



ISAC's Monetary Award Program (MAP)

Payment User Guide



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2022-23 MAP Payment Processing

2022-23 MAP Recompute

- The [recompute formula](#), which was approved and implemented in June 2022:
 - increased the maximum 2022-23 MAP award to \$7,200 (from \$5,496);
 - uses 2021-22 reported tuition and mandatory fees; and
 - uses the 2021-22 Pell Grant payment schedule in the calculation to determine available student resources.
- With implementation of the 2022-23 MAP recompute formula, ISAC transitioned to using main tuition and fee rates in the formula to calculate eligible award amounts for all students, instead of the highest tuition and fee rate, which had been used in prior years.
- The main rate is defined as a college’s in-state or in-district tuition and mandatory fees for full-time freshmen undergraduate students for the regular school year, which is the rate typically faced by the majority of students.
- Following recompute, colleges were provided with an option to provide differential rate data in GAP Access for higher cost programs that students may be enrolled in and on which MAP awards could be calculated for students in those programs.
- For purposes of calculating 22-23 MAP awards, a differential rate is defined as the Fiscal Year (FY) 2022 freshmen highest differential rate assessed to students.
 - In order to be used for 22-23 MAP payment, it must have been reported in the college’s FY22 MAP budget data following recompute implementation and before payment processing became available for the 22-23 award year.
 - Not all colleges have a differential rate, and a small number of colleges have more than one differential rate.

Hold Harmless Efforts

- Transitioning to more current tuition and fees in the recompute formula (from FY2010 to FY2022) was a benefit to most students, however, the use of more current Pell tables to calculate student resources, as well as some decreases in tuition rates since FY10, created unique situations that required ISAC to implement a “hold harmless” approach to ensure students did not lose MAP eligibility from start-up to recompute. This is consistent with ISAC’s usual business practice.
- For a very small number of colleges, a Hold Harmless Differential budget code was used to calculate award amounts for impacted students. ISAC has worked individually with the few schools where this was needed. In those cases, MAP award amounts were calculated and should be claimed on the Hold Harmless Differential code (which is a variation of the college’s main MAP code, replacing the first number with a “5”).

What's New for 2022-23 Payment Processing

Differential Rates

- To address situations where students are being assessed a higher tuition and mandatory fee rate than most students due to their enrollment in a particular program, colleges were able to add a differential code to their FY22 budget data to allow a student's eligible MAP award to be calculated on the higher rate being assessed to the student.
- Not all schools have differential rates, and in those cases, all students are calculated and paid using the school's main rate.
- The intent of the differential rate is for it to be used for students who are enrolled in a program of study that assesses higher charges (above the main rate).
- In scenarios where a student may be assessed both main and differential rates in a term, the college may use the differential rate for students if they are enrolled in a program of study that is assessing higher charges and the majority of the coursework the student will take to complete the program is assessed at the higher rate. If it is an even split, the student can be paid MAP using the higher rate.
- **In all cases, colleges must ensure that a student does not receive a MAP award that exceeds the amount of tuition and mandatory fee charges that the student is being assessed.**

Revised Mandatory Fees Definition

- Effective July 1, 2022, this is ISAC's definition of Mandatory Fees:
 - *The charges assessed by an institution that are required to deliver educational services to students for each term, regardless if a student is attending either on-campus or through distance education. Application, graduation, laboratory, breakage, and add/drop fees, as well as program administrative fees for out-of-state or foreign study, are specifically excluded. For purposes of ISAC's rules, tuition is not a mandatory fee.*
- The revised definition of mandatory fees removed the terminology "to each and every full-time student" so that fees which are only required of students attending on campus, online and/or hybrid could be considered mandatory. The intent is still that mandatory fees are, generally, the fees charged to all students attending your institution; fees which are course- or program-specific are not considered mandatory fees for purposes of ISAC programs.

What's New for 2022-23 Payment Processing

Short-Certificate Programs Eligible for MAP Awards

- Effective with the 2022-23 award year, students enrolled at public institutions in eligible short-term certificate programs that award credit hours may be eligible for a MAP award.
 - This includes certificate programs that are not eligible for Title IV financial aid.
- The following language was added to Illinois statute (in [Public Act 102-0699](#), starting on page 334) to expand access to MAP:
 - *(h) The Commission may award a grant to an eligible applicant enrolled at an Illinois public institution of higher learning in a program that will culminate in the award of an occupational or career and technical certificate as that term is defined in 23 Ill. Adm. Code 1501.301.*
- In order to receive MAP for a short-term certificate program, a student must be enrolled at an eligible public institution in an eligible degree or certificate program for a minimum of three credit hours.
- ISAC filed [an emergency amendment](#) to its 2022-23 administrative rules so the change would be in effect for the 2022-23 award year.
- In order to receive MAP for a short-term certificate program, it must meet the following definition (from 23 Ill. Adm. Code 1501.301, which are the [Administrative Rules of the Illinois Community College Board](#)) and which is now in ISAC rules:
 - “Occupational or Career and Technical Certificate” means a credit award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.
- Certificate programs that do not award credit hours are **not** eligible for MAP.
- ***An indicator has been added to the Payment Request process to identify students who are receiving MAP due to their enrollment in a short-term certificate program at a public institution.***
- If requesting payment in GAP, the indicator can be provided on the:
 - Student Detail screen,
 - Input Enrollment screen, and
 - Payment Generation screen.
- If requesting payment via the File Transfer Protocol process, an indicator of Y may be provided in the FTP file in Field #24. (See the File Specifications document for more information.)

Introduction to MAP Payment Processing

MAP payment processing is done using the MAP system available through ISAC's Gift Assistance Programs (GAP) Access portal, or payment processing can be done through the File Transfer Protocol (FTP) process.

MAP eligibility and payment processing can be accessed by selecting the **MAP** under the **Programs** tab near the top of the screen once the school user has successfully logged into GAP Access.

The screenshot displays the GAP ACCESS ISAC Gift Assistance Programs web application. At the top, the logo and navigation tabs (Person, Administration, School, Programs) are visible. The 'Programs' tab is active, and the 'MAP' option is highlighted with a red box. Below the navigation, the text 'User Login: Successful' is displayed. The 'MAP' sub-menu is open, showing options: Home, Student, Payment (highlighted with a red box), Budget, Reports, and File Extractions. The main content area contains a welcome message: 'Welcome to the Internet application for processing the Monetary Award Program (MAP)'. Below this, there are input fields for 'Academic Year' (with a dropdown arrow) and 'Student SSN', along with a 'View Student List' link and a 'Submit' button. At the bottom, a footer contains several links: Contact ISAC, FAAs, MAP Program (highlighted with a red box), MTI Program, ING Program, IVG Program, and GA Program.

