



**ISAC's
Post-Master of Social
Work School Social Work
Professional Educator
License (SWSP)
Scholarship Program**

User Guide



SWSP Administration Process

Certification

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible.

Once students have submitted their complete application/promissory note, schools will see a list of the students in the SWSP system for the current award year.

Colleges will certify a student in ISAC's Gift Assistance Programs (GAP) Access by certifying each student's eligibility/anticipated term(s)/eligible amount. Even if you anticipate the student will attend the summer term, certify and enter the eligible amount.

The only way an applicant can be considered for an award and/or receive an SWSP notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.

If a college certifies a student as ineligible for an award, a 'Notice of Ineligibility' is sent to the applicant. Copies of the ineligible student letters are not sent to the college.

As part of the payment request process, colleges are certifying that the student is enrolled and continues to meet all eligibility criteria of the program.

Each scholarship pays tuition and mandatory fee costs for an academic year (including summer) at Illinois public universities. A total of 250 scholarships may be awarded annually to qualified students, with priority given to minority applicants.

Schools can make updates to the certification data screen until the students get awarded.

Contact School Services for any questions by sending an e-mail to isac.schoolservices@illinois.gov.

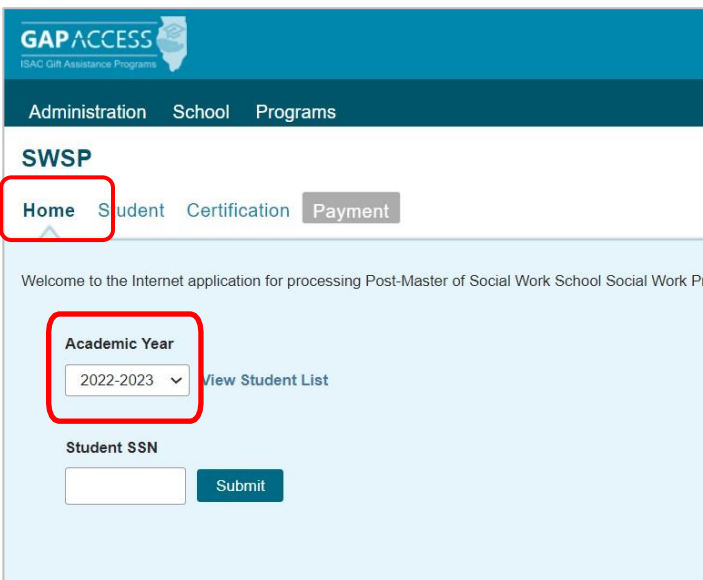
Access and Navigation

The system to administer the Post-Master of Social Work School Social Work Professional Educator License (SWSP) Scholarship Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>.

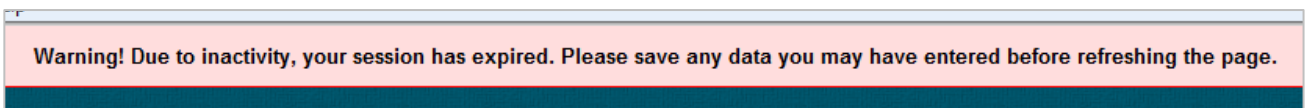
All users need a valid GAP Access ID and password, along with a 2-factor authentication one-time verification code to access the system.

ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each ISAC program.

Once a school user has successfully logged in to GAP Access, the SWSP information can be accessed by selecting the SWSP program near the top of the screen.




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





SWSP Student List Eligibility: View Screen

Once you have navigated to the SWSP Program in GAP Access, you can view the list of students who have submitted a SWSP application to ISAC and listed your school as the college the applicant plans to attend. The list will initially appear in alphabetical order; however, you may use the **Filter**, **Sort** and **Columns** functionality to customize your view as needed.

In addition to the applicant data, the **Student List Eligibility: View** screen includes the ethnicity of the applicant, whether the application is complete, timely, untimely, certified eligibility and date, along with icons to indicate eligibility issues.

Applicants with eligibility or conflict issues will be identified by icons in the **List** view, and more information can be obtained on the applicant's **Student Detail** screen by selecting the **magnifying icon**  in the first column of the student record.































A **yellow lightbulb**  is an indicator of student eligibility issues, and a **red triangle**  is an indicator of a conflict issue.

SWSP 2022-2023: Student List Eligibility: View

Home Student Certification Payment

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Ethnicity	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Forward Date
1	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New	Y	04/04/2023	
2	  	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New	N	04/04/2023	
3	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Untimely New	Y	04/04/2023	
4	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
5	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
6	 	<input type="checkbox"/>	xxx-xx-			Hispanic American		Y	Timely New			
7	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			
8	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			
9	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
10	  	<input type="checkbox"/>	xxx-xx-			Hispanic American		N	Ineligible			
11	 	<input type="checkbox"/>	xxx-xx-			Hispanic American		Y	Timely New			
12	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			
13	 	<input type="checkbox"/>	xxx-xx-			African American / Black		Y	Timely New			
14	 	<input type="checkbox"/>	xxx-xx-			Other		Y	Timely New			

Showing 1 to 14 of 14 entries

View Report Excel Report Save Selected

SWSP Student List Eligibility: View Screen

Certified applicants will continue to appear on the **Student List Eligibility: View** screen, and the **Certified Eligible** field will be populated with a 'Y' or 'N' depending on how the certification was completed, along with the **Certified Date** field, for when the student was certified. If **Certified Eligible & Date** fields are 'blank', this indicates the student has not yet been certified. The records that are 'blank' in the certified status are outstanding certifications.

SWSP 2022-2023: Student List Eligibility: View

Home Student Certification Payment

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Ethnicity	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Award Date
1		\$	<input type="checkbox"/>	xxx-xx-		Other		Y	Timely New	Y	04/04/2023	
2		\$		<input type="checkbox"/>	xxx-xx-	African American / Black		Y	Timely New	N	04/04/2023	
3		\$	<input type="checkbox"/>	xxx-xx-		African American / Black		Y	Untimely New	Y	04/04/2023	
4		\$	<input type="checkbox"/>	xxx-xx-		African American / Black		Y	Timely New			
5		\$	<input type="checkbox"/>	xxx-xx-		African American / Black		Y	Timely New			
6		\$	<input type="checkbox"/>	xxx-xx-		Hispanic American		Y	Timely New			
7		\$	<input type="checkbox"/>	xxx-xx-		Other		Y	Timely New			
8		\$	<input type="checkbox"/>	xxx-xx-		Other		Y	Timely New			
9		\$	<input type="checkbox"/>	xxx-xx-		African American / Black		Y	Timely New			
10		\$		<input type="checkbox"/>	xxx-xx-	Hispanic American		N	Ineligible			
11		\$	<input type="checkbox"/>	xxx-xx-		Hispanic American		Y	Timely New			
12		\$	<input type="checkbox"/>	xxx-xx-		Other		Y	Timely New			
13		\$	<input type="checkbox"/>	xxx-xx-		African American / Black		Y	Timely New			
14		\$	<input type="checkbox"/>	xxx-xx-		Other		Y	Timely New			

Showing 1 to 14 of 14 entries

Navigation: << 1 >>

Buttons: View Report Excel Report Save Selected

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student List Eligibility: View** screen.

