/exceptions
12/10/2020
MAPInvoice
Completed
MAP Payment Results
12/10/2020
354.459
Completed
Payment Results/exceptions
12/07/2020
5.338
MAPInvoice
Completed
Payment Results/exceptions
MAPInvoice
Showing 1-10 of 15 entries
MAP Reports: Eligibility Reports: Create New Report
Home
Student
Payment
Select Report
MAP Eligibility Report
Applicant
All Students
Report Type
MAP
Begin MAP Paid Credit Hours
End MAP Paid Credit Hours
Request Report
MAP Eligibility Report
MAP Eligibility Report
MAP Paid Credit Hours
MAP Payment Requests on Hold
MAP Payment Requests Not Submitted
MAP Payment Requests Submitted Without Results
MAP Payment Results
MAP Payment Exceptions
MAP Cumulative Payment Results
All Students
All Students
Alternative Applications

ISAC

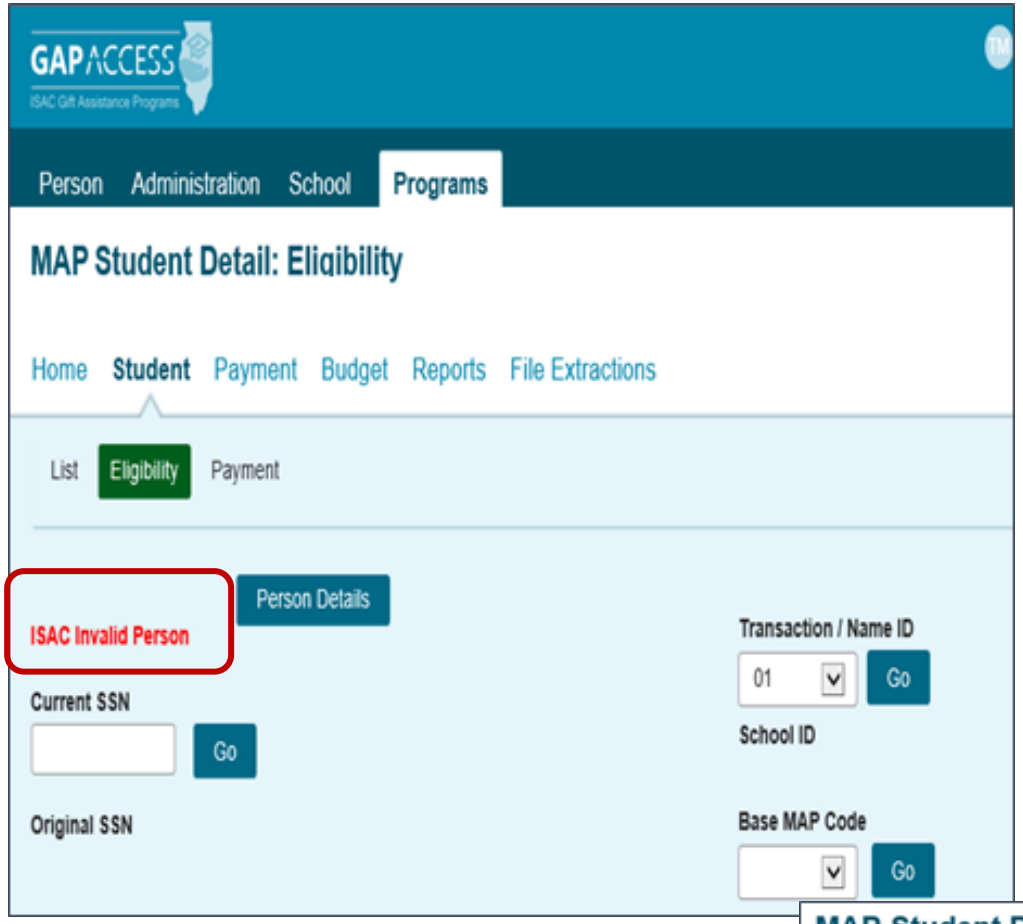
Student Eligibility List - Conflicts

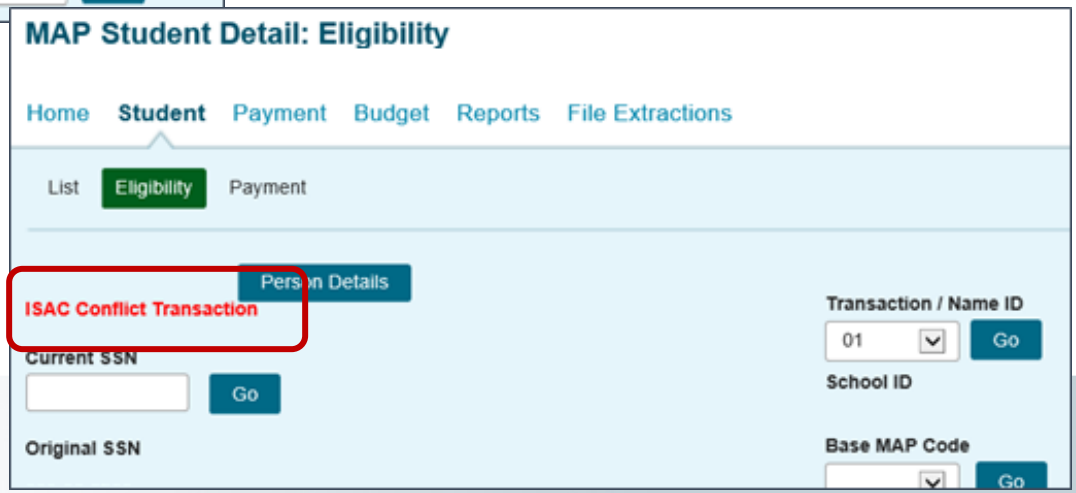


Student records flagged with the "light bulb" icon on the Student List: Eligibility View screen, may also include yellow highlighting on the Student Detail: Eligibility screen on the fields that may be impacting the student's eligibility.

