ISAC's Monetary Award Program (MAP)

Payment User Guide

2024-25 Monetary Award Program

2024-25 MAP Recompute

- The recompute formula, which was approved and implemented in June 2024:
  - uses 2021-22 reported tuition and mandatory fees;
  - uses the 2021-22 Pell Grant payment to determine available student resources
  - set a maximum award amount of $8,400; and
  - specifies that adjustments may be made after first-term claims are received to ensure that claims do not exceed the appropriation.

- For the 2024-25 MAP award year, some changes were implemented into the MAP formula due to FAFSA Simplification, such as the Expected Family Contribution (EFC) was converted to the Student Aid Index (SAI). The MAP formula uses the SAI as a starting point, so methodology changes may potentially affect students' MAP eligibility.

- ISAC continues to use the main tuition and fee rates in the formula to calculate eligible award amounts for all students, instead of the highest tuition and fee rate, which had been used in prior years.

- The main rate is defined as a college's in-state or in-district tuition and mandatory fees for full-time freshmen undergraduate students for the regular school year, which is the rate typically faced by the majority of students.

Differential Rates

- To address situations where students are being assessed a higher tuition and mandatory fee rate than most students due to their enrollment in a particular program, colleges were able to add a differential code to their FY22 budget data to allow a student's eligible MAP award to be calculated on the higher rate being assessed to the student.

- Not all schools have differential rates, and in those cases, all students are calculated and paid using the school's main rate.

- The intent of the differential rate is for it to be used for students who are enrolled in a program of study that assesses higher charges (above the main rate).

- In scenarios where a 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.

- **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.**

MAP Policies & Procedures

Short-Certificate Programs Eligible for MAP Awards

- Students enrolled at public institutions in eligible short-term certificate programs that award credit hours may be eligible for a MAP award.
    - **This includes certificate programs that are not eligible for Title IV financial aid.**

- The following language was added to Illinois statute to expand access to MAP:
    - *(h) The Commission may award a grant to an eligible applicant enrolled at an Illinois public institution of higher learning in a program that will culminate in the award of an occupational or career and technical certificate as that term is defined in 23 Ill. Adm. Code 1501.301.*

- In order to receive MAP for a short-term certificate program, a student must be enrolled at an eligible public institution in an eligible degree or certificate program for a minimum of three credit hours.

- In order to receive MAP for a short-term certificate program, it must meet 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.

- Certificate programs that do not award credit hours are **not** eligible for MAP.

- *An indicator has been added to the Payment Request process to identify students who are receiving MAP due to their enrollment in a short-term certificate program at a public institution.*

- If requesting payment in GAP, the indicator can be provided on the:
    - Student Detail screen,
    - Input Enrollment screen, and
    - Payment Generation screen.

- If requesting payment via the File Transfer Protocol process, an indicator of Y may be provided in the FTP file in Field #24. (See the File Specifications document for more information.)

MAP Policies & Procedures

Illinois Residency Requirement

- MAP grant recipients must be residents of the State of Illinois and it is the college's responsibility to ensure that **all** MAP recipients meet the Illinois residency requirements.
  - For a dependent student to be considered an Illinois resident and eligible to receive a grant, the parent of the dependent student who is required to complete the FAFSA must physically reside in Illinois and Illinois must be their true, fixed, and permanent home.
  - For an independent student to be considered a resident of Illinois they must have physically resided in Illinois (at the time of application), and must have resided for 12 continuous full months immediately **prior to the start of the academic year** for which assistance is requested and Illinois must be their true, fixed, and permanent home.

- If a school has conflicting information about an applicant's residency, the school must resolve this discrepancy prior to delivering MAP funds.

Illinois Residency Rule Amendment, Effective Beginning in 2024-25

From General Provisions, Section 2700.20 Definitions, "Resident of Illinois" –
When an applicant does not qualify as a resident of Illinois under the preceding 2 paragraphs and the applicant is a member of the U.S. Armed Forces or a foreign missionary, or is the dependent or the spouse of an individual who is a member of the U.S. Armed Forces or a foreign missionary, or is a dependent student required to list an out-of-state parent contributor on the FAFSA form, then the applicant's residency shall be determined in accordance with the following: …

An applicant who is a dependent student and physically resides in the State of Illinois with a parent but is required to list an out-of-state parent contributor on the FAFSA form may be considered a Resident of Illinois for the purpose of State financial aid programs. See Section 2700.50(e)(3).

From General Provisions, 2700.50(a)(3) – Determining Applicant Eligibility
3) If the institution has information that a dependent student physically resides with a parent within the State of Illinois, but the parent contributor listed on the FAFSA physically resides in another state, the institution shall review the applicant's residency eligibility for ISAC gift assistance programs to determine whether it should be based on the Illinois resident parent.
   A) The institution will make this determination on a case-by-case basis upon confirming that the dependent student and Illinois parent reside in the State as evidenced by documentation as outlined in subsection (e)(4).
   B) The institution shall notify ISAC of the determination.
   C) A student's maximum annual MAP award amount shall be based on the need analysis calculation using the data of the parent who is required to provide financial information on the FAFSA or Alternative Application, according to the instructions provided on the respective applications.

Introduction to MAP Payment Processing

MAP payment processing is done using the MAP system available through ISAC's Gift Assistance Programs (GAP) Access portal, or payment processing can be done through the File Transfer Protocol (FTP) process.
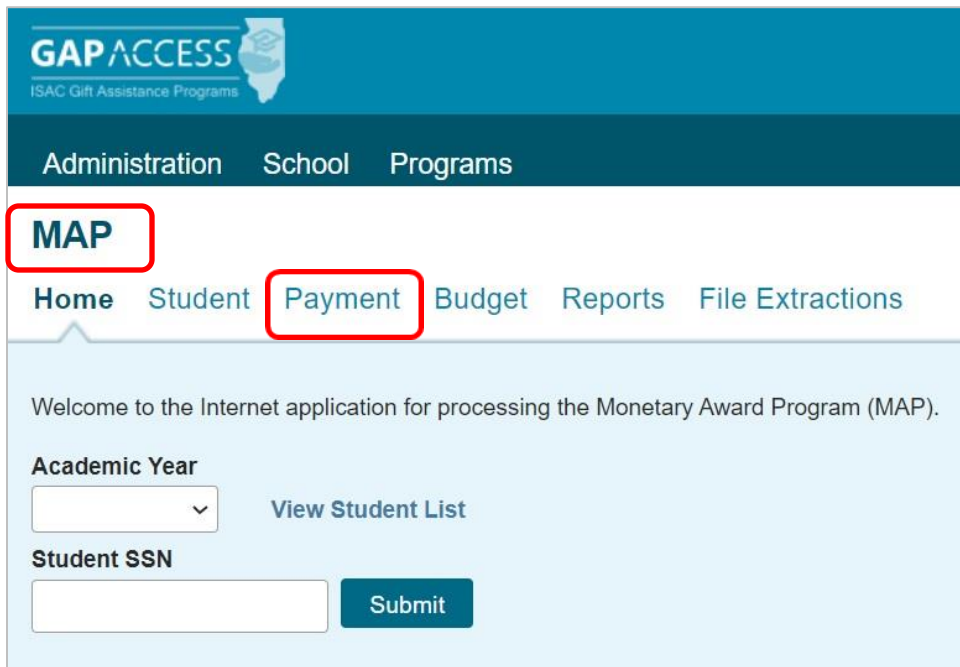
MAP eligibility and payment processing can be accessed by selecting the **MAP** under the **Programs** tab near the top of the screen once the school user has successfully logged into GAP Access.