Award Date	Award Amount	Units Used
		0.00
		0.00
		0.00
		0.00

Horizontal scroll bar

Navigation: << 1 >>

SWSP Student List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the **Filter** tab.

SWSP 2022-2023: Student Eligibility List: Filter

Home **Student** Certification Payment

List **Filter** Sort Columns

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Term
[Dropdown: - All -]

Application Receipt Date
Start [Date Picker] End [Date Picker]

Ethnicity
[Dropdown: - Select -]
African American / Black
Asian American
Hispanic American
Native American
Other

Selected
 Eligible
 Awarded
 Eligible Unawarded
 Application Withdrawn
 Incomplete

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

Ineligible Reasons
 Does not have a Valid Social Work License
 Selected school Not Listed
 Certified Ineligible

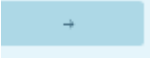
List **Reset**

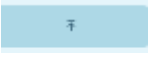
Once you have selected your criteria from the drop down menus and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

A **Reset** tab is also available to clear multiple selections with one click.

SWSP Student List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the **Add** arrow to add them to the **Selected** list. 

Use the **Move Up** arrow  to put the data elements in the order in which to sort.

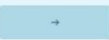
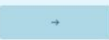
You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



SWSP 2022-2023: Student Eligibility List: Sort

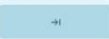
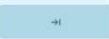
Home Student Certification Payment

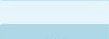
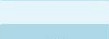
List Filter Sort Columns



Unselected Selected

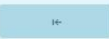
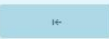
Applicant Category  Last Name 



Application Complete  First Name 



Award Amount  

Award Date  

Certified Date  

DOB  

Ethnicity  

School Code  

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

List Reset

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


Once you've made all of sorting selections, click on the **List** tab to generate your customized list.



A **Reset** tab is available to clear multiple selections with one click.

SWSP Student List: Columns Screen


The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list. 

Similarly, to remove a column from the list view, select the column heading in the **Selected** list and then click on the **Remove** arrow to add it to the **Unselected** list. 

Use the **Move Up** and **Move Down** arrows to put the columns in the order in which would like them to appear on the List screen.  

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



SWSP 2022-2023: Student Eligibility List: Columns

Home Student Certification Payment

List Filter Sort Columns

Unselected	Selected
Citizenship	Current SSN
Term	Last Name
Application Withdrawn Date →	First Name ↑
Application Submitted Date →	DOB ⇅
	Ethnicity ⇅
	School Code ⇅
	Application Complete ↓
	Applicant Category
	Certified Eligible ⇅
	Certified Date
	Award Date
	Award Amount

List Reset

Once you've made all of selections, click on the **List** tab to generate your customized list.

A **Reset** tab is also available to clear multiple selections with one click.

SWSP Certification List: View Screen

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete SWSP application with your college listed on the application. The certification list is defaulted to show the outstanding students that need certified.

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive an SWSP notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name or SSN to open up a **Certification Data** screen for the student. Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields. Or, to exit without saving and submitting, click on the **Close** button.

The screenshot shows the 'SWSP 2022-2023: Certification List: View' interface. At the top, there are navigation tabs: Home, Student, Certification (highlighted with a red box), and Payment. Below the tabs are 'List' and 'Filter' buttons (both highlighted with red boxes). A dropdown menu shows 'Entries displayed' set to 20. A table with 4 columns is visible: '#', 'Current SSN', 'Last Name', 'First Name', and 'Date of Birth'. The table contains 4 rows of data, with the first row highlighted in green. Below the table, it says 'Showing 1 to 4 of 4 entries'. At the bottom right of the main screen is a 'View Report' button. A modal window titled 'Certification Data' is open on the right. It contains the following fields: 'Student Name', a paragraph of instructions, 'Eligible:' with a dropdown menu, 'Anticipated Term(s):' with a dropdown menu, 'Term 1 Eligible Amount:', 'Term 2 Eligible Amount:', 'Term 3 Eligible Amount:', and 'Ineligible Reason:' with a dropdown menu. At the bottom of the modal are 'Save/Submit' and 'Close' buttons (both highlighted with red boxes).

Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen. But, you can always view the students by using the **Filter** functionality at the **Certification List: View** section that will allow you to select 'All' records, no matter if student was eligible or ineligible.

Certified applicants will continue to appear on the **Student List Eligibility: View**, and the **Certified Eligible** field will be populated with a 'Y' or 'N' depending on how the certification was completed, along with the **Certified Date**.

If something changes with a student's eligibility prior to the awarding process, schools can make updates to the certification data screen until the students get awarded.

Contact School Services with any questions by sending an e-mail to isac.schoolservices@illinois.gov

SWSP Student Certification Data Screen

Once the **Certification Data** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

In the first data field, you must indicate if the student is eligible by selecting 'Yes' or 'No'.

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is 'No', the required field you must complete is the **Ineligible Reason** by selecting the most appropriate answer from the drop-down menu.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen. But, you can always view the students by using the **Filter** functionality at the **Certification List: View** section that will allow you to select 'All' records, no matter if student was eligible or ineligible.

The screenshot shows the 'Certification Data' form. The 'Eligible:' field is set to 'No'. The 'Anticipated Term(s):' field is a dropdown menu. The 'Term 1 Eligible Amount:', 'Term 2 Eligible Amount:', and 'Term 3 Eligible Amount:' fields are text input boxes. The 'Ineligible Reason:' field is a dropdown menu with a list of reasons open. The 'Save/Submit' and 'Close' buttons are at the bottom. A red arrow points from the 'Ineligible Reason' dropdown to the list of reasons.

Certification Data

Student Name

A valid Illinois Social Work License or Clinical Social Work License is required for certification. If the applicant does not hold one of the required licenses, select the applicable Ineligible Reason.

The scholarship is applicable only toward tuition and mandatory fees.

Eligible: No

Anticipated Term(s):

Term 1 Eligible Amount:

Term 2 Eligible Amount:

Term 3 Eligible Amount:

Ineligible Reason:

- Enrolled less than 3 credit hours
- Not enrolled in required Social Work courses
- Reached max number of terms allowed
- Student declined award
- No remaining unmet cost
- No Valid IL Social Work License
- Has not been continuously enrolled
- Not a U.S. citizen/eligible noncitizen
- Defaulted student loan
- Not making satisfactory academic progress

Save/Submit Close

SWSP Student Certification Data Screen

If 'Yes' is selected for the **Eligible** field, you must provide the following for the academic year:

- **Anticipated Term(s)** - Provide the student's anticipated term(s) of enrollment
 - 1 = Fall term;
 - 2 = Spring term;
 - 3 = Summer term;
 - 1 & 2 & 3 = All 3 terms;
 - 2 & 3 = Spring & Summer terms;
 - 1 & 2 = Fall & Spring terms;
 - 1 & 3 = Fall & Summer terms.
- **Term 1 Eligible Amount** = Enter the student's eligible amount for the Fall term
- **Term 2 Eligible Amount** = Enter the student's eligible amount for the Spring term
- **Term 3 Eligible Amount** = Enter the student's eligible amount for the Summer term
 - Eligible Amount = Tuition & Mandatory Fee amount the student is eligible for that term
 - Each term may not have the same amount; depends on students Tuition & Fee for each term

The screenshot shows the 'Certification Data' form. The 'Eligible' dropdown is set to 'Yes'. The 'Anticipated Term(s)' dropdown is open, showing options: 1, 2, 3, 1 & 2 & 3, 2 & 3, 1 & 2, and 1 & 3. A red arrow points from the '1 & 2 & 3' option to the 'Anticipated Term(s)' dropdown. Another red arrow points from the '1 & 2 & 3' option to the 'Term 1 Eligible Amount' input box. A third red arrow points from the '1 & 2 & 3' option to the 'Term 2 Eligible Amount' input box. A fourth red arrow points from the '1 & 2 & 3' option to the 'Term 3 Eligible Amount' input box. The 'Save/Submit' button is highlighted with a red box. A text box on the right explains that the selected term(s) determine which eligible amount boxes are available for entry.

