A Review of GAP Access

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March 15, 2023
Purpose of GAP Access

- ISAC Gift Assistance Programs Access – or GAP Access -- is the online portal through which most ISAC programs are administered.

- The system allows administrative functions system as:
  - Data inquiries
  - Data submissions
  - Eligibility announcements
  - Payment request processing
  - Reporting
  - Program Reconciliation

- Due to the confidential nature of the student-specific data in GAP Access, a secure authentication process is required before access can be granted.
Getting Access to GAP Access

- ISAC relies on a Primary Administrator (contact person) at each institution to authorize users
  - The Primary Administrator is responsible for monitoring passwords and providing staff access
- The initial request for institutional access should be made by the Financial Aid Director or High School Principal
  - After completing the registration information, ISAC’s School Services Department verifies the registration and sends confirmation emails to activate the account
  - Once a Primary Administrator account has been activated, other staff members may be given access
  - The Primary Administrator initially determines who needs access and may set up additional administrators
GAP Access Security

• All users need a valid GAP Access ID and password
  • Utilizes Two-Factor Authentication, a security measure that requires both a password and a single-use verification code
    • It is required every time an external user logs in to the GAP Access portal
  • One entry point is used to gain access to all programs to which a user has been granted access by their school’s administrator

• As additional ISAC programs and functionalities are added to GAP Access, a school administrator must access the User Maintenance area and update the program access and level for each user

• A GAP Access User Guide provides step-by-step instructions for activating accounts for administrators and users of GAP Access
GAP Access User Guides

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

- Activating GAP Access User Accounts
- Activating Other GAP Access Administrators
- Activating Your GAP Access Primary Administrator Account
- AIM HIGH Data Collection
- Budget Reporting Process User Guide
- ECACE Scholarship Program User Guide
- Enrollment Status Verification for the Teacher Programs User Guide
- FAFSA Completion Initiative – Access and Agreement User Guide
- GAP Access Two-Factor Authentication User Guide
- GAP Access User Verification
- Golden Apple Scholarship User Guide
- ING Grant User Guide
- IVG Program User Guide
- MAP Advising Data Collection User Guide
- MAP Eligibility User Guide
- MAP Payment User Guide
- MIA/PW Scholarship Program User Guide
- MTI User Guide
- SETTW Certification Process User Guide
- SSP File Upload Guide
- SSP GAP Access User Guide

If you have a question about information that is not addressed in the Guides, contact a School Services Representative.
isacportal.isac.org
Common Features for all GAP Access Programs – Sort, Filter, Columns

- The Sort feature allows a school to designate the order in which the records will appear on your student list
  - Once you select your items you will click on list to see your results—Here are a few selections for choice
    - First and Last Name
    - Application Date
    - Certified Date
    - School Code

- The Filter feature allows you to designate the records you want to see on your list
  - Once you select your items you will click on list to see your results—Here are a few selections for choice
    - Single student using first or last name or both
    - Applicant start end date,
    - Eligible or declined status,
    - Ineligible students

- A Column feature allows a school to select columns that they may want to display on the student list eligibility
  - To add a column, highlight the item in the Unselected list and click on the arrow icon to move to the selected list
    - The columns can be removed or rearranged as needed
    - See the MAP Eligibility User Guide and MAP Payment Guide for more information
    - [https://www.isac.org/gap-access/](https://www.isac.org/gap-access/)
Note: If multiple “ineligible boxes are checked, records will appear on the View screen only if all of the conditions are met.
Highlight to the selected or unselected list to arrange, then click on the arrow to move the item you want to move to a different column. You can also select the up or down arrow to change your arrangement.

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.
Here you can custom select the items you want to appear on your list screen by using the arrows.
Monetary Award Program (MAP)
Monetary Award Program

ISAC imports ISIR data into the MAP system from the Central Processing System (CPS) on a daily basis.

Data from students who indicated Illinois as their state of legal residence and who indicated an Illinois school choice on the FAFSA or Alternative Application is added to the school’s database in the MAP system.

Financial aid administrators can view student eligibility data in GAP Access and use it to announce eligibility and submit payment claim requests to ISAC on behalf of eligible students.

Student lists can be saved/exported into Excel and saved to your PC.

Customized lists can be generated by using the Filter, Sort and Columns function in the MAP system.

Customized reports can also be generated using the Reports functionality.

