ISAC Update and An Overview of MAP & GAP Access

July 25, 2018
All late claims received on or before July 17, 2018 have been released for payment

August 16 will be the last date to submit 2017-18 cancellations and reductions

- Any increases to a 2017-18 MAP award would now need to through the Court of Claims process
- On August 17, 2017-18 MAP data will be available for historical view only

2017-18 MAP Debit Letters will be e-mailed to financial aid directors in August

- Due to the payment offset process, funds should not be returned to ISAC until after a "Due to ISAC" notification has been received.
- Upon receipt of this letter, please review and return the appropriate amount to ISAC as soon as possible.
  - A completed Gift Assistance Programs Refund Check Form should accompany any funds returned to ISAC
Processes

Use this "How To" section for operational guidance, as well as an overview of products or services, available to assist you in the administration of ISAC's financial aid programs. You'll find links to various online tools and guidance that support processes such as the MAP system, Budget Reporting for MAP, IVG & ING, refunds and unpaid grant and scholarship claims, tracking claims via the Illinois State Comptroller website, and FFELP loan repayment.

Refunds and Unpaid Claims

Upon receipt of disbursements, schools must verify each recipient's enrollment status for the term for which payment was made. When it becomes necessary for schools to return scholarship and grant program funds to ISAC, it must be done in a timely manner. A Gift Assistance Refund Check Form must also be completed and submitted along with the payment.

In regard to unpaid claims, schools or students can seek recourse at the end of the year through the Court of Claims. Appropriate documentation must accompany all claim forms. All correspondence must be written, and filing a claim does not guarantee payment. As of July 1, 2000, there is a two-year time limit to file Court of Claims.
Returning Program Funds to ISAC

When it is necessary for schools to return scholarship and grant program funds to ISAC, a **Gift Assistance Refund Check Form** must be completed and submitted along with the payment. It provides the following:

- information about program funds being returned;
- ensures that refunds are credited to the proper account (both school and/or student), program, and academic year; and
- in situations where the school checks the box "current and/or prior year refund," the form asks that a list of student names and SSNs for whom payment is being returned be attached.

ISAC will continue to offset Monetary Award Program (MAP) funds from future payments to the school for awards that are cancelled or reduced during the academic year.

The Gift Assistance Refund Check Form, along with the check(s) made payable to the Illinois Student Assistance Commission, should be sent to:

Finance & Accounting division - J10
Illinois Student Assistance Commission
1755 Lake Cook Road
Deerfield, IL 60015-5209

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GIFT ASSISTANCE PROGRAMS REFUND CHECK FORM

Please report the dollar amount refunded for each program/year if submitting a single check with funds for **multiple** programs or academic years.

Mail Refund Checks to: Finance & Accounting Division - J10
Illinois Student Assistance Commission
1755 Lake Cook Road
Deerfield, IL 60015-5209

To ensure refunds are credited to the correct account (both school and/or student) and the appropriate ISAC gift assistance program, please complete the requested information below.
<table>
<thead>
<tr>
<th>DATE SENT TO ISAC</th>
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</thead>
<tbody>
<tr>
<td>SCHOOL NAME</td>
<td></td>
</tr>
<tr>
<td>MAP CODE /ED CODE/IVG CODE</td>
<td></td>
</tr>
<tr>
<td>PROGRAM(S)</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC YEAR(S)</td>
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<tr>
<td>VOUCHER NUMBER</td>
<td></td>
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<tr>
<td>(specific to the above academic year)</td>
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<tr>
<td>TERM(S)</td>
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<td>CHECK NUMBER</td>
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<tr>
<td>CHECK DOLLAR AMOUNT</td>
<td>$</td>
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</table>

**REASON FOR REFUND**

- [ ] Returning Amount Due at End of Year: Per ISAC’s letter indicating total amount owed.
- [ ] Current and/or Prior Year Refund:
  - *Provide the students’ names and Social Security numbers (last 4-digits);*
  - *Indicate actual credit hours enrolled;*
  - *List dollar amount refunded for each term; and*
  - *State the institution’s reason for the refund.*
- [ ] External Compliance: ISAC’s Finance & Accounting Division will forward a copy of the Final Program Review Report to the appropriate internal department.
- [ ] Other Refund: Provide Explanation
Court of Claims

(Court of Claims Act; 705 ILCS 505)

Court of Claims Process

- Documentation
- Submit Claim Forms

Schools or students can seek recourse for claims that could not be approved in time to be paid during the regular fiscal year or lapse period. Generally, the circumstances for submitting a claim through the Court of Claims is due to a delay in payment processing such as an appeal being approved late in the award year. Late claims in programs for which timely claims were prorated will not be approved for payment through the Court of Claims. In addition, claims submitted requesting payment of the difference between the amount that ISAC pays for the Illinois Veterans Grant (IVG) and the Illinois National Guard (ING) Grant payment claims and the amount of the entitlement that the school is responsible to pay will not be approved.

Court of Claims Process

- A student or school submits a Court of Claims Complaint form with documentation to the Illinois Court of Claims office.
- The Illinois Court of Claims office forwards the claim form to the Illinois Attorney General’s office, which represents ISAC.
- The Attorney General’s office consults with ISAC to determine what action is to be taken.

Illinois Court of Claims

Office of the Secretary of State

630 S. College St., Springfield, IL 62756

Lapsed Appropriation Form

IN THE COURT OF CLAIMS, STATE OF ILLINOIS

Claimant

vs.

Respondent, STATE OF ILLINOIS

Claimant seeks from Respondent payment in the sum of $___________ for (Services or Materials) rendered as stated on the attached statement, and made a part thereof as Exhibit “A.” Claimant requests payment of the sum of $___________, and has made demand for same from (Department, Board, Commission) of the State of Illinois, and such demand was refused on the grounds that funds appropriated for the (Services or Materials) for such payments have lapsed.