Depending on which **Anticipated Term(s)** is selected will determine which **Term Eligible Amount(s)** will be available for you to enter the student's eligible amount for that term(s).

Examples:
If you choose '1 & 2 & 3' for the **Anticipated Terms**, then ALL 3 Term Eligible Amount boxes will open up for you to enter an amount.

If you choose '2' for the **Anticipated Term**, then the **Term 2 Eligible Amount** box is the ONLY box that will open up for you to enter an amount. All other terms will stay 'grayed out', unavailable for you to enter an amount.

After you've made your entry selections, click on the **Save/Submit** button at the bottom of the page.

Once you have saved your entries, they are considered submitted and certification is complete.

SWSP Certification List: Filter Screen

A **Filter** functionality is available in the **Certification List** section that will allow you to select certain records for certification.

If you would like to see a different group of students, you can select a different certify status to get the record(s) to display.

For example, if you prefer to focus on all **Eligible** and/or **Timely** renewals first, you may select those options on the **Certification List: Filter** screen, and then select **List** to generate a filtered list.

Administration School Programs

SWSP 2022-2023: Certification List: Filter

Home Student Certification Payment

List Filter

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Certified Status
[Dropdown] [Dropdown Menu: - All -, Eligible, Not Eligible]

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

List Reset

Certified Status will allow you to filter the students you want to view.

Select:

All – to view all students regardless of their certification status, not only ‘certified’ students,
Eligible – to view only eligible certified students, or
Not Eligible – to view only ineligible certified students.

SWSP Student List Eligibility: View Screen

The **Student List Eligibility: View** screen lists all students who have and have not been certified.

The certified status will show as 'blank' if not yet certified.

The records that are 'blank' in the certified status are outstanding certifications.

SWSP 2022-2023: Student List Eligibility: View

Home **Student** Certification Payment

List Filter Sort Columns

Entries displayed 20

#	Sel	Current SSN	Last Name	First Name	DOB	Ethnicity	School Code	Application Complete	Applicant Category	Certified Eligible	Certified Date	Award Date
1	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New	Y	04/04/2023	
2	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New	N	04/04/2023	
3	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Untimely New	Y	04/04/2023	
4	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
5	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
6	<input type="checkbox"/>	xxx-xx-				Hispanic American		Y	Timely New			
7	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			
8	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			
9	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
10	<input type="checkbox"/>	xxx-xx-				Hispanic American		N	Ineligible			
11	<input type="checkbox"/>	xxx-xx-				Hispanic American		Y	Timely New			
12	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			
13	<input type="checkbox"/>	xxx-xx-				African American / Black		Y	Timely New			
14	<input type="checkbox"/>	xxx-xx-				Other		Y	Timely New			

Showing 1 to 14 of 14 entries

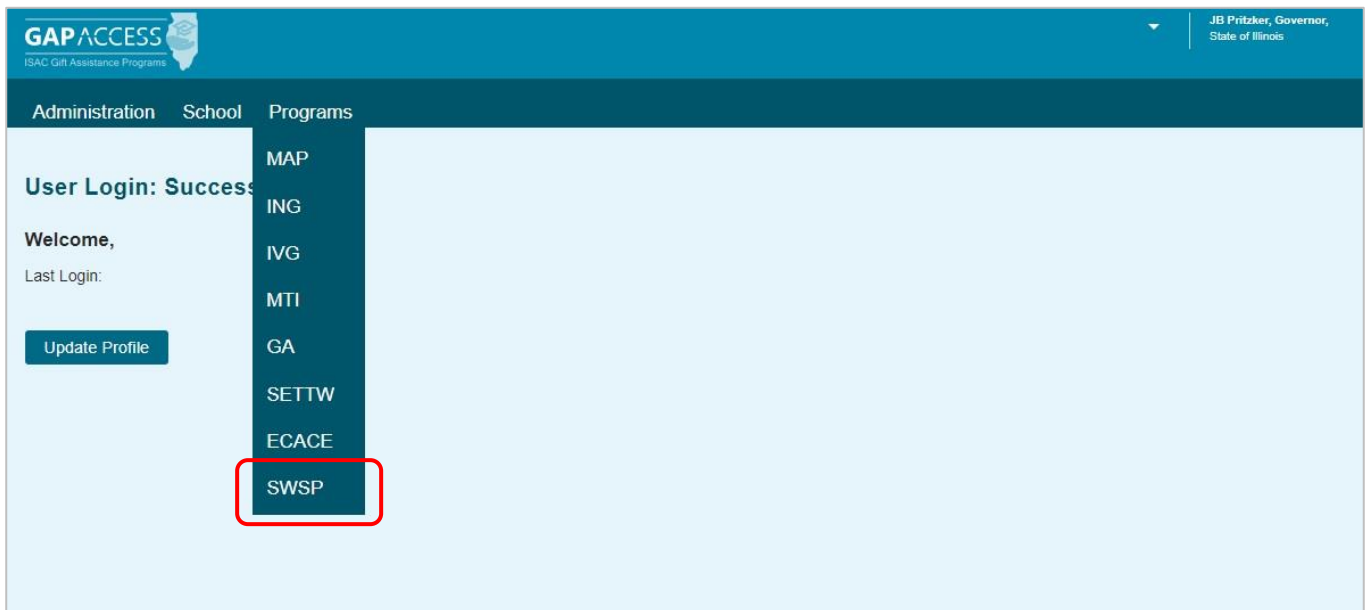
View Report Excel Report Save Selected

Overview of the SWSP Payment Process

SWSP payment processing is done using the SWSP system available through ISAC's Gift Assistance Programs (GAP) Access portal.

SWSP eligibility and payment processing can be accessed by selecting **SWSP** under the **Programs** tab near the top of the screen once the school user has successfully logged into GAP Access. Program functions are contingent upon each user program privileges. The administrator must access the **User Maintenance** area and update the program access and level for each user.

- 'None' will grant you zero access to SWSP data.
- 'Update' will grant you the ability to both edit and view SWSP data.
- 'View' will grant you the ability to only view SWSP data (i.e., no editing ability).



After completing the payment request process in GAP Access, payment is made to colleges through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC, and payment is made accordingly. This system was developed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, 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 returned.

Information about the payment offset process and reconciliation is located on the **Refunds and Unpaid Claims** page in the **Processes** area of the **FAA** section at [isac.org](https://www.isac.org).

