# ISAC's Monetary Award Program (MAP)

## Eligibility User Guide

# Table of Contents

# Introduction to MAP Processing

The Monetary Award Program (MAP) is administered by schools using the MAP system, which is available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org. MAP information is accessed by selecting the MAP tab near the top of the screen once the school user has successfully logged into GAP Access. Student eligibility information is accessed via the Student tab, and payment processing, when it becomes available for an award year, is accessed via the Payment tab.
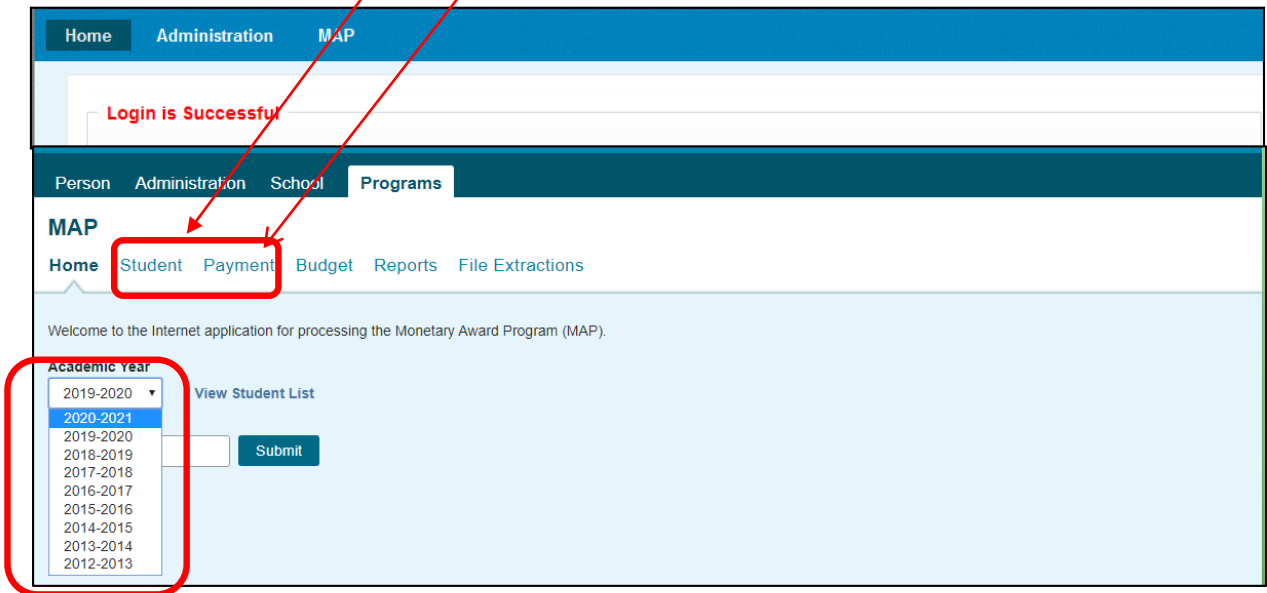
Quick links to ISAC contact information, the FAA section of ISAC's website and MAP program information can be found at the bottom of all MAP system screens, as seen below:

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.
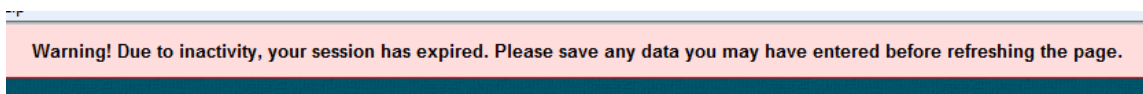
# Student List Eligibility: View Screen
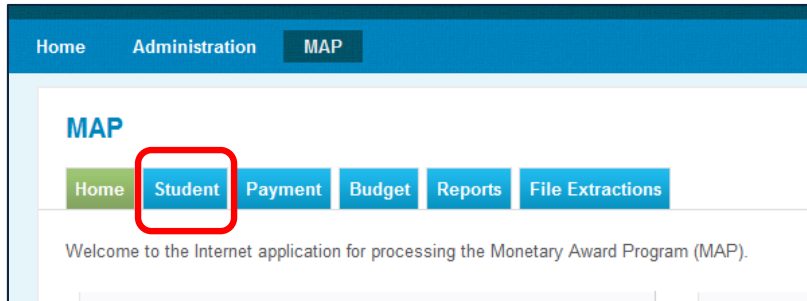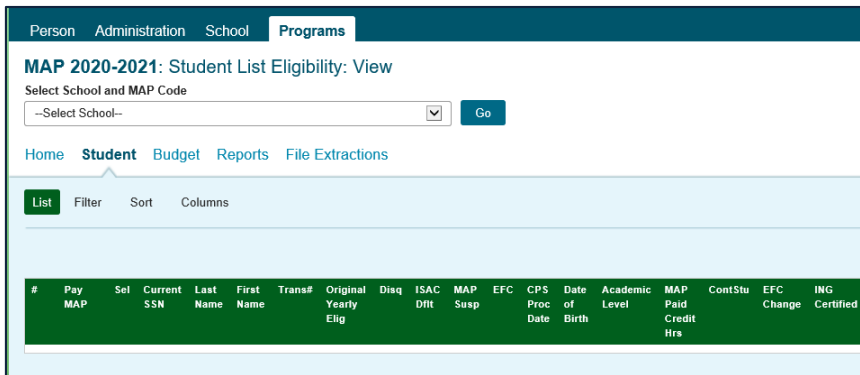
The Student List Eligibility: View screen is accessed from the Student tab. On the Student List Eligibility: View screen, schools are able to view students who have listed their school as one of the school choices on the *Free Application for Federal Student Aid* (FAFSA) or the Alternative Application for Illinois Financial Aid.