Claimant further states that no assignment of said claim, or any interest therein, has been made to any person, and that Claimant is justly entitled to payment of the same from Respondent after allowing all just credits.

Claimant further states that the Claimant’s Federal Employer Identification Number (E.I.N.) is: ________________, or that his/her Social Security Number is: ________________.

(Claimant’s Signature)
Illinois Student Assistance Commission
Lapsed Appropriation Request Form
for Court of Claims filings for the Monetary Award Program (MAP)
and all Scholarship and Specialized Grant Programs

When filing a claim with the Illinois Court of Claims, include the information requested below. Use this form or create your own form that includes the same information requested on this form. Attach one copy of the request form to each of the six copies of the Lapsed Appropriation Claim form and documentation filed with the Illinois Court of Claims. There is a two-year time limit to file a claim for funds {705 ILCS 505/22(h)}.

<table>
<thead>
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<th>SCHOOL’S MAP CODE</th>
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<tr>
<td>ACADEMIC YEAR</td>
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<tr>
<td>ISAC PROGRAM</td>
<td></td>
</tr>
<tr>
<td>TOTAL NUMBER OF STUDENTS CLAIMED</td>
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</table>

<table>
<thead>
<tr>
<th>SSN</th>
<th>NAME (Last, First)</th>
<th>Term*</th>
<th>Amount of Claim</th>
<th>Total to Be Paid This Term</th>
<th>Cr Hrs</th>
<th>CPS Date/Trans#</th>
<th>For ISAC Decision Only</th>
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<tbody>
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<td></td>
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<td>Approved Yes/No</td>
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</table>

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

07/10/15
Illinois Student Assistance Commission
Lapsed Appropriation Request Form
for Court of Claims filings for the Monetary Award Program (MAP)
and all Scholarship and Specialized Grant Programs

INSTRUCTIONS and DEFINITIONS

SSN: Last four digits of Student’s Social Security Number (SSN)

NAME: Student’s last name and first name

Term: The term for which payment is requested. Use a different line for each term.

Amount of Claim: The amount being claimed through the Illinois Court of Claim for this student, for this term.

Total to Be Paid This Term: The amount being claimed on this form, plus the amount already paid for this student, for this term.

Examples:

Student A is eligible for $2,000. Previous MAP payment = $1,200. Amount of this claim = $600 [cr hrs = 14]. Total to be paid this term = $1,800

Student B is eligible for $1,500. Previous MAP payment = $0. Amount of this claim = $750 [cr hrs = 9]. Total to be paid this term = $750

Cr Hrs: Total number of credit hours the student was enrolled in for the term.

CPS Date/Trans #: Central Processing System (CPS) Date = Date of the Student Aid Report (SAR)/Institutional Student Information Record (ISIR) and the Transaction # for which the payment is being requested. The CPS date must be equal to, or prior to, the MAP closing date for that academic year SAR/ISIRs processed after the program closing date cannot be used to calculate MAP eligibility (e.g., In 2014-2015, the SAR/ISIR must be processed prior to 6/5/15).

07/10/15
2018-19 (FY19)
## FY19 ISAC Program Appropriations

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<thead>
<tr>
<th>ISAC Program</th>
<th>FY19 Appropriation</th>
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<tr>
<td>Monetary Award Program (MAP)</td>
<td>$401,341,900</td>
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<tr>
<td>Grant Programs for Dependents of Police, Fire or Correctional Officers</td>
<td>$1,237,400</td>
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<td>Golden Apple Scholars of Illinois Program</td>
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<tr>
<td>Minority Teachers of Illinois (MTI) Scholarship Program</td>
<td>$1,900,000</td>
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<tr>
<td>Illinois Teachers Loan Repayment Program</td>
<td>$439,900</td>
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<td>Nurse Educator Loan Repayment Program</td>
<td>$264,000</td>
</tr>
<tr>
<td>Veterans’ Home Medical Providers’ Loan Repayment Program</td>
<td>$26,400</td>
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</table>
ISAC anticipates that 2018-19 MAP payment request process will begin on Monday, August 20, 2018.

All 2018-19 MAP payment requests should be held and not submitted (neither in the MAP system nor via FTP) until after ISAC announces that payment processing has been opened on August 20.

Once open, payment processing will take place on a nightly basis, as is our usual business practice.
IVG Student Info in Student Portal

- Illinois Veteran Grant (IVG) applicants and benefit recipients can now access their information in ISAC’s Student Portal
  - studentportal.isac.org

- In addition to being able to submit an IVG application online, students who create a profile in the Student Portal profile, will now be able to:
  - Check on the status of their IVG application
  - Verify the number of IVG eligibility units they have remaining
  - View IVG eligibility notifications
  - Print copies of their information, as needed.
ISAC’s Teacher Programs

- Complete all Initial Certifications for 2018-19 Minority Teachers of Illinois Scholarship Program in My Zone
  - Must be completed regardless of whether the student is eligible or ineligible
  - The only way an applicant will receive a notification letter from ISAC is if the Initial Certification is submitted via My Zone
  - Submit as soon as possible to ensure that all of your students will be included in all rounds of awarding that may take place

- Initial Certifications for 2018-19 Golden Apple Scholars are expected to be available in My Zone in August
ISAC Annual Data Collection

