Early Childhood Access Consortium for Equity (ECACE) Scholarship Program

USER GUIDE

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Overview of Program Administration

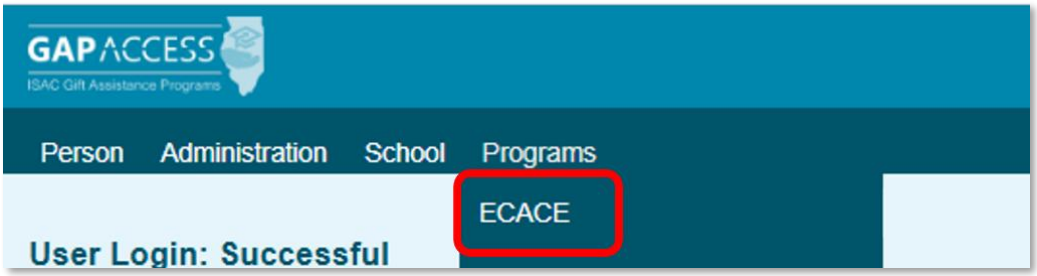
The Early Childhood Access Consortium for Equity Scholarship program application & certification are completed online. For more information on application, eligibility, and award determination, see the Early Childhood Access Consortium for Equity (ECACE) Scholarship Program Page.

This guide will show the steps to completing certification and payment processing for applicants within the GAP Access system.

GAP Access Navigation

Users must have the appropriate program privileges for all applicable programs to complete processes for ECACE. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the GAP Access User Guide for guidance on granting program privileges).

Once a user has been granted update privileges for the appropriate program, the user can log in to GAP and select the ECACE program from the “Programs” drop-down menu. After selecting the ECACE program, the **current academic year should be selected** before navigating to any other tabs.





Filtering and Viewing Options

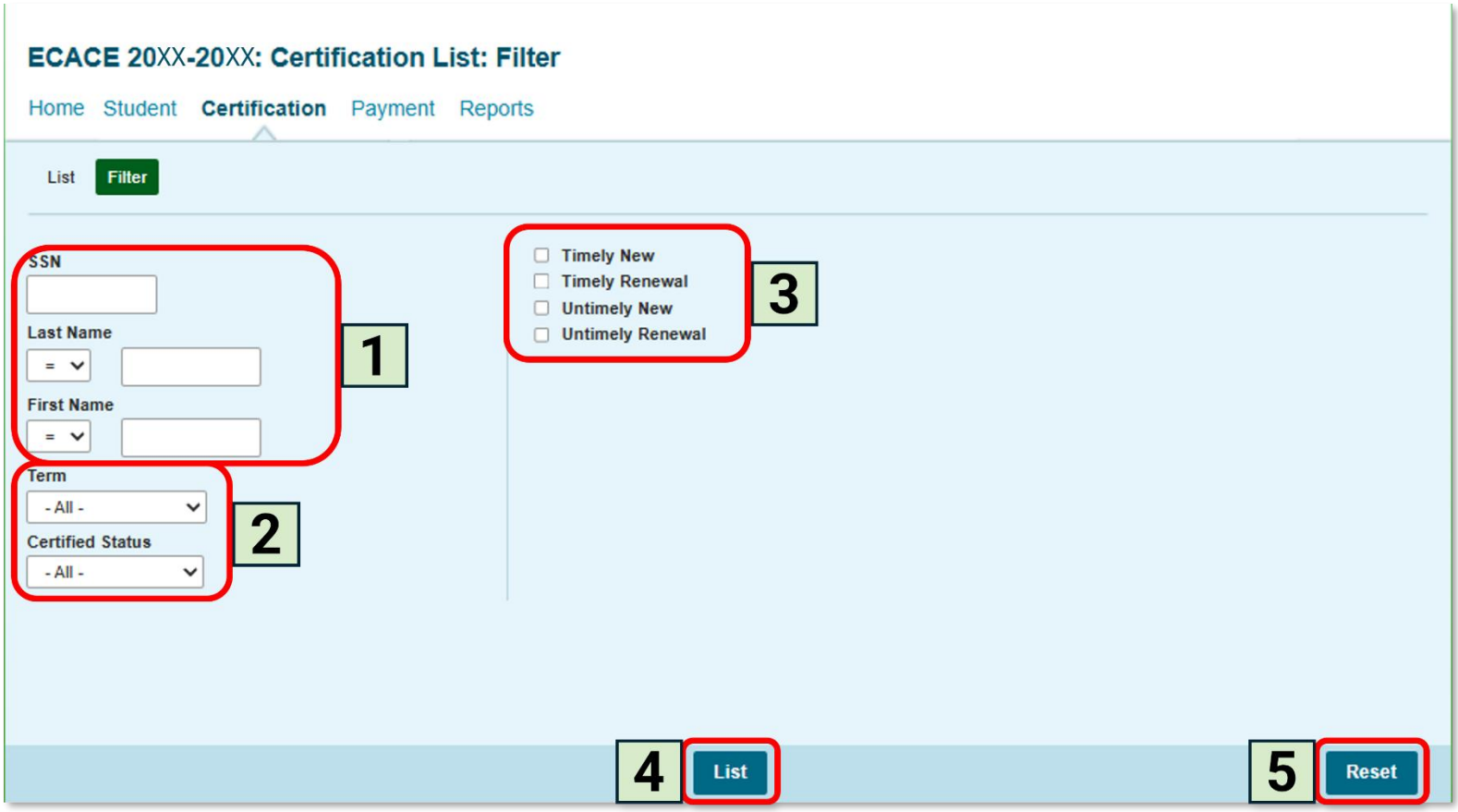
Within each of the tabs, some filtering and viewing options may be available to personalize the student list shown:

- **Student and Payment tabs** – offer the ability to change the Filter, Column, and Sort options.
- **Certification tab** – has a subtab with the ability to change the Filter options.

Filter Screen

Student records can be filtered by selecting specific categories which can be accessed by selecting the **Filter** subtab within the Student, Payment, and Certification tab screens.

1. Individual students can be filtered using the options to search by SSN, Last Name, First Name.
2. Records can also be sorted by Term or Certified status.
3. Criteria and/or selected category options are found on the right of the screen. By clicking the box next to the listed items, the records can be sorted based on the criteria listed for that specific Filter screen. **Depending on the screen selected (Student, Certification, or Payment) these options will vary.**
4. Once filter options have been selected/entered select the **List** button at the bottom of the screen to generate the customized view.
5. A **Reset** button is also available at the bottom right to clear multiple selections with one click.