This provides the entry point to other MAP functions such as: viewing detailed student information and determining eligibility, viewing student information history, creating reports, and associating MAP codes with selected students.



The initial loading of the Student List Eligibility: View page will result in a default view with the following columns:

- Sel (Select)
- Current SSN* (last four digits display)
- Last Name
- First Name
- Transaction #
- Original Yearly Eligible Amount
- Disqualify
- ISAC Default
- Late
- MAP Suspense
- Shutdown
- EFC
- CPS Process Date
- Date of Birth
- Academic Level
- MAP Paid Credit Hours
- Continuing Student
- EFC Change

**\* Students who complete an Alternative Application for Illinois Financial Aid are automatically assigned an ISAC ID number that will display in the Current SSN field in place of an SSN. The number remains the same for the student for all award years.**

# Student List Eligibility: View Screen

The screen shots below illustrate the type of data that is provided on the Student List Eligibility: View screen. To help identify why a student may not be eligible to receive an award, the Disqualify, ISAC Default, Late, MAP suspense and Shutdown flags will all be displayed just to the right of the Original Yearly Eligible Amount in the default view.

The 🔍 icon provides a link to more detailed information about the student, and the $ icon provides a link to the payment information for the student. In the column next to the $ icon, a light bulb icon - 💡 - will be displayed if any flags are on that could cause the student to be ineligible for an award. Keep in mind that not all flags make a student totally ineligible for an award. It is up to the school to determine the meaning of the flag and to what extent it affects the student's potential award.

# Student List Eligibility: View Instructions

The Student List Eligibility: View screen displays a maximum of 100 student records. To view more records, click on the Previous Page, Pages 1-10, or Last Page tabs. To view additional columns, scroll to the right. Other suggestions for viewing the eligibility screen are listed below.

- To select students enrolled in or attending your institution, select them by clicking on the box in the "Sel" column.

- To view the student's MAP eligibility data on the Student Detail: Eligibility screen, click on the magnifying glass icon that is on the same line as the student's last name.

- To filter your view, displaying only those student records that you want to see, click on the Filter Tab. The Student List Eligibility: Filter screen will be displayed with the various filter options.

- To sort the student records, click on the Sort tab. The Student List Eligibility: Sort screen will be displayed.

- To view a report of a Student List Eligibility: View screen, click on the "View Report" button located at the bottom of the screen. A copy of the report can be created in .PDF format by clicking on the "View Report" tab or in MS Excel by clicking on "Excel Report."

# Student List Eligibility: Filter Screen

The Student List Eligibility: Filter screen allows you to designate student records that you want to view on the Student List Eligibility: View screen by selecting parameters for the records that you want to see. After selecting your filtering criteria, click on the List tab to see your customized list.

For example, if you want to view only those students with a last name of Smith, go to the Last Name field, select the "=" sign from the drop down menu and enter Smith in the text box next to the "=" sign. When you return to the Student List View by clicking on the List tab, you will see only those students with a last name of Smith.

The Filter screen allows you to filter on more than one option, and it can also be used in conjunction with the options available through the Sort and Columns tabs.

**MAP 2020-2021** : Student List Eligibility: Filter

Home **Student** Budget Reports File Extractions

List **Filter** Sort Columns

Term
All

MAP Code
All

Program
MAP

SSN

First Name
=

Last Name
=

Original Yearly Eligible Amount
=

Primary EFC
=

EFC Change

☐ Selected Students Only
☐ Pay Selected Students Only
☐ Highest Transaction Only
☐ Eligible Students Only
◉ Undergraduates Only
○ Graduates Only

Ineligible

☐ MAP Paid Credit Hours >= 135
☐ ISAC Default
☐ MAP Suspend
☐ Disqualify

Note: If multiple "ineligible" boxes are checked, records will appear on the View screen only if all of the conditions are met.

Check boxes on the right side of the screen allow you to filter your lists even further. For example, to view just your undergraduate students, check the "Undergraduates Only" box. In addition, the eligibility status of records can be viewed by selecting the ineligible conditions.

In addition to viewing the customized list in the MAP system, you can also view and save the report as a .PDF file by clicking on the View Report tab located at the bottom of the Student List Eligibility: View screen, or you can view and save the customized list as an Excel file. You can save your selected view in the MAP system by clicking on the Save Selected tab, however, once you log out, the settings will be cleared, and the defaulted list will appear the next time you log in.