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

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

Introduction to MAP Payment Processing

The screenshot shows the GAP ACCESS web application interface. At the top, there is a blue header with the 'GAP ACCESS' logo and 'ISAC Gift Assistance Programs' text. Below the header is a dark blue navigation bar with tabs for 'Person', 'Administration', 'School', and 'Programs'. The 'Programs' tab is active. Underneath, there is a white navigation bar with links for 'MAP', 'Home', 'Student', 'Payment', 'Budget', 'Reports', and 'File Extractions'. The 'MAP' and 'Payment' links are highlighted with red boxes. The main content area has a light blue background and contains a welcome message: 'Welcome to the Internet application for processing the Monetary Award Program (MAP)'. Below this, there is a form with an 'Academic Year' dropdown menu, a 'View Student List' link, a 'Student SSN' input field, and a 'Submit' button.

Within the MAP system, the payment request process involves **two distinct steps**:

1. Payment generation -- which involves identifying student records for payment and indicating their enrollment hours/status
2. Payment submission -- which sends the identified records to ISAC for processing

Generally, the process starts from the **Student Payment List: View** screen, where you can begin the process of generating payment requests in one of two ways:

1. Individually, by student
2. In batches, or groups, of students together.

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

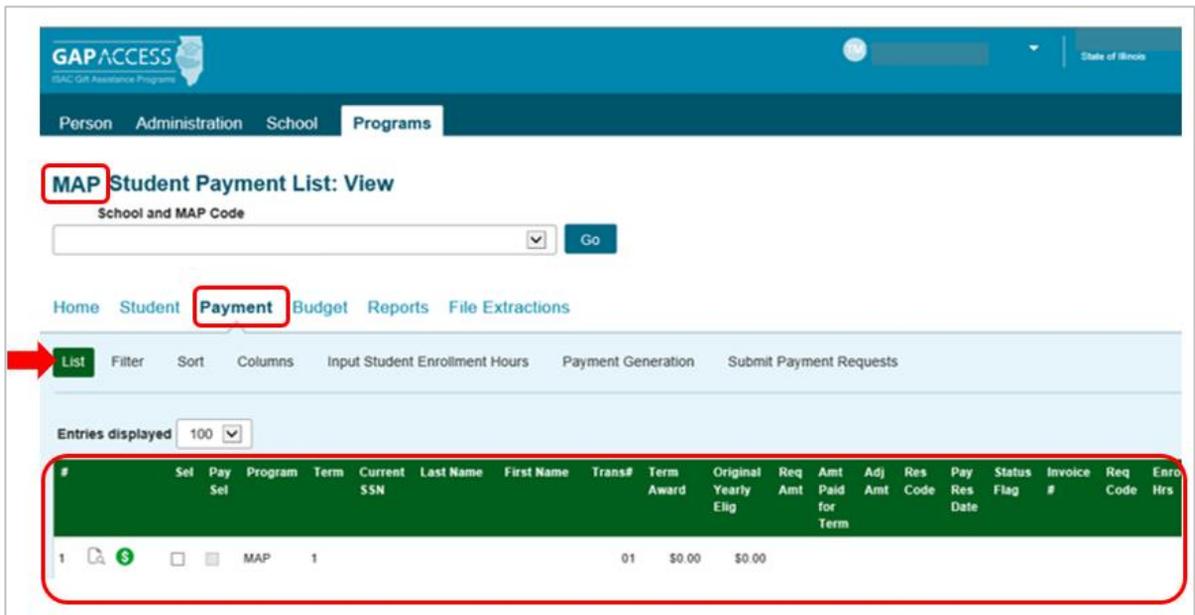
When needing to generate payment requests for a large number of students, the best options are to do a batch request using the MAP system or to use the File Transfer Protocol (FTP) process. Batch requests can be done by selecting students from the **Student Payment List: View** screen, which can be filtered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

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

Student Payment List: View Screen

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

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



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

- Sel (Select)
- Pay Sel (Pay Select)
- Program
- Term
- Current SSN
- Last Name
- First Name
- Transaction #
- Term Award
- Original Yearly Eligible Award
- Requested Amount
- Amount Paid for Term
- Adjusted Amount
- Result Code
- Payment Result Date
- Status Flag
- Invoice Number
- Payment Request Code
- Enrollment Hours
- Expanded Reject Code
- MAP Code

Student Payment List: View Screen

Person Administration School **Programs**

MAP Student Payment List: View

School and MAP Code

Home Student **Payment** Budget Reports File Extractions

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

Entries displayed 100

#	Sel	Pay Sel	Program	Term	Current SSN	Last Name	First Name	Trans#	Term Award	Original Yearly Elig	Req Amt	Amt Paid for Term	Adj. Amt	Res Code	Pay Res Date	Status Flag	Invoice #	Req Code	Enro Hrs
1	<input type="checkbox"/>	<input type="checkbox"/>	MAP	1				01	\$0.00	\$0.00									
2	<input type="checkbox"/>	<input type="checkbox"/>	MAP	2				01	\$0.00	\$0.00									
3	<input type="checkbox"/>	<input type="checkbox"/>	MAP	1				01	\$2,670.00	\$5,340.00									
4	<input type="checkbox"/>	<input type="checkbox"/>	MAP	2				01	\$2,670.00	\$5,340.00									
5	<input type="checkbox"/>	<input type="checkbox"/>	MAP	1				01	\$2,670.00	\$5,340.00									

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

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

Student Payment List: Filter Screen

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

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

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

Home Student **Payment** Budget Reports File Extractions

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

Term
All

MAP Code
All

Program
MAP

SSN

First Name
=

Last Name
=

Original Yearly Eligible Amount
=

Term Payment Amount
=

Primary EFC
=

EFC Change

Academic Level
All

Enrollment Hours

to

CPS Process Start Date

CPS Process End Date

Application Receipt Start Date

Application Receipt End Date

Status Code
- All -

Selected Students Only
 Pay Selected Students Only
 Highest Transaction Only
 Eligible Students Only
 Shutdown
 Undergraduates Only
 Graduates Only

Ineligible

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

Suggestions for Using Filter Function

Identify Students by Status Code

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

Identify Records Released from Suspense

- To identify student records that may have been released from suspense, select the application receipt start and end dates that have been announced by ISAC as being released from suspense, then click on the List tab to see the students who may be eligible for payment.