Sort Screen

The **Sort** screen provides several options for sorting the student list. This screen is accessed by selecting the **Sort** subtab. The sort options are available within the Student and Payment screens.

The Sort screen is separated into two lists of elements(s). The list on the left side of the screen are **Unselected** items that are not currently being used to sort the list. Items on the right side of the screen are **Selected** and are being used to sort the list.

The list is sorted with the elements as they are listed from top to bottom. I.e. if “Last Name” is the first element listed followed by “First Name”, the list will first be sorted by the students’ last names and then first names.

To move items between the **Unselected** and **Selected** groups, either click the box next to the item and use the arrows to move the item in the desired side or click on an element and drag it to the desired location.

Method 1: Using Arrows to Arrange Elements.

1. To add an element to sort the list, check the box next to the data element(s) from the Unselected group, then select the **Add** arrow (arrow that points to the right) to add them to the **Selected** group.

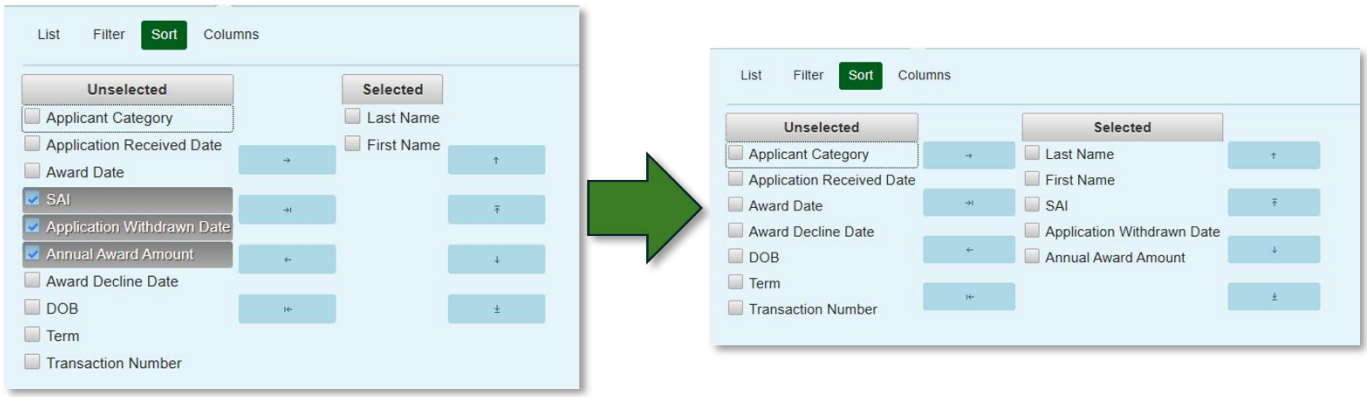
    a. Arrows come in two varieties:

        i. Standard Arrow – moves an element in that direction and places it at the bottom of the group.

        ii. Arrow pointing to bar – places an element to the top or bottom of the group in the indicated direction.



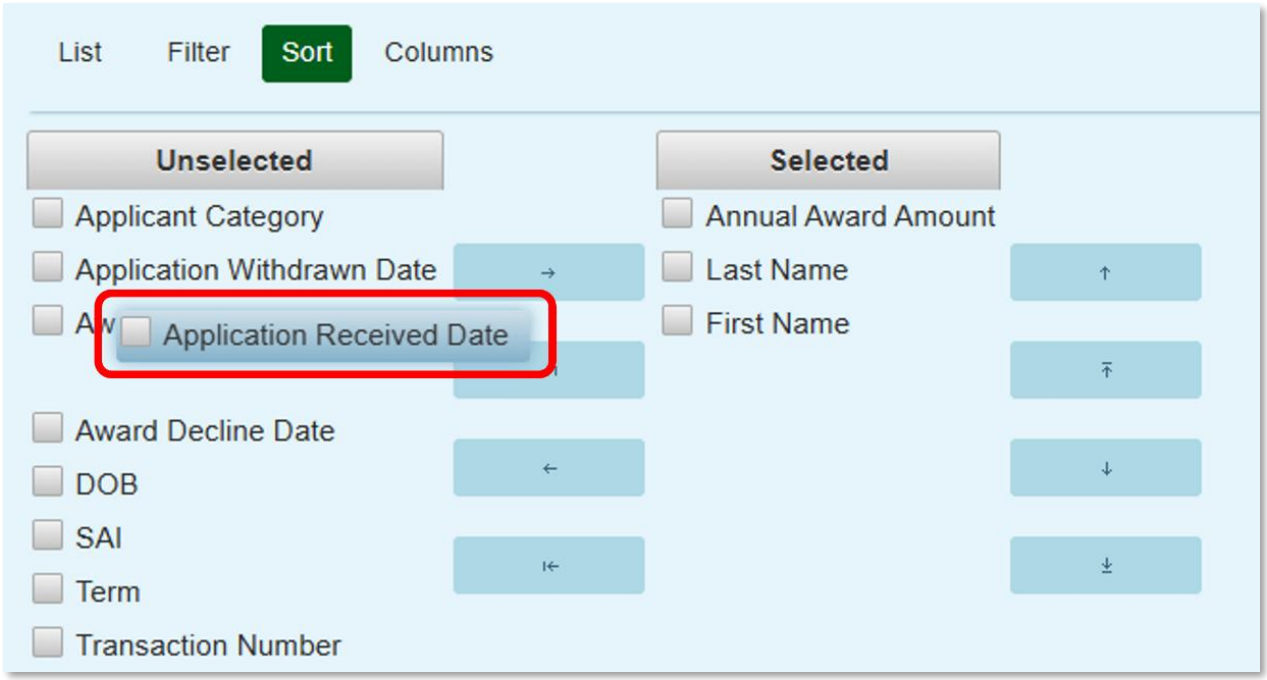
2. Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.



Method 2: Dragging and Dropping to Arrange Elements.

1. To move an item between groups, simply click the item and, while holding the click, drag the item to the desired group. While dragging the item, it will appear as a light blue box that can be moved around the screen.

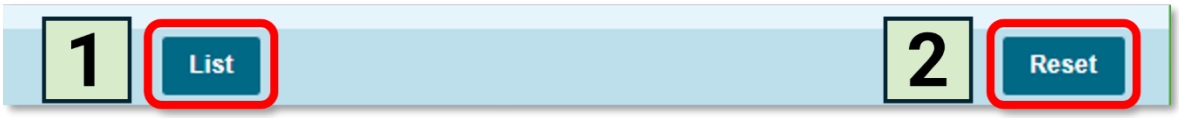
    a. This method can also be used to move items up or down a group.