ISAC

Student Detail Screen





ISAC

Resolving a Conflict

Below is a sample of the communication that will be used/needed to resolved the conflict.

ISAC

Thank you for your recent inquiry regarding a discrepancy in one or more 2020-21 Institutional Student Information Records (ISIRs).

In order to process your request, **we require the school to confirm that the student's first, middle initial and last name, date of birth and current SSN have been validated by their office. By electronically submitting this data to us, you are confirming that you have verified its accuracy.**

In prior years, schools would submit copies of confidential documents (Social Security cards, etc.), even if they had not been requested. In an effort to avoid these sensitive documents from being unnecessarily submitted, ISAC established the below list of key identifiers for resolution. After we receive the key identifiers from the school, we review the information and, **if needed, we would request supporting documentation.**

Provide the following key identifiers for each student in question:
Student First, Middle Initial and Last Name
Student Last 4 Digits of SSN
ISIR Transaction Number
ISIR Transaction Date
Date of Birth

School contact information (name and phone number)

Brief description of the discrepancy (for example, if a Student Name or Student SSN needs to be corrected, clearly identify both the "incorrect" and "correct" information if known)

If you choose to provide the information via an Excel spreadsheet, please password-protect the Excel file and provide information needed to access the document to ISAC in a separate communication.

At this time, please **do not** fax any information to ISAC. If we need additional documentation after our initial research, based on your response to the above, we will notify you.

If you have any questions, please contact ISAC's School Services Department by calling 866-247-2172 or by sending an e-mail message to isac.schoolservices@illinois.gov.

Sincerely,

School Services
Illinois Student Assistance Commission (ISAC)

Contact School Services regarding the conflict and an e-mail will be sent to the school explaining what information needs to be sent to ISAC to help resolve the conflict

MAP Payment Policies

- Payment Policies
  - Initial payment requests
  - Certificate programs
    - Definition
  - Differential codes
    - Definition and Purpose
- Payment Processing Procedures
  - GAP Access Functionality
    - Certificate programs
    - Edit MAP Code functionality (differential codes)
    - Processing results and reports

Payment Processing Policies

- MAP can only be used to cover tuition and mandatory fees
  - Schools can only cover tuition and mandatory fee charges that have been reported in the school's annual budget

- Schools must report the full number of enrollment hours for MAP recipients and make adjustments if enrollment status changes

- Initial claims must be submitted by the claim deadline dates to be considered timely

- To receive MAP for a short-term certificate program, the student must be enrolled at a public institution in a program that meets the following definition in ISAC rules:
  - "Occupational or Career and Technical Certificate" means a credit award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

Payment Processing Policies

- Annual eligible award amounts are initially calculated based on the tuition and fee data reported in a school's main MAP code budget

- Some schools have more than one MAP code, which are referred to as differential codes
  - These are used to collect tuition and fee data for higher costs program and used for students who may be enrolled in a program of study that assesses higher charges (above the main rate)
  - This may result in a higher eligible MAP award amount for the student
  - An Edit MAP code option is available to allow for a higher award to be calculated if a school has a differential code(s)