The MAP system is available each day between 7 a.m. and 10 p.m. (CT). Payment request records submitted by 7 p.m. will be included in that night’s processing with results available the next business day.
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
### MAP File Extractions: Eligibility Status Files

Select School and MAP Code

**File Extractions**

Entries displayed

<table>
<thead>
<tr>
<th>Status</th>
<th>Report Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Date Extracted</th>
<th>File Size (kb)</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>MAP Eligibility File</td>
<td>02/18/2020</td>
<td></td>
<td></td>
<td>7815.228</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>Alternative Application Student Record</td>
<td>01/01/2020</td>
<td>02/18/2020</td>
<td>02/18/2020</td>
<td>1802.119</td>
<td></td>
</tr>
</tbody>
</table>

[Create New File Extraction]

---

**MAP File Extractions: Eligibility Status Files: Create New**

**Select Report**

- MAP Eligibility File
- Alternative Application Student Record

**Start Date Range**

**End Date Range**

[Request Report]
Illinois National Guard (ING) Grant Program
When a student submits an ING Grant Application to ISAC, a record is added to the school’s database in the ING system.

The list can be viewed by the school on the ING Student List Eligibility View screen which displays in the same format as is used in the MAP program.

Colleges can then review eligibility and submit benefit requests for eligible applicants.

Student lists can be saved/exported into Excel and saved to your PC.

Customized lists can be generated by using the Filter, Sort and Columns function in the ING system.

Customized reports can be generated using the Reports functionality.

The ING Grant system is available each day between 7 a.m. and 10 p.m. (CT).
Student List Eligibility: View
Student Detail: Eligibility

Details
- **Branch**: Army
- **Base**: 
- **Certified Eligible**: Y
- **Eligible Until**: 06/07/2023
- **Eligible On or After**: 10 Year

ING Units Used
- 75
- ISAC Default: N
- **Eligibility As Of Date**: 08/04/2022

Details
- **Branch**: Army
- **Base**: 
- **Certified Eligible**: Y
- **Eligible Until**: 
- **Eligible On or After**: 12/22/2022
- **10 Year**: 

ING Units Used
- 0
- ISAC Default: N
- **Eligibility As Of Date**: 11/30/2022
## ING 2022-2023: Student Detail: Benefits

### Current SSN
![Search Bar]

### Eligible Until
- Eligible On or After: [Date]

### Terms
<table>
<thead>
<tr>
<th>Term</th>
<th>1-Fall</th>
<th>2-Spring</th>
<th>3-Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ING Code</td>
<td>131</td>
<td>131</td>
<td>131</td>
</tr>
<tr>
<td>Request</td>
<td>Benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Hours</td>
<td>13.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In District Tuition</td>
<td>$1,525.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of District Tuition</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible Fee Amount</td>
<td>$39.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Amount</td>
<td>$1,664.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Post 9/11 GI Bill%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Action Buttons
- Benefit
- Cancel
- Delete
<table>
<thead>
<tr>
<th>#</th>
<th>Benefits</th>
<th>Sel</th>
<th>Current SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>ISAC Dff</th>
<th>ING Units Used</th>
<th>Application Receipt Date</th>
<th>Certified Date</th>
<th>Certified Eligible</th>
<th>10 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>150</td>
<td></td>
<td>XXX-XX</td>
<td>N</td>
<td>06/30/2021</td>
<td>07/06/2021</td>
<td>Y</td>
<td>156</td>
<td>10/06/2021</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>2</td>
<td>150</td>
<td></td>
<td>XXX-XX</td>
<td>N</td>
<td>07/16/2021</td>
<td>07/23/2021</td>
<td>Y</td>
<td>36</td>
<td>07/23/2021</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>150</td>
<td></td>
<td>XXX-XX</td>
<td>N</td>
<td>09/29/2021</td>
<td>10/06/2021</td>
<td>Y</td>
<td>30</td>
<td>10/06/2021</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
Benefit Results Summary/ Invoice Detail Reports
Reports: Create New Report

Select Report
- ING Eligibility Report

Benefit Start Date Range

Benefit End Date Range

Request Report

ING Eligibility Report
- ING Benefit Requests Not Submitted
- ING Benefit Requests Submitted Without Results
- ING Benefit Results
- ING Cumulative Benefit Results
- ING Benefit Exceptions
### ING Reports: Eligibility Reports

**School and ING Code**

<table>
<thead>
<tr>
<th>Status</th>
<th>Report Type</th>
<th>Date</th>
<th>File Size (kb)</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>ING Benefit Exceptions</td>
<td>07/31/2020</td>
<td>2.318</td>
<td>tmendoza</td>
</tr>
<tr>
<td>Completed</td>
<td>Benefit Results/exceptions</td>
<td>07/29/2020</td>
<td>3.786</td>
<td>INGInvoice</td>
</tr>
<tr>
<td>Completed</td>
<td>Benefit Results/exceptions</td>
<td>05/06/2020</td>
<td>3.729</td>
<td>INGInvoice</td>
</tr>
<tr>
<td>Completed</td>
<td>Benefit Results/exceptions</td>
<td>02/25/2020</td>
<td>4.538</td>
<td>INGInvoice</td>
</tr>
<tr>
<td>Completed</td>
<td>Benefit Results/exceptions</td>
<td>02/20/2020</td>
<td>5.208</td>
<td>INGInvoice</td>
</tr>
</tbody>
</table>