Viewing Custom Sort Lists

1. Once all the Column Heading selections have been made, click on the **List** tab at the bottom of the screen to generate a customized list.

2. A **Reset** tab is available in the bottom right corner to clear multiple selections with one click.



Columns Screen

The **Columns** screen allows the column headings to be customize in the order in which they appear. This screen is accessed in the Student and Payment screens by selecting the **Columns** subtab. The Column Headings appear in two group lists: Unselected (not viewed in the student list) and Selected (appear on the student list). Note, only one Column Heading can be moved at a time within the Column Screen. The Column Headings can be moved between groups using different methods:

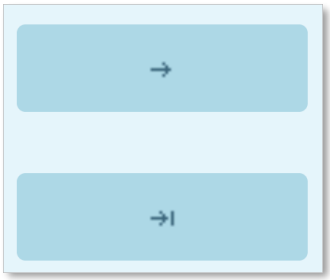
Method 1: Using the Arrows to Arrange Headings.

1. To add a column to the list, click the Column Heading from the Unselected group, then select the **Add** arrow (arrow that points to the right) to add it to the **Selected** group. Removing a heading is done similarly but by selecting the arrow that points to the left.

    a. Arrows come in two varieties:

        i. Standard Arrow – moves an element in that direction and places it at the bottom of the group.

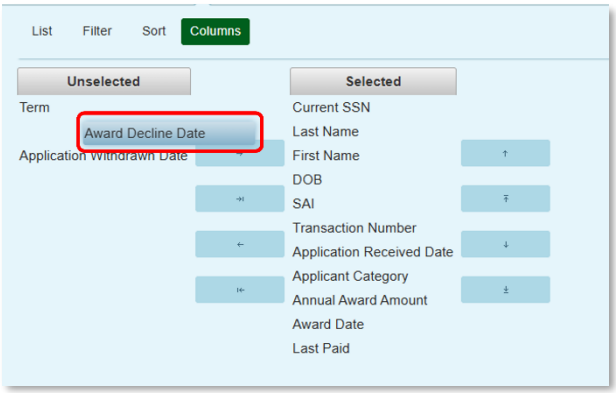
        ii. Arrow pointing to bar – places an element to the top of the group in the indicated direction. Or if the arrow points down, it will move it to the bottom of the group.



Method 2: Dragging and Dropping to Arrange Headings.

1. To move a Column Heading between groups, simply click the Column Heading and, while holding the click, drag the item to the desired group. While dragging the item, it will appear as a light blue box that can be moved around the screen.

    a. This method can also be used to move items up or down a group list.



Method 3: Double Clicking to Arrange Headings.

1. A quick method of moving a Column Heading from one group list to the other is to simply double click the Column Heading label.

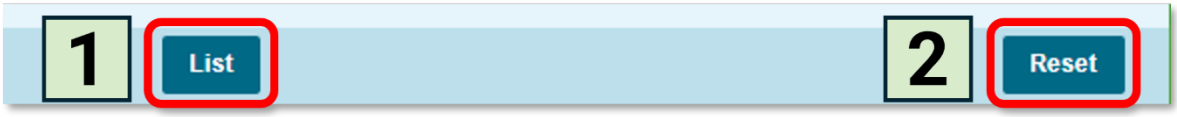
    a. This automatically adds the heading to the bottom of the opposite group list.

2. To change the Column Heading order after using the double click method, utilize either the arrows or drag and drop methods.

Viewing Customized Column Lists

1. Once all the Column Heading selections have been made, click on the **List** tab at the bottom of the screen to generate a customized list.

2. A **Reset** tab is available in the bottom right corner to clear multiple selections with one click.



Student List Eligibility: View Screen

By clicking the Student Tab in the ECACE program, the **Student List Eligibility: View** screen will appear. This is a list of the students who have submitted an ECACE application along with a completed a FAFSA or Alternative Application to ISAC and listed your school as the college the applicant plans to attend.

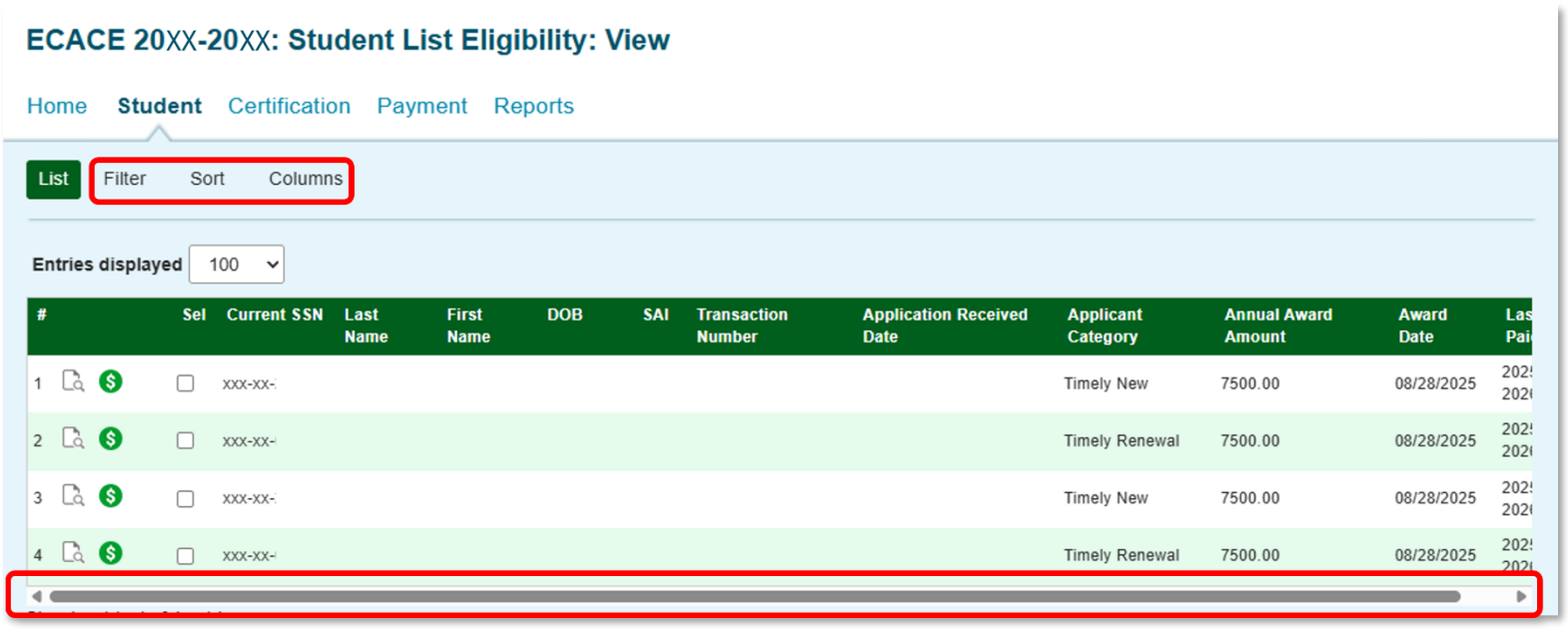
The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Current SSN
- Last Name
- First Name
- DOB (Date of Birth)
- SAI
- Transaction Number
- Application Received Date
- Applicant Category
- Annual Award Amount
- Award Date