Please note that the MAP system will time out after prolonged inactivity. The following message will appear to allow you to save your data:

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.

Introduction to MAP Payment Processing

Within the MAP system, the payment request process involves **two distinct steps**:
1. Payment generation -- which involves identifying student records for payment and indicating their enrollment hours/status
2. Payment submission -- which sends the identified records to ISAC for processing

Generally, the process starts from the **Student Payment List: View** screen, where you can begin the process of generating payment requests in one of two ways:
1. Individually, by student
2. In batches, or groups, of students together.

Generating payment requests for each student individually is the most straight-forward method and is done using the **Student Detail: Payment** screen. Because this can be a time-consuming method, it is best used when you have a small number of records for which you need to generate a payment or make an adjustment.

When needing to generate payment requests for a large number of students, the best options are to do a batch request using the MAP system or to use the File Transfer Protocol (FTP) process. Batch requests can be done by selecting students from the **Student Payment List: View** screen, which can be filtered and sorted according to specific criteria. The FTP process is a standard for sending files over the Internet. Schools use their own system to create a 160-byte flat file, password-encrypt the file, and transfer the file to ISAC via a secure FTP website.

The following pages provide sample screenshots from the MAP system in GAP Access as well as more information on the FTP Process.

Student Payment List: View Screen

The **Student Payment List: View** screen gives the user the ability to easily select students for payment generation and to view payment-related items such as payment request amounts, payment result amounts, and payment result codes at a glance. It operates like the **Student List Eligibility: View** screen, allowing the user to select students who are attending their school and to filter and sort the list according to specific criteria.

The **Student Payment List: View** is accessed by selecting the **Payment** tab, and the following functions are available: **List, Filter**, **Sort**, **Columns**, **Input Student Enrollment Hours**, **Payment Generation** and **Submit Payment Requests**.

Schools can create a customized **Student Payment List: View** screen by selecting specific columns to be viewed, as well as sorting and filtering the data. The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Pay Sel (Pay Select)
- Program
- Term
- Current SSN
- Last Name
- First Name
- Transaction #
- Term Award
- Original Yearly Eligible Award
- Requested Amount

- Amount Paid for Term
- Adjusted Amount
- Result Code
- Payment Result Date
- Status Flag
- Invoice Number
- Payment Request Code
- Enrollment Hours
- Expanded Reject Code
- MAP Code
- ING Certified

Student Payment List: View Screen

MAP Student Payment List: View

School and MAP Code

[ ] [⌄] [Go]

Home   Student   **Payment**   Budget   Reports   File Extractions

| List | Filter | Sort | Columns | Input Student Enrollment Hours | Payment Generation | Submit Payment Requests |

Entries displayed [100 ⌄]

#		Sel	Pay Sel	Program	Term	Current SSN	Last Name	First Name	Trans#	Term Award	Original Yearly Elig	Req Amt	Amt Paid for Term	Adj Amt	Res Code	Pay Res Date	Status Flag	Invoice #	Req Code	Enrol Hrs
1	🔍 $	☐	☐	MAP	1				01	$0.00	$0.00									
2	🔍 $	☐	☐	MAP	2				01	$0.00	$0.00									
3	🔍 $	☐	☐	MAP	1				01	$2,670.00	$5,340.00									
4	🔍 $	☐	☐	MAP	2				01	$2,670.00	$5,340.00									
5	🔍 $ 💡	☐	☐	MAP	1				01	$2,670.00	$5,340.00									

[Save Selected]   [View Report]   [Excel Report]   [Pay Select All]   [Pay Unselect All]

Check the boxes in the **Pay Sel** column to select students for payment.

Save your selections by clicking on the **Save** button at the bottom of the page.

Student Payment List: Filter Screen

The Filter screen provides many different options for filtering the **Student Payment List: View** screen. Users can change the records to be viewed on the **Student Payment List** screen by selecting one or more of the filtering criteria on the **Filter** screen.

When using the filter options listed in the top section on the right side of the screen, if more than one is checked, the record must meet all the conditions to be included on the filtered list.

For the **Ineligible** options listed on the bottom right side of the filter screen, if more than one is checked, a record must only meet one of the conditions to be included in the filtered list.

Suggestions for Using Filter Function

Identify Students by Status Code

- To identify student by the Status Code, select the Status Code you would like to see so that those students with that specific status code will appear on your payment list view.

Identify Records Released from Suspense

- To identify student records that may be in suspense or have been released from suspense, select the application receipt dates that have been announced by ISAC, then click on the List tab to see the students that are eligible for payment based on your filtering criteria.

Student Payment List: Sort Screen

This screen allows the user to sort the designated columns on the **Student Payment List: View** screen by something other than the defaulted view of sorting by last name.

For example, the user may select to sort by *Enrollment Hours*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing to the right. [→]
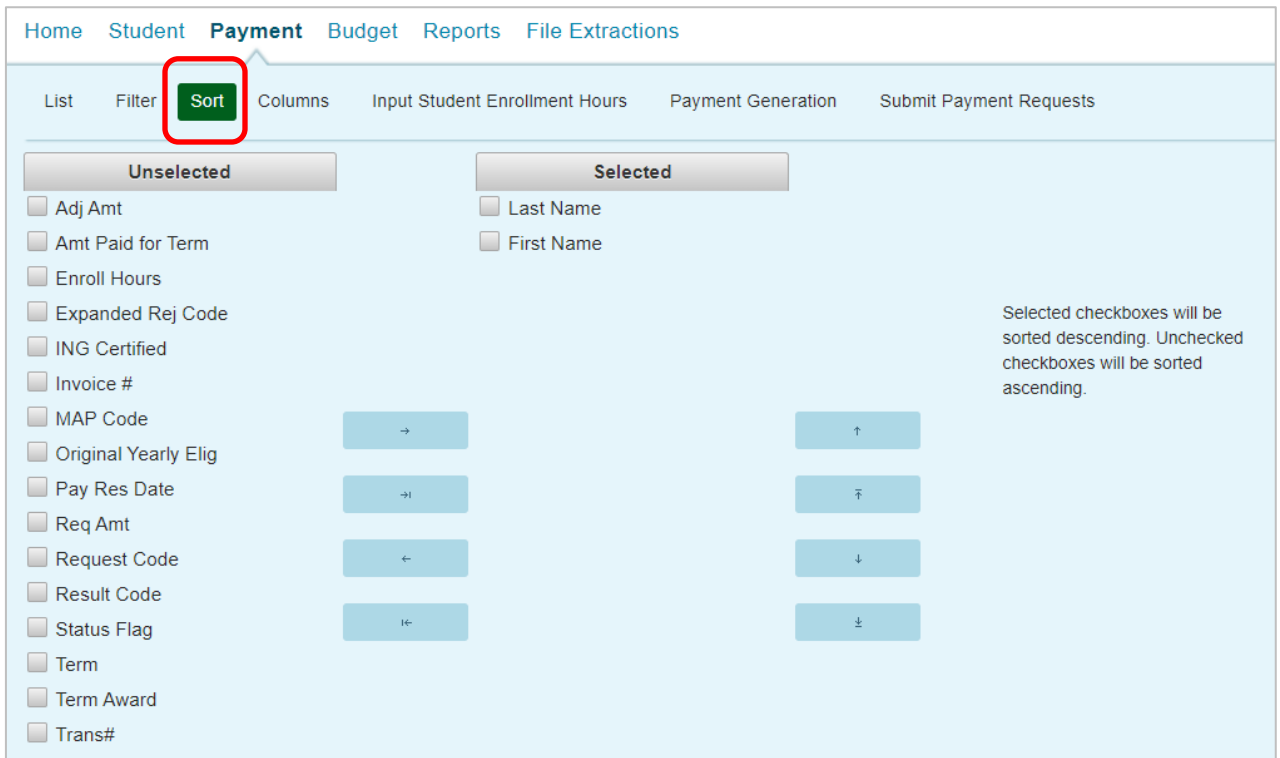
This will add it to the **Selected** columns. Then, use the up arrow to move *Enrollment Hours* to the top of the **Selected** columns. Click on the **List** tab and you will see a list sorted by *Enrollment Hours*. If the checkboxes next to the Selected columns are checked, the list will be sorted in descending order. If the boxes are left unchecked, the list will sort in ascending order.