- Data collection process is completed in GAP Access
  - Gift Assistance Program Budget Data for 2018-19 (FY19)
    - For MAP, IVG and ING
    - School refund policy should also be submitted
    - Was due by June 1, 2018
      - Estimated figures should be submitted if finalized budget data is not yet available and the financial aid director should contact School Services with an estimated date as to when finalized data will be provided
  - MAP Advising Support Program Data for 2017-18 (FY18)
    - Update previous year’s data as needed
    - Was due by July 20, 2018
  - Course Completion Data for 2016-17 (FY17)
    - Community colleges do not need to complete
      - ICCB will work with ISAC to provide CC data
    - Was due by July 20, 2018
AN OVERVIEW OF MAP AND GAP ACCESS
Monetary Award Program (MAP) Grant

- Need-based grant
- ISAC’s largest program
- One of the largest of its kind in the country
Program Participants

Lists of the Illinois postsecondary schools approved to participate in each ISAC program are available for each academic year.
MAP Cycle

- **Start-Up**
  - Based on budget proposal and expectations
  - Student eligibility data is made available using a “Start-Up” Formula
    - Implemented shortly after a new FAFSA becomes available

- **Recompute**
  - Based on finalized budget
  - Prepare for payment request process using Recompute Formula
    - Implemented May – July, depending on budget process

- **Payment Claim Processing**
  - Typically begins in August and ends in June
  - Fall term claim deadline date typically in December

- **Reconciliation**
  - Throughout the award year, August – July

- **Close-Out**
  - At the end of each award year, June - July - August
MAP Formula

- Method used to distribute appropriated MAP funds
- Several factors are used to determine eligibility and award amount:
  - Financial need (EFC)
  - Cost of tuition and fees
  - Appropriations
- ISAC Commissioners approved the 2018-19 MAP Recompute Formula at its June 14 Commission Meeting
  - It is the same as the Start-Up Formula that was approved in November 2017
  - Effective maximum annual award is $4,869
    - The formula includes a 2% reduction factor
      - Set maximum of $4,968 x .98 = $4,869
**MAP Formula**

(ISAC Rules, Section 2735.30)

The MAP formula is used to distribute the appropriated grant funds so that the neediest students receive grant assistance. Several components are used to determine eligibility.

ISAC establishes a preliminary, or "start-up," MAP formula each spring for the upcoming school year. Historical data on enrollment attainment, the anticipated volume of applications and the best estimate of ISAC’s MAP appropriation are all used to determine the MAP start-up formula.

During the summer, after final school budgets are submitted to ISAC and after the appropriation for the program has been determined by the Illinois General Assembly and signed by the Governor, the start-up formula is re-evaluated and a process called "recompute" is begun. During the recompute process, any changes to the formula proposed by ISAC and the ISAC/LASFAA Formula Committee may be incorporated, as well as adjustments to the budget to reflect current year tuition and fees, based on the MAP appropriation.

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**MAP Hand Calculation Forms**

ISAC provides paper-based worksheets by academic year, which can be used to calculate annual MAP awards for dependent and independent students.

- 2018-19 Hand Calculation Forms - Start-up
- 2017-18 Hand Calculation Forms - Recompute
- 2017-18 Hand Calculation Forms - Start-up
**ILLINOIS STUDENT ASSISTANCE COMMISSION**  
2018-19 Monetary Award Program  
Dependent Student Start-up Annual Award Hand Calculation Form

### Dependent Student Information
1. Name ____________________________
2. SSN ______________________________
3. Class Level _______________________
4. School ____________________________

### Directions
1. Use the amounts “assumed” as values for the fields referenced. If no amount is “assumed,” use the reported amount. If a field is blank or is negative, use zero for computational purposes. If simplified EFC calculation, set B.4 to zero.
2. Unless stated otherwise, all calculations are rounded to the nearest whole number upward from 0.500 and downward from 0.499.
3. Students who have used 75 or more MAP Paid Credit Hours must be a junior or senior to be eligible for MAP. Students who have used 135 or more MAP Paid Credit Hours are not eligible for MAP.
4. Students with a Federal EFC greater than or equal to $9,000 are not eligible for MAP.

### Box A: Calculate Student FM Contribution from Income
1. Student 2016 AGI _________________________
2. Student 2016 earnings from work ______________
3. Student 2016 untaxed income ________________
4. Student 2016 additional financial information _______________________
5. Total Income ([A.1 + A.3 - A.4] or if non-tax filer [A.2 + A.3 - A.4]) ________________
6. Student U.S. taxes paid ______________________
7. Student Illinois tax allowance (A.5 x 0.03) ______________________
8. FICA tax allowance (A.2 x 0.0765 maximum of $9,065.25) ________________
9. Income protection allowance ________________________
10. Total Allowances (A.6 + A.7 + A.8 + A.9) ______________________
11. Available Income = Total Income - Total Allowances (A.5 - A.10) ________________
12. Student contribution from available income (A.11 x 0.50) _______________________

### Box B: Calculate Student FM Contribution from Assets
1. Cash, savings, and checking ________________________
2. Net worth of Investments and net worth of Business (must be 0 or greater) ______________
3. Net value of assets (B.1 + B.2) ________________________
4. Student contribution from assets (B.3 x 0.20) ________________________

### Box C: Calculate Total Student FM Contribution
1. Student income contribution (A.12, must be 0 or greater) ________________________
2. Student asset contribution (B.4, must be 0 or greater) ________________________
3. Combined student contribution (C.1 + C.2) ________________________
4. Expected Family Contribution (EFC) from SAR/ISIR ________________________
5. Student FM contribution (lesser of C.3 and C.4) ________________________

### Box D: Calculate ISAC Adjusted Student Contribution
1. Student minimum contribution $1,500
2. Student FM contribution (C.5) ________________________
3. ISAC adjusted student contribution (greater of D.1 and D.2) ________________________