Overview of the SWSP Payment Process

The screenshot shows the SWSP system interface. At the top, there is a dark blue navigation bar with the text "Administration School Programs". Below this is a white header area with "SWSP" in bold. Underneath, there is a secondary navigation bar with tabs: "Home", "Student", "Certification", "Payment", and "Reports". The main content area has a light blue background and a welcome message: "Welcome to the Internet application for processing Post-Master of Social Work School Social Work Professional Educator License Scholarship Program." Below the welcome message, there is a form with two sections. The first section is labeled "Academic Year" and contains a dropdown menu with "2022-2023" selected and a "View Student List" link. The second section is labeled "Student SSN" and contains a text input field and a "Submit" button. Two red arrows point from an orange callout box to the "View Student List" link and the "Submit" button. The callout box contains the text: "Select Academic Year to View Student List or Enter Student SSN to view one student".

Processing via the SWSP system has the same look and feel and functionality as the other Gift Assistance Programs administered through GAP Access.

Colleges will be notified each academic year when the system for this program is available.

When an applicant submits a SWSP application to ISAC, a record is added to the college's database in the program's system that can be viewed by selecting the **Student** tab to display the **Student List Eligibility: View** screen.

The **Student List Eligibility: View** screen displays in a format similar to other programs that are processed via the GAP Access portal.

A Certification record is created in the system when a SWSP application is complete.

Students with complete applications will display on the **Certification List: View** screen.

Only records that need to be certified display on the **Certification List: View** screen.

Once certified, the applicant status information will be updated on the **Student List Eligibility: View** screen.

A complete application and a complete and eligible certification record are required for consideration for an award.

SWSP Student Payment List: View Screen

The **Student Payment List: View** screen gives the user the ability to easily select students 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 initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Req Sel (Req Select)
- Term Number
- SSN
- Last Name
- First Name
- Annual Award Amount
- Term Award Amount
- School Code
- Request Code *
- Enrollment Status *
- Ineligible Reason *
- Requested Amount
- Amount Paid
- Adjusted Amount
- Result Code*
- Expanded Result
- Result Date
- Status Code *
- Invoice Number

* All codes can be found at the end of the user guide.

Schools can create a customized **Student Payment List: View** screen by selecting specific columns to be viewed, as well as use data sorting and filtering.

The **Student Payment List: View** is accessed by selecting the **Payment** tab. The following functions are available on the **Student Payment List: View** screen: **List**, **Filter**, **Sort**, **Columns**, **Payment Request Entry**, and **Submit Payment Requests**.

The screenshot displays the 'SWSP 2022-2023: Student Payment List: View' screen. At the top, there are navigation tabs: Administration, School, Programs, and a sub-menu with Home, Student, Certification, **Payment**, and Reports. Below this is a toolbar with buttons for List, Filter, Sort, Columns, Payment Request Entry, and Submit Payment Requests. A dropdown menu shows 'Entries displayed' set to 20. The main area contains a table with the following columns: #, Sel, Req Sel, Term Number, SSN, Last Name, First Name, Annual Award Amount, Term Award Amount, School Code, Request Code, Enrollment Status, Ineligible Reason, Requested Amount, Amount Paid, Adjusted Amount, and Result Code. The table lists 10 entries, with the first entry having an Annual Award Amount of 12936.00 and the others ranging from 4500.00 to 8500.00. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 10 entries' and a page number '1'. The footer includes the date 'September 2023' and several action buttons: Save Selected, Req Select All, Req Unselect All, View Report, and Excel Report.

#	Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjusted Amount	Result Code
1	<input type="checkbox"/>	<input type="checkbox"/>		xxx-xx-			12936.00									
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	xxx-xx-			4500.00									
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	xxx-xx-			4500.00									
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	xxx-xx-			4500.00									
5	<input type="checkbox"/>	<input type="checkbox"/>	1	xxx-xx-			6333.00	2935.00								
6	<input type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			6333.00	2935.00								
7	<input type="checkbox"/>	<input type="checkbox"/>	3	xxx-xx-			6333.00									
8	<input type="checkbox"/>	<input type="checkbox"/>	1	xxx-xx-			8500.00	2935.00								
9	<input type="checkbox"/>	<input type="checkbox"/>	2	xxx-xx-			8500.00	2935.00								
10	<input type="checkbox"/>	<input type="checkbox"/>	3	xxx-xx-			8500.00									

Student Payment List: View Screen

Administration School Programs

SWSP 2022-2023: Student Payment List: View

Home Student Certification **Payment** Reports

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed 20

#	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjusted Amount	Result Code
1	<input type="checkbox"/>					12936.00									
2	<input checked="" type="checkbox"/>	1	XXX-XX-			4500.00									
3	<input checked="" type="checkbox"/>	2	XXX-XX-			4500.00									
4	<input checked="" type="checkbox"/>	3	XXX-XX-			4500.00									
5	<input type="checkbox"/>	1	XXX-XX-			6333.00	2935.00								
6	<input type="checkbox"/>	2	XXX-XX-			6333.00	2935.00								
7	<input type="checkbox"/>	3	XXX-XX-			6333.00									
8	<input type="checkbox"/>	1	XXX-XX-			8500.00	2935.00								
9	<input type="checkbox"/>	2	XXX-XX-			8500.00	2935.00								
10	<input type="checkbox"/>	3	XXX-XX-			8500.00									

Showing 1 to 10 of 10 entries

Save Selected Req Select All Req Unselect All View Report Excel Report

Check the boxes in the **Req Sel** column to select students for payment.
Save your selections by clicking on the **Save Selected** button at the bottom of the page.

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scrollbar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student Payment List: View** screen.

Award Date	Award Amount	Units Used
		0.00
		0.00
		0.00
		0.00

Horizontal scrollbar

Navigation buttons: |<< 1 >>|

Student Payment Eligibility 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: View** screen by setting specific criteria for one or more of the options on the **Filter** screen.

Administration School Programs

SWSP 2022-2023: Payment Eligibility List: Filter

Home Student Certification **Payment** Reports

List **Filter** Sort Columns Payment Request Entry Submit Payment Requests

SSN

Last Name
=

First Name
=

Term
- All -

Enrollment Status
- All -

Status Code
- All -

Request Type
- All -

Selected
 Eligible

List **Reset**

Click on the **Reset** button to reset the data to the default values.



Student Payment Eligibility 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 Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing to the right.

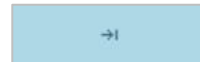


This will add it to the **Selected** columns. Then, use the up arrow to move *Enrollment Status* to the top of the **Selected** columns. Click on the **List** tab and you will see a list sorted by *Enrollment Status*. If the checkboxes next to the Selected columns are checked, the list will be sorted in descending order. If the boxes are left unchecked, the list will sort in ascending order.