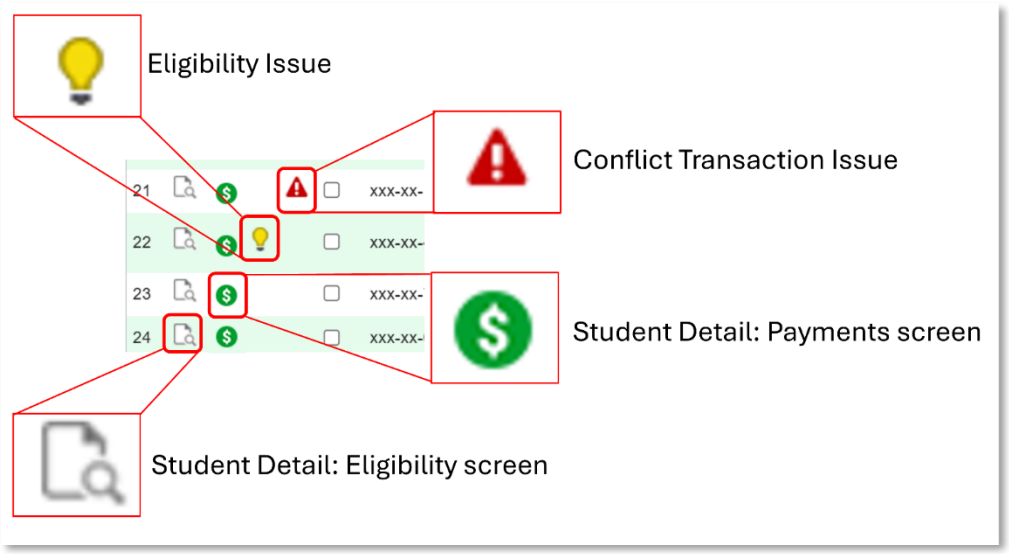
Depending on the size of the computer monitor, and screen settings, not all columns may be visible at once. To see any hidden columns, use the horizontal scroll bar at the bottom of the page to navigate to the right.

The list will initially appear in alphabetical order; however, the **Filter, Sort** and **Columns** functionality can be used to customize the view as needed. See the Filtering and Viewing Options section of this document for how to customize the list.

In addition to the applicant data, the **Student List Eligibility: View** screen includes the application received date, application status, and icons to indicate eligibility issues.



More information can be obtained on the applicant's **Student Detail: Eligibility** screen by selecting the **magnifying icon** in first column on the left of the student record. The **Student Detail: Payments** screen can be accessed by clicking the green dollar sign icon.



Conflicts

Applicants with eligibility or conflict issues will be identified by icons in the list:

- **Yellow lightbulb –** an indicator of student eligibility issues. Potential causes could include:
    - Missing documentation in application
    - Incorrect grade level reported
- **Red triangle w/ Exclamation Mark –** an indicator of a conflict issue. Potential causes could include:
    - Name(s) on FAFSA do not match ISAC data.
        - Potentially the student has changed their name.
    - SSN does not match
    - Wrong date of birth (DOB) entered on a previous FAFSA

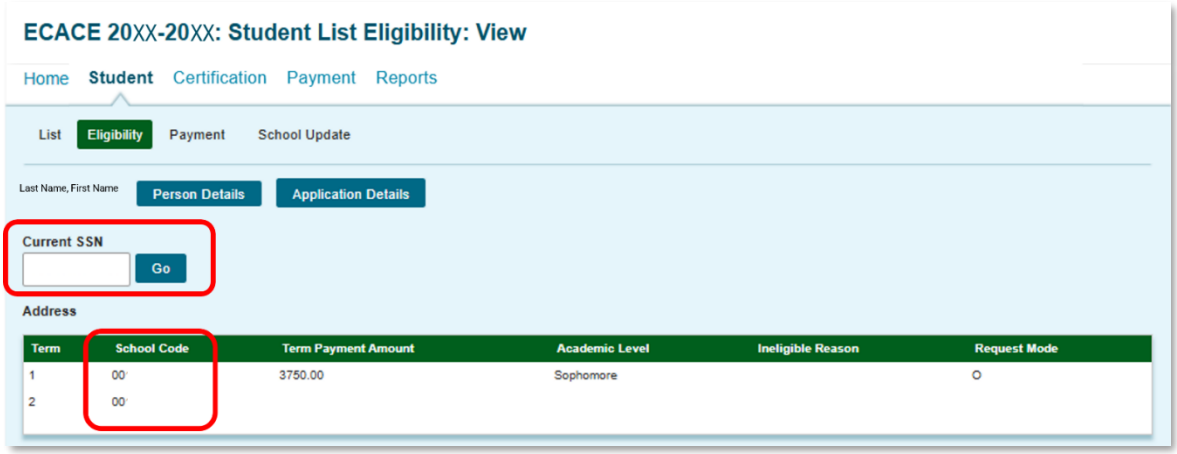
Resolving conflicts

If a conflict is encountered (yellow lightbulb or red triangle), a correction must be made to allow for certification and payment to continue. For help with resolving these issues, send an email with any known details to ISAC.PartnerServices@illinois.gov.

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 **Paper/magnifying glass** icon that is on the same line as the student's name on the **Student List Eligibility: View** screen.

This screen shows current term payment amounts. 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 the **Go** button.