Showing 1-6 of 6 entries

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### Illinois Student Assistance Commission

**ING Benefit Exceptions**

**Student**

- **Student Last Name**: ANA
  - **Student First Name**: AN
  - **SSN**: 123-45-6789
- **Student Last Name**: MARTHA
  - **Student First Name**: MARTHA
  - **SSN**: 987-65-4321
- **Student Last Name**: J
  - **Student First Name**: J
  - **SSN**: 654-32-1234
- **Student Last Name**: ANNA
  - **Student First Name**: ANNA
  - **SSN**: 246-80-2345

**Term**

- **Term Requested**: 2
  - **Adjusted Amount**: 375.45
  - **Benefit Amount**: 375.45
- **Term Requested**: 3
  - **Adjusted Amount**: 0.00
  - **Benefit Amount**: 0.00

**Student Term Hours**

- **Term Hours**: 3
- **Units**: 3

**Date of Report**: 07/31/2020
**Time Produced**: 02:09:10 PM
## ING Grant Benefit Result Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Benefit processed as requested – no report exception.</td>
</tr>
<tr>
<td>B</td>
<td>Benefit increased.</td>
</tr>
<tr>
<td>C</td>
<td>Benefit decreased.</td>
</tr>
<tr>
<td>F</td>
<td>Full ING units already used.</td>
</tr>
<tr>
<td>H</td>
<td>Benefit already processed for your school for requested term, benefit amount or units for term.</td>
</tr>
<tr>
<td>I</td>
<td>Benefit reduced; amount requested is greater than term award.</td>
</tr>
<tr>
<td>J</td>
<td>Ineligible for Benefit (Certified as not eligible)</td>
</tr>
<tr>
<td>K</td>
<td>Ineligible for Benefit due to Stafford loan default status per ISAC.</td>
</tr>
<tr>
<td>P</td>
<td>Student not eligible for term requested. Application received after the deadline date.</td>
</tr>
<tr>
<td>T</td>
<td>With this Benefit, student attains 120 ING Paid Credit Hours. Student will no longer be eligible for ING Benefit. (Not a 10-year(+) member of the Illinois National Guard)</td>
</tr>
<tr>
<td>U</td>
<td>Change in Benefit was requested; record indicates that no prior Benefit has been made for this term.</td>
</tr>
<tr>
<td>V</td>
<td>With this Benefit, student attains 180 ING paid credit hours. Student no longer eligible for ING Benefit (10-year(+) member of the Illinois National Guard)</td>
</tr>
<tr>
<td>W</td>
<td>ING units increased due to change in enrollment hours.</td>
</tr>
<tr>
<td>X</td>
<td>ING units decreased due to change in enrollment hours.</td>
</tr>
</tbody>
</table>

The ING Grant Benefit Result Codes can be found in the ING User Guide located on GAP Access Home Page [https://www.isac.org/gap-access/](https://www.isac.org/gap-access/)
Illinois Veteran Grant (IVG) Grant Program
Records of students for whom the college has reported benefit usage data within the past three years will display on the Student Benefit List: View screen.

The school will then have the ability through the Add Student screen to search ISAC’s database for new, additional students who may want to use their IVG benefits at your school

- Once they’ve added a student to their list, they will be able to see an eligibility detail screen for them and create a benefit request for them.

Colleges can create and submit benefit requests for eligible applicants in the same manner as MAP and ING claims.

Student lists can be saved/exported into Excel and saved to your PC

Customized lists can be generated by using the Filter, Sort and Columns function in the IVG system

Customized reports can also be generated using the Reports functionality

The IVG system is available each day between 7 a.m. and 10 p.m. (CT).
# Student Benefit List: View

**IVG Student Benefit List: View**

- **School and IVG Code:**
- **Go**

### Benefits Tab

- **List**
- **Filter**
- **Sort**
- **Columns**
- **Add Student**
- **Benefit Request Entry**
- **Submit Benefit Requests**

### Entries Displayed

| # | Sel | Req | Sel | Term Number | Current SSN | Last Name | First Name | IVG Number | IVG Code | Request Code | Enrollment Hours | In Dist Tuition | Out of Dist Tuition | Requested Amount | Post 9/11 GI Bill | Benefit Amount |
|---|-----|-----|-----|-------------|-------------|-----------|------------|------------|------------|----------|-----------------|------------------|----------------|-------------------|-----------------|-----------------|---------------|
| 1 |     |     |     | 1-Fall      | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
| 2 |     |     |     | 2-Spring    | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
| 3 |     |     |     | 3-Summer    | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
| 4 |     |     |     | 1-Fall      | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
| 5 |     |     |     | 2-Spring    | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
| 6 |     |     |     | 3-Summer    | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
| 7 |     |     |     | 1-Fall      | x00-00-00   |           |            |            |           |          |                 |                  |                |                   |                 |                 |
### Request options:
- "Benefit" to create a benefit request
- "Cancel" to cancel a previously-submitted request
- "Delete" to delete a request that has been created but not yet submitted.