# Student List Eligibility: Sort Screen

The Student List Eligibility: Sort screen allows the user to designate the order in which the records will appear on the Student List: View screen. The default view of the Student List View is Last Name, First Name, Trans#. By using the Sort function, you can change the order in which records are sorted, which can be helpful when trying to compare records to your institutional reports that may be sorted in a different order. The Sort screen can be accessed from the Student List Eligibility: View screen by clicking on the Sort tab.

MAP 2020-2021: Student List Eligibility: Sort

Home **Student** Budget Reports File Extractions

List    Filter    **Sort**    Columns

| Unselected | Selected |
|------------|----------|
| ☐ Academic Level | ☐ Last Name |
| ☐ CPS Proc Date | ☐ First Name |
| ☐ ContStu | ☐ Trans# |
| ☐ Date of Birth | |
| ☐ Disq | |
| ☐ EFC | |
| ☐ EFC Change | |
| ☐ ING Certified | |
| ☐ ISAC Dflt | |
| ☐ MAP Paid Credit Hrs | |
| ☐ MAP Susp | |
| ☐ Original Yearly Elig | |

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

To select Sort categories: highlight the item in the Unselected list and click on the arrow icon to move it to the Selected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on the arrow icon.

To remove an item from the Selected list: highlight the item in the Selected column and click on the arrow icon to move it to the Unselected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on arrow icon.

- → Moves the highlighted item from the Unselected list to the Selected list.
- →l Moves all of the items in the Unselected list to the Selected list.
- ← Moves the highlighted item from the Selected list to the Unselected list.
- l← Moves all of the items in the Selected list to the Unselected list.

To rearrange the items once they are selected, highlight the column title by clicking on it, then click on the ↑ Move Column Up or the ↓ Move Column Down button until the items are positioned in the order in which you want them to sort.

To sort in descending order, select the appropriate checkboxes. Unchecked checkboxes will be sorted in ascending order.

# Student List Eligibility: Columns Screen

The Student List Eligibility: Columns Screen allows the user to select columns to display on the Student List Eligibility: View screen. Clicking on the Columns tab on the Student List Eligibility: View screen will access the Student List Eligibility: Columns screen.



To add a Column: highlight the item in the Unselected list and click on the arrow icon to move it to the Selected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on the arrow icon.

To remove a Column: highlight the item in the Selected list and click on the arrow icon to move it to the Unselected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on arrow icon.
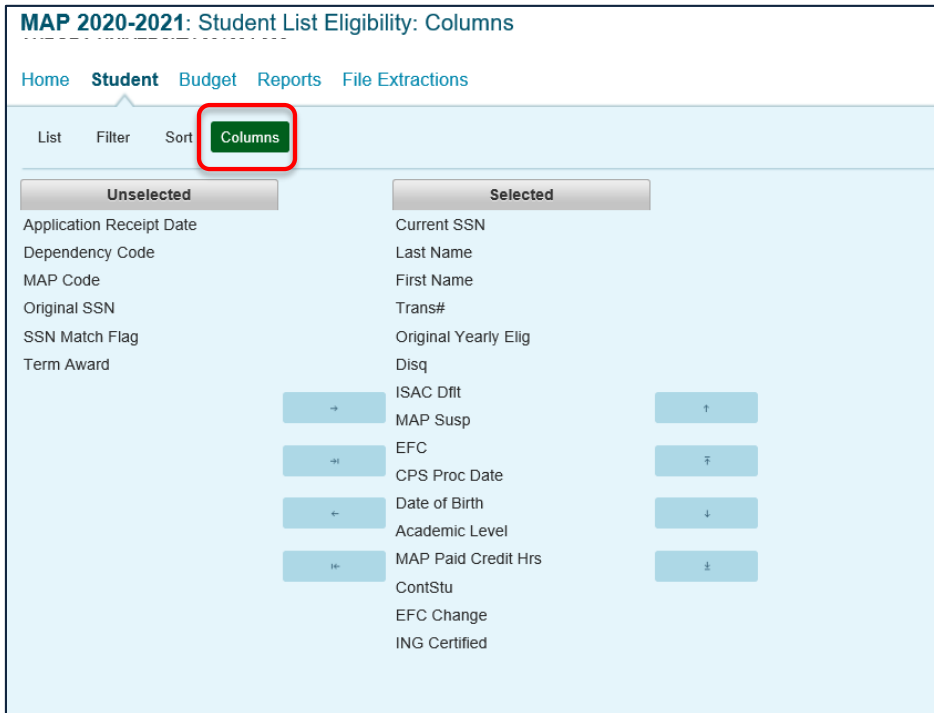
Moves the highlighted item from the Unselected list to the Selected list.
Moves all of the items in the Unselected list to the Selected list.
Moves the highlighted item from the Selected list to the Unselected list.
Moves all of the items in the Selected list to the Unselected list.

If you want to rearrange the columns once they are selected, select the column you want to change by clicking on it. When the column is highlighted, click on the ⬆ Move Column Up button, or click on the ⬇ Move Column Down button until the column is in the correct place.