To remove a column from the **Selected** sort list, highlight the column title and then click on the arrow pointing to the left to move it to the **Unselected** list.

To move all **Unselected** columns to the Selected list, click on [→|]

To clear the entire **Selected** list, click on [|←]

MAP 2024-2025: Student Payment List: Sort

| Home | Student | **Payment** | Budget | Reports | File Extractions |

| List | Filter | **Sort** | Columns | Input Student Enrollment Hours | Payment Generation | Submit Payment Requests |

Unselected	**Selected**
☐ Adj Amt	☐ Last Name
☐ Amt Paid for Term	☐ First Name
☐ Enroll Hours	
☐ Expanded Rej Code	
☐ ING Certified	
☐ Invoice #	
☐ MAP Code	
☐ Original Yearly Elig	
☐ Pay Res Date	
☐ Req Amt	
☐ Request Code	
☐ Result Code	
☐ Status Flag	
☐ Term	
☐ Term Award	
☐ Trans#	

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

[→] [→|] [←] [|←]   [↑] [⊤] [↓] [⊥]

Student Payment List: Columns Screen

This screen allows you to select which columns will be displayed on the **Student Payment List: View** screen and the order in which they will appear.

To add columns to the **Selected** list, highlight the column title in the **Unselected** list and click the right arrow to send it to the **Selected** list. To remove a column from the **Selected** list, highlight it and click the left arrow to move it to the **Unselected** list.

If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

When you click on the **List** tab, the columns will display in the order in which they appear in the **Selected** list.
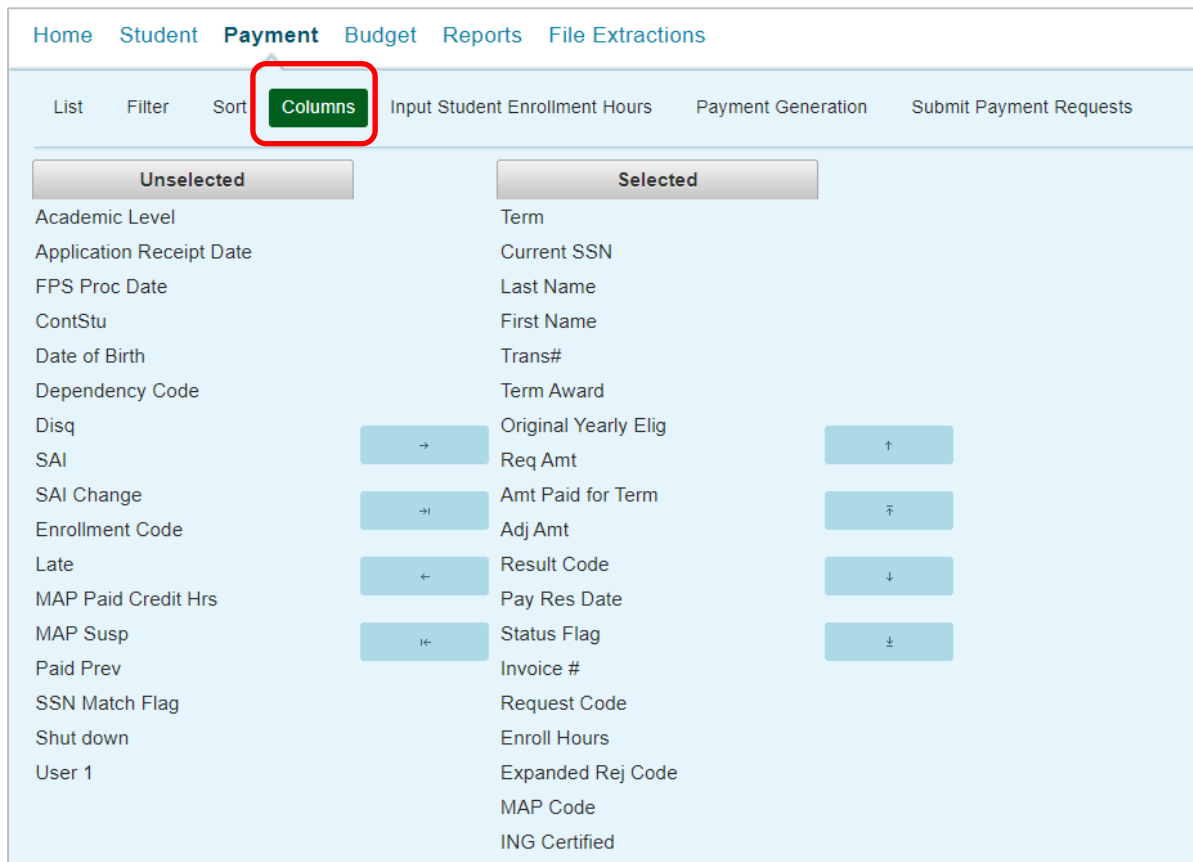
To move all **Unselected** columns to the Selected list, click on [←]

To clear the entire **Selected** list, click on [|←]

Student Detail: Payment Screen

The **Student Detail: Payment** screen is a multi-purpose screen that allows schools to view MAP payment information or to create or change MAP payment requests for an individual student record. This screen is accessed by clicking on the **dollar sign** icon that is on the same line as the student's last name on the **Student Payment List: View** screen or by selecting the **Payment** tab from the **Student Detail: Eligibility** screen.