Be sure click on the Save Changes button before navigating to another screen.

<table>
<thead>
<tr>
<th>Terms</th>
<th>3-Summer</th>
<th>1-Fall</th>
<th>2-Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVG Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In District Tuition and Fees</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Out of District Tuition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Amount</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Post 9/11%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For each term of usage, schools should report the **total number of enrollment hours and the benefit dollar amounts** if post 9/11 GI Bill benefits are also being used, the Post 9/11 GI bill Eligibility level, as determined by the VA, should be reported so that IVG units can be prorated.
Minority Teachers of Illinois (MTI) Scholarship Program
A Certification record is created in the MTI system when an MTI Application is complete.

All Certifications available in the MTI system must be completed regardless of whether the school certifies a student as eligible or ineligible.

Colleges certify eligibility for the MTI Scholarship Program via the MTI system in GAP Access.

The MTI system is available to enter certification information each Monday through Friday from 7 a.m. until 10 p.m. (CT).

Enrollment Verification is available on GAP Access.
MTI Certification Process

- The Certification List includes all applicants for whom ISAC has received a complete MTI application and is listed on the specific college listed on the application.

- 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’s can be considered for an award and/or receive an MTI notification letter about their ineligibility is if the applicant’s certification has been completed by the college in GAP Access.

- Once an applicant’s record has been certified and saved, it will be considered complete and will no longer appear on the Certification List.

- However, those applicants will continue to appear on the Student List Eligibility and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.
MTI Processing in GAP Access

- MTI is administered in GAP Access
  - System is available to colleges, Monday through Friday from 7 a.m. until 10 p.m. (CT)
<table>
<thead>
<tr>
<th>Certified Date</th>
<th>Academic Level</th>
<th>Award Amount</th>
<th>Award Date</th>
<th>Awarded GA</th>
<th>Awarded SETTW</th>
<th>Bilingual Certification</th>
<th>EFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2023</td>
<td>Freshman</td>
<td>N</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• To certify a student, click on the student’s name or SSN
Once you click on the student’s name or SSN the Certification Data pop-up box will open.

The first question *Eligible* must be completed.

If it is answered No, the only field required is the ineligible reason.
MTI Student Certification - Eligible

If a Y is selected, on the eligible field you must provide the following:
• Academic Level
• Anticipated Terms
• Is the student bilingual
  o If the student is bilingual, you must also provide the Bilingual Type and Bilingual Program
• Career Pathway Endorsement
• EFC
• Once an applicant’s record has been certified and saved, it will be considered complete and will no longer appear on the Certification List: View screen.

• However, those applicants will continue to appear on the Student List Eligibility: View screen, and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.

To filter students by Certified Status:
• Go to the Filter tab.
• Click on All under Certified Status.
• Click on the List tab to view your list of students.
Dual-Awarding Students with MTI & Golden Apple

• If a student qualifies for both Golden Apple and MTI the student must choose which program they would like to use
  o A student cannot receive the benefits of both programs in the same award year
  o ISAC will send the student a letter asking them to choose which program they want to accept -- MTI or Golden Apple
  o These letters include a deadline date to return the form

• If a student decides to change which program benefit he/she wants to receive:
  o First confirm that the student has been awarded the other program before cancelling a payment request that may have already been made
    ▪ For example, make sure that the student was awarded funds for MTI before cancelling a payment request for Golden Apple

• Program teaching obligations
  o Golden Apple requires a five-year teaching commitment
  o MTI has a one-year teaching commitment for each year that the scholarship is received
  o Both programs will convert to a loan that the student must repay if the teaching commitment is not met.

• Schools can find more information on both programs on ISAC’s website in the FAA area, in the Administrative Rules - [isac.org/e-library/administrative-rules/2022-23-isac-rules.html](isac.org/e-library/administrative-rules/2022-23-isac-rules.html), and in the program User Guides - [isac.org/gap-access/](isac.org/gap-access/).
Ways to View Students Awarded GA, SETTW & MTI

- Click on the icon
- This will take you to the Student Detail: Eligibility screen.
- Scroll down to view if the student was also awarded GA or SETTW
Using the “Sort” tab, you can create a list of students who have been awarded MTI, sorted by Award Date.

You can also create a list of students who have been awarded GA or SETTW.