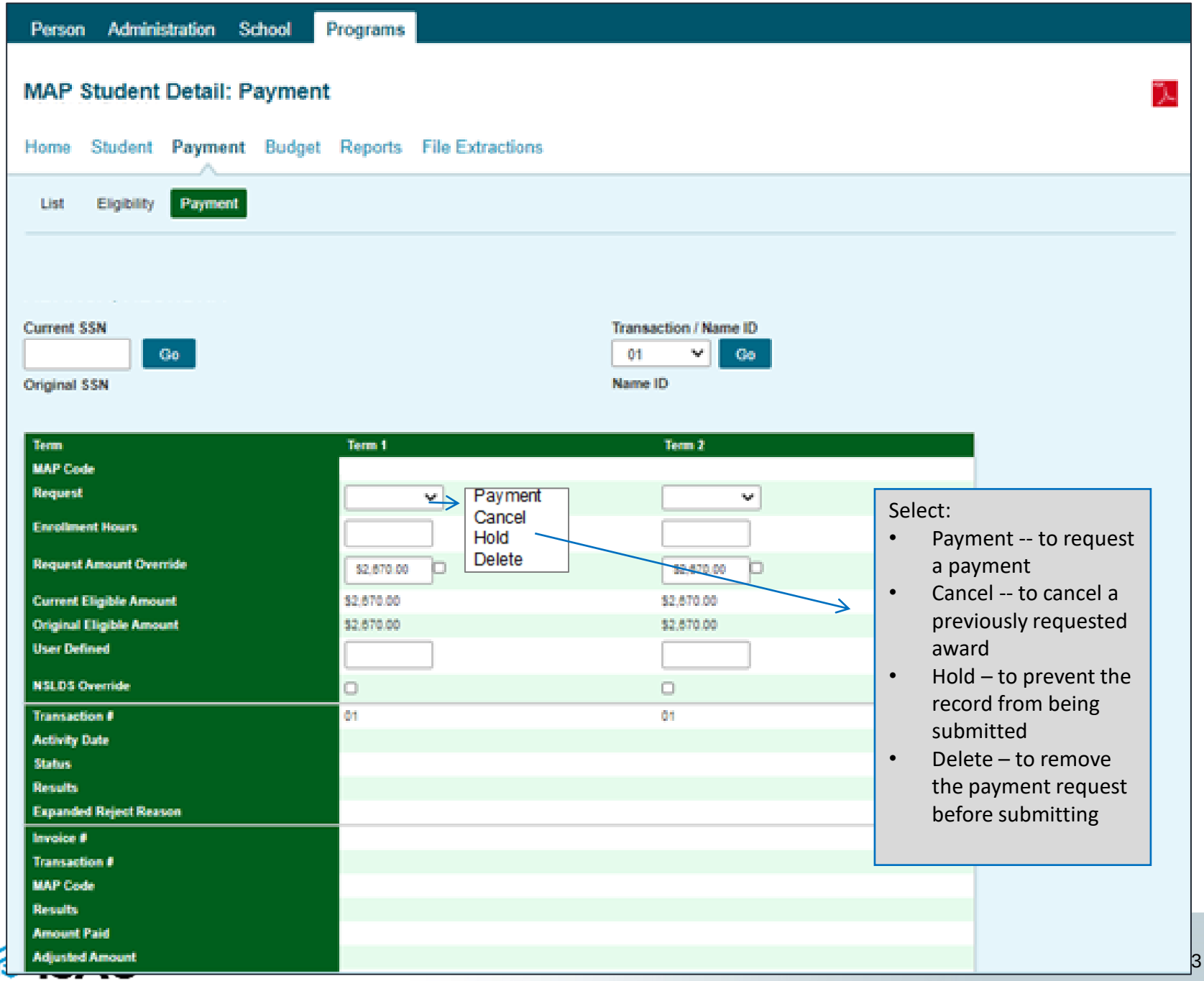
Payment Processing Policies

Differential Codes

- If student may be assessed both main and differential rates in a term, the college may use the differential rate for students if they are enrolled in a program of study that is assessing higher charges and the majority of the coursework the student will take to complete the program is assessed at the higher rate.
  - If it is an even split, the student can be paid MAP using the higher rate.
- If a student changes their program of study during the term and will no longer be assessed a differential, an adjustment may be needed
  - Will depend on the timing and charges incurred
- In all cases, colleges must ensure that a student does not receive a MAP award that exceeds the amount of tuition and mandatory fee charges that the student is being assessed.

Payment Processing Procedures

- MAP payment processing is done in the MAP system in GAP Access in two steps:
  - Payment Generation - involves identifying student records for payment and indicating their enrollment hours/status
  - Payment Submission - sends the identified records to ISAC
- Schools can request the award
  - Individually from the Student Detail screen
  - Input Student Enrollment Hours – can be used for a group of students
    - Using Social Security numbers, transaction numbers and enrollment hours
  - Payment Generation - can be used for a group of students who all have the same number of credit hours
    - For example, a group of students who are all enrolled in 15 credit hours can be grouped together to perform a batch request
  - File Transfer Protocol (FTP) process
    - A standard for sending files over the Internet.
    - Schools that utilize ISAC's FTP process must have GAP Access IDs and passwords to log in to the secure file transfer system.
    - Schools create a160-byte flat file and send this file to ISAC through a directory on ISAC's FTP server.


Person
Administration
School
Programs
MAP Student Detail: Payment
Home
Student
Payment
Budget
Reports
File Extractions
List
Eligibility
Payment
Current SSN
Go
Original SSN
Transaction / Name ID
01
Go
Name ID
Term
Term 1
Term 2
MAP Code
Request
Enrollment Hours
Request Amount Override
$2,670.00
Current Eligible Amount
$2,670.00
$2,670.00
Original Eligible Amount
$2,670.00
$2,670.00
User Defined
NSLDS Override
Transaction #
01
01
Activity Date
Status
Results
Expanded Reject Reason
Invoice #
Transaction #
MAP Code
Results
Amount Paid
Adjusted Amount
Payment
Cancel
Hold
Delete
Select:
• Payment -- to request a payment
• Cancel -- to cancel a previously requested award
• Hold – to prevent the record from being submitted
• Delete – to remove the payment request before submitting

Payment Processing Procedures

Certificate Programs

- There is an indicator in the MAP system for schools to use to identify students who are receiving MAP due to enrollment in a Short-Term Certificate Program at a public institution.

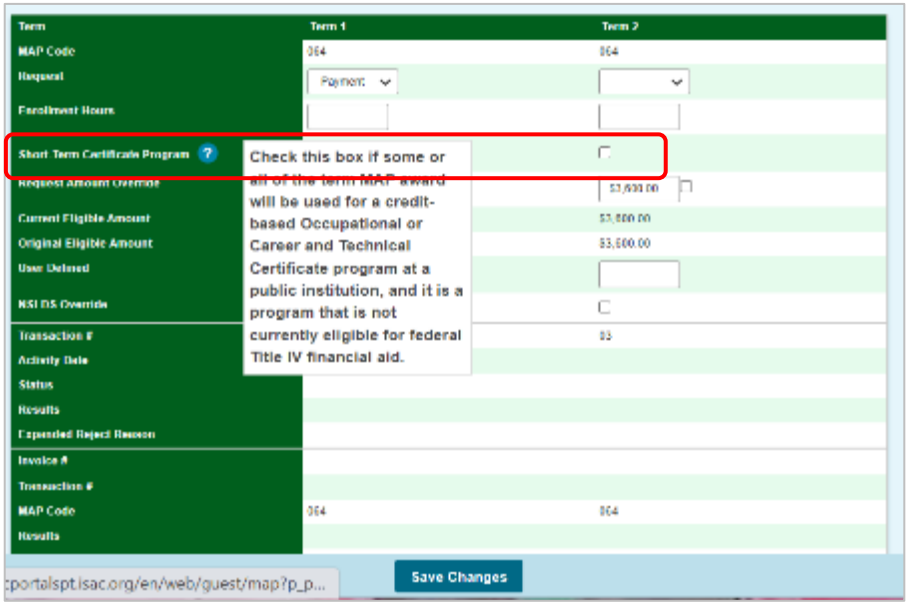
- To request payment for a student in an eligible certificate program, schools should report the number of credit-based hours in which the student is enrolled for the term.
  - If the student is enrolled in additional coursework, the number of enrollment hours reported should be the combination of the certificate program hours and other coursework the student may be enrolled in.
  - The certificate box should be checked even if the hours are mixed (a combination of traditional and certificate program courses).
  - Help text is provided to clarify when the indicator should be checked.