### Box E: Calculate ISAC Adjusted Parent Contribution
1. Expected Family Contribution (C.4) ________________________
2. Student FM contribution (C.5) ________________________
3. Parent FM contribution (E.1 - E.2, must be 0 or greater) ________________________
4. Base adjustment factor 1.10
5. Progressive adjustment factor (E.3 / 11000 rounded to 2 decimal places) ________________________
6. ISAC adjustment factor (E.4 + E.5 keeping 2 decimal places) ________________________
7. ISAC adjusted parent contribution (E.3 x E.6) ________________________

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November 2017 Page 2 of 4
ILLINOIS STUDENT ASSISTANCE COMMISSION
2018-19 Monetary Award Program
Dependent Student Start-up Annual Award Hand Calculation Form

Box F: Calculate ISAC Adjusted Family Contribution
1. ISAC adjusted student contribution (D.3)
2. ISAC adjusted parent contribution (E.7)
3. ISAC adjusted family contribution (F.1 + F.2)

Box G: Look Up Estimated Federal Pell Grant Amount
1. EFC (C.4)
2. Estimated 2009-10 Pell Grant amount from Table 1

Box H: Calculate Maximum MAP Eligibility
1. School 2009-10 tuition and mandatory fees
2. Living allowance
3. Assessed Pell Grant amount (G.2 x 0.80)
4. ISAC adjusted family contribution (F.3)
5. Maximum eligibility (H.1 + H.2 - H.3 - H.4)

Box I: Determine MAP Award
1. Maximum eligibility (H.5)
2. Tuition and fees (H.1)
3. Maximum award
4. Determine the lesser of i.1, i.2, or i.3. If the amount is the result of i.1, round using Table 2.
5. Annual full-time MAP award* = 1.4 x 0.08, round to nearest dollar
* Term awards must be prorated based on enrollment

Table 1: Estimated 2009-10 Pell Grant

<table>
<thead>
<tr>
<th>EFC Range</th>
<th>Amount</th>
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<tr>
<td>$0 to $49</td>
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<td>$50 to $99</td>
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<td>$100 to $149</td>
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<td>$4,800 and up</td>
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Table 2: Rounding Chart

<table>
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<th>Amount</th>
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</tr>
<tr>
<td>$4,800 and up</td>
<td>$50</td>
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</table>
MAP Application Process

- Free Application for Federal Student Aid (FAFSA) is the application
  - Critical FAFSA data elements for MAP:
    - State of residence – student and parent
    - Grade level -- must be an undergraduate
    - Degree information -- can’t have a bachelor’s degree or be working on a master’s
    - School choice – must list at least one MAP-approved Illinois school

- Students should apply as early as possible after the FAFSA becomes available
Residency Requirements

- For a dependent student:
  - The parent who is required to complete the FAFSA must physically reside in Illinois and Illinois must be his/her true, fixed and permanent home

- For an independent student:
  - Must physically reside in Illinois
  - Must have resided in Illinois for 12 continuous full months prior to the start of the academic year for which assistance is requested
  - Illinois must be his/her true, fixed and permanent home
MAP Suspense

- Suspense occurs when projections indicate appropriation will be exhausted
- ISAC’s Research, Planning and Policy Analysis (RPPA) Department continuously monitors the number of eligible applicants
  - Once the first term payment claim deadline date has passed, the suspense date is re-evaluated
- The current 2018-19 MAP suspense date is Feb. 28, 2018
  - Applicants whose initial 2018-19 FAFSA® was received by CPS on or after Wednesday, February 28, 2018 are in suspended status
  - MAP records in suspense status are reflected in GAP Access with a MAP Suspend Code of “S”
MAP Benefits

- **Tuition & Mandatory Fees**
  - Mandatory fees are those charged to each and every full-time student for each term
  - For community college students, benefits are limited to in-district tuition and mandatory fees

- **Remedial courses**
  - Eligible for MAP as long as student has been accepted into an eligible degree or certificate program and is taking the course(s) as part of that program
  - Can receive benefits for one academic year (30 semester hours or 45 quarter hours)
MAP Benefits

- Student’s calculated eligible amount displays in the MAP system (GAP Access)
  - Based on full-time enrollment of 15 credit hours

- Actual payment amount is based on number of credit hours in which the student is enrolled
  - Maximum of 15 hours and minimum of 3 hours paid per term
  - Student receives 1/15 of their eligible award amount for each credit hour, using proration methodology

  - Multiply student’s maximum annual amount by a fraction:
    - Number of hours enrolled is the nominator
    - 15 hours is the denominator
      - Example: $2,000 x 12/15 = $1,600 for a student enrolled in 12 credit hours
    - Divide award amount by the number of terms
      - Example: $1600/2 semesters = $800 per term
MAP Benefits

- MAP Paid Credit Hours (MPCH)
  - Method for tracking MAP usage
  - Equivalent to 4½ years of full-time enrollment
  - Can receive maximum of 135 MPCH
    - Eligibility can be extended for one term if student has less than 135 but not enough left for credit hours enrolled
  - Must reach junior level status to use more than 75 MPCH
    - Grade level determined by the institution
    - Eligibility can be extended for one term if student has less than 75 but not enough left for credit hours enrolled
Awarding MAP

- If students are also eligible for the following ISAC programs, these must be factored into the award package before MAP:
  - Illinois Veteran Grant (IVG) Program
  - Illinois National Guard (ING) Grant Program
  - Grant for Dependents of Police/Fire/Correctional Officers (PFC Grant)
  - Special Education Teacher Tuition Waiver (SETTW)
Awarding MAP

- Based on VA rules, MAP should be considered first payer for student veterans who are also using Chapter 33 (Post-9/11 GI Bill) in the same term
  - Chapter 33 can be used to cover any remaining tuition and mandatory fees not covered by MAP
    - Students can also choose to not use their state benefits if it is in their best interest to do so
  - Keep in mind that the VA’s definition of mandatory fees is different than ISAC’s
  - Refer to the School Certifying Officials Handbook for more information
    - [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)
As part of the student notification process, schools are required to:

- Announce MAP awards to the students enrolled at their institutions
- Clearly identify the awards on the award notification as: **State of IL MAP Grant (Est)**
- Include specific MAP award letter language on or with the school issued award letters
School Issued Award Letter Language for 2018-19

All schools are required to announce MAP Grant awards to the students enrolled at their institutions, including students who are only eligible for a second semester/second and third quarter MAP award. Schools are required to clearly identify the awards on the award notification as: State of IL MAP Grant (Est).