After selecting your Sort options, click on the “List” tab to view the sorted list of students.
### MTI Student Detail: Payments

#### Payment Details

**Student Name**

- **Current SSN**: [Enter SSN]

- **Annual Award Amount**: $5000.00

<table>
<thead>
<tr>
<th>Terms</th>
<th>1-Fall</th>
<th>2-Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request</td>
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</tr>
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<td>Enrollment Status</td>
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<tr>
<td>Ineligible Reason</td>
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<td></td>
</tr>
<tr>
<td>Requested Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award Amount</td>
<td>$0000.00</td>
<td>$0000.00</td>
</tr>
</tbody>
</table>

**Activity Details**

- **Activity Date**
- **Status**
- **Result code**
- **Expanded Result**

**Invoice Details**

- **Invoice #**
- **School Code**
- **Result code**
- **Expanded Result**
- **Amount Paid**
- **Adjusted Amount**
- **Result Date**
### Dual-Awarding Students with MTI & Golden Apple

- Example of a student for which payment was requested for both the MTI & GA scholarships
- The college must CANCEL one of the scholarships
- This will be an audit finding if not corrected

<table>
<thead>
<tr>
<th>MTI 2022-2023: Student Detail: Payments</th>
<th>GA 2022-2023: Student Detail: Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current SSN</td>
<td>Current SSN</td>
</tr>
<tr>
<td><a href="#">Go</a></td>
<td><a href="#">Go</a></td>
</tr>
<tr>
<td>Annual Award Amount</td>
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</tr>
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<td>2. Spring</td>
<td>2. Spring</td>
</tr>
<tr>
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<td>School Code</td>
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<td>Request</td>
</tr>
<tr>
<td>Enrollment Status</td>
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</tr>
<tr>
<td>Ineligible Reason</td>
<td>Ineligible Reason</td>
</tr>
<tr>
<td>Requested Amount</td>
<td>Requested Amount</td>
</tr>
<tr>
<td>Award Amount</td>
<td>Award Amount</td>
</tr>
<tr>
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<td>Activity Date</td>
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<tr>
<td>Status</td>
<td>Status</td>
</tr>
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<tr>
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</tr>
<tr>
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<td>Invoice #</td>
</tr>
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<tr>
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<tr>
<td>Expanded Result</td>
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<tr>
<td>Amount Paid</td>
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</tr>
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<tr>
<td>Result Date</td>
<td>Result Date</td>
</tr>
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<tr>
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<tr>
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<td>Activity Date</td>
</tr>
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<td>Status</td>
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</tr>
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<tr>
<td>Invoice #</td>
<td>Invoice #</td>
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<td>Adjusted Amount</td>
</tr>
<tr>
<td>Result Date</td>
<td>Result Date</td>
</tr>
</tbody>
</table>
GA Processing

• Application
  o Students submits application to the Golden Apple Foundation
  o The Foundation provides data to ISAC regarding eligible applicants
    ▪ The student’s year in the program is tracked by the Foundation
  o Applicant data is loaded into GAP Access

• Certification
  o Golden Apple Foundation completes certification of eligible applicants

• Awarding
  o Award amounts are determined by the Foundation
  o Awards will display in GAP Access when certification is complete

• Notification
  o Golden Apple Foundation notifies GA students
  o Schools see individual student awards in GAP Access

• Payment
  o The college certifies student enrollment and eligibility and submits a payment request on behalf of the student
  o Payment requests are submitted by term in GAP Access
  o ISAC authorizes payment and provides result reports to schools
  o Payment is sent to the schools from the Comptroller’s office and the school credits student accounts
## GA 2022-2023: Student Detail: Payment

**Current SSN**

| Go |

**Deferred Scholar**

N

**Annual Award Amount**

2500.00

### Terms

<table>
<thead>
<tr>
<th>School Code</th>
<th>Request</th>
<th>Academic Level</th>
<th>Enrollment Status</th>
<th>Ineligible Reason</th>
<th>Requested Amount</th>
<th>Award Amount</th>
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<tbody>
<tr>
<td>001692</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### 1-Fall

<table>
<thead>
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<th>Award Amount</th>
</tr>
</thead>
<tbody>
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<td>1250.00</td>
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### 2-Spring

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</thead>
<tbody>
<tr>
<td>001692</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1250.00</td>
<td>1250.00</td>
</tr>
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</table>