Home Student **Payment** Budget Reports File Extractions

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

Term
All

MAP Code
All

Program
MAP

SSN

First Name
=

Last Name
=

Original Yearly Eligible Amount
=

Term Payment Amount
=

Primary EFC
=

EFC Change

Academic Level
All

Enrollment Hours
to

CPS Process Start Date

CPS Process End Date

Application Receipt Start Date

Application Receipt End Date

Status Code
- All -
U
S
P

Selected Students Only
 Pay Selected Students Only
 Highest Transaction Only
 Eligible Students Only
 Shutdown
 Undergraduates Only
 Graduates Only

Ineligible

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

Status Code	Definition
U	Updated
S	Submitted
P	Processed

Student Payment List: Sort Screen

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

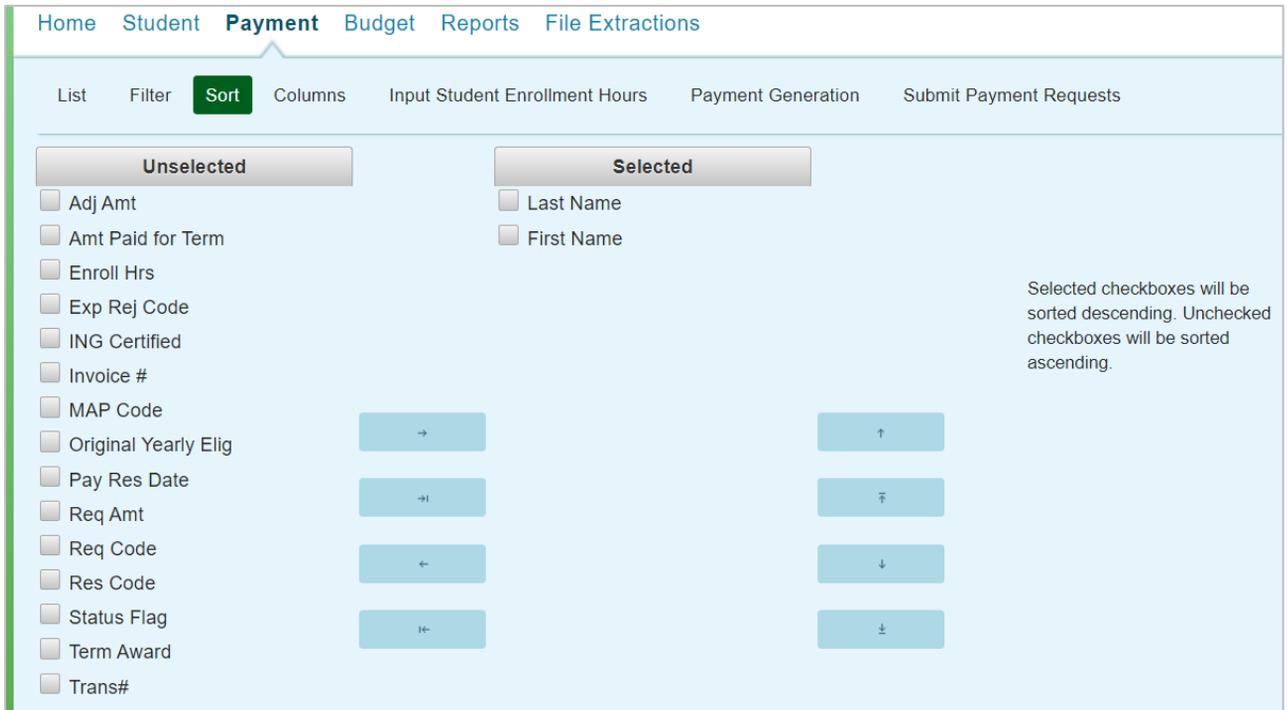
For example, the user may select to sort by *Enrollment Hours*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing to the right. 

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

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

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

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



The screenshot shows the 'Sort' tab of the 'Student Payment List' interface. The navigation bar includes 'Home', 'Student', 'Payment', 'Budget', 'Reports', and 'File Extractions'. The 'Sort' tab is active, showing two columns: 'Unselected' and 'Selected'. The 'Unselected' column contains 17 items with checkboxes: Adj Amt, Amt Paid for Term, Enroll Hrs, Exp Rej Code, ING Certified, Invoice #, MAP Code, Original Yearly Elig, Pay Res Date, Req Amt, Req Code, Res Code, Status Flag, Term Award, and Trans#. The 'Selected' column contains two items with checkboxes: Last Name and First Name. Between the columns are several blue arrow buttons: a right arrow, a right arrow with a plus sign, a left arrow, and a left arrow with a plus sign. On the right side, there are four blue arrow buttons: an up arrow, a down arrow with a plus sign, a down arrow, and a down arrow with a plus sign. A text box on the right states: 'Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.'

Student Payment List: Columns Screen

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

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

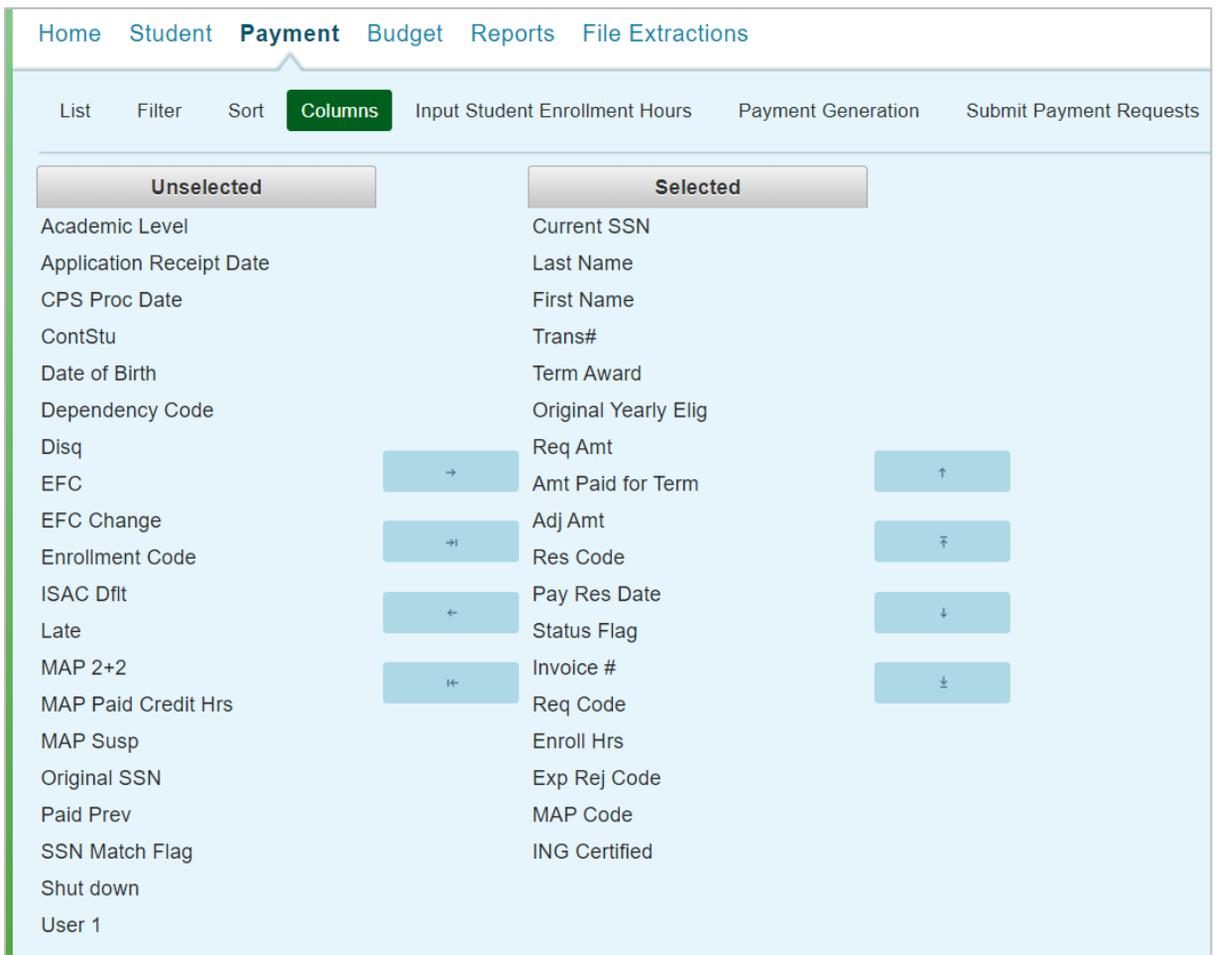
If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