Schools are also required to include the following information with the award letter:

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included on this letter if you have met the eligibility criteria.

The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)." Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible.

There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you’ve received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, and you must be at the junior level or above to use more than 75 MPCHs. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs through the ISAC Student Portal at https://studentportal.isac.org/MPCH.
MAP Award Announcements

School Requirements
ISAC-Generated MAP Notifications

Students who apply for financial aid on the Free Application for Federal Student Aid (FAFSA®) and agree to share the information with ISAC are considered for a Monetary Award Program (MAP) grant. The announcement process begins with the college sending an award letter to eligible students indicating a calculated annual award amount. The inclusion of MAP Grant awards in financial aid packages is critical information for students to make informed enrollment decisions. Potentially eligible students are Illinois residents with an EFC under 9000 who indicated a MAP-approved school as one of their school choices on the FAFSA.

In order to ensure that all MAP students receive the same information about their award in a consistent manner, ISAC requires schools to announce MAP awards to the students enrolled at their institution - including the estimated amount of the award. Refer to the School Requirements section for details.

Links to various forms and notifications are available from the right-hand menu.

School Requirements

ISAC provides the specific language that is required to be included on or with the school issued award letters at the beginning of each processing cycle. Schools are required to announce MAP awards to the students enrolled at their institutions,
Schools are required to notify applicants of changes in their eligibility status

- Reasons for changes in eligibility status include students who:
  - are not eligible due to a zero award
  - have an incomplete record
  - have a loan in default
  - are considered late applicants
  - have exceeded the intermediate maximum of 75 MAP Paid Credit Hours

- Schools are also encouraged to provide students with a link to the MAP Rights & Responsibilities document
Verification

- Schools are expected to verify residency for recipients of any ISAC gift assistance programs for which Illinois residency is a requirement.

- If an applicant is selected for verification in conjunction with federal student assistance, that applicant should also be verified for ISAC-administered programs.
  - A selected applicant must be verified for ISAC programs even if the applicant is ineligible for federal student assistance.
Verifying Residency

- Any conflicting data must be resolved
- Communicate with admissions/records office
  - In-state tuition charge does not automatically mean that a student is an Illinois resident and eligible for ISAC programs
- When a school certifies a payment request, it is certifying that the student is an enrolled, eligible Illinois student meeting satisfactory academic progress
Verifying Residency

- Data in GAP Access may be sufficient to confirm residency, however, if the institution has any information that indicates the applicant may not be a resident of Illinois, further verification is needed.

- Because of the differences in residency requirements for dependent and independent status, residency should be verified for applicants who have changed dependency status to become an independent student.
Verifying Residency

- Examples of acceptable documentation for verifying Illinois residency (as listed in Administrative Rules) include:
  - State of Illinois tax return or federal tax transcript
  - Illinois high school or college transcript
  - Illinois driver's license
  - Utility or rent bills in the applicant's (or parent's) name
  - Illinois auto registration card
  - Residential lease in the applicant's (or parent's) name
  - Wage and tax statements (IRS Form W-2)

- For an independent student, the dates recorded on the documents must indicate the applicant has resided in Illinois for the relevant 12 continuous, full months
Verifying Residency

- As long as there is no conflicting information, additional steps to verify residency is not required for:
  - An applicant who received payment of a MAP award during the previous academic year
  - An applicant who was enrolled in an ISAC-approved MAP institution or an ISAC-approved Illinois high school for the preceding consecutive 12 months prior to the start of the academic year for which assistance is requested

- For more info, an FAQ document is available on the Partner Training page in the e-Library
Administering MAP

- Student eligibility and payment information is managed and processed via ISAC’s Gift Assistance Programs (GAP) portal: GAP Access
  - It provides a secure authentication process for accessing student data and updated technology for managing student data
Managing GAP Access

- The financial aid director at each school is considered the Primary Administrator for GAP Access and is responsible for approving staff access at their institution.

- There are two additional levels of system users:
  - School Administrators can add and update access for the school’s GAP Access users.
  - School Users can have the ability to view and update program data depending on the access levels given to them by an administrator.

- Schools should have a process in place to remove non-active users on a frequent and regular basis.
GAP Access Security

- A 2-step authentication is required to log in to GAP Access
- Users will be asked to answer one of the three security questions provided at the time they signed up for access
  - If a user answers all 3 challenge questions incorrectly, the user’s access will be locked and their password will need to be reset
  - In order to reset the password, the user must contact a GAP Access Administrator at the school
    - ISAC will not be able to reset a password for users at a school
ISAC Gift Assistance Programs (GAP) Access

Assigning an Administrator

The links to each chapter of the GAP Access User Guide below provide step-by-step instructions for activating accounts for administrators and users of the GAP Access portal. ISAC will rely on an administrator (contact person) at each institution to authorize users. The GAP Access Administrator will ultimately be responsible for monitoring passwords, staff access, and security for a variety of ISAC programs. The initial request for institutional access should be made by the Financial Aid Director or High School Principal.

Ultimately, one entry point, user name and password will be used to gain access to all programs to which a user has been granted access by their school's administrator. As additional ISAC gift assistance programs are added to the GAP Access portal, the administrator must access the User Maintenance area and update the program access and level for each user.