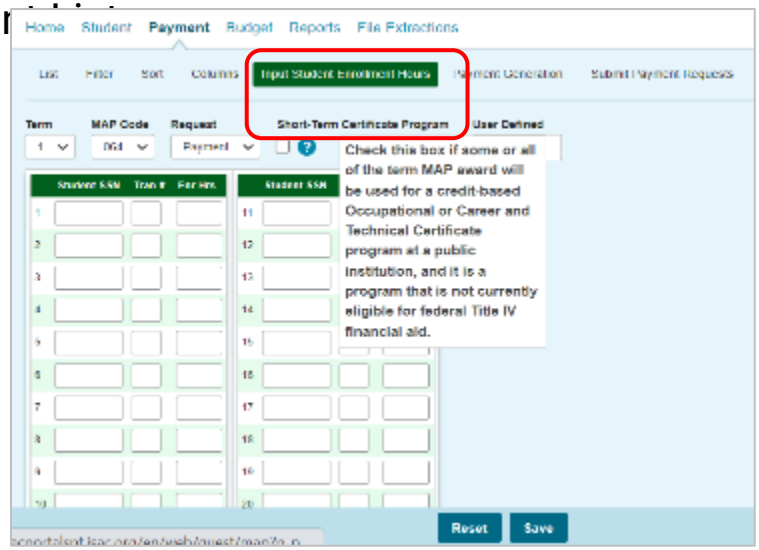
Check this box if some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid.

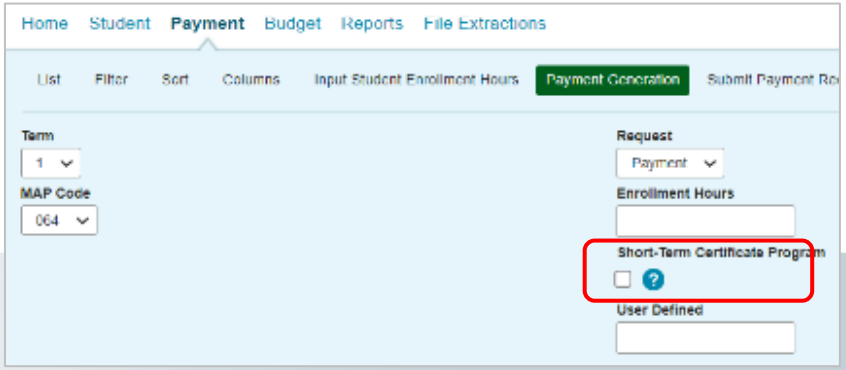
- For payment requests submitted via FTP, a "Y" indicator should be provided in Field #24 in the FTP file, per the file specifications.

Payment Processing Procedures – Certificate Programs

- In the MAP system, the indicator can be provided on the:
  - Student Payment Detail screen – for individual reporting
  - Input Enrollment screen – for batch reporting, will apply to all students entered on the screen
  - Payment Generation screen – for batch processing; will apply to all students selected (and saved) on the Student Payment



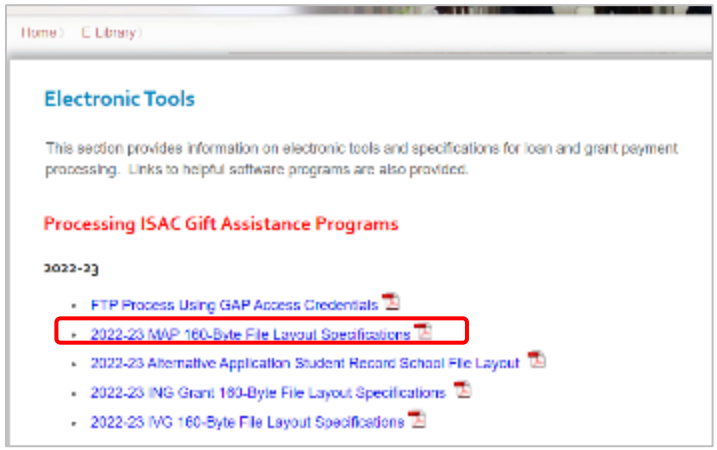




ISAC

Payment Processing Procedures – Certificate Programs

- For payment requests submitted via FTP for students in short-term certificate programs, a “Y” indicator should be provided in Field #24 in the FTP file
  - Updated FTP file specifications can be found on the Electronic Tools page in the E-Library


Home | E-Library |

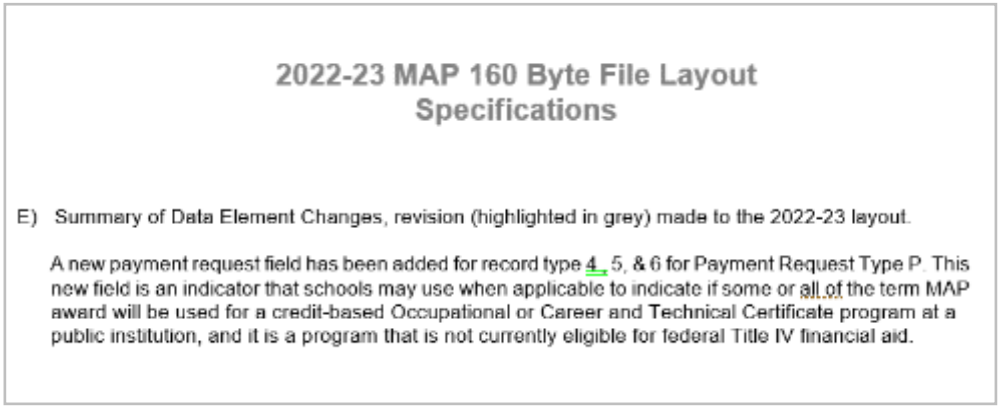
Electronic Tools

This section provides information on electronic tools and specifications for loan and grant payment processing. Links to helpful software programs are also provided.

Processing ISAC Gift Assistance Programs

2022-23

- FTP Process Using GAP Access Credentials
- 2022-23 MAP 160-Byte File Layout Specifications
- 2022-23 Alternative Application Student Record School File Layout
- 2022-23 ING Grant 180-Byte File Layout Specifications
- 2022-23 IWG 160-Byte File Layout Specifications


2022-23 MAP 160 Byte File Layout Specifications

E) Summary of Data Element Changes, revision (highlighted in grey) made to the 2022-23 layout.