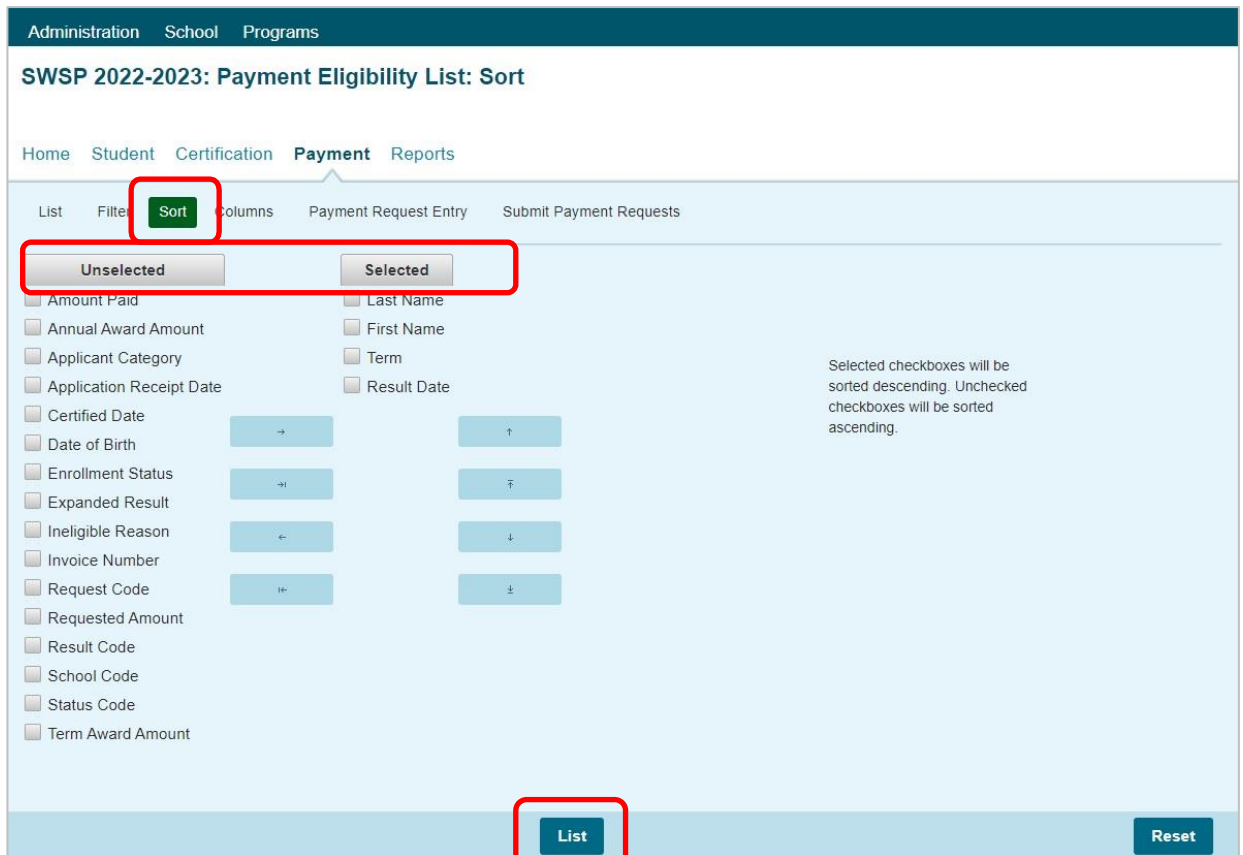
To remove a column from the **Selected** sort list, highlight the column title and then click on the arrow pointing to the left to move it to the **Unselected** list.



To move all **Unselected** columns to the Selected list, click on



To clear the entire **Selected** list, click on



The screenshot shows the 'SWSP 2022-2023: Payment Eligibility List: Sort' interface. At the top, there are navigation tabs: Administration, School, and Programs. Below that is the title 'SWSP 2022-2023: Payment Eligibility List: Sort'. A secondary navigation bar includes Home, Student, Certification, Payment (highlighted), and Reports. Underneath, there are buttons for List, Filter, Sort (highlighted with a red box), Columns, Payment Request Entry, and Submit Payment Requests. The main area is divided into two columns: 'Unselected' and 'Selected', both highlighted with red boxes. The 'Unselected' column contains a list of fields with checkboxes: Amount Paid, Annual Award Amount, Applicant Category, Application Receipt Date, Certified Date, Date of Birth, Enrollment Status, Expanded Result, Ineligible Reason, Invoice Number, Request Code, Requested Amount, Result Code, School Code, Status Code, and Term Award Amount. The 'Selected' column contains: Last Name, First Name, Term, and Result Date. Between the columns are various arrow buttons for moving items. A text box on the right states: 'Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.' At the bottom, there is a 'List' button (highlighted with a red box) and a 'Reset' button.

Student Payment Eligibility 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.

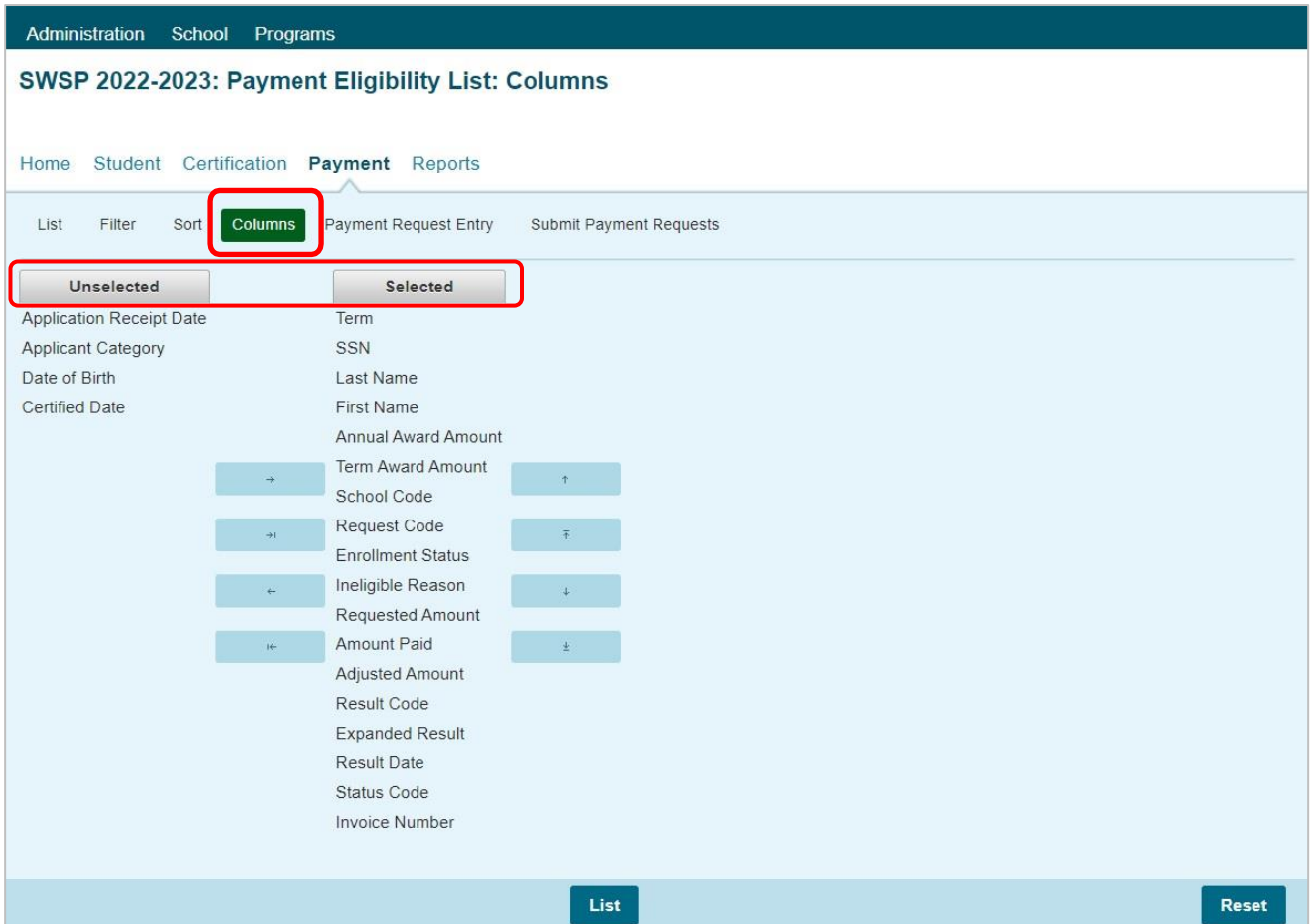
If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