In addition to the **Payment** tab, the **Student Detail: Payment** screen contains the following navigation tabs:
* **List** -- to return to the **Student Payment List: View** screen
* **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen
* **Edit MAP Code --** to change the MAP code on which a student's award is calculated/paid

To view other ISIR transactions for the student, select the ISIR number in the **Transaction/Name ID** drop down box and click on the **Go** button.

To navigate to another student, enter the student's SSN in the **Current SSN** field and click on **Go.**
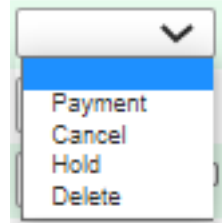
Student Detail: Payment Screen

When requesting MAP payment from the **Student Detail** screen, there are three required fields:
- **Request**
- **Enrollment Hours**
- **Requested Amount** (To adjust the system-calculated amount if necessary)

Each of these fields must be completed with the appropriate information in order for payment requests to be processed properly. Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

Request drop down options:

Select:
- **Payment** – to request a payment
- **Hold** – to prevent the record from being submitted
- **Cancel** – to cancel a previously-requested award
- **Delete** – to remove the payment request before submitting

The Short-Term Certificate Program indicator is located on the Student Detail screen. The indicator should be checked as part of the payment request process for students who are receiving MAP as a result of being enrolled in a short-term certificate program. Help text is provided to clarify when the indicator box should be checked.

Student Detail: Payment Screen

MAP for Short-Term Certificate Programs

In order to receive a MAP award when enrolled in a short-term certificate programs, a student must be enrolled at an eligible public institution for at least three credit hours in a program that awards credit hours, and the program must meet the ISAC definition of an occupational or career or technical education programs.

– "Career and Technical Education" means organized educational programs of study that prepare students for employment in a specific field and should be aligned with related secondary and/or upper-division programs that require a common knowledge and skill set.

– "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.

These programs may be eligible for MAP even if they are not eligible for Title IV financial aid.

To request MAP payment, 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.

When processing a MAP payment for a student in a certificate program, the Short-Term Certificate indicator box should be checked in the MAP system. Help text is provided to clarify when the indicator should be checked. The certificate box should be checked even if the hours are mixed (a combination of traditional and certificate program courses). For payment requests submitted via File Transfer Protocol, a "Y" indicator should be provided in the FTP file in Field #24, per the file specifications.

Student Detail: Payment Screen

Illinois Dependent Residency Override

A Dependent Residency Override function has been added to the MAP payment request process that may be used when a school makes a determination that a dependent student meets the Illinois residency requirement according to the amended definition (see page 4 of this guide) in ISAC's rules, effective beginning in 2024-25.

This is intended to address situations for dependent students with divorced or separated parents who reside in Illinois with a parent who is also an Illinois resident, but the student was required to list an out-of-state parent contributor on the FAFSA.

The Dependent Residency Override indicator should be checked as part of the payment request process for students who may be eligible to receive MAP grant due to dependent residency override. Checking the box will override the MAP disqualify code that will appear in the MAP system for dependent students whose parent contributor does not report Illinois as their state of residence on the FAFSA.

Term	Term 1
MAP Code	064
Request	⌄
Enrollment Hours	
Short-Term Certificate Program ?	☐
Request Amount Override	$4,200.00 ☐
Current Eligible Amount	$4,200.00
Original Eligible Amount	$4,200.00
User Defined	
Dependent Residency Override	☐
NSLDS Override	NSLDS Override

Student Detail: Payment Screen
NSLDS Default Override

A National Student Loan Data System (NSLDS) default is indicated on a student's ISIR in the NSLDS Match Flag field. If the match flag indicates a defaulted loan, the student will need to contact the guarantor of their loan(s) and make satisfactory arrangements to repay it in order to be eligible for Title IV and MAP payment. If satisfactory arrangements are made, the student needs to provide the documentation of reinstatement Title IV eligibility to the school in order to be eligible for MAP.

With the reinstatement of Title IV eligibility documentation on file, the school may use the NSLDS Override to allow MAP payment even though there is a default match flag code on the ISIR transaction.

To override an NSLDS default code, the user must:
1. Access the student's record on the **Student Detail: Payment** screen.
2. Either before or after entering the payment request data, locate the NSLDS Override box.
3. For each term that payment is being requested, click on the NSLDS Override box to bring up the confirmation box.
4. Read the confirmation statement and if it can be confirmed, click the "I Confirm" button. If the statement cannot be confirmed, click Cancel.
5. If confirmed, the box will be checked and the student's payment request will be submitted overriding the NSLDS default.
6. Click "Save Changes" to save the record.
7. This record will be submitted the next time a user submits payment requests.

Short-Term Certificate Program ?	☐	☐
Request Amount Override	$4,200.00 ☐	$4,200.00 ☐
Current Eligible Amount	$4,200.00	$4,200.00
Original Eligible Amount	$4,200.00	$4,200.00
User Defined		
Dependent Residency Override	☐	☐
NSLDS Override	NSLDS Override	NSLDS Override

NSLDS Override Information

By checking MAP Default Release box you are confirming that the school obtained verification of the student's eligibility for the Monetary Award Program (MAP) in accordance with 23 Illinois Administrative Code, Section 2700.40 General Applicant Eligibility Requirements. Documentation received from each guarantor or holder of the loan(s) listed with the default status code as reported by the National Student Loan Data System (NSLDS) is on file and will be provided to ISAC upon request.

I Confirm   Cancel

Using Differential Budget Codes for MAP Payment Processing

To request MAP payment for students who are being assessed a higher differential rate and are eligible to receive MAP based on differential budget data that has been reported to ISAC, you will need to update the budget code for the students and submit payment requests using that code.

- In the MAP system in GAP Access, this can be done by using the Edit MAP code function to adjust the MAP code for a student record. Once the MAP code has been changed and saved, payment may be requested for the student using the differential code.

- For batch processing in GAP Access, you may request payment for students using a differential budget code via the Input Enrollment Screen or the Payment Generation screen by selecting the budget code from the drop-down menu. This budget code will be attributed to all student records submitted using this method.

- If you are processing claims via FTP, you will need to include the appropriate differential budget code for each student record in the FTP file.
  - Claims for both main rate students and differential rate students can be submitted together in the same FTP file.

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:
- You would submit the payment request for the subsequent term using the alternate MAP code (and the new calculated award amount).
- You would not need to make any adjustments 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.

The FTP file specifications document provides an explanation of the data elements for submitting FTP request/adjustments:
- https://www.isac.org/isac-gift-assistance-programs/map/media/2425-MAP-160byte-File-Layout.pdf

Field Number	Field Name and Description
1	**MAP School Code** - 3 numeric characters; must be a valid MAP school code.
6	**MAP Payment Request Code** - 1 alpha/numeric character; contains a value described below: P = Payment request C = Payment request cancellation

Entering Enrollment Hours

The maximum field length for enrollment hours is five positions to accommodate a fraction of an hour. When entering the enrollment hours, you do not need to enter the decimal unless you have a fraction of an hour to be entered. For example, 10 hours would simply be entered as 10, whereas 9 ½ hours would be entered as 9.5 or 9.50.