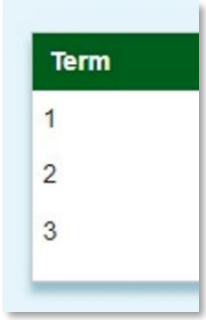
The Terms are displayed as follows:

- **Semester schools** – will display two terms of eligibility:



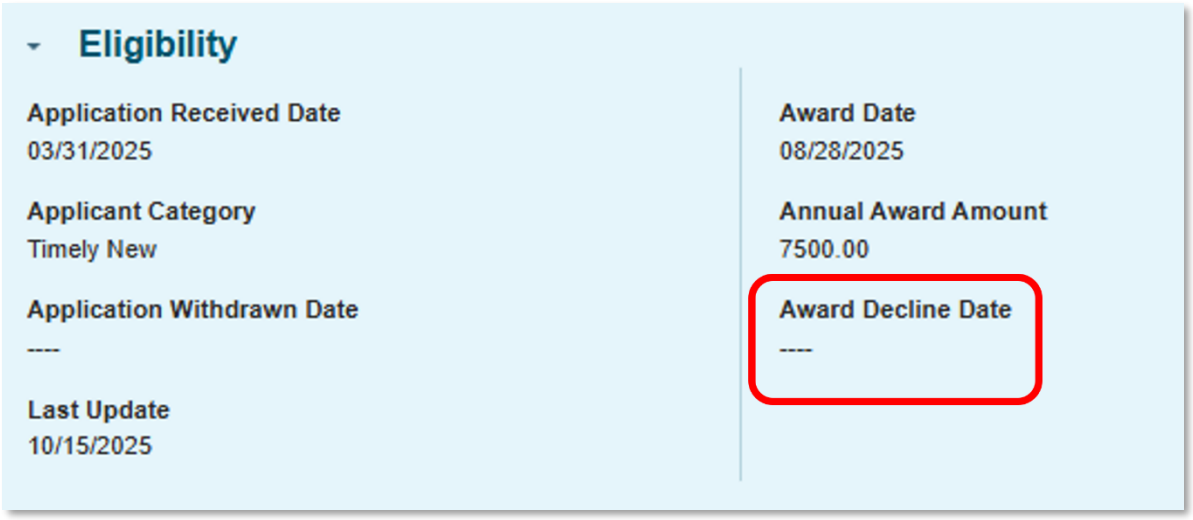
  - 1 = Fall
  - 2 = Spring

- **Quarter schools** – will display three terms of eligibility:



  - 1 = Fall
  - 2= Spring
  - 3 = Winter

Additional student details appear at the bottom of the screen, including a date indicating if an award has been declined.



Certification Process

Colleges must complete certification for each ECACE applicant listed in GAP Access. A complete application (submitted by the student) and a complete certification record (submitted by the college) are required to be considered for an award.

The ECACE program is set up to allow certification for each term to be completed by different schools if necessary.

- Schools will be able to view the school code for each term. If the student selected your school on their application for the Fall term (Term 1), you will be able to certify them for the Fall term.
- If the student selected your school on their application for only the Spring term (Term 2), you will be able to certify them for only the Spring term.
- Schools will only be able to request payment for the term(s) for which you are able to certify eligibility.

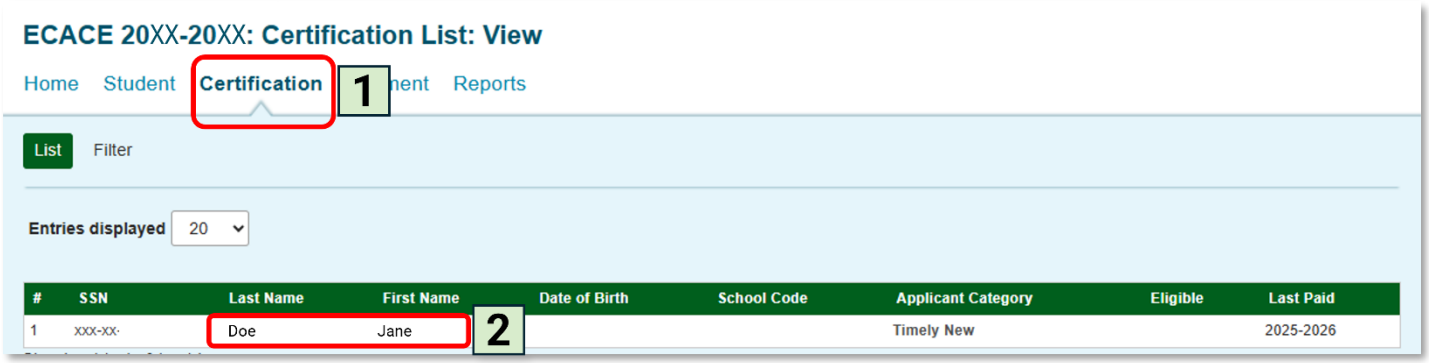
REMINDER: All certifications available in the ECACE system must be completed regardless of whether the student is eligible or ineligible and regardless of whether the student is currently enrolled. The only way an applicant can be considered for an award and/or receive an ECACE notification letter is if the applicant's certification has been completed by the college in GAP Access.

Certification

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete ECACE application with your college listed on the application.

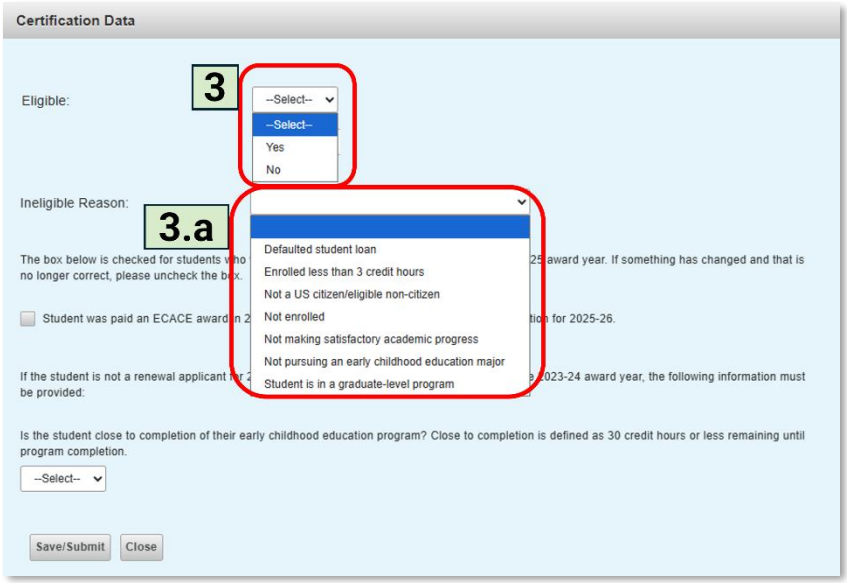
To complete a certification record for an applicant:

1. Navigate to the **Certification List: View** screen by clicking the Certification tab.
2. Click on an individual student's name to open a **Certification Data** screen for that student and complete the required data.