# Suggestions for Using Filter, Sort and Columns Functions

## To Create a Report of Suspended Student Records Using the Suspense Flag

Follow the steps below to create a report of suspended student records in "Application Receipt Date" order:

- Access the Student tab from the GAP Access MAP menu.
- Access the Filter screen by clicking on the Filter tab.
- Check the box labeled "MAP Suspend" (lower right section of screen).
- Access the Columns screen by clicking on the Columns tab.
- Locate "Application Receipt Date" under Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
- Highlight "Application Receipt Date" and click on the up arrow to move this column to its desired screen location.
- Click the Sort tab.
- Locate "Application Receipt Date" under the Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
- Highlight "Application Receipt Date" and click on the up arrow to move it to the top of the list.
- Click the List tab.
- The Eligibility List view now displays a listing of the students with suspended records, in Application Receipt Date order.
- To review a printable listing of these student records, click the View Report or Excel Report buttons at the bottom of the screen.
- To print this report, click on the print icon on your browser's tool bar.

## To Identify Records Released from Suspense

When records are released from suspense, ISAC will create an Eligibility Status File (ESF) update that will remove the "S" from the "MAP Susp" field. There is no indicator in the MAP system that identifies which student records were released. Following are instructions for identifying student records that have been released from suspension:

- After the release of suspended records, use the initial "Application Receipt Date" filter to create a list of student records using a date range of released records. For example, by using the 2019-20 release from suspension dates (May 27, 2019 through June 26, 2019) a report can be created that will identify students by application receipt date. Schools may then use their standard procedure to request payment for eligible students.

# Suggestions for Using Filter, Sort and Columns Functions

## To Identify Alternative Application Student Records

Sort on the Social Security Number (SSN) Match Flag field:

- Alternative Application Student Records will have a blank SSN Match Flag.
- FAFSA applicants will have a value in the SSN Match Flag field.



On the Columns screen, add the SSN Match Flag field to the Selected list so that it will appear as a column on your student list view, then move it to the top of the Selected list.



On the Sort screen add the SSN Match Flag field to the Selected list of fields on which you want to sort, and then move it to top of the list.

# Suggestions for Using Filter, Sort and Columns Functions

## To Identify Alternative Application Student Records



When you return to the sorted student list, all student records with a blank SSN Match Flag field will be grouped together at the end of the list.

There is the option of exporting the student list into Excel by clicking on Excel Report on the bottom of the Student List.

To view students with a blank SSN Match Flag field, go to the last page

In the Excel file, you can Filter the students by SSN Match Flag.

# Suggestions for Using Filter, Sort and Columns Functions

## To Identify Graduate Student Records

- If students are not appearing on your student list as you think they should, it may be because they have indicated on the FAFSA or Alternative Application that they are a graduate student.
- In the default view in the MAP system, schools will not see graduate students (disqualify code 4) on the student list, nor can they access graduate students by using the SSN search.
- To see these students, you must use the Filter function and choose the option to filter for graduate students only.
- If you determine that a student is not a graduate student and has answered a FAFSA or Alternative Application question incorrectly, the student will need to make a correction to the application so that they can be considered for MAP.



To filter students by Graduate Academic Level:
- Go to the Filter tab.
- Click on Graduates Only.
- Click on the List tab to view your list of students.

# Student Detail: Eligibility Screen

The Student Detail: Eligibility screen displays information from the student's selected transaction as well as eligibility status information for MAP. The purpose of this screen is to allow authorized users the ability to view the MAP eligibility details of an individual student record beginning with the most recent transaction. The Student Detail: Eligibility screen is accessed by clicking on the magnifying 🔍 ss icon - - on the Student List Eligibility: View screen.

To view another transaction, select the desired number in the Transaction/Name ID drop down box and click on the Go button. To select another student's Detail screen, enter a new Social Security Number or the ISAC ID Number (which is automatically assigned by ISAC to Alternative Application applicants) in the Current SSN field and click on the Go button.

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**MAP 2020-2021: Student Detail: Eligibility**

Home **Student** Budget Reports File Extractions

List Eligibility

Person Details

Current SSN  [        ]  Go

Original SSN

Transaction / Name ID  [   ▼]  Go

School ID

Base MAP Code  [   ▼]  Go

| Term | MAP Code | Eligible Amount | MAP Code Paid | Request Mode |
|------|----------|-----------------|---------------|--------------|
| 1 |  | $2,670.00 |  |  |
| 2 |  | $2,670.00 |  |  |

Original Yearly Eligible Amount
$5,340.00
*Total of all terms not to exceed Maximum annual award amount.*

Example of semester school award

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**MAP 2020-2021: Student Detail: Eligibility**

Home **Student** Budget Reports File Extractions

List Eligibility Edit MAP Code

Person Details

Current SSN  [        ]  Go

Original SSN

Transaction / Name ID  [ 02 ▼]  Go

School ID

Base MAP Code  [   ▼]  Go

| Term | MAP Code | Eligible Amount | MAP Code Paid | Request Mode |
|------|----------|-----------------|---------------|--------------|
| 1 |  | $1,780.00 |  |  |
| 2 |  | $1,780.00 |  |  |
| 3 |  | $1,780.00 |  |  |

Original Yearly Eligible Amount
$5,340.00
*Total of all terms not to exceed Maximum annual award amount.*

Example of quarter school award

# Student Detail: Eligibility Screen

Below is a comprehensive view of the Student Detail: Eligibility screen, including the student information section, the Details section, and the School Certification Data section.