GAP Access User Guide

General questions, user name and password maintenance, and technical information about GAP Access can be answered in the User Guide.

- Activating Your GAP Access Primary Administrator Account
- Activating Other GAP Access Administrators
- Activating GAP Access User Accounts
Student records flagged with the “light bulb” icon on the Student List: Eligibility View screen, may also include yellow highlighting on the Student Detail: Eligibility screen on the fields that may be impacting the student's eligibility.
MAP 2017-2018: Student Detail: Eligibility
UNIVERSITY 001

List  Eligibility  Payment

Person Details

Current SSN

Go

Original SSN

Transaction / Name ID
01 AA  Go

School ID
001

Base MAP Code

Go

Term  MAP Code  Eligible Amount  MAP Code Paid  Request Mode
1  058  $2,434.00
2  058  $2,435.00

Original Yearly Eligible Amount
$4,869.00

Total of all terms not to exceed Maximum annual award amount.
## Student Detail Screen

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<th>Update Type</th>
<th>As Of Date</th>
<th>Disqualify</th>
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<td>Depend Code D</td>
<td>U</td>
<td>11/01/2017</td>
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<tr>
<td>Academic Level 1-Freshman</td>
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<td>Living Allowance $4,875</td>
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<td>EFC Change Flag</td>
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<tr>
<td>Primary EFC $0</td>
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<tr>
<td>Adjusted EFC $1,800</td>
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<td>Estimated Pell $5,350</td>
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<td>Student Change Flag</td>
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<td>SSN Match Flag 4</td>
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</table>

Student records flagged with the “light bulb” icon on the Student List: Eligibility View screen, may also include yellow highlighting on the Student Detail: Eligibility screen on the fields that may be impacting the student’s eligibility.
Payment requests are made via the GAP Access Portal.

Schools may also send payment requests to ISAC via a File Transfer Protocol (FTP) process.
- File specifications for FTP processing are available on the Electronic Tools page in the e-Library.

Payment is sent to the school on behalf of the student.

Payment comes from the State Comptroller’s office.

Schools must meet MAP payment claim deadline dates that are set each term.
Select:
- Payment -- to request a payment
- Cancel -- to cancel a previously requested award
- Hold – to prevent the record from being submitted
- Delete – to remove the payment request before submitting
MAP Payment Process

- Payment is made through an offset process
- New payment requests are compared to outstanding amounts owed to ISAC as a result of cancellations and adjustments made, and payment is made accordingly.
- Designed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid
  - Includes decreases, increases, initial requests and full refunds
Payment Results Summary/Invoice Detail Reports

- This is a compilation of four reports generated by ISAC following a school’s payment request. It includes:
  - Payment Results Report
  - Payment Exception Report (if there were exceptions)
  - Payment Results Summary (by term)
  - Payment Results Summary (all terms)

- This report should be printed or downloaded each time a payment request is submitted.
# Payment Results Summary/Invoice Detail Report

## Payment Results Summary
**2014-2015 Academic Year**

**All Terms**

**MAP Code - 01**

**FEIN 37**

**University**

---

### ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-5209

**MONETARY AWARD PROGRAM (MAP)**

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<tr>
<th># STU</th>
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<th># STU</th>
<th>PAID AMOUNT</th>
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<tr>
<td>0.00</td>
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<table>
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<tr>
<th>REQUESTED AWARDS DENIED</th>
<th>REQUESTED AWARDS HELD IN CLAIMS</th>
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<td>10,855.99</td>
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<th>FULL REFUNDS</th>
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<table>
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<tr>
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<table>
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**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.
**Form C-13**

**State of Illinois**

**Invoice - Voucher**

**Illinois Student Assistance Commission**
**1755 Lake Cook Road**
**Deerfield, IL 60015**

**Payment of interest may be available if the state fails to comply with the Illinois Prompt Payments Act, 30 ILCS 540**

---

**1. Control #** /Vendor Invoice # / Inv Date / Doc

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<td>07012014 06302015 3700</td>
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<td>MAP PMT FOR RECIPIENTS ATTENDING</td>
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**2014-2015 Academic Year**

**EF 27**
Results Connection

- Payment Results/exceptions, Invoice, Payment Detail, Voucher all connect by Invoice Number
Payment Results Summary/Invoice Detail Report

<table>
<thead>
<tr>
<th></th>
<th># STU</th>
<th>REQUESTED AMOUNT</th>
<th># STU</th>
<th>PAID AMOUNT</th>
<th>DIFFERENCE^*</th>
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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.
MAP Payment

Enrollment Guidelines
Eligible Coursework

MAP grants are paid directly to the approved institution of record which certified the applicant's eligibility. ISAC authorizes a voucher in the amount of the payment claim and submits it to the State Comptroller's Office which issues payment to the institution. Schools may begin requesting payments for MAP 10 days before the beginning of the semester. Payment of grant benefits is requested by the school through ISAC and sent by the State Comptroller directly to the institution.

Schools receive award announcements via the MAP system on all SAR transactions, which assume full-time enrollment. When students enroll less than full time, payment adjustments are based on the most recently announced award.

Enrollment Guidelines

Students must be enrolled during the term to receive MAP funds. The school certifies an applicant's eligibility according to the information available when MAP payment is requested. If a student's credit hour enrollment decreases, the school can only request payment up to the amount of actual tuition and fee expenses incurred. If a student withdraws after the expiration of the tuition refund/withdrawal adjustment period, the student may receive MAP payment for tuition and fees incurred up to the term award provided the school's tuition refund policy indicates the student has incurred charges in the amount of the claim.