When you click on the **List** tab, the columns will display in the order in which they appear in the **Selected** list.

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



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



The screenshot shows the 'Columns' configuration screen for the Student Payment List. At the top, there is a navigation bar with tabs: Home, Student, **Payment**, Budget, Reports, and File Extractions. Below this is a sub-navigation bar with buttons: List, Filter, Sort, **Columns**, Input Student Enrollment Hours, Payment Generation, and Submit Payment Requests. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column contains a list of column names: Academic Level, Application Receipt Date, CPS Proc Date, ContStu, Date of Birth, Dependency Code, Disq, EFC, EFC Change, Enrollment Code, ISAC Dflt, Late, MAP 2+2, MAP Paid Credit Hrs, MAP Susp, Original SSN, Paid Prev, SSN Match Flag, Shut down, and User 1. The 'Selected' column contains a list of column names: Current SSN, Last Name, First Name, Trans#, Term Award, Original Yearly Elig, Req Amt, Amt Paid for Term, Adj Amt, Res Code, Pay Res Date, Status Flag, Invoice #, Req Code, Enroll Hrs, Exp Rej Code, MAP Code, and ING Certified. Between the two columns, there are several light blue buttons with arrows: a right arrow (→) next to EFC, a right arrow with a plus sign (→+) next to Enrollment Code, a left arrow (←) next to Late, and a left arrow with a plus sign (←+) next to MAP Paid Credit Hrs. On the right side of the 'Selected' column, there are several light blue buttons with arrows: an up arrow (↑) next to Amt Paid for Term, a down arrow with a plus sign (↓+) next to Adj Amt, a down arrow (↓) next to Status Flag, and a double-headed vertical arrow (↕) next to Req Code.

Student Detail: Payment Screen

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

In addition to the **Payment** tab, the **Student Detail: Payment** screen contains the following navigation tabs:

- **List** – to return to the **Student Payment List: View** screen
- **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen \
- **Edit MAP Code** – to change the MAP code on which a student's award is calculated/paid

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

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

MAP 2022-2023: Student Detail: Payment
COLLEGE

Home Student Payment Budget Reports File Extractions

List Eligibility Edit MAP Code **Payment**

A [REDACTED]

Current SSN [REDACTED] Go

Original SSN [REDACTED]

Transaction / Name ID 01 AA Go

Name ID AA

Term	Term 1	Term 2
MAP Code	032	032
Request	[REDACTED]	[REDACTED]
Enrollment Hours	[REDACTED]	[REDACTED]
Short-Term Certificate Program	<input type="checkbox"/>	<input type="checkbox"/>
Request Amount Override	\$1,425.00	\$1,425.00
Current Eligible Amount	\$1,425.00	\$1,425.00
Original Eligible Amount	\$1,425.00	\$1,425.00
User Defined	[REDACTED]	[REDACTED]
NSLDS Override	<input type="checkbox"/>	<input type="checkbox"/>
Transaction #	01	01
Activity Date		
Status		
Results		
Expanded Reject Reason		
Invoice #		
Transaction #		
MAP Code	032	032
Results		
Amount Paid		
Adjusted Amount		
Payment Result Date		

Save Changes Discard Changes

Student Detail: Payment Screen

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

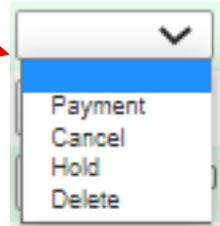
- **Request**
- **Enrollment Hours**
- **Requested Amount** (To adjust the system-calculated amount if necessary)

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

Term	Term 1	Term 2
MAP Code	064	064
Request	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>
Short-Term Certificate Program ?	<input type="checkbox"/>	<input type="checkbox"/>
Request Amount Override	<input type="text" value="\$3,600.00"/>	<input type="text" value="\$3,600.00"/>
Current Eligible Amount	\$3,600.00	\$3,600.00
Original Eligible Amount	\$3,600.00	\$3,600.00
User Defined	<input type="text"/>	<input type="text"/>
NSLDS Override	<input type="checkbox"/>	<input type="checkbox"/>
Transaction #	03	03
Activity Date		
Status		
Results		
Expanded Reject Reason		
Invoice #		
Transaction #		
MAP Code	064	064
Results		

Save Changes

Request drop down options:



Select:

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

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

New for 2022-23: A Short-Term Certificate Program indicator has been added to the Student Detail screen. The indicator should be checked as part of the payment request process for students who are receiving MAP as a result of being enrolled in a short-term certificate program. Help text is provided to clarify when the indicator box should be checked.

