ECACE Scholarship Program

2021-22 Award Year

User Guide
Access and Navigation

The system to administer the Early Childhood Access for Consortium Equity (ECACE) Scholarship Program is available through ISAC’s Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org.

All users need a valid GAP Access ID and password to access the system. Once a school user has successfully logged in to GAP Access, the ECACE information can be accessed by selecting ECACE on the Programs tab.

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

Program functions are contingent upon each user’s program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- “None” does not allow any access to ECACE records.
- “Update” grants the ability to both edit and view ECACE records.
- “View” grants view only access to ECACE data (no editing ability).

Visit www.isac.org/gap-access/ for more information on using GAP Access, including guidance on activating and updating user accounts.

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

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.
Overview of the ECACE Administration Process for the 2021-22 Award Year

Following the March 1, 2022 application priority consideration date, prequalification and awarding took place for program applicants, and eligibility and payment information is being provided in GAP Access.

To ensure that awarding remains within the allotted appropriation, the EFC value is used in the awarding process, starting with the neediest (0 EFC) and continuing as appropriation allows. The Scholarship award is not need-based and the EFC value is only used for prioritizing in the awarding process. The EFC is not used to determine eligibility for the Scholarship.

Student records are prequalified if they have completed the online application process and have met all initial eligibility requirements based on data provided to ISAC.

Once awarded, a Scholarship award amount will display on the Eligibility screen, however the ECACE system will not calculate a set amount per student per term. Rather, the college will need to determine the amount for which a student is eligible for each term, based on the student’s cost of attendance and other financial aid the student is receiving.

A student may receive an ECACE award amount up to the full cost of attendance, after all other financial aid has been applied.

The maximum ECACE annual award is capped at $33,060, which is based on the most expensive program of study in the early childhood education field at an Illinois public college. This is the maximum amount a student can receive at a participating non-profit private institution, and a student’s maximum annual award may be less than the cap at lower-cost institutions.

The maximum amount a student may receive in the 21-22 award year may be divided among some or all terms in the award year (including summer). Summer term awards are to be administered/processed at the end of the award year.

For ECACE, the processes of certification of eligibility and payment request processing that must be completed by the colleges are combined.

Students who have been prequalified will display on the Student Detail: Payment screen, and colleges may submit payment requests to ISAC via the ECACE system.

As part of the payment request process, colleges are certifying that the student is enrolled and continues to meet all eligibility criteria of the program, including that the student is enrolled in an eligible program and, at a four-year institution, that the student is at the junior or senior level.

For more information about the program, visit

- isac.org/students/during-college/types-of-financial-aid/scholarships/ecace.html
- isac.org/isac-gift-assistance-programs/ECACE-scholarship/
Once you have navigated to the ECACE Program in GAP Access, you can view the list of eligible students who successfully completed the ECACE application process (including a completed 2021-22 FAFSA) and listed your school as the college the applicant plans to attend.

The list will initially appear in alphabetical order, however, you may use the Filter, Sort and Columns functionality to customize your view as needed.

In addition to the applicant data, the Student List Eligibility: View screen includes the application receipt date, application status, and the maximum annual award amount.

Additional information can be obtained on the applicant’s Student Detail screen by selecting the magnifying glass icon in first column of the student record.

The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Current SSN
- Last Name
- First Name
- Date of Birth
- EFC
- Transaction Number
- Application Received Date
- Applicant Category
- Annual Award Amount
- Award Date
You may filter or sort student records by selecting specific categories, and/or adjust the columns that appear in the Student List View. Once you have selected your criteria, select the List tab to generate your customized view.

To select a Column for your customized list, click on the column heading to highlight it and then the Add arrow to add it to the Selected list. Similarly, you can remove a column from the List view by moving it to the Unselected list. Use the up and down arrows to put the columns in the order in which you would like them to appear.

To sort your list, check the box next to the data element(s) you would like to sort by, then select the Add arrow to add it to the Selected list. Use the up and down arrows to put the data elements in the order in which you would like the list to be sorted.

You can also drag and drop your selection(s).

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.
Student Detail: Eligibility Screen

The Student Detail: Eligibility screen allows schools to view an individual student’s application and eligibility information. This screen is accessed by clicking on the magnifying glass icon that is on the same line as the student’s name on the Student Eligibility List: View screen.

To navigate to another student’s information from the Student Detail screen, enter the student’s Social Security Number in the Current SSN field and click on the Go button.