Eligible Coursework
### MAP Payment Results Codes and MAP Payment Reject Codes

#### MAP Payment Results Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
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<tr>
<td>*</td>
<td>Payment request processed – no report exception</td>
</tr>
<tr>
<td>B</td>
<td>Payment increased.</td>
</tr>
<tr>
<td>C</td>
<td>Payment decreased.</td>
</tr>
<tr>
<td>F</td>
<td>Full MAP Paid Credit Hours already used.</td>
</tr>
<tr>
<td>H</td>
<td>Record previously paid to your school for requested term</td>
</tr>
<tr>
<td>I</td>
<td>Payment reduced, amount claimed is greater than term award.</td>
</tr>
<tr>
<td>J</td>
<td>Ineligible for payment due to calculated award amount of zero</td>
</tr>
<tr>
<td>K</td>
<td>Ineligible for payment due to Stafford loan default status.</td>
</tr>
<tr>
<td>M</td>
<td>Disqualified record for disqualified reason code as listed.</td>
</tr>
<tr>
<td>N</td>
<td>Record previously paid to another school as listed for requested term.</td>
</tr>
<tr>
<td>O</td>
<td>Student previously paid as a graduating senior.</td>
</tr>
<tr>
<td>P</td>
<td>Student not eligible for term requested. Application received after the deadline date.</td>
</tr>
<tr>
<td>R</td>
<td>Payment annual award amount limit.</td>
</tr>
<tr>
<td>S</td>
<td>Suspended MAP payment.</td>
</tr>
<tr>
<td>T</td>
<td>With this payment, student attains 135 MAP Paid Credit Hours. Student will no longer be eligible for MAP payment.</td>
</tr>
<tr>
<td>U</td>
<td>Change in payment was requested; record indicates that no prior payment has been made for this term.</td>
</tr>
<tr>
<td>V</td>
<td>With this payment, student attains 75 MAP paid credit hours. Student no longer eligible for MAP payment at academic level 1 and 2.</td>
</tr>
<tr>
<td>W</td>
<td>MAP Paid Credit Hours increased due to change in enrollment hours.</td>
</tr>
<tr>
<td>X</td>
<td>MAP Paid Credit Hours decreased due to change in enrollment hours.</td>
</tr>
<tr>
<td>Y</td>
<td>Held payment request – Late Claim</td>
</tr>
<tr>
<td>Z</td>
<td>Held payment request – Insufficient funds available.</td>
</tr>
</tbody>
</table>
# 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.

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

- Schools are encouraged to finalize reconciliation activities and report all cancellations as soon as possible.
- Payments must be reconciled on a student-by-student basis.
- Guidance is provided in the FAAs section of isac.org.
Fiscal Year Reconciliation

- Schools will receive a notice from ISAC at the end of the award year indicating refund amount due
  - Schools should wait until receiving notification to send refund checks to ISAC

- A completed Check Return Form should accompany any refund checks sent to ISAC along with documentation that clearly indicates the amount being returned for each student
Run the MAP Paid Credit Hour Report to ID those close to limits.

<table>
<thead>
<tr>
<th>A</th>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>Tran Num</th>
<th>Academic Level</th>
<th>MAP Paid Credit Hrs</th>
<th>Def Flg</th>
<th>Cnt Stu</th>
<th>Appl Rec Date</th>
<th>Late Flg</th>
<th>MAP Susp</th>
<th>Disqfly Flag</th>
</tr>
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<td></td>
<td>01</td>
<td>1</td>
<td></td>
<td>150</td>
<td>N</td>
<td>Y</td>
<td>01/04/2016</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>JAYLIN</td>
<td></td>
<td>02</td>
<td>4</td>
<td></td>
<td>120</td>
<td>N</td>
<td>N</td>
<td>03/29/2016</td>
<td>S</td>
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<td></td>
<td></td>
<td></td>
</tr>
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<td>4</td>
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<td>116</td>
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<td>90</td>
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<td>02/02/2016</td>
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<td>Y</td>
<td>02/02/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FTP Process

- Colleges can request MAP payment utilizing the file extraction feature of the MAP system in the GAP Access portal or by sending payment requests via File Transfer Protocol (FTP).
- Payment Reports can then be generated from the Reports screen in the MAP system.
- Each individual needing access to ISAC’s secure FTP site will need to have a valid GAP Access user ID and password.
  - Only users with valid GAP Access user IDs and passwords will be able to access the site to exchange data for the Monetary Award Program (MAP), the Illinois Veteran Grant Program (IVG) and ISAC Program Reviews (Audits).
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:**

**2018-19**
- FTP Process Using GAP Access Credentials
- 2018-19 IVG 160-Byte Layout Specifications
- 2018-19 MAP 160-Byte File Layout Specifications

**2017-18**
- FTP Process Using GAP Access Credentials
- 2017-18 IVG 160-Byte Layout Specifications
- 2017-18 MAP 160-Byte File Layout Specifications
- 2017-18 ING Grant 160-Byte File Layout Specifications

**Loan Maintenance:**
- Common Record

---

**ISAC FILE TRANSFER SYSTEM**

This document provides instructions for interacting with ISAC’s Secure File Transfer System (transfer.isac.org), which is to be used by schools participating in the File Transfer Protocol (FTP) processes for the Monetary Award Program (MAP), the Illinois National Guard (ING) Program and the Illinois Veteran Grant (IVG) Program.

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.

**GETTING SET UP**

If users do not have a valid GAP Access ID and password but need access to the FTP site, the user will need to obtain them. To do so, follow the instructions in the GAP Access User Guides to receive your credentials.

After obtaining credentials, a GAP Access administrator must grant privileges for access to the secure transfer system. Follow the instructions below to complete the set up.