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



The screenshot shows the 'SWSP 2022-2023: Payment Eligibility List: Columns' interface. At the top, there are navigation tabs: Administration, School, and Programs. Below that, a breadcrumb trail shows Home, Student, Certification, Payment (highlighted), and Reports. A secondary navigation bar includes List, Filter, Sort, Columns (highlighted with a red box), Payment Request Entry, and Submit Payment Requests. The main area is divided into two columns: 'Unselected' and 'Selected', both highlighted with a red box. The 'Unselected' column lists various fields like Application Receipt Date, Applicant Category, Date of Birth, and Certified Date. The 'Selected' column lists fields like Term, SSN, Last Name, First Name, and Annual Award Amount. Between the columns are several light blue buttons with arrows: a right arrow (→) for moving items from Unselected to Selected, a right arrow with a plus sign (→+) for moving all Unselected items to Selected, a left arrow with a minus sign (←-) for moving all Selected items to Unselected, and up/down arrows for reordering items in the Selected list. At the bottom, there are 'List' and 'Reset' buttons.

Student Detail: Payments Screen

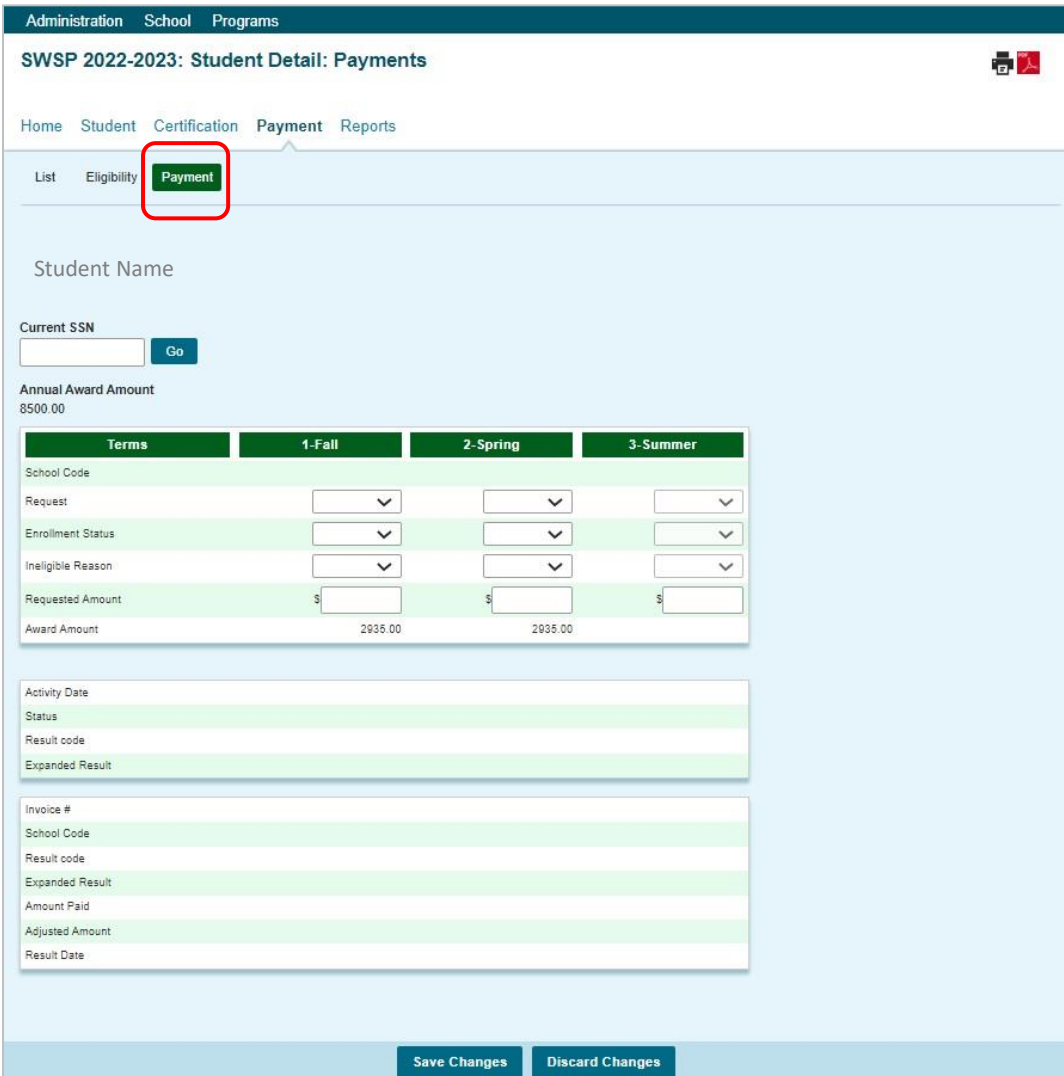
Individual Payment Requests

The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to 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 and by selecting the **Payment** tab from the **Student List Eligibility: View** screen.

In addition to the **Payment** tab, the **Student Detail: Payments** 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

To navigate to another student, enter the student's SSN in the **Current SSN** field and click on the **Go** button.



Administration School Programs

SWSP 2022-2023: Student Detail: Payments

Home Student Certification **Payment** Reports

List Eligibility **Payment**

Student Name

Current SSN **Go**

Annual Award Amount
8500.00

Terms	1-Fall	2-Spring	3-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount	2935.00	2935.00	

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

Save Changes **Discard Changes**

Student Detail: Payments Screen

When requesting payment from the **Student Detail: Payments** screen, there are three required fields:

- **Request**
- **Enrollment Status**
- **Requested Amount** (To adjust the system-calculated annual award amount if necessary)
 - The current award amount.
 - It is subject to appropriation.
 - If appropriation increases, annual award amount may also increase.

Each of these fields must be completed with the appropriate information for payment requests to be processed properly. If the student is ineligible an **Ineligible Reason** must be selected and a zero (\$0) should be entered in the **Requested Amount** field. Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

Note: 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.

Administration School Programs

SWSP 2022-2023: Student Detail: Payments

Home Student Certification Payment Reports

List Eligibility **Payment**

Student Name

Current SSN **Go**

Annual Award Amount
8500.00

Terms	1-Fall	2-Spring	3-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount	2935.00	2935.00	

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

September 2023

Save Changes **Discard Changes**

Select:

Payment-to request a payment

Cancel-to cancel a previously requested award

Ineligible-to be completed for students who are ineligible

Delete-to remove the payment request before submitting

Student Detail: Payments Screen

If an **Ineligible** request is submitted, all payment for the term will be canceled, unless it is for the reason 'Not enrolled in required Social Work courses' or 'Enrolled less than 3 credit hours' in Semester 1 or Quarter 1 or 2.