Quarter schools will display four terms of eligibility:
- 1 = Fall
- 2 = Spring
- 3 = Quarter
- 4 = Summer

Semester schools will display three terms of eligibility:
- 1 = Fall
- 2 = Spring
- 4 = Summer

Additional student details appear at the bottom of the screen, including a date indicating if an award has been declined.
The Student Payment List: View is accessed by selecting the Payment tab. It gives users the ability to select students and view payment-related items such as payment request amounts, payment result amounts, and payment result codes.

The following functions are available: Filter, Sort, Columns, Payment Request Entry, and Submit Payment Requests. The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Req Sel (Req Select)
- Term
- Current SSN
- Last Name
- First Name
- Annual Award Amount
- School Code
- Requested Code
- Enrollment Status
- Academic Level
- Ineligible Reason
- Requested Amount
- Amount Paid
- Adjusted Amount
- Result Code
- Expanded Result
- Result Date
- Status Code
- Invoice Number
Student Detail: Payments Screen

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

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

- **List** – to return to the Student List Payment: View screen
- **Eligibility** -- to navigate to the Student Detail: Eligibility screen

To navigate to another student, enter the student’s Social Security Number in the Current SSN field and click the Go button.

Select:
- **Payment** -- to request a payment
- **Cancel** -- to cancel a previously requested award
- **Ineligible** -- to be completed for students who are ineligible
- **Delete** -- to remove the payment request before submitting
Student Detail: Payments Screen

When requesting payment from the Student Detail screen, these fields must be completed:

- Request
- Enrollment Status
- Academic Level
- Requested Amount

If the student is ineligible, an Ineligible Reason must be selected and a zero ($0) should be entered in the Requested Amount field. Click on the Save Changes button to save the payment request, or the Discard Changes button to discard the payment request.

Note: The payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the Submit Payment Requests screen. Once payment requests have processed, status and results codes will be available at the bottom of the screen.

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Updated</td>
</tr>
<tr>
<td>S</td>
<td>Submitted</td>
</tr>
<tr>
<td>P</td>
<td>Processed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Result Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Paid</td>
</tr>
<tr>
<td>C</td>
<td>Cancel</td>
</tr>
<tr>
<td>I</td>
<td>Ineligible</td>
</tr>
</tbody>
</table>
Batch Payment Request

When creating benefit requests for a large number of students, the batch request process may be a helpful option. To use this option, first select students for whom you want to submit payment requests by checking the Req Sel box on the Student Payment List: View screen and then save that selection.

Then navigate to the Payment Request Entry screen and select the appropriate academic term using the drop-down box in the Term field (initially blank) for which you will be creating a payment request. A list of your selected records will not display until you have selected a term.
Payment Request Entry

Select the appropriate academic term for the students selected using the drop-down box in the Term field (initially blank) for which you will be creating payment requests.

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

Once a term has been selected, the list of students you selected on the Student Payment List: View screen for that term will display, and you can then begin to enter the required payment information for each student. Once that is complete, be sure to save the entries and then navigate to the Submit Payment Requests screen to complete the payment request process and submit the records to ISAC.
Submit Payment Requests Process

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

This screen is accessed by selecting the Submit Payment Requests tab.

After payment requests have been submitted by clicking on the Submit button, a message will be displayed indicating how many payment requests were submitted.

To submit payment requests to ISAC for ECACE payment, follow these steps:

- Choose the Term for which the request is being made from the drop-down menu.
- Click on the Submit button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.
A Payment Results Summary and Invoice Detail Report will be generated by ISAC after your school’s payment request has been processed. It will include a Payment Results Report and a Payment Exceptions Report, as well as Invoice Detail about the payment claim.

After your initial payment request submission for an award year, subsequent payment requests will process in GAP Access through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC due to claim adjustments, and payment is made accordingly. This process is designed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, funds should be returned to ISAC only after a final reconciliation has been completed at the end of the regular school year. All schools with an outstanding amount owed to ISAC at the end of the school year will receive a notice indicating the total amount to be returned.

Information about the payment offset process and reconciliation is located on the Refunds and Unpaid Claims page in the Processes area of the FAA section at isac.org.

When it becomes available, the Payment Results Summary and Invoice Detail will appear on the report list and can be identified by the pdf icon in the first column in the list of reports on the Reports page in the ECACE system. Please note that these may not be available on the next business day after submitting your request.

The last page of the report provides invoice information, including amount due to the school and the invoice number. ISAC authorizes a voucher in the amount of the payment invoice and submits it to the State of Illinois for processing. The invoice number will be referenced on the voucher authorizing payment from the State. Colleges can match the invoice number on the Payment Results/Exceptions report with the voucher.