Semester Schools

For semester schools, any fractions of hours entered will be rounded up from .5 and down from .49 before the MAP award is calculated. For example, hours entered as 9.5 would be rounded up to 10 and 9.25 would round down to 9.

Quarter Schools

Quarter schools must enter enrollment hours based on their method of tracking enrollment hours and ISAC will convert the hours to MAP Paid Credit Hours using the conversion factor previously provided to the school. Results from the conversion will then be rounded up from .5 and down from .49.

For Quarter schools		3.3 conversion factor	1.1 conversion factor	.66 conversion factor
Enr. Hrs. entered		1.25	6.9	5.50
Conversion factor	x	3.3	1.1	.66
Converted enr. Hrs.	=	4.125	7.59	3.63
Rounded to (and used for the award calculation)	=	4	8	4

Input Student Enrollment Hours Screen

Schools must provide accurate enrollment hours for MAP awards to be calculated correctly. This screen provides a method to enter enrollment hours for several students at once.

To use this screen, click on the **Input Student Enrollment Hours** tab from the **Student Payment List: View** screen. Once on this screen, select the appropriate term for which payment is being requested (this is the term/quarter that will be populated with the enrollment hours). Then, for each student, enter their Social Security Number (without dashes), the ISIR transaction number (e.g. 01), and the number of enrollment hours. After entering the data, click the **Save** button.

This screen provides the same results as if you were entering the enrollment hours on the individual **Student Detail: Payment** screen, essentially completing the payment generation step. Keep in mind, however, that the payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the **Submit Payment Requests** screen.

This screen can also be used to submit payment claim data for students receiving MAP for a short-term certificate and/or for students who are being awarded MAP under a differential budget code than most other students.

Note: The items selected at the top of the screen will apply to all student records entered. For example, if a differential MAP code is selected, all student records entered here will be paid using that MAP code. Or, if the Short-Term Certificate Program indicator box is checked, it will apply to all records entered.

Payment Generation Screen

The **Payment Generation** screen allows the user to create payment request records for a selected group of students. This screen is accessed from the **Payment Generation** tab. The selected records for payment requests are those that have been marked by checking the boxes in the **Pay Sel** column on the **Student Payment List: View** screen or by using the **Pay Select All** button.

For example, all students that are determined eligible, that are enrolled for 15 credit hours may be grouped together to perform a batch payment request. This function may also be used to submit payment requests for all students receiving MAP for a certificate program and/or all students being paid MAP under a separate differential budget code.
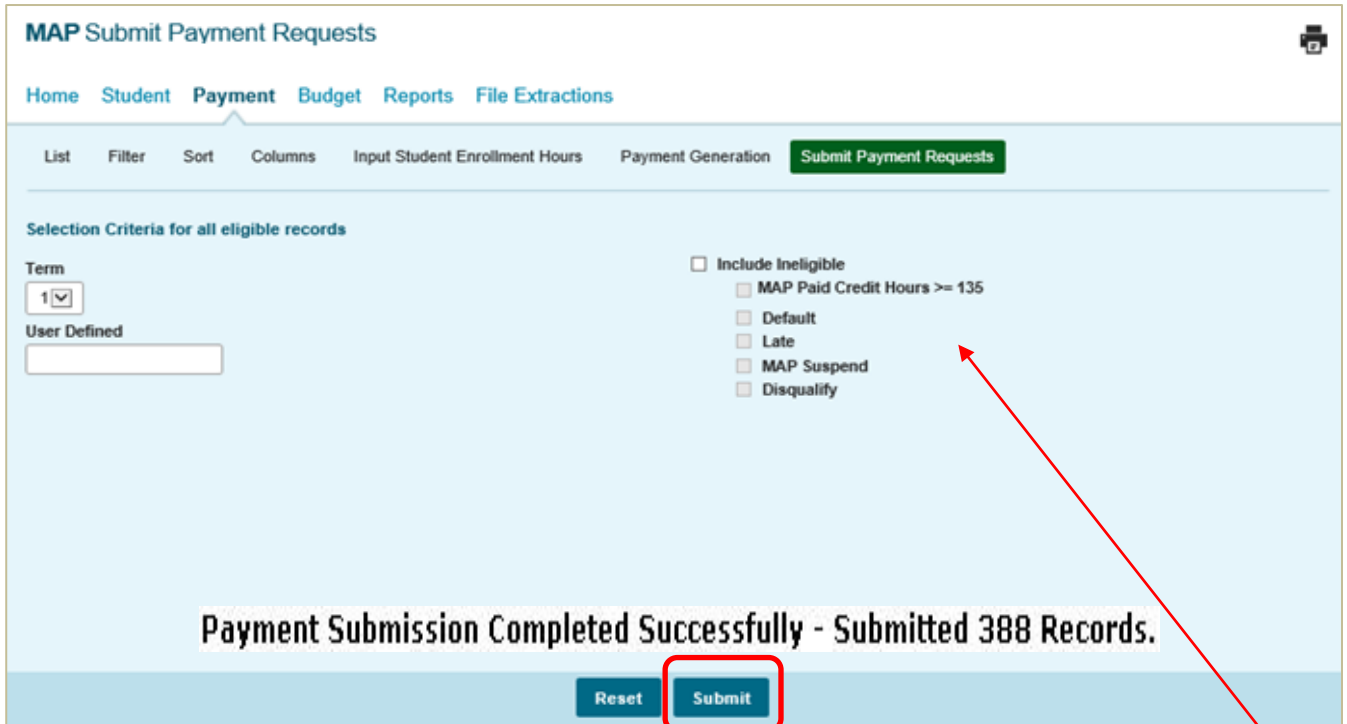

Note: Options selected and entered on the screen will apply to all MAP records that have been selected and saved on the Payment List, including the number of enrollment hours.

To initiate the payment generation request, click on the **Generate** button at the bottom of the screen. A message will then display to indicate the approximate time it will take before the request is executed. A confirmation message will also be displayed to allow you to continue or cancel the request. If cancel is selected, all **Pay Select** fields entered on the **Student Payment List: View** screen prior to the cancel selection will continue to remain on that screen provided that the information had been saved by clicking on the **Save** button. Information entered on the **Payment Generation** screen will not be retained.

Submit Payment Requests Screen

The **Submit Payment Requests** screen allows the user to submit payment requests to ISAC for processing. This includes requests created through the **Student Detail: Payment** screen, the **Input Student Enrollment Hours** screen, and the **Payment Generation** screen. The user can specify which payment request records will be submitted based on **Term** and **Ineligible** records selected.

This screen is accessed by selecting the **Submit Payment Requests** tab. After payment requests have been submitted by clicking on the **Submit** button a message will be displayed indicating how many payment requests were submitted.

To include ineligible students in the payment request, check the **Include Ineligible** box and select the categories you want to include.

In summary, to submit payment requests to ISAC for MAP payment follow these steps:
- Choose the **Term** for which the request is being made from the drop-down menu.
- Click on the **Submit** button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.