MAP 2020-2021: Student Detail: Eligibility

Home  Student  Payment  Budget  Reports  File Extractions

List  Eligibility  Payment

Last Name, First  [Person Details]

Current SSN
[        ]  [Go]

Original SSN

Transaction / Name ID
[01 ▾]  [Go]
School ID

Base MAP Code
[▾]  [Go]

| Term | MAP Code | Eligible Amount | MAP Code Paid | Request Mode |
|------|----------|-----------------|---------------|--------------|
| 1 |  | $2,670.00 |  |  |
| 2 |  | $2,670.00 |  |  |

Original Yearly Eligible Amount
$5,340.00
*Total of all terms not to exceed Maximum annual award amount.*

> 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.

## Details

Depend Code
I

Academic Level
1-Freshman

Living Allowance
$4,875

EFC Change Flag

Primary EFC
$0

Adjusted EFC
$1,800

Estimated Pell
$5,350

Adjusted Pell
$4,280

Student Contribution
$1,800

Student Change Flag

SSN Match Flag
4

Update Type
I

As Of Date
04/20/2020

Disqualify
S

MAP Suspend
S

ISAC Default
Y

MAP Paid Credit Hours
012

Paid Previous
0

Continuing
N

ING Certified

## School Certification Data

**Citizenship Fields**

Citizenship Status
1

Alien Registration #

DHS Match Flag

Secondary DHS Match Flag

SSA Citizenship Flag
A

**Residence Fields**

Student's State Residence Date
IL -

Parent's State Residence Date
-

**Selective Service Fields**

Are you Male or Female
M

Selective Service to Register

Selective Service Match Flag
Y

Selective Service Reg Flag

**NSLDS Default Fields**

NSLDS Match Flag
2

NSLDS DB Results Flag
1

**Verification Fields**

Selected for Verification
N

Address
[        ]

Date of Birth

Appl Receipt Date
04/18/2020

CPS Processing Date
04/20/2020

Last Update
04/20/2020

# Student Detail: Eligibility Screen

## Details

**Depend Code**
D

**Academic Level**
1-Freshman

**Living Allowance**
$4,875

**EFC Change Flag**

**Primary EFC**
$0

**Adjusted EFC**
$1,800

**Estimated Pell**
$5,350

**Adjusted Pell**
$4,280

**Student Contribution**
$1,800

**Student Change Flag**

**SSN Match Flag**
4

| Value | Description of Dependency Codes |
|-------|--------------------------------|
| D | Dependent |
| I | Independent |
| X | Dependency could not be determined. |
| Y | Dependency could not be determined. |

| Choices for EFC Change Flag Field |
|-----------------------------------|
| Decrease |
| Increase |
| All EFC |
| Changes |
| Blank |

## Calculation of ISAC Adjusted EFC

| Dependent Students | Independent Students |
|--------------------|----------------------|
| **1) Federal _EFC_ = Parent contribution (PC) + Student Contribution (SC)** <br> • Separate Parent Contribution (PC) <br> • Separate Student Contribution (SC) | **1) Federal EFC** |
| **2) Adjust Parent Contribution (ADJPC)** <br> • Calculate _ISAC_ Adjustment Factor (IAF)IAF = [PC/11,000] + 1.10{Round to 2 decimal places} <br> • Calculate Adjusted Parent Contribution ADJPC = PC x IAF {Round to nearest whole number} | **2) Adjust EFC** <br> • Calculate ISAC Adjustment Factor (IAF)IAF = [EFC/11,000] + 1.10 {Round to 2 decimal places} <br> • Calculate Adjusted EFC. ADJEFC = EFC x IAF {Round to nearest whole number} <br> • Apply $1,800 minimum contribution to EFC. If ADJEFC < 1800 then set to 1800 |
| **3) Adjust Student Contribution (ADJSC)** <br> • Apply $1,800 minimum contribution to SC. Set ADJSC = SC, If ADJSC < 1800 then set to 1800 | |
| **4) ISAC Adjusted EFC = Adjusted Parent Contribution (ADJPC) + Adjusted Student Contribution (ADJSC)** | |

# Student Detail: Eligibility Screen

## Details

**Depend Code**
D

**Academic Level**
1-Freshman

**Living Allowance**
$4,875

**EFC Change Flag**

**Primary EFC**
$0

**Adjusted EFC**
$1,800

**Estimated Pell**
$5,350

**Adjusted Pell**
$4,280

**Student Contribution**
$1,800

**Student Change Flag**

**SSN Match Flag**
4

| Value | Description of Student Change Flag Codes |
|---|---|
| N | Last Name change |
| S | Social Security Number change |
| B | Social Security Number and Last Name change |
| Blank | No change |

| Value | Description of SSN Match Flag Codes |
|---|---|
| 1 | No match on SSN |
| 2 | SSN and Name match, no match on date of birth |
| 3 | SSN match, no match on Name. |
| 4 | SSN, Name, and date of birth match |
| 5 | SSN, Name, date of birth match with date of death |
| 6 | Record not sent to Social Security Administration |
| Blank | Alternative Application Student Record |