Input Student Enrollment Hours Screen

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

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

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

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

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

Term	MAP Code	Request	Short-Term Certificate Program	User Defined
1	064	Payment	<input type="checkbox"/>	

Student SSN	Tran #	Enr Hrs	Student SSN	Tran #	Enr Hrs
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Payment Generation Screen

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

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

The image shows two screenshots of a web application. The top screenshot is the 'MAP Student Payment List: View' screen. It features a search bar for 'School and MAP Code' and a 'Go' button. Below the search bar are navigation tabs: Home, Student, Payment, Budget, Reports, and File Extractions. Under the 'Payment' tab, there are sub-tabs: List, Filter, Sort, Columns, Input Student Enrollment Hours, Payment Generation, and Submit Payment Requests. A table with columns for #, Set, Pay Sel, Program, Term, Current SSN, Last Name, First Name, Trns#, Term Award, Original Yearly Amt, Reg Amt, Adj Amt, Res Amt, Pay Res Date, Status, Invoice #, Reg Code, and Enro Hrs is displayed. The bottom screenshot is the 'Payment Generation' form. It has the same navigation tabs as the top screenshot. The 'Payment Generation' sub-tab is active. The form includes a 'Term' dropdown set to '1', a 'MAP Code' dropdown set to '064', a 'Request' dropdown set to 'Payment', an 'Enrollment Hours' input field, a 'Short-Term Certificate Program' checkbox, and a 'User Defined' input field. At the bottom of the form are 'Reset' and 'Generate' buttons. Red boxes highlight the 'MAP Code' dropdown, the 'Enrollment Hours' input field, and the 'Generate' button.

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

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

Entering Enrollment Hours

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

Semester Schools

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

Quarter Schools

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

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

Submit Payment Requests Screen

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

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

The screenshot displays the 'MAP Submit Payment Requests' interface. At the top, there is a navigation bar with tabs for 'Home', 'Student', 'Payment', 'Budget', 'Reports', and 'File Extractions'. Below this is a secondary navigation bar with options: 'List', 'Filter', 'Sort', 'Columns', 'Input Student Enrollment Hours', 'Payment Generation', and 'Submit Payment Requests' (highlighted in green). The main area is titled 'Selection Criteria for all eligible records'. It includes a 'Term' dropdown menu set to '1', a 'User Defined' text input field, and an 'Include Ineligible' section with several checkboxes: 'MAP Paid Credit Hours >= 135', 'Default', 'Late', 'MAP Suspend', and 'Disqualify'. A red arrow points to the 'Include Ineligible' section. At the bottom, a large message reads 'Payment Submission Completed Successfully - Submitted 388 Records.' Below the message are 'Reset' and 'Submit' buttons, with the 'Submit' button circled in red.

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

In summary, to submit payment requests to ISAC for MAP payment follow these steps:

- Choose the **Term** for which the request is being made from the drop-down menu.
- Click on the **Submit** button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.

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

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

Payment Reports

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

MAP 2022-2023 : Reports: Eligibility Reports

Select School and MAP Code

--Select School-- Go

Home Student Budget **Reports** File Extractions

Entries displayed 10 Filter

Refresh Create New Report

Status	Report Type	Date	File Size(kb)	User Name
--------	-------------	------	---------------	-----------

The **Select Report** drop down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. Data fields will then be provided to allow you to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.

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

Home Student Payment Budget **Reports** File Extractions

Select Report

MAP Payment Requests Not Submitted

Report Type

MAP

Begin MAP Paid Credit Hours

End MAP Paid Credit Hours

Payment Start Date Range

Payment End Date Range

Request Report

Select Report

- MAP Eligibility Report
- MAP Eligibility Report
- MAP Paid Credit Hours
- MAP Payment Requests on Hold
- MAP Payment Requests Not Submitted
- MAP Payment Requests Submitted Without Results
- MAP Payment Results
- MAP Payment Exceptions
- MAP Cumulative Payment Results

Payment Reports

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

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

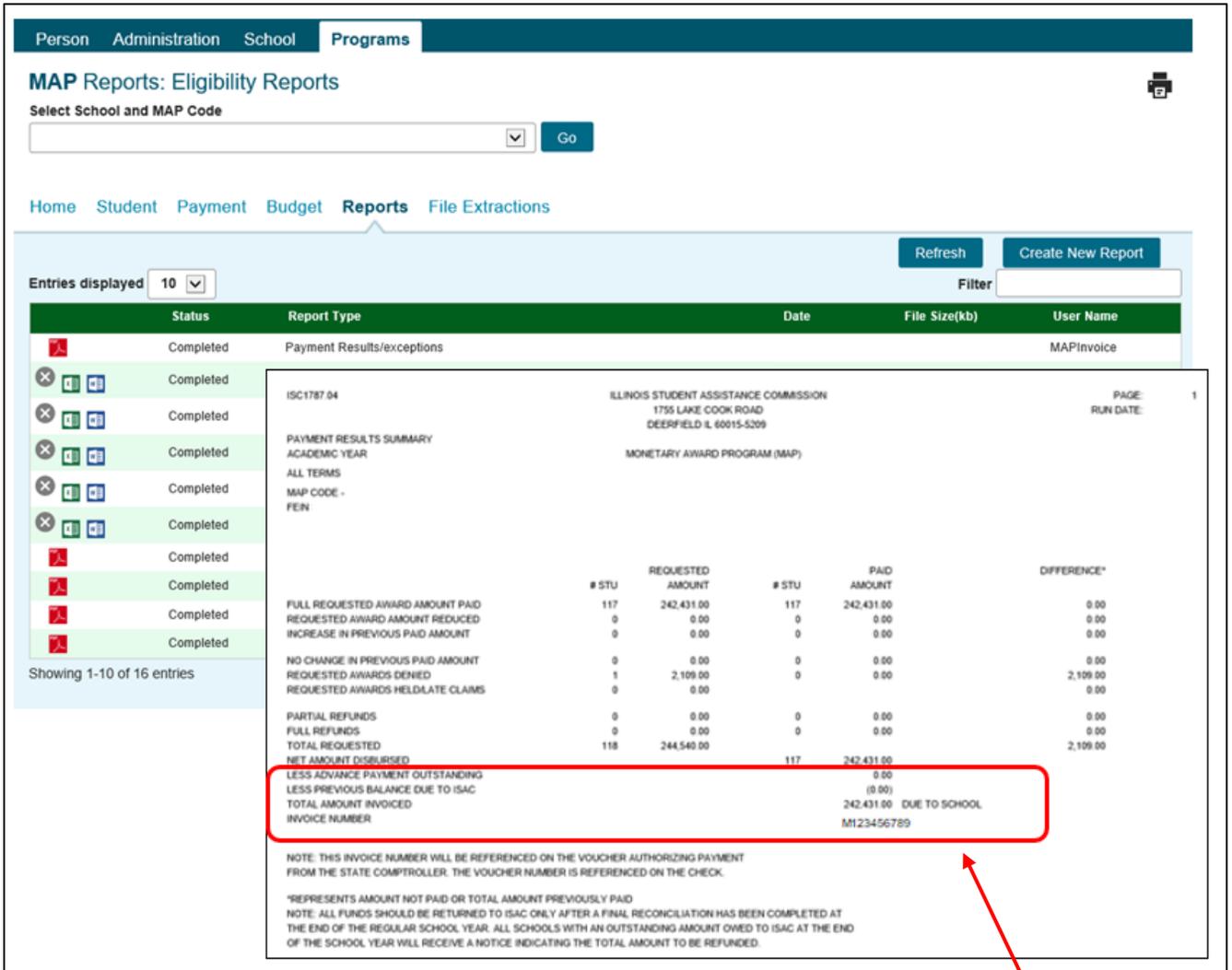
Reports displaying the pdf icon  are ISAC-generated reports and identifiable by the username *MAPInvoice* in the last column of the report list. Typically, this report is made available on the next business day after your school's payment request has been processed and will remain available if space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