Or, to reset the data to the default values, click on the Reset button.

The User Defined field is optional. Schools may define/assign a value for this field and enter school specific data, as needed.

Payment Reports

All payment results, for processing done through the MAP system and FTP, can be obtained at various stages in the payment request process through system-generated reports. To create a report, navigate to the **Reports** tab in the MAP system and click on the **Create New Report** button.
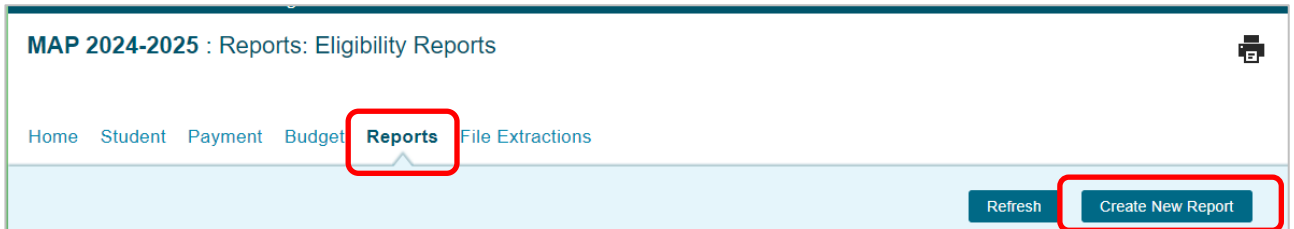
The **Select Report** drop down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. Data fields will then be provided to allow you to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.
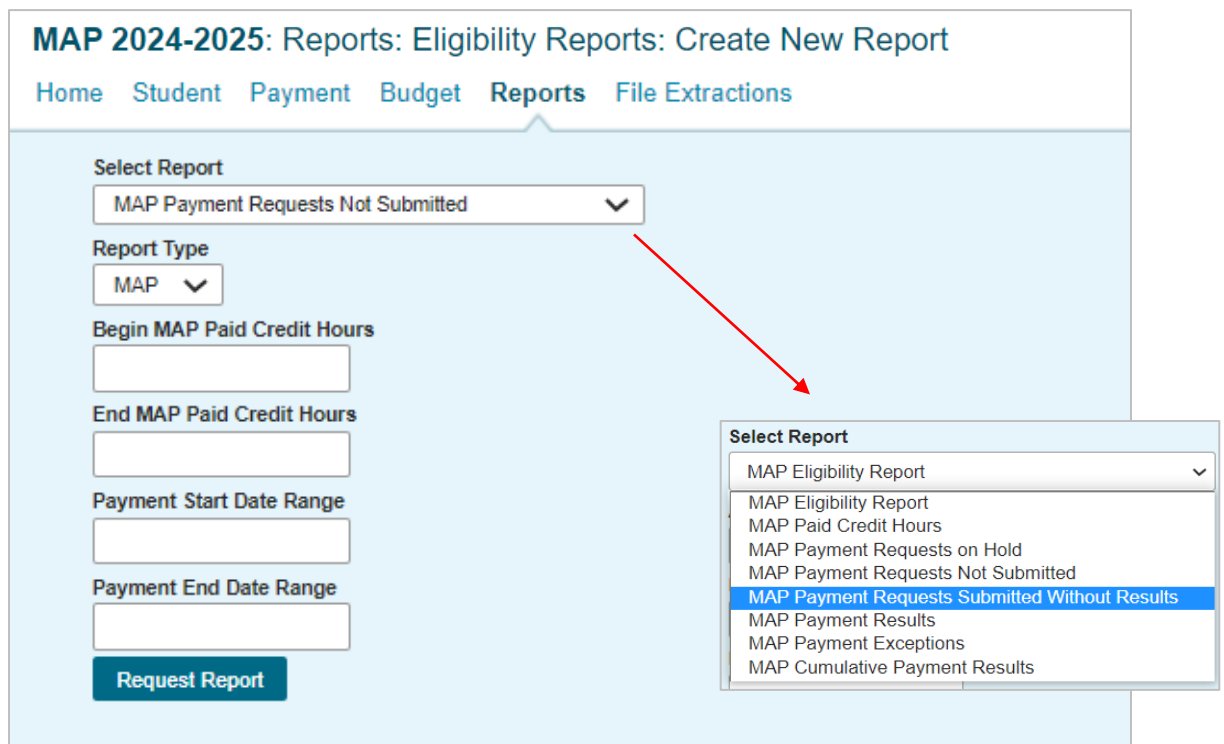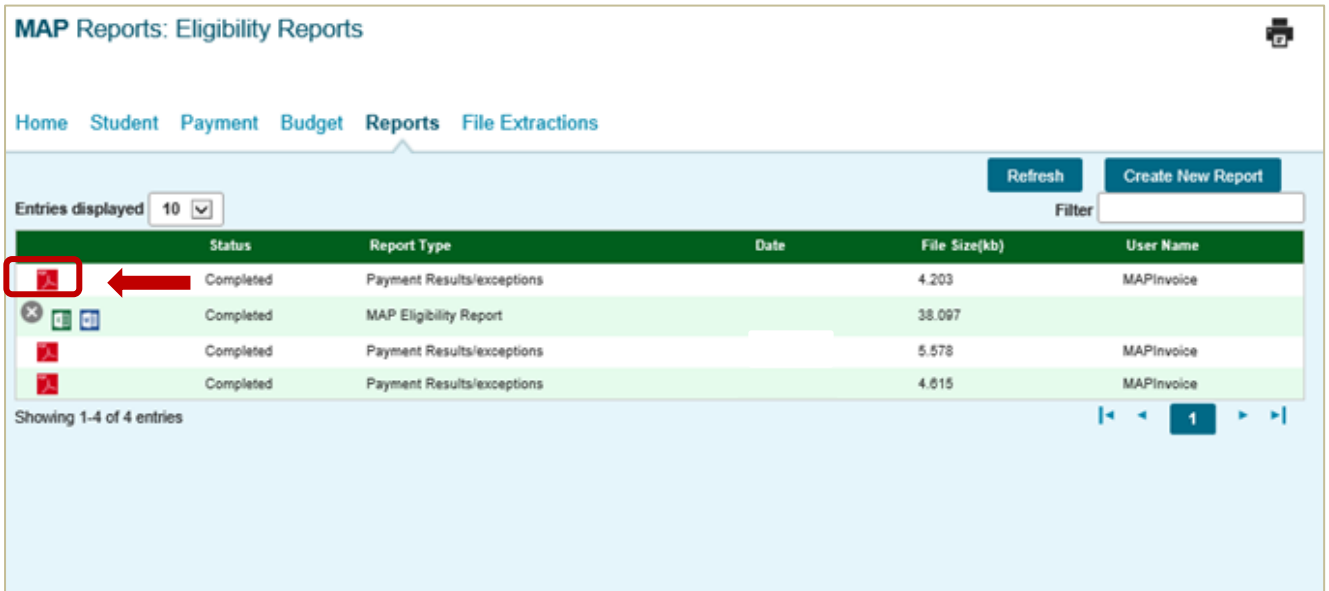
Payment Reports

After requesting a report, you will be returned to the **Reports** screen where a list of reports that have been or are being generated for your school will be provided.