A new payment request field has been added for record type 4, 5, & 6 for Payment Request Type P. This new field is an indicator that schools may use when applicable to indicate if some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid.

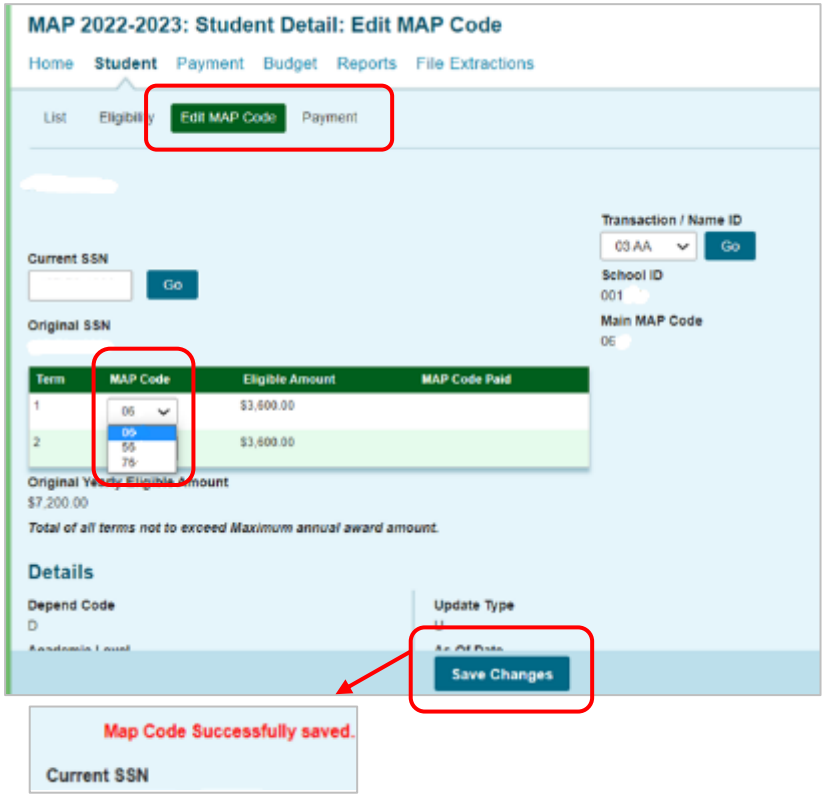
91	92	23	Name ID	X(02)	X	X	X
93	93	24	Short-Term Certificate Program	X(01)	Opt*		X
94	94	25	MAP Suspense Flag	X(01)		X	X

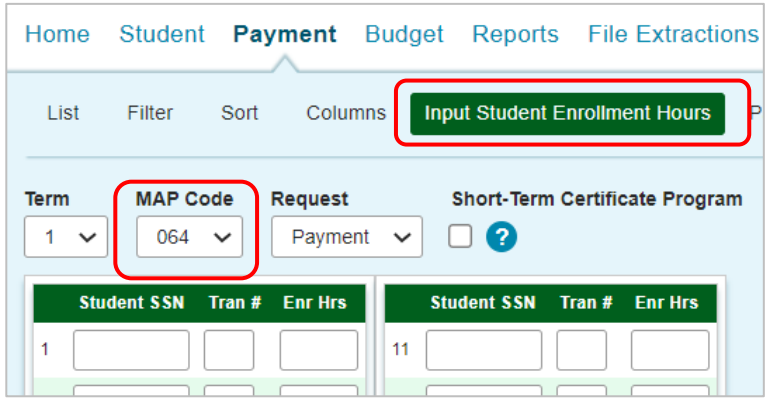
24 **Short-Term Certificate Program** - 1 character indicator that schools may use when applicable to indicate if some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid

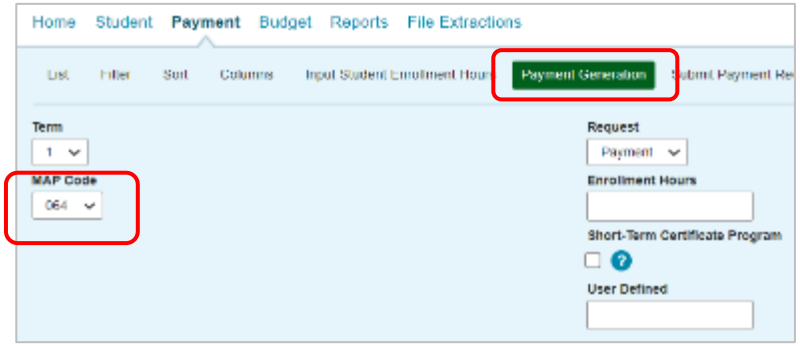
Y = Some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid
Blank = not applicable

If Field #6, **MAP Payment Request Code**, is “C” – Must be = Blank

Payment Processing Procedures – Editing MAP Codes







2022-23 MAP 160 Byte File Layout Specifications

F) The following 160 byte record layout will be used for transmitting data between schools and ISAC.

Position		Field #	Data Element	Type	School to ISAC	ISAC to School	
Start	End			(Length)	Payment or Cancellation Request	Elig File	Payment Results
					MAP Only	MAP	MAP
160 Byte Format							
1	3	1	MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6