### Activity Date

| 09/19/2022 | 01/20/2023 |

### Status

P

### Result code

-
From the eligibility view screen you can see all of the students who have applied. If you see a yellow lightbulb this indicates a eligibility issue, if you see a blue light bulb that means the student is at their maximum units for eligibility.
<table>
<thead>
<tr>
<th>DOB</th>
<th>Default</th>
<th>Total Units</th>
<th>Application Date</th>
<th>Applicant Category</th>
<th>School Code</th>
<th>Year In Program</th>
<th>Certified</th>
<th>Certified Date</th>
<th>Ineligible Reason</th>
<th>Annual Award Amount</th>
<th>Awarded MTI</th>
<th>Awarded SETTW</th>
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<tbody>
<tr>
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<td>09/02/2022</td>
<td>01/29/2023</td>
<td>Y</td>
<td>001692</td>
<td>2</td>
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<td>01/29/2023</td>
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<tr>
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<td>01/21/2023</td>
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<td>02/16/2023</td>
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<td>2500.00</td>
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<tr>
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<td>01/22/2023</td>
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<td>01/22/2023</td>
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<td>01/22/2023</td>
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<td>01/22/2023</td>
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<td>01/22/2023</td>
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<td>09/02/2022</td>
<td>01/22/2023</td>
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<td>01/22/2023</td>
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<td>001692</td>
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<td>01/22/2023</td>
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<td>02/22/2023</td>
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<td>001692</td>
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<td>Y</td>
<td>02/22/2023</td>
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<td>01/22/2023</td>
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<td></td>
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<td>01/22/2023</td>
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<td>001692</td>
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<td>09/22/2023</td>
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</tbody>
</table>

Showing 101 to 200 of 224 entries
School Budget Data
School Budget Data

• Pursuant to ISAC Rules [Section 2700.30 (e)], postsecondary institutions participating in gift assistance programs with ISAC shall annually report tuition and fee charges to ISAC on or before June 1 preceding each academic year.

• The budget information for all approved programs and all approved school codes must be certified by the financial aid director.
  o The Certify button appears only for a user who has Budget Confirm privileges.

• The budget will be open April 1
School Budget Data

• An additional tab will be added to the budget screen, you will still have your main tuition and fees tab but an additional tab called On-Campus only Mandatory Fees will be added.

• This tab is for main tuition fees that are the most common to all on campus students
  o In this tab a school will record the mandatory fees typically charged to students in a traditional 16-hour on campus, non distance education enrollment
  o This 5th tab for example, would not include a fee that is charged for all online programs, as this is not a fee that is charged to all on-campus students

• March monthly webinar will have more information on the school budget completion process and how it will be completed in the GAP Access portal along with additional budget completion webinars in April
School Budget

Dates

Year
2023-2024

Regular School Year Start Date
End Date

Upload Refund Policy

Upload File

Document History

Document Type Document Received Date Status
No records found.

MAP CODE

010

MAP
IVG
ING
MTI
2023-2024

Tuition and fee information is for the regular school year, which, for MAP, does not include summer term:

<table>
<thead>
<tr>
<th>Regular School Year Term Dates</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Term</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Institutional Information

If you would like to change the format for which awards are paid at your institution as either a cents or no cents format, please contact ISAC School Services Department to discuss next steps on how to make the change. This must be done prior to the start of the payment claim process for the upcoming award year.

1. Please check this box to confirm that this institution has a valid Program Participation Agreement (PPA) with the U.S. Department of Education (ED).
2. This ED PPA expires:

View History
Save
The fee table lists ten general fee categories. Using these fee categories as a guide, please enter the TOTAL per term and per year fee amounts charged to every full-time undergraduate student below. Gift Assistance Budget Instructions summarize the ISAC administrative rules requirements for eligible fees and provide a chart with examples of possible mandatory fee charges for your reference in calculating your institution’s mandatory fee charges. Remember: mandatory fees are charges assessed by an institution to each and every full-time student for each term. Application, graduation, laboratory, breakage, add/drop fees, and program administration fees are specifically excluded.

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Dollars per term based on 16 hours per term</th>
<th>Multiply by 2</th>
<th>Maximum charge for a two term regular school year (32 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Bonds</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Facility Operations</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Grants</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Health</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Instructional Support</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Registration</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Student Services</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Technology</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total Mandatory Fees: $0.00

Calculate: $0.00

Certify

Save
The fee table lists 10 general fee categories. Using these fee categories as a guide, enter the TOTAL per term and per year fee charges assessed by your 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. Report the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term. For examples of possible mandatory fee charges, see the Budget Reporting User Guide. 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.

If a school has a one-time annual fee, it should be included in the appropriate field in the Maximum column after the calculation has been applied, then click on the Calculate button again. For example, if an institution applies a technology fee of $1,000 per year, add $1,000 to the technology field in the maximum column after the term fees have been calculated.

If a fee in the term amount in the left column needs to be zeroed out, the user must also zero out (manually delete) the Maximum amount in the right column.

If a term amount in the left column was zero or the amount previously reported needs to be adjusted, click on the Calculate button to correct the Maximum amount in the right column.

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Dollars per term based on 16 hours per term</th>
<th>Multiply by 2</th>
<th>Maximum charge for a two term regular school year (32 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Bonds</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Facility Operations</td>
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<td></td>
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<tr>
<td>Grants</td>
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</tr>
<tr>
<td>Health</td>
<td>$</td>
<td></td>
<td>$</td>
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<tr>
<td>Instructional Support</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Registration</td>
<td>$</td>
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<td>$</td>
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<tr>
<td>Student Services</td>
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<tr>
<td>Transportation</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL MANDATORY FEES</strong></td>
<td><strong>$ 0.00</strong></td>
<td></td>
<td><strong>$ 0.00</strong></td>
</tr>
</tbody>
</table>
For the school's main MAP code, enter the in-district, in-state main tuition rate for full-time, freshmen undergraduate students for the Regular School Year, based on 16 credit hours per term. The main rate is the one typically faced by the majority of students.