1. GAP Access Administrator - Login to GAP Access.
2. Go to User Administration under the Administration tab.
4. Review the “FTP Access” section of the screen and click the checkboxes for each program the user will have access to in the secure transfer site.
MAP RESOURCES
Financial Aid Administrators

By choosing from these topics, Financial Aid Administrators, Business Officers, and other school personnel have fingertip access to a centralized source of information and financial aid guidance concerning ISAC’s programs, processes, and resources.

- ISAC Gift Assistance Programs
- Other Programs
- Processes
- e-Library

FAA Quick Links

- GAP ACCESS: ISAC Gift Assistance Programs Access
- My ZONE: My Zone
- NSLDS
- College Awareness and Preparation
- FAFSA Reference: Applying for Financial Aid
- LADDER up
- IFAP: Federal Student Aid Handbook
- MAPPING YOUR FUTURE: Mapping Your Future

FAA Message Board

The FAA Message Board is updated each week.

- ALERT: ISAC’s e-Messaging service unavailable
- NEW: ED transitions away from printed publications
- NEW: Check My Zone for latest School DAAR Reports
- NEW: 2017-18 MAP close-out
- NEW: Webinar: ISAC Update and a Review of MAP and GAP Access (July 25)
- Federal student loan interest rates effective July 1, 2018

More

Most Recent ISAC Update:
FAA Messages

Financial Aid Administrators

By choosing from these topics, Financial Aid Administrators, Business Officers, and other school personnel have fingertip access to a centralized source of information and financial aid guidance concerning ISAC's programs, processes, and resources.

- ISAC Gift Assistance Programs
- Other Programs

FAA Message Board

The FAA Message Board is updated each week.

**ALERT** ISAC’s e-Messaging service unavailable

Due to systems issues, we are currently unable to send e-Messages. We encourage you to check this Message Board on a regular basis to stay current on ISAC program information.

---

Financial Aid Directors

Reminder: Register Now for the 2018 College Changes Everything® Conference
07/05/2018

2018-19 MAP Recompute Formula Approved (Summary of June 14 Commission Meeting)
06/18/2018

2018 CCE Conference: Keynote Speaker Announced, and Preliminary Agenda Available
06/15/2018

Important Reminder Regarding 2017-18 MAP Reconciliation
06/14/2018

Commission Meeting to be Held Thursday, June 14 – Executive Briefing June 18
06/08/2018
MAP User Guide

MAP Electronic Processing

Overview
Access the MAP System
Hours of Operation
MAP User Guide
MAP File Specifications
Helpful Hints
MAP Electronic Processing

Overview
Access MAP System
Hours of Operation
MAP User Guide
MAP File Specifications
Helpful Hints

All Monetary Award Program processing will take place through ISAC's Gift Assistance Program (GAP) Access portal, the Internet application that allows schools to electronically process and manage information for MAP. The GAP Access internet application will eventually be the point of entry for electronic data and processing functionality for all of ISAC's gift assistance programs.

ISAC imports ISIR data into the MAP system from the Central Processing System (CPS) on a daily basis. Data from students with an Illinois address, who indicated Illinois as their state of legal residence or who indicated an Illinois school choice on the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web, is added to the school's database in the MAP system and can be viewed by the school immediately.

Access MAP System

Due to the confidential nature of the student-specific data involved, a secure authentication process is required before access to MAP can be granted. Each school must designate a MAP Administrator, at each institution to authorize users.

MAP User Guide

The MAP User Guide is broken down into smaller PDF chapters by function, which can be viewed online, printed or saved to your computer for future reference. The User Guide provides detailed information about MAP functions, processing routines and MAP processing code definitions.

Student Eligibility
Payment (The MAP Payment Results, Reject Reasons, Late and Disqualify codes can be found at the end of the Payment chapter.)

Refer slides 7-18 of the presentation from a June 2015 webinar entitled "A Review of Operational Details Related to ISAC Rule Changes for 2015-16." to view GAP Access modifications that have been made to identify and process payment for DW.
COLLEGE PLANNING MADE EASY.

Planning for college can seem pretty overwhelming, but it's a lot easier with the right tools just a click away. And it's even better when those tools are free! Use the ISAC Student Portal to help you choose a college, learn about careers, find scholarships, simplify the financial aid process, learn how to budget your money, and much more. You can even connect with one of our ISACorps counselors for one-on-one help or to find a workshop in your area!
TOOLBOX
Handy tools to help you throughout the college application process.

FinAid Game
How much do you know about student financial aid? Take the quiz and find out.

Internship and Summer Jobs
Use the Job Board to find a co-op position, summer job or internship at an Illinois company.

College Checklist
Stay on top of all the steps you need to take in planning for college.

Event Calendar
Attend a free college application planning, or financial aid workshop in your area.

Financial Aid Comparison Worksheet
Easily compare financial aid offers from colleges.

MAP Estimator
Going to college in Illinois? Find out if you can get a MAP grant.
Apply for and check the status of Illinois Student Assistance Commission (ISAC) financial aid programs.

Monetary Award Program
Map
Check your Paid Credit Hours

Illinois National Guard Grant
ING
Apply here

Illinois National Guard Grant
ING
Check your status

Illinois Veteran Grant
IVG
Apply here

Illinois Veteran Grant
IVG
Status check coming soon
Upcoming Events & Activities

- **Next Monthly Webinar**
  - Wednesday, August 29 at 2 p.m. – ISAC Update on Benefit Request Processing
    - MAP
    - IVG
    - ING
    - Teacher Programs
    - PFC

- **Next Commission Meeting**
  - Thursday, September 13, 2018, 1:00 p.m. in Chicago
ISAC Contact Information

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

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

*****************************

Kim Eck, Partner & Training Services
217-785-7139
Kimberly.Eck@illinois.gov
Questions/Comments?

Thank you for participating today!