Status	Report Type	Date	File Size(kb)	User Name
	Completed		4.203	MAPInvoice
 	Completed		38.097	MAPInvoice
	Completed		5.578	MAPInvoice
	Completed		4.615	MAPInvoice

Payment Results Summary/Invoice Detail

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



The screenshot shows the MAP Reports: Eligibility Reports interface. At the top, there are navigation tabs for Person, Administration, School, and Programs. Below this, the title "MAP Reports: Eligibility Reports" is displayed. A search bar for "Select School and MAP Code" is present, along with a "Go" button. A secondary navigation bar includes Home, Student, Payment, Budget, Reports, and File Extractions. The main content area shows a list of reports with columns for Status, Report Type, Date, File Size(kb), and User Name. The first report is highlighted, showing a status of "Completed" and a report type of "Payment Results/exceptions".

The detailed view of the selected report shows the following information:

ISC1787.04
ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-5209
PAGE: 1
RUN DATE:

PAYMENT RESULTS SUMMARY
ACADEMIC YEAR
MONETARY AWARD PROGRAM (MAP)
ALL TERMS
MAP CODE -
FEN

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT	DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	117	242,431.00	117	242,431.00	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	1	2,109.00	0	0.00	2,109.00
REQUESTED AWARDS HELD/LATE CLAIMS	0	0.00			0.00
PARTIAL REFUNDS	0	0.00	0	0.00	0.00
FULL REFUNDS	0	0.00	0	0.00	0.00
TOTAL REQUESTED	118	244,540.00	117	242,431.00	2,109.00
NET AMOUNT DISBURSED			117	242,431.00	
LESS ADVANCE PAYMENT OUTSTANDING				0.00	
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)	
TOTAL AMOUNT INVOICED				242,431.00	
INVOICE NUMBER				DUE TO SCHOOL	
				MI23456789	

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.

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

MAP Payment Results Codes

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

MAP Payment Reject Codes

MAP Payment Reject Codes

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

Code	Definition
1	Data edit error. *MAP rejections for a MAP Payment Reject Code 1 are further defined by the following Expanded Reject Reason Codes. <ul style="list-style-type: none"> • 1E - MAP payment request code (field 6) is invalid; not “P” or “C” or is blank. <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> • Enrollment hours field does not contain valid number of hours or is blank. • 1L - School Code (field 1) is a non-approved MAP school code. • 1S - SAR/ISIR transaction (field 13) is invalid: is blank or non-numeric. • 1T - Term Enrolled (field 4) is invalid: is not “1”, “2” or “3”, is blank, or not numeric. • 1U - Requested award amount for term (field 11) invalid: is blank or not numeric. • 1V - College Year (field 5) invalid: year provided not currently being processed, is blank or not numeric.
2	On Pre-Edit file – SSN not on ISAC databases (Exception Report)
3	School code invalid: is blank or not numeric.
4	Request superceded by another request.

Disqualify Codes

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

NSLDS Default Override

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

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

To override an NSLDS default code, the user must:

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

The screenshot shows a form with columns for Term 1 and Term 2. The 'NSLDS Override' row is highlighted with a red box. Below the form is a confirmation dialog box with the text: "By checking MAP Default Release box you are confirming that the school obtained verification of the student's eligibility for the Monetary Award Program (MAP) in accordance with 23 Illinois Administrative Code, Section 2700.40 General Applicant Eligibility Requirements. Documentation received from each guarantor or holder of the loan(s) listed with the default status code as reported by the National Student Loan Data System (NSLDS) is on file and will be provided to ISAC upon request." The dialog has "I Confirm" and "Cancel" buttons. At the bottom, a summary bar shows "NSLDS Override" with a checked checkbox for Term 1 and an unchecked checkbox for Term 2.

Term	Term 1	Term 2
MAP Code	002	002
Request	<input type="text"/>	<input type="text"/>
Enrollment Hours	<input type="text"/>	<input type="text"/>
Request Amount Override	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Current Eligible Amount	\$0.00	\$0.00
Original Eligible Amount	\$0.00	\$0.00
User Defined	<input type="text"/>	<input type="text"/>
NSLDS Override	<input type="checkbox"/>	<input type="checkbox"/>
Transaction #	01	01
Activity Date		
Status		

Confirm

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

I Confirm **Cancel**

NSLDS Override

File Transfer Protocol (FTP) Process

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

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

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

The different record types that are used are as follows:

- 4 – MAP payment requests and cancellations submitted by the school for processing
- 5 – MAP payment results based on submitted requests from the school
- 6 – MAP Cumulative results
- 7 – Eligibility Status records

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

Example: mappayreq_999_010111.txt

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

If using Internet Explorer 6.x or below, start your browser and type the following address into the address bar of Internet Explorer 6.x, being sure to have only this information:

- <https://transfer.isac.org/>

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

Once entry into the FTP site is gained, the file needs to be copied from where it was created to the /MAP/IN folder. There are three different methods to transfer the file. Choose the one you prefer:

- a) Double-click the file in the left pane.
- b) Single-click the file in the left pane to highlight it. Then drag and drop the file to the right pane.
- c) Right-click the file in the left pane and select Upload.

File Transfer Protocol (FTP) Process

A review of the steps:

1. Create the 160-byte flat file. The file name cannot have any spaces or special characters (e.g., ?, _, #) and must end with the file extension of .txt
2. Open Internet Explorer or Windows Search and type the following in the Address Bar: <https://transfer.isac.org/>
3. Enter the GAP Access User ID and password to gain access to the site.

Reporting rejected payment request to schools.