Differential tuition rates that are not faced by the majority of students (and are typically higher) may be reported under "differential" MAP codes. A school may have one or multiple differential codes under which a rate other than the main tuition rate may be reported and on which MAP could be claimed for payment purposes.

Mandatory fees reported for the MAP code in Step 2 will be transferred to the tuition screen.

<table>
<thead>
<tr>
<th>Tuition and fees based on 16 hours per term</th>
<th>Per Term based on 16 hours per term</th>
<th>Multiply by 2 unless the fee is a flat fee or a one term only charge</th>
<th>Maximum charge for a two term regular school year (32 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (in-district, in-state only)</td>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Mandatory fees Transferred from Step 2</td>
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<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>TOTAL TUITION AND MANDATORY FEES</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>
5: On Campus Only
Mandatory Fees
MAP Advising Data
Each spring, ISAC collects MAP Advising data from MAP-approved colleges.

Schools are required to provide the following information about their MAP recipients:

- Available advising and support programs
- Retention, completion and graduation rate data

To help simplify the collection process, ISAC obtains some data from other sources, including the National Student Clearinghouse and the Illinois Community College Board (ICCB), which reduces the number of data elements that institutions must provide.

A User Guide is available to help complete the process.
The data collection screens are organized into four sections and identified by the tabs that follow the introductory questions:

- **Freshman/First-Year Academic Advising Activities**
- **General Academic Advising Activities**
- **Support Programs Offered**
- **MAP Recipient Course Completion Data**
FAFSA Completion Initiative
ISAC FAFSA Completion Initiative

• To assist high school counselors with identifying students who have not yet completed a FAFSA or an Alternative Application, ISAC administers a FAFSA Completion Initiative in GAP Access

• High schools upload their class lists into GAP Access and, on a weekly basis, ISAC provides FAFSA/Alternative Application completion information back to the schools

• Completion data is based on a weekly match with the U.S. Department of Education for FAFSA records and with ISAC for Alternative Applications records

• Counselors do not see application data that is specific to each student

• When high school counselors log in to GAP Access and select the FAFSA initiative option they will see aggregate data for their entire student body, including how many students have filed their FAFSA, received an EFC, Pell eligibility and MAP eligibility

• There are no indicators regarding verification flags

• School counselors will not have access to student college choices

• EFC data is provided in ranges and not student specific
This is what a counselor sees at initial log in:

Counselors can search a specific student to see if their FAFSA has been filed:

Counselors can see a range of EFC’s complied for their students:
File Transfer Protocol (FTP) Processing
File Transfer Protocol (FTP) Processing

- Colleges can submit payment requests by using the FTP process, which is a standard for sending files over the Internet.

- Colleges create the 160-byte flat file and send this file to ISAC through the means of FTP.
  - ISAC creates a directory on its FTP server for each school desiring to submit payments through FTP.

- The 160-byte flat file is simply a text file, created with Notebook or Microsoft Word that has 160 columns across each row.

- Each row accounts for an individual student record.
  - Every column or set of columns has a specific meaning and must be populated based on the purpose of submitting the file.
FTP Processing

Schools that utilize ISAC’s File Transfer Protocol (FTP) processes for the MAP, ING or IVG Programs through ISAC’s File Transfer System (transfer.isac.org), must have GAP Access IDs and passwords to login 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.
https://transfer.isac.org/
FTP File Layout Specifications

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

2023-24

- FTP Process Using GAP Access Credentials
- 2023-24 MAP 160-Byte File Layout Specifications
- 2023-24 Alternative Application Student Record School File Layout

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 IVG 160-Byte File Layout Specifications
OVERVIEW:

A) ISAC will provide an Eligibility Status File (ESF) record for each student to all schools listed as a college choice on the student’s 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.

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

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

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

E) Summary of Data Element Changes, revision (highlighted in grey) made to the 2023-24 layout.