3. **Eligible** – Yes or No

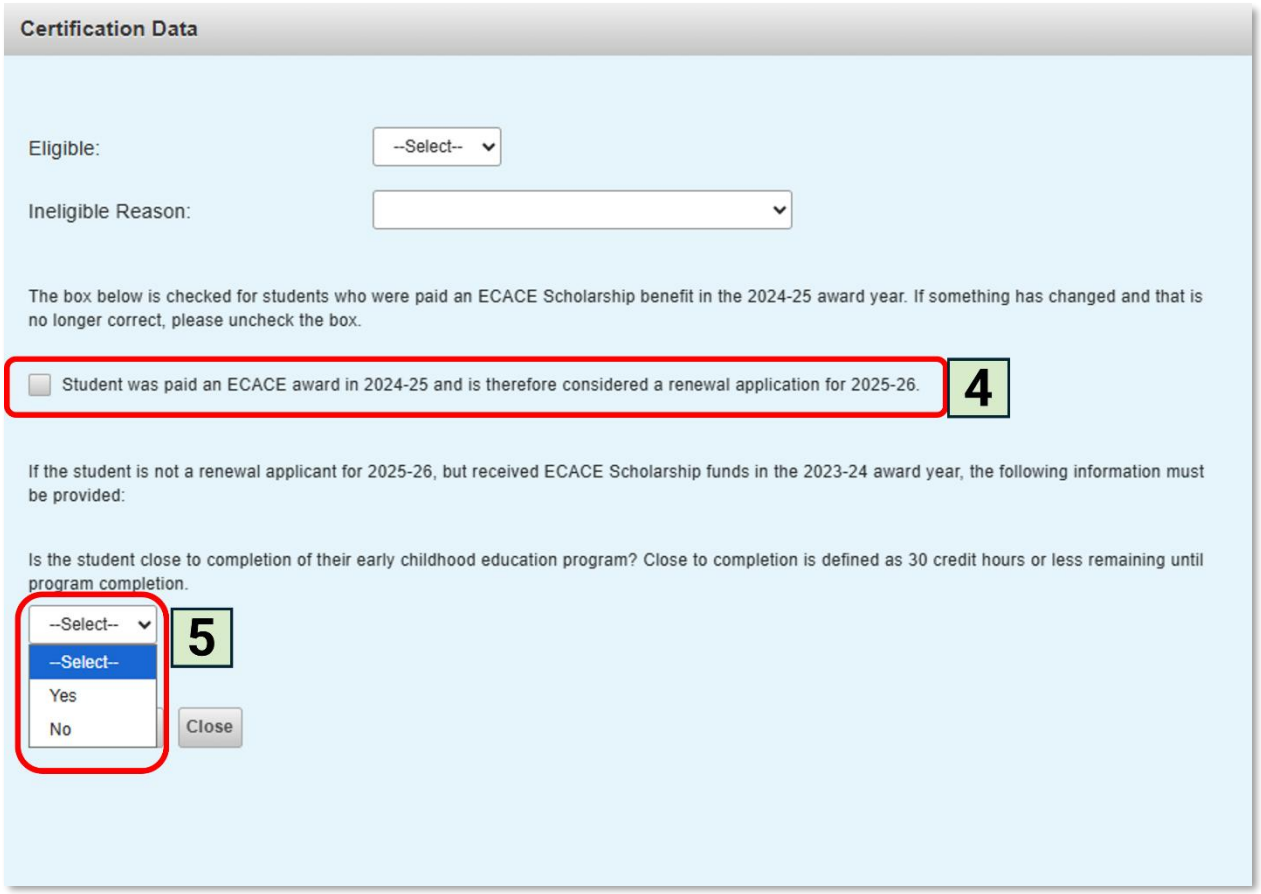
a. If "No" is selected, an ineligible reason must be chosen:



- Defaulted student loan
- Enrolled less than 3 credit hours
- Not a US citizen/eligible non-citizen
- Not enrolled
- Not making satisfactory academic progress
- Not pursuing an early childhood education major
- Student is in a graduate-level program

4. If the student was paid ECACE in the previous academic year, select the checkbox to consider them a renewal applicant.

5. If the student is not a renewal applicant but received ECACE funds in a different past academic year, the bottom box must be completed to indicate if the student is close to completion (defined as 30 credit hours or less remaining until program completion). Select either Yes or No.



6. Click on the **Save/Submit** button to complete the certification process for that student record.

    a. **Note:** The **Save/Submit** button will not be enabled until data has been provided for ALL required fields.

7. To exit without saving and submitting, click on the **Close** button.

Data Corrections

If something changes with a student's eligibility prior to the awarding process, corrections can be made to the certification record via GAP Access. If a change needs to be made to a certification record after the awarding process has begun, an email indicating the changes must be sent to ISAC.PartnerServices@illinois.gov. Certified applicants will continue to appear on the **Student List Eligibility: View** screen.

Payment

ECACE Scholarship is last payer and can be used for any cost of attendance component. There are no term award limits for this program – colleges must determine the term award amount(s) based on other financial aid the student is receiving. Funds are paid directly to the approved institution of record which certified the applicant's eligibility.

Payment of scholarship benefits is requested by the school through ISAC, prompting ISAC to authorize a voucher in the amount of the payment request (claim) and submits the voucher to the State Comptroller's Office. Funds are issued by the State Comptroller's Office directly to the institution.

As part of our ongoing efforts to best leverage appropriated funds to award as many eligible students as possible, priority payment request deadline dates are established for each term and are announced once payment requests become available to submit in GAP Access.

Payment Offset & Reconciliation

The Payment Offset and Reconciliation procedures apply to ECACE payment processing:

- Refund checks should not be sent for cancellations/adjustments made throughout the award year.
- Funds should only be returned to ISAC after a final reconciliation has been completed at the end of the regular school year.