While the report is processing, the status will indicate *In Queue*. When it is ready, the status will change to *Completed*. To open the report, click on either the Microsoft Word or the Microsoft Excel icon. Additional information about the report, including the date, file size and username of the person who requested the report will also be listed.

Reports displaying the pdf icon ⬛ are ISAC-generated reports and identifiable by the username *MAPInvoice* in the last column of the report list. Typically, this report is made available on the next business day after your school's payment request has been processed and will remain available if space allows. It is suggested that you save requested and ISAC-generated reports to your systems for future reference.

Payment Results Summary/Invoice Detail

A Payment Results Summary and Invoice Detail Report is generated by ISAC after your school's payment request has been processed. It will include a Payment Results Report and a Payment Exceptions Report, as well as Invoice Detail about the payment claim. Typically, the report will be provided in the MAP system on the next business day after the request has been processed by ISAC. It will appear on the report list and can be identified by the pdf icon [pdf icon] in the first column and the username of *MAPInvoice* in the last column.

The last page of this report provides invoice information, including amount due to the school and the invoice number. This invoice number will be referenced on the voucher authorizing payment from the State Comptroller. The voucher number is referenced on the check.

File Extractions

The File Extractions: Eligibility Status Files screen is accessed from the File Extractions tab. To run a file extract, first click the Create New File Extraction button in the upper right-hand corner of the screen. Then, select the extraction type from the Select Report drop down menu and click on the Request Report button.

The Eligibility Status File (ESF) extraction list provides schools with a list of their previously extracted ESF files. The ESF extraction can be performed on a variable range of records, and may be used to generate payment results files. The actual amount of time to perform the extraction could vary dramatically between small ESF requests containing 100-200 records, and large ones containing 20,000-30,000 records. Files will be available in Excel or Text format, depending on the report requested.

The Alternative Application Student Record Report contains all of the information reported on the Alternative Application, much like the Institutional Student Information Record (ISIR) provides all the information reported on the FAFSA and can be requested using a date range. The report will be available as a Text file in *Notepad*. To view a version of the report that may be easier to read, open the file using the free *Notepad ++* app, which can be downloaded from your app store.

File Transfer Protocol (FTP) Process

In addition to the individual and batch payment generation methods available in the MAP system to submit MAP claims, schools can also submit payment requests by using the File Transfer Protocol (FTP) process, which is a standard for sending files over the Internet.

Schools that utilize ISAC's File Transfer Protocol (FTP) processes for the MAP Program through ISAC's File Transfer System, must have GAP Access IDs and passwords to log in to the secure file transfer system. A GAP Access administrator must grant access privileges for any school users that will be using the secure transfer system.

Schools create a160-byte flat file and send this file to ISAC through a directory on ISAC's FTP server. The 160-byte flat file used to exchange MAP data is simply a text file. It can be created with Notebook or Microsoft Word or any other program that can create a flat file that has 160 columns across each row. Each row accounts for each individual record. Every column or set of columns should contain a specific data element and will be populated depending on the use of the file.

The different record types that are used are as follows:
>   4 – MAP payment requests and cancellations submitted by the school for processing
>   5 – MAP payment results based on submitted requests from the school
>   6 – MAP Cumulative results
>   7 – Eligibility Status records

After populating the file with data, it is important that the 160-byte file be saved as a text file and that the file name has the extension of .txt.

Example: mappayreq_999_010111.txt

After the file has been created, the next step is to copy it to ISAC's secure FTP site. Files do not need to be encrypted or password protected.

If using Internet Explorer 6.x or below, start your browser and type the following address into the address bar of Internet Explorer 6.x, being sure to have only this information:
>   • **https://transfer.isac.org/**

If using Internet Explorer 7.0 and above, use the Windows Search (or Windows Explorer function) and enter the address above in the address bar to properly access ISAC's FTP site.

Once entry into the FTP site is gained, the file needs to be copied from where it was created to the /MAP/IN folder. There are three different methods to transfer the file. Choose the one you prefer:
   a) Double-click the file in the left pane.
   b) Single-click the file in the left pane to highlight it. Then drag and drop the file to the right pane.
   c) Right-click the file in the left pane and select Upload.

File Transfer Protocol (FTP) Process

A review of the steps:

1. Create the 160-byte flat file. The file name cannot have any spaces or special characters (e.g., ?, _, #) and must end with the file extension of .txt

2. Open Internet Explorer or Windows Search and type the following in the Address Bar: https://transfer.isac.org/

3. Enter the GAP Access User ID and password to gain access to the site.

Reporting rejected payment request to schools.

Schools will find rejected payment requests along with all other payment results on the Payment Results Summary/Invoice Detail report in the MAP Reports: Eligibility Reports area in the MAP system. No separate notification will be sent.

Additional reports (Payment Results, Payment Exceptions, Request Not submitted, etc.) can also be created in the Reports: Eligibility Reports area in MAP to assist in the reconciliation process.

If no FTP submitted payment results appear on the Payment Results Summary/Invoice Detail Report, then your requests may have rejected at the file level prior to any records in that file being processed. Please check your file for the following before resubmitting:

✓ Confirm that the file name does not contain any spaces. Please follow the required naming convention example.
✓ Check the records on the file for the correct record length (160 bytes).
✓ Check the file for carriage return/line feed.
✓ Check the file for proper positioning of the data.

ISAC will check for new FTP files each day that payment requests are processed. Files received by 7:00 p.m. will be processed that night and payment results will be available through the MAP system on the next business day. Files submitted after 7:00 p.m. will not appear in the following day's results.

MAP 160-Byte File Specifications

New Data Elements for 2024-25

Beginning with 2024-25, these data elements are no longer included in the 160-byte file layout:
- Student Social Security number (SSN)
- Student Last Name (previously an optional field)
- Original SSN
- Name ID

The student's **Person** Universally Unique Identifier (UUID) that is assigned to the student by the Department of Education (ED) by the FAFSA Processing System (FPS) replaces the SSN on the file
- The Person UUID field is 36 characters in length, and the total number of characters being removed is also 36, so the length of the file will not change
- The Person UUID will stay the same for the student across FAFSA cycles
- ISAC will generate a Person UUID for Alternative Application applicants

Dependent Residency Override Field

Effective with the 2024-25 award year, Field #15 on the FTP file may be used to provide a Dependent Residency Override. The Dependent Residency Override field should be populated with a Y as part of the payment request process if a school has determined that a student meets MAP residency requirements even though the parent contributor on the FAFSA resides outside of Illinois. See page 4 of this guide for more information.