As Of Date is the date on which the eligibility status information was gathered from the ISAC database.

| Code | Definition of Update Type |
|---|---|
| I | Indicates an initial eligibility status data population. This means that the fields that follow were all populated for the first time. |
| U | Indicates that the data has been updated. |

| 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. |

**Update Type**
U

**As Of Date**
02/21/2020

**Disqualify**

**MAP Suspend**

**ISAC Default**
N

**MAP Paid Credit Hours**
058

**Paid Previous**
2

**Continuing**
Y

**ING Certified**

# Student Detail: Eligibility Screen

| Code | Definition of MAP Suspense Code |
|------|--------------------------------|
| S | New application received after the suspense date will not be considered for an award this year. |
| A | Payment request will be processed for full year. |
| Q | Payment request will be processed for 2nd Semester/Quarter as well as 3rd Quarter. |

| Code | Definition of Default Code |
|------|---------------------------|
| Y | Student is currently in default on an ISAC student loan. |
| N | Student is not currently in default on an ISAC student loan. |

**Update Type**
U
**As Of Date**
02/21/2020
**Disqualify**

**MAP Suspend**

**ISAC Default**
N
**MAP Paid Credit Hours**
058
**Paid Previous**
2
**Continuing**
Y
**ING Certified**

| Code | Definition of Paid Previously Code |
|------|-----------------------------------|
| 0 | Student was not paid in the previous year. |
| 1 | Student was paid the 1st Semester of the previous year. |
| 2 | Student was paid the 2nd Semester of the previous year. |
| 3 | Student was paid the 1st Quarter of the previous year. |
| 4 | Student was paid the 2nd Quarter of the previous year. |
| 5 | Student was paid the 3rd Quarter of the previous year. |

# Student Detail: Eligibility Screen

| Code | Definition of Continuing Code |
|------|-------------------------------|
| Y | Student filed a FAFSA for the previous year. |
| N | Student did not file a FAFSA for the previous year. |

**Update Type**
U
**As Of Date**
02/21/2020
**Disqualify**

**MAP Suspend**

**ISAC Default**
N
**MAP Paid Credit Hours**
058
**Paid Previous**
2
**Continuing**
Y
**ING Certified**

MAP 2020-2021: Student Detail: Eligibility

Home **Student** Payment Budget Reports File Extractions

List  Eligibility  Payment

Person Details

**ISAC Conflict Transaction**

**Current SSN**
[ ]  Go

**Original SSN**
[ ]

| Term | MAP Code | Eligible Amount | MAP Code Paid | Request Mode |
|------|----------|-----------------|---------------|--------------|
| 1 | | $1,200.00 | | |
| 2 | | $1,200.00 | | |

**Original Yearly Eligible Amount**
$2,400.00

**Transaction / Name ID**
01  [▼]  Go
**School ID**
[ ]
**Base MAP Code**
[▼]  Go

This field reports the number of MAP Paid Credit Hours that the student has used. The values that will appear in this field will range from 000 to 135.

If there is a conflict on an applicant's record, a "conflict" message will appear on the student's Detail Screen, and the school will need to contact ISAC's School Services Department for resolution.

# Resolving an ISAC Conflict

Students who have an ISAC Conflict indicator on their Student Detail screen have some sort of a discrepancy in their student record that must be resolved to determine a student's eligibility. In order to resolve the conflict the financial aid office must contact ISAC's School Services at isac.schoolservices@illinois.gov for assistance with resolving the conflict.

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

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**ISAC**
Illinois Student Assistance Commission

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)

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# Student Detail: Eligibility Screen

Near the bottom of the Student Detail: Eligibility screen is the School Certification Data section. The flag codes are the same as those found on a student's ISIR or Alternative Application Student Record, and are defined in the U.S. Department of Education's 2020-21 ISIR Guide.

**School Certification Data**

| Citizenship Fields | Selective Service Fields | Verification Fields |
|---|---|---|
| **Citizenship Status**<br>1 | **Are you Male or Female**<br>F | **Selected for Verification**<br>Y |
| **Alien Registration #** | **Selective Service to Register** | |
| **DHS Match Flag** | **Selective Service Match Flag** | |
| **Secondary DHS Match Flag** | **Selective Service Reg Flag** | |
| **SSA Citizenship Flag**<br>A | **NSLDS Default Fields** | |
| **Residence Fields** | **NSLDS Match Flag**<br>1 | |
| **Student's State Residence Date**<br>IL - | **NSLDS DB Results Flag**<br>3 | |
| **Parent's State Residence Date**<br>IL - | | |

Also at the bottom of Student Detail Screen is the student's address as reported on the FAFSA or Alternative Application, as well the student's Date of Birth and various FAFSA/Alternative Application processing dates.