Payment Processing Procedures

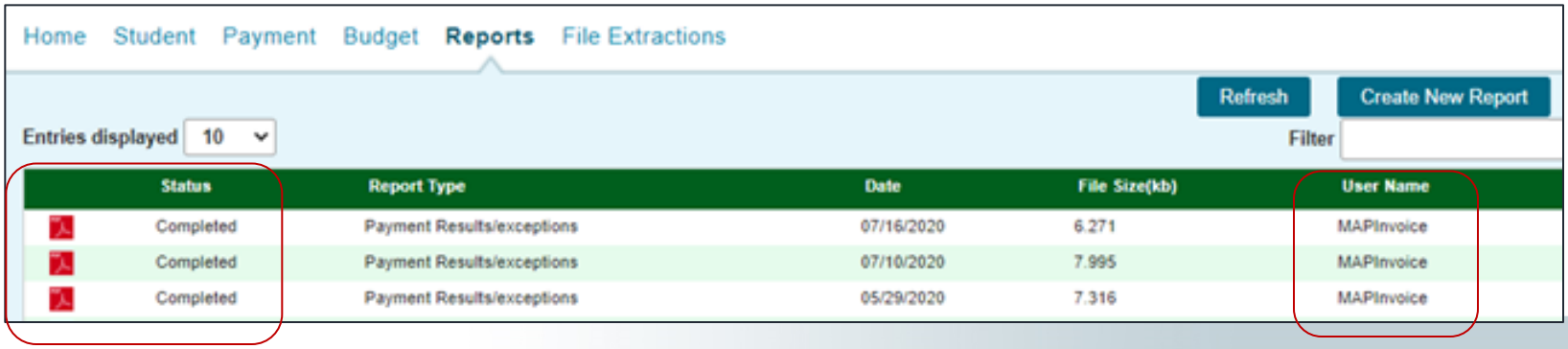
MAP Payment Results

- Payment is made through an offset process
- New payment requests are compared to outstanding amounts owed to ISAC as a result of cancellations and adjustments made, and payment is made accordingly.
- Designed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid
  - Includes decreases, increases, initial requests and full refunds

Payment Processing Procedures

Payment Results Summary/ Invoice Detail Reports

- This is a compilation of four reports generated by ISAC following a school's payment request. It includes:
  - Payment Results Report
  - Payment Exception Report (if there were exceptions)
  - Payment Results Summary (by term)
  - Payment Results Summary (all terms)
- This report should be printed or downloaded each time a payment request is submitted



Payment Results Summary/ Invoice Detail Report

ISC1787.04

ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-5209

PAGE: 1
RUN DATE: 07/16/2020

PAYMENT RESULTS SUMMARY
ACADEMIC YEAR
ALL TERMS
MAP CODE

MONETARY AWARD PROGRAM (MAP)

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT		DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	3	6,408.00	3	6,408.00		0.00
REQUESTED AWARD AMOUNT REDUCED	0	0.00	0	0.00		0.00
INCREASE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00		0.00
NO CHANGE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00		0.00
REQUESTED AWARDS DENIED	0	0.00	0	0.00		0.00
REQUESTED AWARDS HELD/LATE CLAIMS	0	0.00				0.00
PARTIAL REFUNDS	0	0.00	0	0.00		0.00
FULL REFUNDS	0	0.00	0	0.00		0.00
TOTAL REQUESTED	3	6,408.00				0.00
NET AMOUNT DISBURSED			3	6,408.00		
LESS ADVANCE PAYMENT OUTSTANDING				0.00		
LESS PREVIOUS BALANCE DUE TO ISAC				(5,340.00)		
TOTAL AMOUNT INVOICED				1,068.00	DUE TO SCHOOL	
INVOICE NUMBER				M205983150		

NOTE: THIS INVOICE NUMBER WILL BE REFERENCED ON THE VOUCHER AUTHORIZING PAYMENT FROM THE STATE COMPTROLLER. THE VOUCHER NUMBER IS REFERENCED ON THE CHECK.

*REPRESENTS AMOUNT NOT PAID OR TOTAL AMOUNT PREVIOUSLY PAID
NOTE: ALL FUNDS SHOULD BE RETURNED TO ISAC ONLY AFTER A FINAL RECONCILIATION HAS BEEN COMPLETED AT THE END OF THE REGULAR SCHOOL YEAR. ALL SCHOOLS WITH AN OUTSTANDING AMOUNT OWED TO ISAC AT THE END OF THE SCHOOL YEAR WILL RECEIVE A NOTICE INDICATING THE TOTAL AMOUNT TO BE REFUNDED.

Adjusting MAP Awards

- Adjustment Policies
  - Adds/drops/withdrawals
- Adjustment Procedures
  - Increasing, decreasing and cancelling claims
  - GAP Access reports and results codes

Adjustment Policies

- Award amounts may need to be adjusted throughout the award year due to changes in enrollment, class changes or withdrawals

- Policies regarding adjustments are defined by ISAC administrative rules and should also be consistent with institutional policies

- **From ISAC General Provisions, Section 2700.20 Definitions**
  - "Enrolled" – The status of a student who has completed the institution's registration requirements and is attending class

Adjustment Policies

MAP Rules, Section 2735.20, Applicant Eligibility

a) A qualified applicant shall be:

4) enrolled in an eligible degree or certificate program (34 CFR 668.8) or in an eligible credit-bearing Occupational or Career and Technical Certificate program at an Illinois public institution, for a minimum of three credit hours, for either a semester or quarter term, throughout the institution's tuition refund/withdrawal adjustment period;

MAP Rules, Section 2735.30, Program Procedures

r) If a recipient withdraws from enrollment after the expiration of the tuition refund/withdrawal adjustment period, the recipient shall receive MAP grant payment for tuition and mandatory fee costs incurred up to the term award provided the institution's tuition refund policy indicates the recipient has incurred charges in the amount of the claim.

MAP Rules, Section 2735.40 Institutional Procedures

l) If an announced recipient's credit hour enrollment decreases before the expiration of the tuition refund/withdrawal adjustment period, the institution shall only request payment up to the tuition and mandatory fee amount based on the number of credit hours enrolled.

Adjustment Policies

- If an enrolled student drops some (but not all) courses before the end of the tuition refund period and does not incur charges for the dropped courses, then a MAP claim should only be made for the number of hours in which the student remains enrolled and for which the student incurs charges.

- If there is a graduated refund rate and a student incurs partial charges for a dropped course, MAP can be used to cover partial charges, and in that case the number of credit hours for the dropped course(s) would be reported when claiming MAP benefits
  - And, depending on the amount of the partial charges, the MAP award amount may need to be adjusted.

- If a student drops some (or all) classes after the refund period and incurs full charges for those classes, a MAP claim may be made based on the initial number of enrollment hours to cover costs incurred, including for those the student may have dropped.