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

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

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

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

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

MAP 160-Byte File Specifications

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

Electronic Tools

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

Processing ISAC Gift Assistance Programs

2022-23

- [FTP Process Using GAP Access Credentials](#) 
- [2022-23 MAP 160-Byte File Layout Specifications](#) 
- [2022-23 Alternative Application Student Record School File Layout](#) 
- [2022-23 ING Grant 160-Byte File Layout Specifications](#) 

2022-23 MAP 160 Byte File Layout Specifications

OVERVIEW:

- ISAC will provide an Eligibility Status File (ESF) record for each student to all schools listed as a college choice on the student's Student Aid Report (SAR). The ESF records will be available daily as Record Type = 7. ESF records may be retrieved via the File Extraction option in MAP.
- Schools will transmit Payment Requests to ISAC via File Transfer Protocol (FTP) using the MAP 160 byte layout and identify these with Record Type = 4.
- When payment requests are processed, ISAC will provide payment results to schools through the MAP system. The payment results records can be retrieved in the 160 byte format using the MAP Payment Results File Extraction Option. MAP results records have a Record Type = 5. The MAP Payment Results file contains some eligibility status data elements. Also, the same student record may appear on both the Payment Results and the Eligibility Status extract files. Schools may also use the Reports option in MAP to obtain payment results.
- To cancel Payment Requests, the school with the current Payment Results record on ISAC's Payment Database must transmit a matching record with MAP Payment Request Code = C, with the Requested Award Amount field equal to zero and the Enrollment Hours field equal to 0 along with other required data elements. These records must be transmitted to ISAC as Record Type = 4.
- Summary of Data Element Changes, revision (highlighted in grey) made to the 2022-23 layout.

NONE

MAP 160-Byte File Specifications

2022-23 MAP 160 Byte File Layout Specifications

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

Position		Field #	Data Element	Type (Length)	School to ISAC	ISAC to School	
Start	End				Payment or Cancellation Request	Elig File	Payment Results
					MAP Only	MAP	MAP
160 Byte Format							
1	3	1	Applicable MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6
5	13	3	Current SSN	9(09)	X	X	X
14	14	4	Term Enrolled	9(01)	=1, 2, or 3		=1, 2, or 3
15	16	5	College Year	9(02)	23	23	23
17	17	6	Payment Request Code (valid values = P or C)	X(01)	X		X
18	23	7	Title IV School Code	X(06)	X	X	X
24	39	8	Student Last Name	X(16)	opt	X	X
40	42	9	Filler	X(03)			
43	43	10	User Defined	X(01)			
44	50	11	Requested Award Amount for Term	9(05)V99	X		X
51	51	12	ING Certified	X(01)			
52	53	13	Transaction Number	9(02)	X		X
54	54	14	Continuing Student	X(01)		X	X
55	55	15	Paid Previous Year	X(01)		X*	X
56	56	16	Default	X(01)		X	X
57	57	17	Payment Result Code	X(01)			X
58	64	18	Payment Results Amount Paid for Term	9(05)V99			X
65	71	19	Adjusted Amt from Previous Payment Results	S9(05)V99			X
72	73	20	Filler	X(02)			
74	81	21	Payment Results Process Date (As-of-Date)	X(08)		X	X
82	90	22	Original SSN	9(09)	X	X	X
91	92	23	Name ID	X(02)	X	X	X
93	93	24	Short-Term Certificate Program	X(01)	Opt*		X
94	94	25	MAP Suspense Flag	X(01)		X	X
95	95	26	Shutdown Flag	X(01)		X	X
96	96	27	Disqualify Flag	X(01)		X	X
97	99	28	MAP Code Paid Term 1	X(03)		X	X
100	102	29	MAP Code Paid Term 2	X(03)		X	X
103	105	30	MAP Code Paid Term 3	X(03)		X	X
106	106	31	Update Type	X(01)		X	X
107	108	32	Expanded Reject Reason Code	X(02)			X
109	110	33	Filler	X(02)			
111	120	34	Invoice Number	X(10)			X
121	123	35	MAP Paid Credit Hours	9(03)		X	X
124	128	36	Filler	X(05)			
129	132	37	Enrollment Hours	9(02)V99	X		X
133	149	38	Filler	X(17)			
150	155	39	Original Yearly Eligible Amount	9(04)V99		X	
156	156	40	Filler	X(01)		X	
157	158	41	Original Yearly Eligible Amount Transaction #	9(02)		X	
159	160	42	Filler	X(02)			
X* Fields that can change for Current Year ESF, but initiated by activity in Prior Year MAP payment.							
Opt* Field must be provided when applicable							

MAP Payment Processing for Hold Harmless Differential Codes in GAP Access

This information is only applicable to the very small number of schools that were provided with a Hold Harmless budget code by ISAC prior to the implementation of 2022-23 Recompute. The purpose of the Hold Harmless code is to prevent students from losing MAP eligibility or seeing a reduction in their award amount from Start-Up (estimated) award announcements to Recompute awards (based on ISAC’s finalized MAP appropriation). The Hold Harmless MAP code is a variation of the college’s main MAP code, replacing the first digit with the number “5.”

Students for whom their MAP award was calculated based on the Hold Harmless code were assigned the code at Recompute, and when schools submit payment request for these students, the Hold Harmless code must remain attributed to the student in order for payment to process based on the correct award amount.

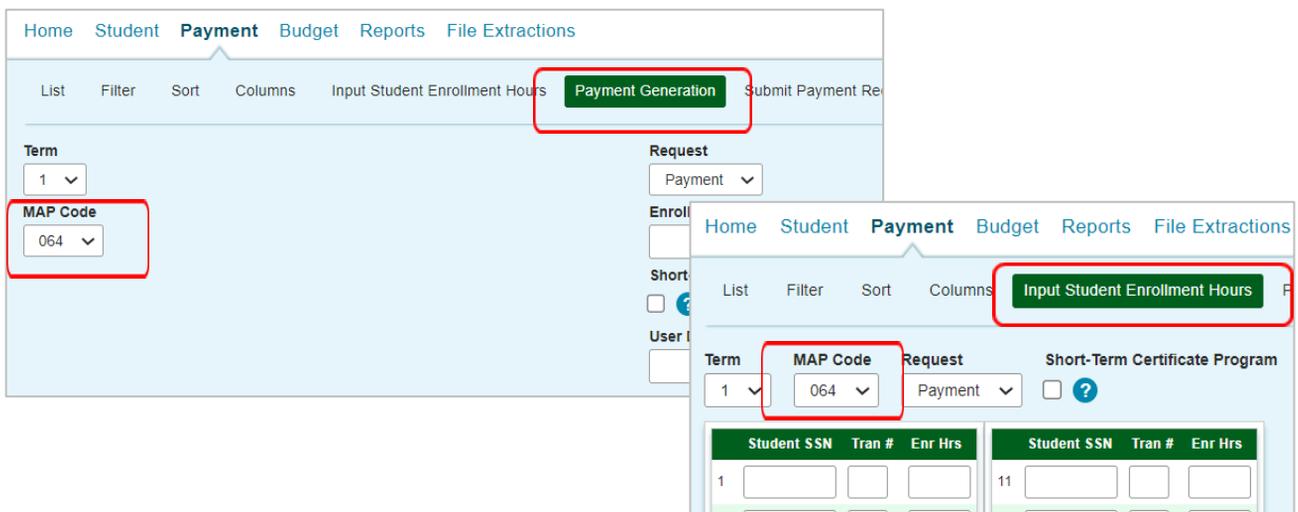
This means that colleges will need to identify who their Hold Harmless students are prior to submitting payments and ensure that their payment requests are submitted using the Hold Harmless budget code.