2024-25 MAP 160 Byte File Layout Specifications

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

Position Start	Position End	Field #	Data Element	Type (Length)	School to ISAC — Payment or Cancellation Request — MAP Only	ISAC to School — Elig File — MAP	ISAC to School — Payment Results — MAP
160 Byte Format							
1	3	1	Applicable MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6
5	5	3	Term Enrolled	9(01)	=1, 2, or 3		=1, 2, or 3
6	7	4	College Year	9(02)	25	25	25
8	8	5	Payment Request Code (valid values = P or C)	X(01)	X		X
9	14	6	Title IV School Code	X(06)	X	X	X
15	50	7	Person UUID	X(36)	X	X	X
51	53	8	Filler	X(03)			
54	54	9	User Defined	X(01)			
55	61	10	Requested Award Amount for Term	9(05)V99	X		X
62	62	11	ING Certified	X(01)			
63	64	12	Transaction Number	9(02)	X		X
65	65	13	Continuing Student	X(01)		X	X
66	66	14	Paid Previous Year	X(01)		X*	X
67	67	15	Dependent Residency Override	X(01)	Opt*		
68	68	16	Payment Result Code	X(01)			X
69	75	17	Payment Results Amount Paid for Term	9(05)V99			X
76	82	18	Adjusted Amt from Previous Payment Results	S9(05)V99			X

MAP 160-Byte File Specifications

For specifications on creating the 160-byte MAP file for FTP processing, visit the [Electronic Tools section](www.isac.org/e-library/electronic-tools.html) (www.isac.org/e-library/electronic-tools.html) of the E-Library at isac.org and access the specifications document for the appropriate award year.

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

2024-25

- FTP Process Using GAP Access Credentials 📕
- 2024-25 MAP 160-Byte File Layout Specifications 📕
- 2024-25 Alternative Application Student Record School File Layout 📕
- 2024-25 Alternative Application Student Record School File Layout 📊

2024-25 MAP 160 Byte File Layout Specifications

OVERVIEW:

A) ISAC will provide an Eligibility Status File (ESF) record for each student to all schools listed as a college choice on the student's FAFSA® Submission Summary (FSS). The ESF records will be available daily as Record Type = 7. ESF records may be retrieved via the File Extraction option in MAP.

B) Schools will transmit Payment Requests to ISAC via File Transfer Protocol (FTP) using the MAP 160 byte layout and identify these with Record Type = 4.

C) When payment requests are processed, ISAC will provide payment results to schools through the MAP system. The payment results records can be retrieved in the 160 byte format using the MAP Payment Results File Extraction Option. MAP results records have a Record Type = 5. The MAP Payment Results file contains some eligibility status data elements. Also, the same student record may appear on both the Payment Results and the Eligibility Status extract files. Schools may also use the Reports option in MAP to obtain payment results.

D) To cancel Payment Requests, the school with the current Payment Results record on ISAC's Payment Database must transmit a matching record with MAP Payment Request Code = C, with the Requested Award Amount field equal to zero and the Enrollment Hours field equal to 0 along with other required data elements. These records must be transmitted to ISAC as Record Type = 4.

E) Summary of Data Element Changes, revision (highlighted in grey) made to the 2024-25 layout. The key change to the layout for the 2024-25 award year is the removal of data elements that can be Personally Identifiable Information (PII) to protect student identity when transmitting files between ISAC and colleges.

MAP 160-Byte File Specifications

2024-25 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 (Length)	School to ISAC	ISAC to School	
Start	End				Payment or Cancellation Request	Elig File	Payment Results
					MAP Only	MAP	MAP
160 Byte Format							
1	3	1	Applicable MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6
5	5	3	Term Enrolled	9(01)	=1, 2, or 3		=1, 2, or 3
6	7	4	College Year	9(02)	25	25	25
8	8	5	Payment Request Code (valid values = P or C)	X(01)	X		X
9	14	6	Title IV School Code	X(06)	X	X	X
15	50	7	Person UUID	X(36)	X	X	X
51	53	8	Filler	X(03)			
54	54	9	User Defined	X(01)			
55	61	10	Requested Award Amount for Term	9(05)V99	X		X
62	62	11	ING Certified	X(01)			
63	64	12	Transaction Number	9(02)	X		X
65	65	13	Continuing Student	X(01)		X	X
66	66	14	Paid Previous Year	X(01)		X*	X
67	67	15	Dependent Residency Override	X(01)	Opt*		
68	68	16	Payment Result Code	X(01)			X
69	75	17	Payment Results Amount Paid for Term	9(05)V99			X
76	82	18	Adjusted Amt from Previous Payment Results	S9(05)V99			X
83	84	19	Filler	X(02)			
85	92	20	Payment Results Process Date (As-of-Date)	X(08)		X	X
93	93	21	Short-Term Certificate Program	X(01)	Opt*		X
94	94	22	MAP Suspense Flag	X(01)		X	X
95	95	23	Shutdown Flag	X(01)		X	X
96	96	24	Disqualify Flag	X(01)		X	X
97	99	25	MAP Code Paid Term 1	X(03)		X	X
100	102	26	MAP Code Paid Term 2	X(03)		X	X
103	105	27	MAP Code Paid Term 3	X(03)		X	X
106	106	28	Update Type	X(01)		X	X
107	108	29	Expanded Reject Reason Code	X(02)			X
109	110	30	Filler	X(02)			
111	120	31	Invoice Number	X(10)			X
121	123	32	MAP Paid Credit Hours	9(03)		X	X
124	128	33	Filler	X(05)			
129	132	34	Enrollment Hours	9(02)V99	X		X
133	149	35	Filler	X(17)			
150	155	36	Original Yearly Eligible Amount	9(04)V99		X	
156	156	37	Filler	X(01)			
157	158	38	Original Yearly Eligible Amount Transaction #	9(02)		X	
159	160	39	Filler	X(02)			

X*	Fields that can change for Current Year ESF, but initiated by activity in Prior Year MAP payment.
Opt*	Field must be provided when applicable

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 Payment Reject Codes

MAP Payment Reject Codes

MAP payment requests or cancellations will receive the following reject result codes if the record submitted is not formatted with valid values.

Code	Definition
1	Data edit error. *MAP rejections for a MAP Payment Reject Code 1 are further defined by the following Expanded Reject Reason Codes. • 1E - MAP payment request code (field 6) is invalid; not "P" or "C" or is blank. -or- Enrollment hours field does not contain valid number of hours or is blank. • 1L - School Code (field 1) is a non-approved MAP school code. • 1S - SAR/ISIR transaction (field 13) is invalid: is blank or non-numeric. • 1T - Term Enrolled (field 4) is invalid: is not "1", "2" or "3", is blank, or not numeric. • 1U - Requested award amount for term (field 11) invalid: is blank or not numeric. • 1V - College Year (field 5) invalid: year provided not currently being processed, is blank or not numeric.
2	On Pre-Edit file – SSN not on ISAC databases (Exception Report)
3	School code invalid: is blank or not numeric.
4	Request superceded by another request.

Disqualify Codes

Code	Definition of Disqualify Code
1	Dependent student, parents NOT Illinois residents.
2	Independent student NOT an Illinois resident.
4	Invalid (or blank) class level, such as graduate student.
6	Loan default is overridden; payment is allowed.
7	MAP Paid Credit Hours exceed 134.
8	Student is in default on a Stafford loan.
9	Other ISAC disqualify.
Blank	Not disqualified.