Adjustment Policies

- If a student was enrolled but did not attend any classes and is administratively withdrawn for non-attendance, the student would not be eligible to receive MAP for costs incurred.

- If a student was enrolled in multiple classes but did not attend one of them and was administratively withdrawn from one class, but incurred charges, the student could receive MAP for costs incurred for all of the classes

    - For example, a student enrolled in four classes for a total of 12 credit hours, but only attended three of the classes and was administratively withdrawn from one class, but incurred charges for all 12 credit hours, the student could receive MAP benefits for 12 credit hours if the student had remained enrolled (and attended some classes) throughout the refund/withdrawal adjustment period.
        - This means that while students cannot be paid for Title IV aid for the classes they do not attend, the student could still receive MAP for those courses if they were enrolled and still attending other classes.

Adjustment Policies

- If a student completely withdraws before incurring charges (or attending classes), no MAP should be claimed for the student.

- If the student completely withdraws after incurring charges, a MAP claim may be submitted for the full number of credit hours for which the student had enrolled.
  - However, based on MAP eligibility requirements, in order to be eligible to receive MAP, the student must have been enrolled throughout the drop/withdrawal period.

- In all cases (for audit purposes) there should be a record of charges and dropped/withdrawn courses on a student's account for which MAP is paid
  - Even for courses that may not show up on a student's transcript, but for which MAP was used to cover charges.

Adjustment Procedures

- To make an adjustment to a previously submitted payment request:
  - Submit a new payment request in GAP Access or via FTP for the correct number of enrollment hours based on the student's updated situation
  - Submitting a new payment request overlays the most recent one submitted, and GAP Access will calculate the difference between the previous request and the new request
    - For example, if the initial payment request was for 12 credit hours, and the student adds a 3-credit hour course, the school can submit a new request for 15 credit hours and GAP Access will recognize that payment was made for the initial 12-hour claim and only provide payment for the additional three hours

- If a student is no longer eligible to receive an award or a request has been made in error, a payment cancellation can may be made through GAP Access or via FTP

Adjustment Procedures

Adjusting Claims with Differential Codes

- If a payment request has already been submitted for a term and the MAP code needs to be corrected or updated:
  - First, cancel the original request (just as you would do a cancellation for other reasons, such as a withdrawal).
  - Once the cancellation has processed, submit a new request using the alternate budget code
  - This can be done in GAP Access in the MAP system for individual adjustments to a student's record or it may be done using the FTP process
  - In either case, this would be a two-step process of cancelling the request and letting it process, and then submitting a new request after the cancellation has processed.
  - If a budget code needs to be changed for a student's second term, submit the payment request for the subsequent term using the alternate MAP code (and the new calculated award amount).
    - Adjustments would not need to be made to the first term, unless an error was made and/or it's determined that the student was not eligible for an award using the budget code.

- If an award is cancelled and a new claim is submitted after the term's claim deadline it would be considered late and may not get paid

Adjustment Reminders

- A school should be cautious when cancelling/adjusting awards when it gets close to the term's claim deadline date
- Claims submitted after the deadline date will be considered as late claims and only be paid if funds remain after paying all timely claims
- Be sure to check reports in GAP Access after submitting claims and adjustments to ensure that they processed as expected
  - Results codes on the reports indicate increases and decreases

MAP Payment Results Codes

Code	Definition
*	Payment request processed – no report exception.
B	Payment increased.
C	Payment decreased.
F	Full MAP Paid Credit Hours already used.
H	Record previously paid to your school for requested term.
I	Payment reduced, amount claimed is greater than term award.
J	Ineligible for payment due to calculated award amount of zero
K	Ineligible for payment due to Stafford loan default status.
M	Disqualified record for disqualified reason code as listed.
N	Record previously paid to another school as listed for requested term.
O	Student previously paid as a graduating senior.
P	Student not eligible for term requested. Application received after the deadline date.
R	Payment annual award amount limit.
S	Suspended MAP payment.
T	With this payment, student attains 135 MAP Paid Credit Hours. Student will no longer be eligible for MAP payment.
U	Change in payment was requested; record indicates that no prior payment has been made for this term.
W	MAP Paid Credit Hours increased due to change in enrollment hours.
X	MAP Paid Credit Hours decreased due to change in enrollment hours.
Y	Held payment request – Late Claim
Z	Held payment request – Insufficient funds available.