If a school is submitting payment requests in GAP Access using the Input Enrollment Hours screen or the Payment Generation screen, the school will need to generate two groups of claims:

- One for students who have been determined eligible using the school’s main MAP code **and**
- One for students who have been determined eligible using the Hold Harmless code.

If schools are submitting payment requests via FTP, the Hold Harmless code must be provided in the MAP Budget Code field in order to process payment using the Hold Harmless budget data.

If claims are generated using the main budget code for students who had been awarded with a Hold Harmless differential code, students may see a reduction in their award amount. If this is done in error, it can be adjusted.



Using Differential Budget Codes for MAP Payment Processing

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

- In the MAP system in GAP Access, this can be done by using the Edit MAP code function to adjust the MAP code for a student record. Once the MAP code has been changed and saved, payment may be requested for the student using the differential code.
- For batch processing in GAP Access, you may request payment for students using a differential budget code via the Input Enrollment Screen or the Payment Generation screen by selecting the budget code from the drop down menu. This budget code will be attributed to all student records submitted using this method.
- If you are processing claims via FTP, you will need to include the appropriate differential budget code for each student record in the FTP file.
 - Claims for both main rate students and differential rate students can be submitted together in the same FTP file.

MAP 2022-2023: Student Detail: Edit MAP Code

Home Student **Payment** Budget Reports File Extractions

List Eligibility **Edit MAP Code** Payment

Transaction / Name ID: 03 AA Go

School ID: 001

Main MAP Code: 06

Term	MAP Code	Eligible Amount	MAP Code Paid
1	06	\$3,600.00	
2	06	\$3,600.00	

Original Early Eligible Amount: \$7,200.00

Total of all terms not to exceed Maximum annual award amount.

Details

Depend Code: D

Update Type: U

Save Changes

Home Student **Payment** Budget Reports File Extractions

List Filter Sort Columns **Input Student Enrollment Hours**

Term: 1

MAP Code: 064

Request: Payment

Short-Term Certificate Program:

Student SSN	Tran #	Enr Hrs	Student SSN	Tran #	Enr Hrs
1			11		

Home Student **Payment** Budget Reports File Extractions

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

Term: 1

MAP Code: 064

Request: Payment

Enrollment Hours:

Short-Term Certificate Program:

User Defined:

2022-23 MAP 160 Byte File Layout Specifications

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

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

160 Byte Format

Adjusting Claims With Differential Codes

If a payment request has already been submitted for a term and the MAP code needs to be corrected or updated:

- First, cancel the original request (just as you would do a cancellation for other reasons, such as a withdrawal).
- Once the cancellation has processed, submit a new request using the alternate budget code.

This can be done in GAP Access in the MAP system for individual adjustments to a student's record or it may be done using the FTP process

- In either case, this would be a two-step process of cancelling the request and letting it process, and then submitting a new request after the cancellation has processed.

If a budget code needs to be changed for a student's second term:

- You would submit the payment request for the subsequent term using the alternate MAP code (and the new calculated award amount).
- You would not need to make any adjustments to the first term, unless an error was made and/or it's determined that the student was not eligible for an award using the budget code.

The FTP file specifications document provides an explanation of the data elements for submitting FTP request/adjustments:

- <https://www.isac.org/isac-gift-assistance-programs/map/media/2223-MAP-160byte-File-Layout.pdf>

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

Differential Budget Codes

It is up to the school to determine which students are eligible to receive MAP based on a differential rate that has been reported to ISAC in their school budget data.

The intent is for the differential code to be used by students who are enrolled in a program of study which assesses a rate that's considered to be a differential rate(s) and not the main (base) rate charged to most students.

Schools may see their differential codes and related budget data in the MAP system in GAP Access. Most Hold Harmless Differential Rates for MAP that were set by ISAC begin with a "5." Differential rates that were added by schools begin with a "7" or "8." Drop down menus in the MAP system will show your active budget codes, and data for those codes can be found under the Budget tab in GAP Access.

Annual Tuition	Annual Fees	Annual Total
10776.00	4756.00	15532.00

Annual Tuition	Annual Fees	Annual Total
	4756.00	15532.00

Individual Student Record on Student Detail Screen in GAP Access

- To adjust the code on which MAP is calculated and payment can be requested, use the Edit MAP Code tab to select the appropriate code and save the change. A new annual award will be calculated. A payment request can then be generated on the newly assigned budget code and award amount.

Home Student Payment Budget Report
List Eligibility **Edit MAP Code** Payment

Input Enrollment Screen in GAP Access

- Generate payment requests for a group of students under a particular budget code, with the option to enter different enrollment hours for each student.

Payment Generation Screen in GAP Access

- Generate payment requests for a group of students with the same number of enrollment hours under a particular budget code.

File Transfer Protocol (FTP)

- Identify students by MAP code when you send in your FTP file. All records for multiple differential codes may be sent in one FTP file, or a separate file may be submitted for each MAP code, whichever you would prefer.

MAP for Short-Term Certificate Programs

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

- “Career and Technical Education” means organized educational programs of study that prepare students for employment in a specific field and should be aligned with related secondary and/or upper-division programs that require a common knowledge and skill set.
- “Occupational or Career and Technical Certificate” means a credit award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

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

To request MAP payment, report the number of credit-based hours in which the student is enrolled for the term.

- If the student is enrolled in additional coursework, the number of enrollment hours reported should be the combination of the certificate program hours and other coursework the student may be enrolled in.

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

The screenshot displays the MAP system interface. On the left, a sidebar lists various fields for Term 1 and Term 2, including MAP Code, Request, Enrollment Hours, Short-Term Certificate Program, Request Amount Override, Current Eligible Amount, Original Eligible Amount, User Defined, NSLDS Override, Transaction #, Activity Date, Status, Results, Expanded Reject Reason, Invoice #, and Transaction #. The Short-Term Certificate Program field is highlighted with a red box and includes a help tooltip that reads: "Check this box if some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid." The main area shows a table with columns for Term, MAP Code, Request, Short-Term Certificate Program, and User Defined. The Short-Term Certificate Program column is also highlighted with a red box and includes the same help tooltip. Below the table is a "Save Changes" button. The bottom of the screen shows the URL "portalst.isac.org/en/web/guest/map?p..." and "Reset" and "Save" buttons.