The Application Receipt Date is the date that the student's initial FAFSA was received by the Central Processing System or the Alternative Application was received by ISAC. (This is the date used by ISAC when determining if a student is eligible for a MAP grant.)

The CPS Processing Date is the date that the transaction was processed by the Central Processing System or ISAC.

Last Update is the date that the student's record was last updated.

| Address | Date of Birth |
|---|---|
| | **Appl Receipt Date**<br>10/24/2019 |
| | **CPS Processing Date**<br>10/25/2019 |
| | **Last Update**<br>01/27/2020 |

# MAP Eligibility Report

The MAP Eligibility Report displays students that may be eligible for the Monetary Award Program (MAP) grant.

The Reports screen is accessed from the Reports tab. To generate a report, first click the Create New Report button in the upper right-hand corner of the screen. Then, select the report type from the Select Report drop down menu and click on the Request Report button.



Requested reports will be listed as shown below and accessible in Word and Excel formats.

# File Extractions: Eligibility Status Files Screen

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. 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.

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.
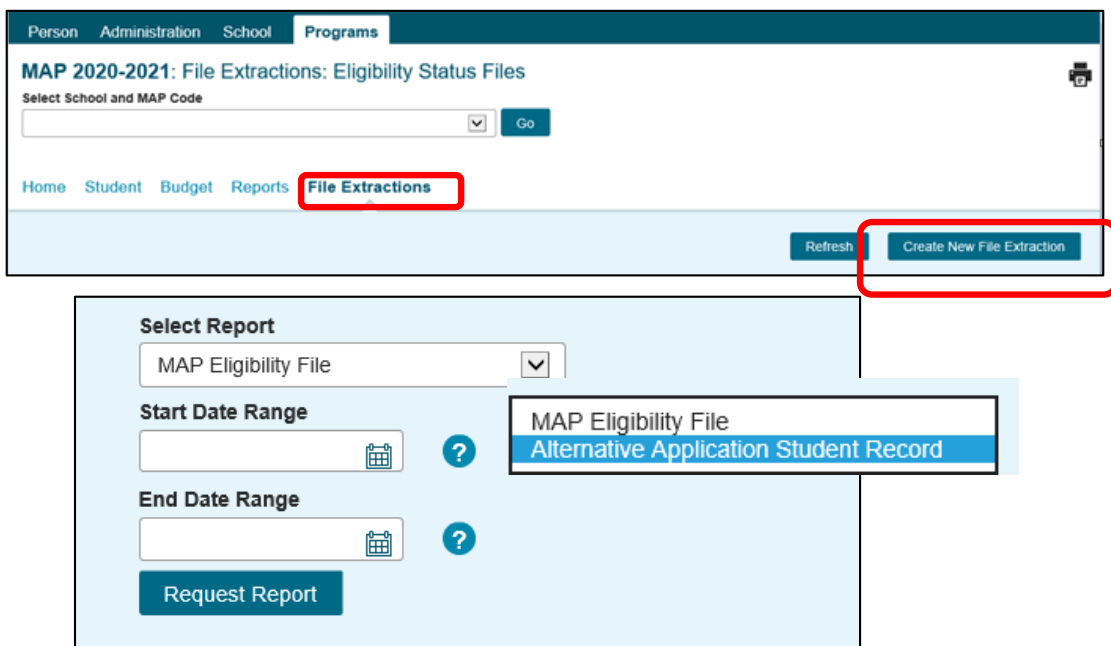


Once a request has been completed, an entry for this extraction will appear in a list, as shown below. From this list, the user will be able to: download the requested file; delete any previously extracted files; and/or create a new extraction request.
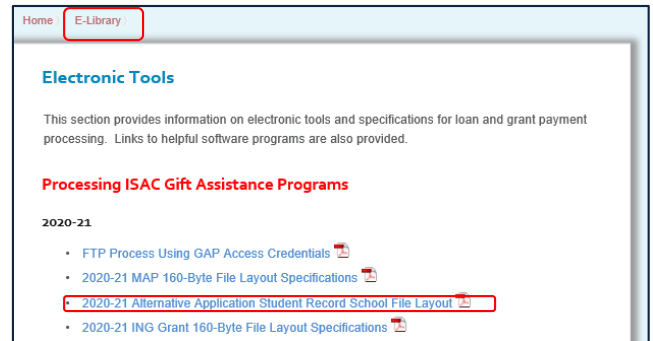
# Alternative Application Student Record

The Alternative Application Student Record School File Layout document is located in the Electronic Tools section of the E-Library at isac.org.

This document provides details about:
- field names
- length of the data fields
- start and end positions for the data elements



The order of the data in the file layout follows the order of the ISIR and the values and formatting used on the Alternative Application Student Record are the same as those used on the ISIR, unless otherwise noted.

Creating or uploading Alternative Application Student Record files to colleges' internal systems is not required.