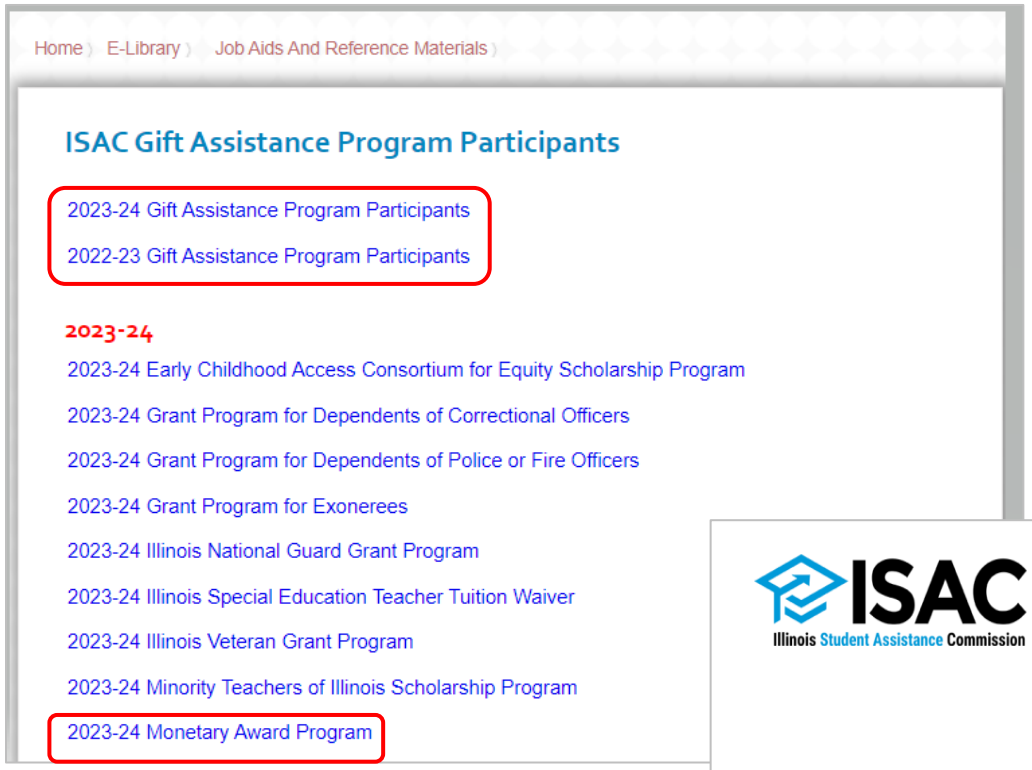
MAP Resources

- ISAC Administrative Rules
  - MAP -- isac.org/e-library/documents/administrative-rules/2023-24-isac-rules/2735-MAP.pdf
  - General Provisions -- isac.org/e-library/documents/administrative-rules/2023-24-isac-rules/2700-General-Provisions.pdf
- MAP section, FAA area of isac.org
  - isac.org/isac-gift-assistance-programs/map/
- MAP User Guides
  - MAP Eligibility
  - MAP Payment
  - Budget Reporing
  - isac.org/gap-access/
- 2023-24 Operational Guide for Alternative Application Processing
  - isac.org/isac-gift-assistance-programs/pdf/2324-FAA-AltApp-OpsGuide-Oct22.pdf

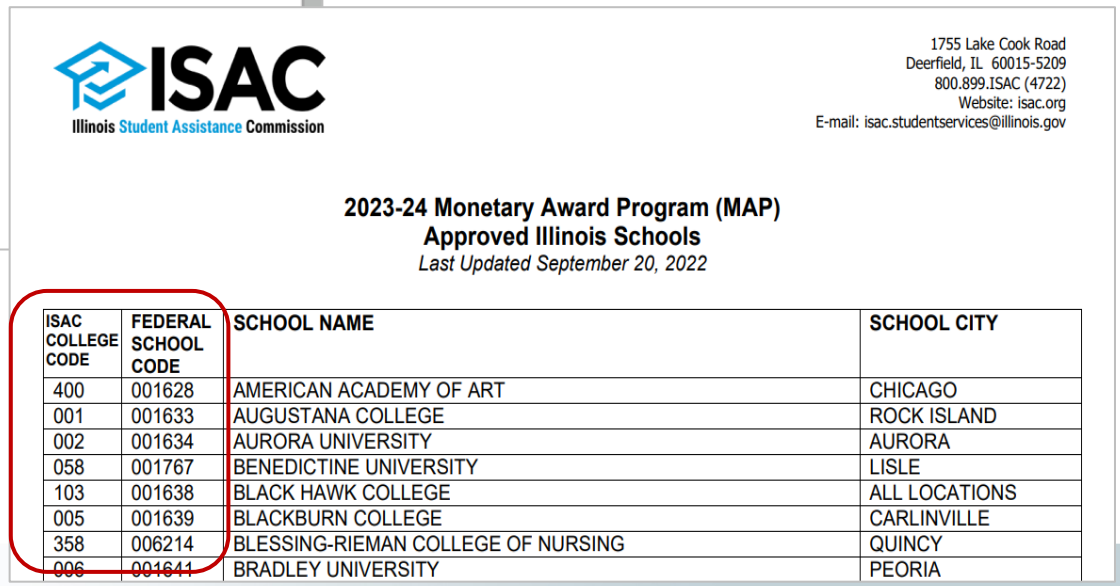
MAP Resources

- MAP Hand Calculation Forms
  - isac.org/isac-gift-assistance-programs/map/map-formula/map-hand-calculation-forms.html
- MAP Award Announcement Information & Notification Language
  - isac.org/isac-gift-assistance-programs/map/map-award-announcements/
- MAP Payment Results & Reject Codes
  - isac.org/isac-gift-assistance-programs/map/map-payment/media/MAP_Payment_Results_Codes_0812.pdf
- Overview of MAP Program Recording
  - isac.org/e-library/partner-training/recorded-webinars.html
- Commission Agenda Books
  - isac.org/about-isac/commissioners/

Program Participants



Lists of the Illinois postsecondary schools approved to participate in each ISAC program are available in the E-Library. Lists are provided for each academic year.



ISAC
Illinois Student Assistance Commission

1755 Lake Cook Road
Deerfield, IL 60015-5209
800.899.ISAC (4722)
Website: isac.org
E-mail: isac.studentservices@illinois.gov

2023-24 Monetary Award Program (MAP)
Approved Illinois Schools
Last Updated September 20, 2022

ISAC COLLEGE CODE	FEDERAL SCHOOL CODE	SCHOOL NAME	SCHOOL CITY
400	001628	AMERICAN ACADEMY OF ART	CHICAGO
001	001633	AUGUSTANA COLLEGE	ROCK ISLAND
002	001634	AURORA UNIVERSITY	AURORA
058	001767	BENEDICTINE UNIVERSITY	LISLE
103	001638	BLACK HAWK COLLEGE	ALL LOCATIONS
005	001639	BLACKBURN COLLEGE	CARLINVILLE
358	006214	BLESSING-RIEMAN COLLEGE OF NURSING	QUINCY
006	001641	BRADLEY UNIVERSITY	PEORIA

ISAC Contact Information

School Services

866-247-2172

isac.schoolservices@illinois.gov

ISAC Call Center – Student Services

800-899-4722

isac.studentservices@illinois.gov

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Partner & Training Services

Sherry Schonauer -- Sherry.Schonauer@illinois.gov

Stephanie Claudio - Stephanie.Claudio@illinois.gov

Daniela Rios – Daniela.Rios@illinois.gov

Kim Eck -- Kimberly.Eck@illinois.gov

Questions/Comments