Payment Requests

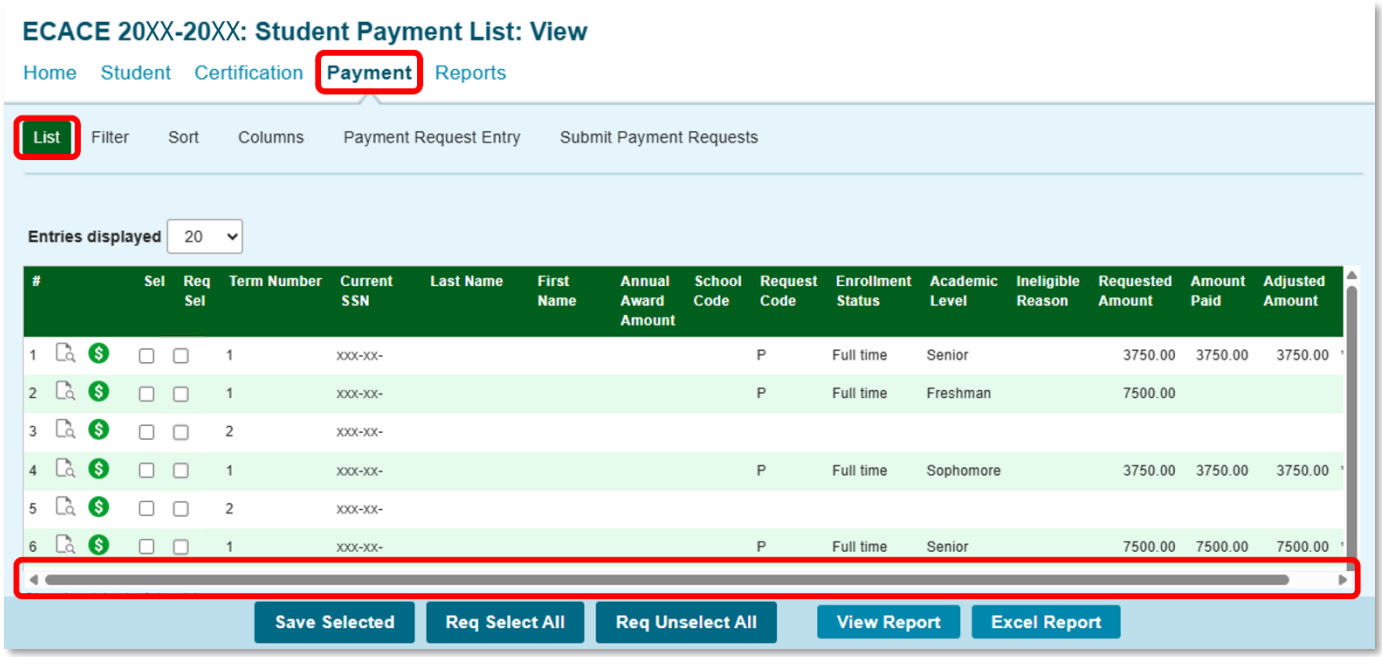
The **Student Payment List: View** screen is accessed by selecting the **Payment** tab. It gives users the ability to select students and view payment-related items such as payment request amounts, payment result amounts, and payment result codes.

The following functions are available: **Filter**, **Sort**, **Columns**, **Payment Request Entry**, and **Submit Payment Requests.** For more information on Filter, Sort, and Columns usage, see the Filtering and Viewing Options section of this document.

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

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

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



Individual Payment Request

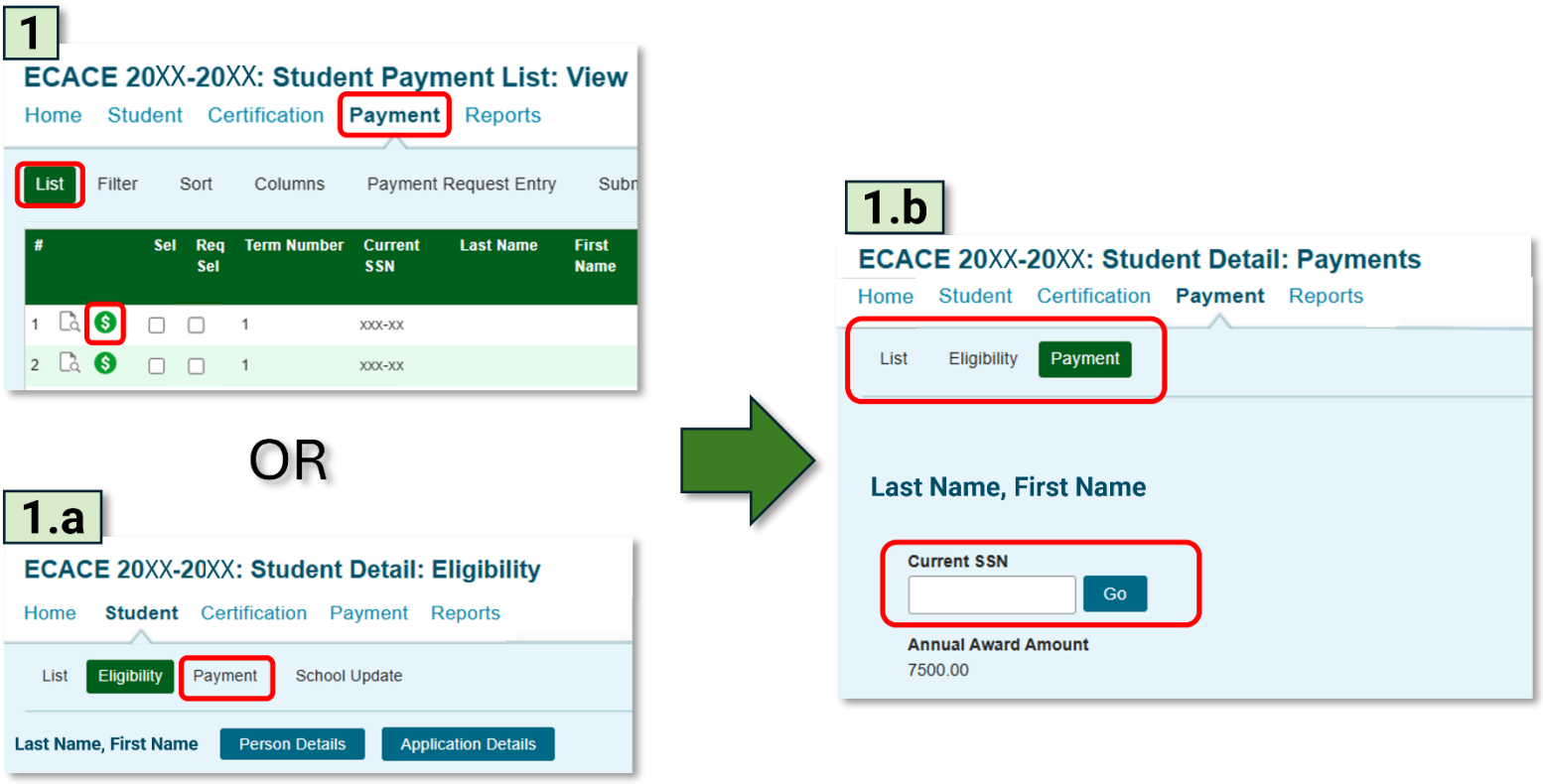
The **Student Detail: Payments** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to payment requests for an individual student record. This process is completed by doing the following:

1. Click on the **dollar sign** icon that is on the same line as the student's name on the **Student Payment List: View** screen.

    a. Or select the Payment tab from the **Student Detail: Eligibility** screen.