The ISAC Default field no longer applies and has been changed to filler.
### 2023-24 MAP 160 Byte File Layout Specifications

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Field</th>
<th>Data Element</th>
<th>Length</th>
<th>Start</th>
<th>End</th>
<th>Type</th>
<th>School to ISAC</th>
<th>ISAC to School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Length</td>
<td>Payment or Cancellation Request</td>
<td>Elig File</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MAP Only</td>
<td>MAP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Name and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MAP School Code - 3 numeric characters; must be a valid MAP school code.</td>
</tr>
</tbody>
</table>
| 2     | Record Type - 1 alphanumeric character; contains a value as described below:
| 3     | Current SSN - 9 numeric characters; student’s SSN or Unique ID. |
| 4     | Term Enrolled - 1 numeric character; contains a value described below:
| 5     | College Year - 2 numeric characters; 24 (for the 2023-2024 academic year) |
| 6     | MAP Payment Request Code - 1 alphanumeric character; contains a value described below:
| 7     | Title IV School Code - 6 alphanumeric characters. |
| 8     | Student Last Name - 16 alphanumeric characters; contains student’s last name. This is an optional field. |
| 9     | Filler - 3 alphanumeric characters; reserved for ISAC use. |

G) Definition of Data Elements:

Field types are alpha/numeric (X) for these data elements, unless otherwise indicated. Alpha/numeric fields (X) greater than one character (byte) are left justified and padded with spaces. Numeric fields (9) greater than one digit (byte) are right justified and padded with zeros. Date fields are in century-year-month-day (CCYYMMDD) format. DO NOT use null or low-value characters.

1. MAP School Code - 3 numeric characters; must be a valid MAP school code.

   Schools that have valid MAP Codes other than the Base Code need to make sure that the correct applicable code is provided here for Record Type 4. The same file can have records with the different MAP codes as long as they are valid codes for the school. If a code entered here for a record is different than what is currently in GAP for that term it will update the MAP Code on the GAP record during Payment processing.

   NOTE: Please be aware that there will be separate reportsinvoices for each applicable valid MAP Code.

2. Record Type - 1 alphanumeric character; contains a value as described below:

   4 = Payment Request Records from the school.
   5 = MAP Payment Results to the school.
   6 = MAP Cumulative Payment Results to the school.
   7 = Eligibility Status records to school.

3. Current SSN - 9 numeric characters; student’s SSN or Unique ID.

4. Term Enrolled - 1 numeric character; contains a value described below:

   1 = 1st Semester/Quarter
   2 = 2nd Semester/Quarter
   3 = 3rd Quarter

5. College Year - 2 numeric characters; 24 (for the 2023-2024 academic year)

6. MAP Payment Request Code - 1 alphanumeric character; contains a value described below:

   P = Payment request
   C = Payment request cancellation

7. Title IV School Code - 6 alphanumeric characters.

8. Student Last Name - 16 alphanumeric characters; contains student’s last name. This is an optional field.

9. Filler - 3 alphanumeric characters; reserved for ISAC use.
2021-22 Monetary Award Program (MAP) FTP File Failed

ISACSchoolServices <ISACSchoolServices@illinois.gov>

To

You forwarded this message on 2/28/2022 10:55 AM.
This message was sent with High importance.

The 2021-22 Monetary Award Program (MAP) file that was recently submitted via File Transfer Protocol (FTP) has failed due to the following reason. Please resubmit your corrected file as soon as possible.

**Student Chavez contains more than 160 characters**

<table>
<thead>
<tr>
<th>MAP Code</th>
<th>FTP Date</th>
<th>File Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/18/2022</td>
<td>FORMAT</td>
<td></td>
</tr>
</tbody>
</table>

The 2021-22 MAP 160-Byte File Layout Specifications are available on the [Electronic Tools](#) page in the e-Library.

If you have any questions regarding this e-mail, please contact ISAC's School Services Department by calling toll free at 866.247.2172 or sending an e-mail message to [isacschoolservices@illinois.gov](mailto:isacschoolservices@illinois.gov).

Sincerely,

School Services
Illinois Student Assistance Commission (ISAC)
Program Review Data
Program Review Data

The program review involves the exchange of confidential information, and ISAC administrative rules require all educational institutions to be responsible for implementing appropriate security procedures to protect the integrity of the data accessed, stored, transmitted or received.

The program review materials can be provided via the following:

- ISAC’s GAP Access FTP (available to all institutions)

- Scanned documents via e-mail (limited number of documents due to ISAC e-mail file size limitation)

All users will need to have GAP Access IDs and passwords to login to the secure file transfer system. In addition, a GAP Access administrator must grant access privileges for anyone that will be using the secure transfer system.
Audit Folder

Files

[Image of Audit Folder interface]

/ (Home) > GAP > AUDIT

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>12/7/16 5:34:27 PM</td>
</tr>
<tr>
<td>OUT</td>
<td>2/23/21 10:37:14 AM</td>
</tr>
</tbody>
</table>
ISAC General Contact Information

School Services
866-247-2172
isac.schoolorservices@illinois.gov

ISAC Call Center – Student Services
800-899-4722
isac.studentservices@illinois.gov
Partner & Training Services

Kim Eck, 217-785-7139
Kimberly.Eck@illinois.gov

Sherry Schonauer, 217-785-1937
Sherry.Schonauer@illinois.gov

Stephanie Claudio, 217-782-8742
Stephanie.Claudio@illinois.gov
Questions/Comments

Thank you for attending today!