Relevant student applicant data that is provided in GAP Access may be relied upon to administer MAP for both FAFSA and Alternative Application applicants

# Alternative Application Correction Process

If financial aid office staff at the college become aware of a needed correction to Alternative Application information, the student can make a correction by logging into their Alternative Application or the school can make the correction in the MAP System (for 2021-22 application records). To make corrections, navigate to the "Student Detail" screen by entering the student's ISAC ID number in the SSN field on the MAP home screen. Or, from the Student List screen, select the Student Detail icon to navigate to the Student Detail screen.
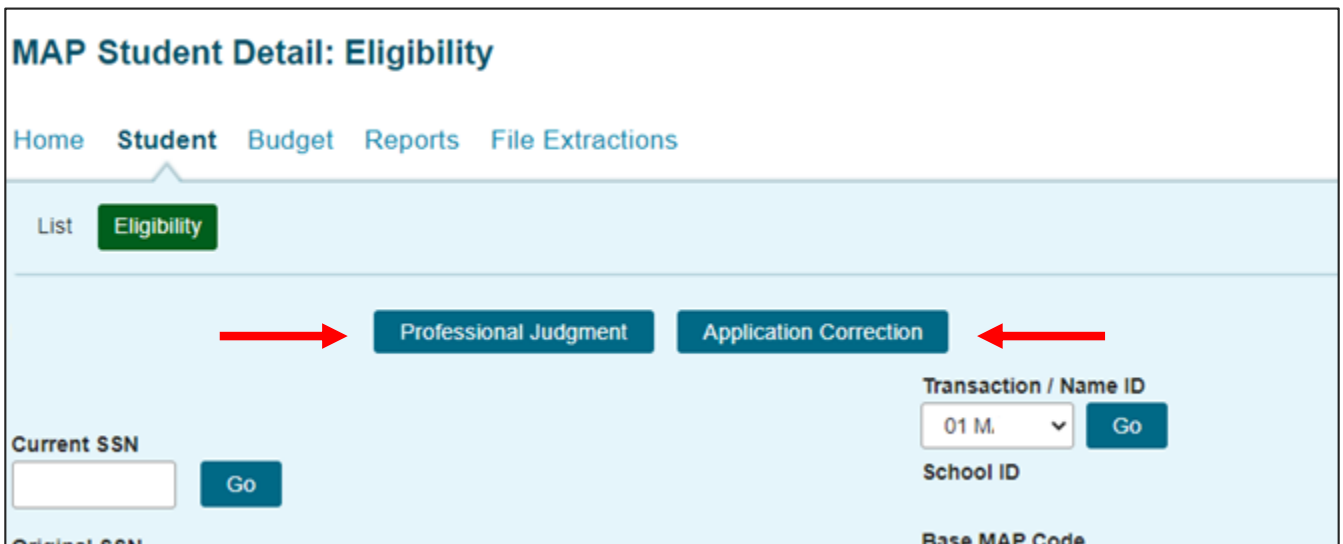
# Alternative Application Correction Process

On the Student Detail: Eligibility screen, identify the transaction to which corrections or updates will be made, then select either the "Professional Judgment" or "Application Correction" tab to begin the process of updating the application. Once the appropriate tab has been selected click on "Continue to Application."

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**Alternative Application for Illinois Financial Aid 2021-2022**

< Back To Detail

**Introduction**

Red messaging will indicate if information is missing from a required field, and you won't be able to proceed to the next page until information has been entered in the required field.

Please note that if you exit this application record before submitting your changes, all edits will be lost and you will need to re-enter all of your changes to complete the correction/update process.

**Continue To Application**

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Once in the application most of the information can be updated. Colleges cannot make updates to the following data elements:

- o  ISAC ID Number
- o  Student e-mail address
- o  Parent e-mail address
- o  School choices/codes

Review and click on the "Submit" button to have the updates submitted. Please note that if you exit the application record before submitting your changes, all edits will be lost, and you will need to re-enter all your changes to complete the correction/update process. The updates will process nightly and will be available on the following business day.

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**Alternative Application for Illinois Financial Aid 2021-2022**

< Back To Detail

| ✓ | ✓ | ✓ | ✓ | | ✓ | ✎ |
|---|---|---|---|---|---|---|
| Section 1 *Student* | Section 2 *Student* | Section 3 *Student* | Section 4 *Parent* | Section 5 *Student* | Section 6 *Student* | Section 7 *Review & Submit* |

Your ISAC ID Number  ⓘ

‣  **Section 1 - Student**
‣  **Section 2 - Student**
‣  **Section 3 - Student**
‣  **Section 4 - Parent**
‣  Section 5 - Student

**Submit**

# Alternative Application Correction Process

Once a correction or professional judgment has been submitted a message will display that the update was processed.



When making a Professional Judgment adjustment, the option to perform a dependency override is associated with Section 3 of the application, where you will have the option to provide/update parental data or continue with a dependency override.

# Alternative Application Correction Process

o Colleges should follow their usual policies and procedures for determining if a dependency override from dependent to independent status is appropriate for a student.

o Each time a correction or update is made to an Alternative Application record, a new transaction will be generated, and all colleges listed on the student's application will be able to view the new transaction.

o Schools are encouraged to review the new transaction on the next business day to ensure corrections/updates processed as expected.

o Once a Professional Judgment has processed the record will display a message on the Student Detail screen.