Administration School Programs

SWSP 2022-2023: Student Detail: Payments

Home Student Certification **Payment** Reports

List Eligibility **Payment**

Student Name

Current SSN **Go**

Annual Award Amount
8500.00

Terms	1-Fall	2-Spring	3-Summer
School Code			
Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount	2935.00	2935.00	

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

Save Changes **Discard Changes**

Enrolled less than 3 credit hours
Not enrolled in required Social Work courses
Reached max number of terms allowed
Student declined award
No remaining unmet cost
No Valid IL Social Work License
Has not been continuously enrolled
Not a U.S. citizen/eligible noncitizen
Defaulted student loan
Not making satisfactory academic progress

Payment Request Entry

Batch Payment Request

When creating benefit requests for a large number of students, the best option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen and then click **Save Selected**.

The screenshot shows the 'SWSP 2022-2023: Student Payment List: View' interface. The 'Req Sel' column is highlighted with a red box, and the 'Save Selected' button is also highlighted with a red box. The table below shows the data for the selected records.

#	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason	Requested Amount	Amount Paid	Adjusted Amount	Result Code
1	<input type="checkbox"/>		xxx-xx-			12936.00									
2	<input checked="" type="checkbox"/>	1	xxx-xx-			4500.00									
3	<input checked="" type="checkbox"/>	2	xxx-xx-			4500.00									
4	<input checked="" type="checkbox"/>	3	xxx-xx-			4500.00									
5	<input type="checkbox"/>	1	xxx-xx-			6333.00	2935.00								
6	<input type="checkbox"/>	2	xxx-xx-			6333.00	2935.00								
7	<input type="checkbox"/>	3	xxx-xx-			6333.00									

The first step on the **Payment Request Entry** screen is to select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

A list of your selected records will not display until you have selected a term.

Once a term has been selected, the list of students you selected on the **Student Payment List: View** for that term will be provided, and you can then begin to enter payment information.

The screenshot shows the 'SWSP 2022-2023: Payment Request Entry' interface. The 'Payment Request Entry' button and the 'Term' dropdown menu are highlighted with red boxes. The 'Term' dropdown menu is open, showing '1-Fall' and '2-Spring' options.

#	Current SSN	Last Name	First Name	Request Type	Enrollment Status	Ineligible Reason	Requested Amount	Term Award Amount	Annual Award Amount
No Records Found!									

Payment Request Entry

Administration School Programs

SWSP 2022-2023: Payment Request Entry

Home Student Certification **Payment** Reports

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Term
1-Fall

Entries displayed 20

#	Current SSN	Last Name	First Name	Request Type	Enrollment Status	Ineligible Reason	Requested Amount	Term Award Amount	Annual Award Amount
1	xxx-xx-								4500.00

Showing 1 to 1 of 1 entries

Discard Save

To complete the payment request for each student, enter the required data into the appropriate fields:

- **Request Type** – Select the appropriate item from the drop-down menu options:
 - 'Payment' to create a payment request
 - 'Delete' to delete a request that has been created but not yet submitted
 - 'Ineligible' to make a student ineligible
 - 'Cancel' to cancel a previously requested award
- **Enrollment Status** – Choose 'Full time,' 'Half time' status or 'At least 3 credit hrs'
- **Ineligible Reason** - If the student is ineligible an **Ineligible Reason** must be selected and a zero (\$0) should be entered in the **Requested Amount** field.
 - Note: If an **Ineligible** request is submitted, all payment for the term will be canceled, unless it is for the reason 'Not enrolled in required Social Work courses' or 'Enrolled less than 3 credit hours' in Semester 1 or Quarter 1 or 2.
- **Requested Amount**
- Click the **Save** button to save your data before navigating to a new page.
- As a reminder, 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.

Submit Payment Requests Process

The **Submit Payment Requests** screen allows the user to submit payment requests to ISAC for processing. The user can specify which payment request records will be submitted based on **Term** 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 submit payment requests to ISAC for SWSP 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.

Administration School Programs

SWSP 2022-2023: Submit Payment Requests

Home Student Certification **Payment** Reports

List Filter Sort Columns Payment Request Entry **Submit Payment Requests**

Payment Submitted for 17 records

Term 1-Fall

Submit Reset

Payment Reports

All payment results can be obtained at various stages in the payment request process through system-generated reports. To create a report, navigate to the **Reports** tab, and then click on the **Create New Report**

Administration School Programs

SWSP 2022-2023: Reports: Eligibility Reports

Home Student Certification Payment **Reports**

Refresh Create New Report

Entries displayed 10 Filter

Status	Report Type	Date	File Size(kb)	User Name
In Queue	SWSP Payment Requests Not Submitted	05/17/2023		
Completed	Payment Results/Exceptions	05/16/2023	8.813	SWSPInvoic
Completed	Payment Results/Exceptions	05/15/2023	4.467	SWSPInvoic

Showing 1-3 of 3 entries

The **Select Report** drop down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. **Payment Date Range** fields are 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.

Administration School Programs

SWSP 2022-2023: Reports: Eligibility Reports: Create New Report

Home Student Certification Payment **Reports**

Select Report
SWSP Payment Requests Not Submitted

Payment Start Date Range
Payment End Date Range


Request Report

- SWSP Payment Requests Not Submitted
- SWSP Payment Requests Submitted Without Results
- SWSP Payment Results
- SWSP Payment Exceptions
- SWSP Cumulative Payment Results
- SWSP Outstanding Payment Requests

Payment Reports

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

While the report is processing, the status will indicate *In Queue*. The **Refresh** button completes the report. 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 User Name** of the person who requested the report will also be listed.


Reports displaying the **pdf icon**  are ISAC-generated reports and identifiable by the **User Name** *SWSPInvoic* 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.




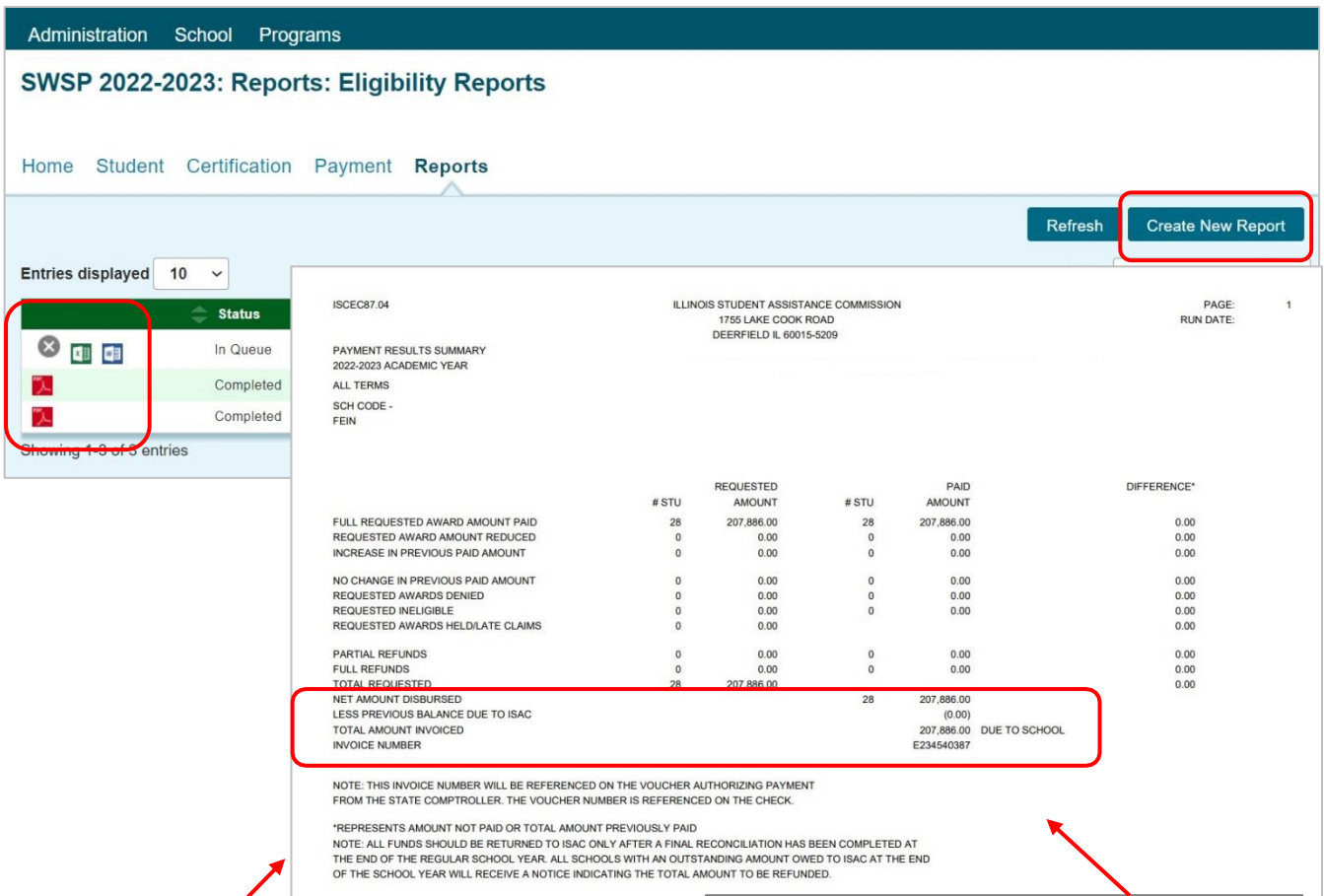
Status	Report Type	Date	File Size(kb)	User Name
In Queue	SWSP Payment Requests Not Submitted	05/17/2023		
Completed	Payment Results/Exceptions	05/16/2023	8.813	SWSPInvoic
Completed	Payment Results/Exceptions	05/15/2023	4.467	SWSPInvoic

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 **Reports Section** on the next business day after the request has been processed by ISAC. This report is needed to match the voucher/invoice number and payment.

The **Payment Results Summary and Invoice Detail** will appear on the report list and can be identified by the **pdf icon**  in the first column and the User Name of *SWSPInvoic* in the last column.

Also available is an **Invoice Voucher** in which payment and warrant # information are identified by the **pdf icon**  in the first column and the User Name of *ERPinsert* in the last column.



Administration School Programs

SWSP 2022-2023: Reports: Eligibility Reports

Home Student Certification Payment Reports

Refresh Create New Report

Entries displayed 10

Status	
In Queue	
Completed	
Completed	

Showing 1-3 of 3 entries

ISCEC87.04 ILLINOIS STUDENT ASSISTANCE COMMISSION PAGE: 1
1755 LAKE COOK ROAD RUN DATE:
DEERFIELD IL 60015-5209

PAYMENT RESULTS SUMMARY
2022-2023 ACADEMIC YEAR
ALL TERMS
SCH CODE -
FEIN

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT	DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	28	207,886.00	28	207,886.00	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 INELIGIBLE	0	0.00	0	0.00	0.00
REQUESTED AWARDS HELD/LATE CLAIMS	0	0.00	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	28	207,886.00			0.00
NET AMOUNT DISBURSED			28	207,886.00	
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)	
TOTAL AMOUNT INVOICED				207,886.00	DUE TO SCHOOL
INVOICE NUMBER				E234540387	

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.

Invoice # E234540387
Amount Due to School \$207,886.00

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

Sample Reports

ISAC authorizes an **Invoice Voucher** in the amount of the payment claim and funds are issued from the State Comptroller's Office to the institution. ISAC provides an **Invoice Voucher Number** to the college which can be matched with the **Warrant Number** and funds received from the Comptroller. Schools can use the State Comptroller's website to track the processing of payments for the ISAC programs. The "Vendor Payments" screen provides a link to the payment processing status and has an online instruction guide. Colleges can match the **Invoice Number** on the Payment Results/Exceptions report with the **Invoice Voucher**.



FY2023

PROGRAM INVOICE - VOUCHER
 Illinois Student Assistance Commission
 1755 Lake Cook Road Deerfield, IL 60015-5209
 800.899.ISAC (4722)
 Website: www.isac.org

VENDOR DETAILS

<u>Vendor or Payee</u>	<u>Voucher Information</u>	
	VOUCHER NO.	24764456
	VOUCHER DATE	03-30-2023
	INVOICE NO.	E234540387
	INVOICE DATE	02-23-2023
	WARRANT NO.	
	WARRANT DATE	

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.


Invoice #
E234540387
Amount Due to
School \$207,886.00

VOUCHER DETAILS

TOTAL AMOUNT

\$207,886.00

2022-2023 ACADEMIC YEAR



Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

PROGRAM INVOICE - VOUCHER
 Illinois Student Assistance Commission
 1755 Lake Cook Road Deerfield, IL 60015-5209
 800.899.ISAC (4722)
 Website: www.isac.org

VENDOR DETAILS

<u>Vendor or Payee</u>	<u>Voucher Information</u>	
	VOUCHER NO.	24764456
	VOUCHER DATE	03-30-2023
	INVOICE NO.	E234540387
	INVOICE DATE	02-23-2023
	WARRANT NO.	000000006340
	WARRANT DATE	04-03-2023

Warrant number is populated when the Illinois Office of Comptroller authorizes payment for this voucher. The status of payment requests can be monitored on the Comptroller's website.

VOUCHER DETAILS

TOTAL AMOUNT

\$207,886.00

2022-2023 ACADEMIC YEAR

SWSP Codes

Result Code	Pre Edit	Expanded Result Code	Reason
F			Full SWSP terms already used
4	x		Request superceded by another request
J			Ineligible for payment due to calculated award amount of zero
H			Previously paid to your school for requested term
U			Cancel requested; no prior payment has been made for this term
Q		Y	Ineligible reason processed - not eligible for this academic year
Q		T	Ineligible reason processed - not eligible for this term
R		T	Payment reduced to maintain SWSP term award amount limit
T			With this payment student attains the maximum number of terms. Student will no longer be eligible for SWSP payment
B			Payment increased
C			Payment decreased
*			Payment processed - no reported exception
			Y= Annual maximum
			T = Term maximum