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

    - **List** – to return to the **Student Payment List: View** screen
    - **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen
    - **Navigate to another student** – enter the student's Social Security Number in the Current SSN field and click the Go button.



2. To complete payment, the following data must be entered using the drop-down menus or by entering the required data:

a. **Request**:

- Payment – to request a payment.
- Cancel – to cancel a previously requested award.
- Ineligible – to be selected for students who are ineligible.
- Delete – to remove the payment request before submitting.

b. **Enrollment Status**:

- Full Time
- Half time
- At least 3 credit hrs**.**

c. **Academic Level**:

- Freshman
- Sophomore
- Junior
- Senior

d. **Program/Degree Pathway**:

- Associate of Applied Science
- Associate Transfer Degree
- Bachelor's Degree
- Certificate

e. **Ineligible Reason**: If student is marked as ineligible in the request section one of the following reasons must be selected. Depending on the ineligible reason selected, the system will de-obligate/remove a student's award. Below is a summary of the ineligible reasons and which will de-obligate/remove the award and which will not.

Award retained:

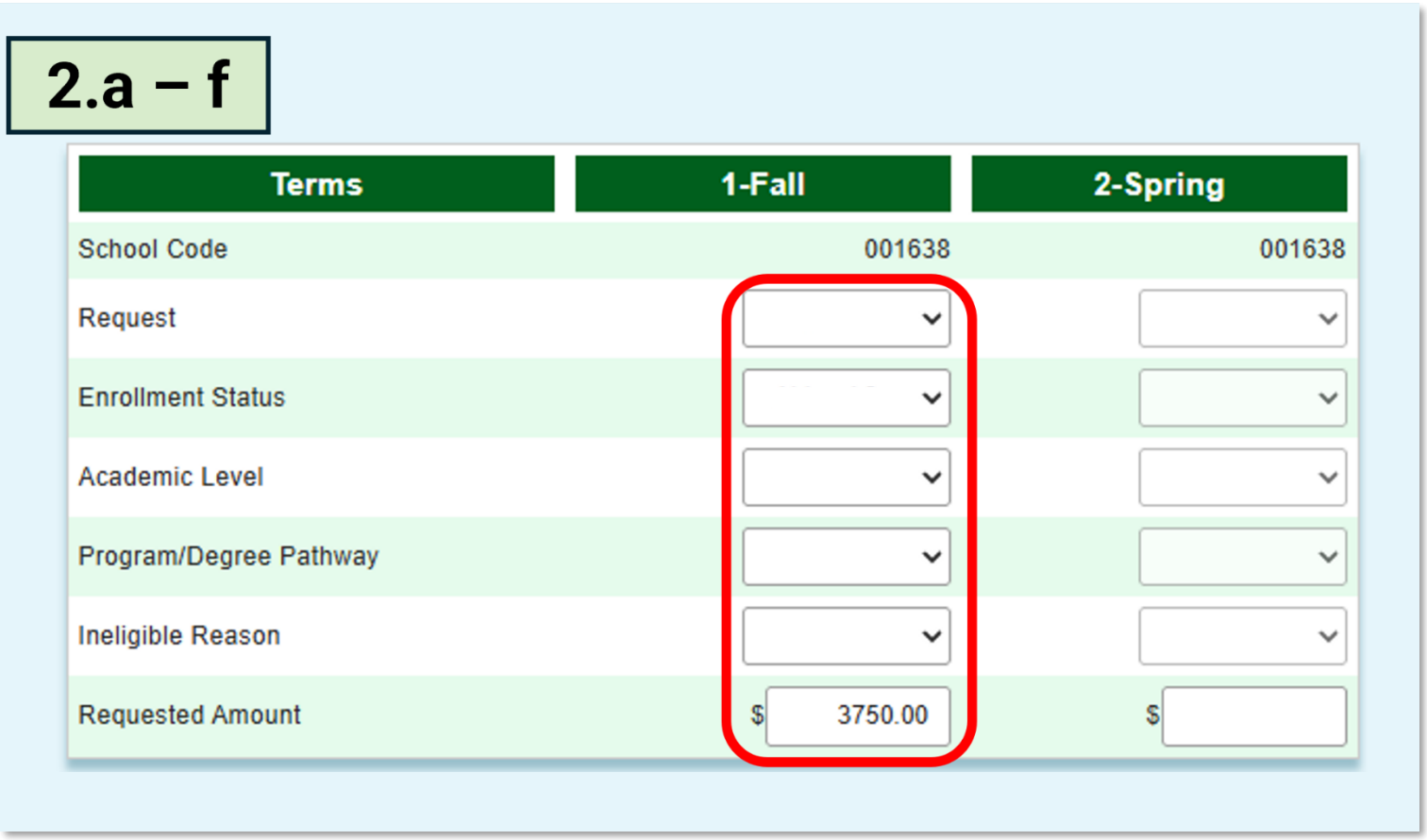
- Not enrolled this term
- Defaulted student loan
- Not pursuing an early childhood education major
- Not making satisfactory academic progress
- Enrolled less than 3 credit hours
- No remaining unmet cost

De-obligate/remove award:

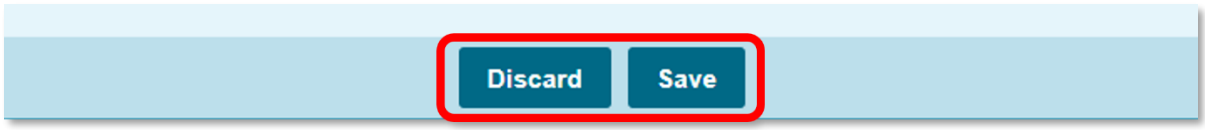
- Not a US Citizen/eligible non-citizen
- Not a HS grad/no GED
- Student is not accepting ECACE scholarship

f. **Requested Amount**: Enter the requested award amount.

- The maximum award amount that may be claimed during the academic year is populated in the "Max Annual Award Amount" field of the ECACE system. There are no term award limits for this program – colleges must determine the term award amount(s) based on other financial aid the student is receiving, keeping in mind that the ECACE Scholarship is last payer and can be used for any cost of attendance component.
- **Ineligible students** – a $0 amount should be entered.



3. Click on the **Save Changes** button to save the payment request, or the **Discard** button to discard the payment request.



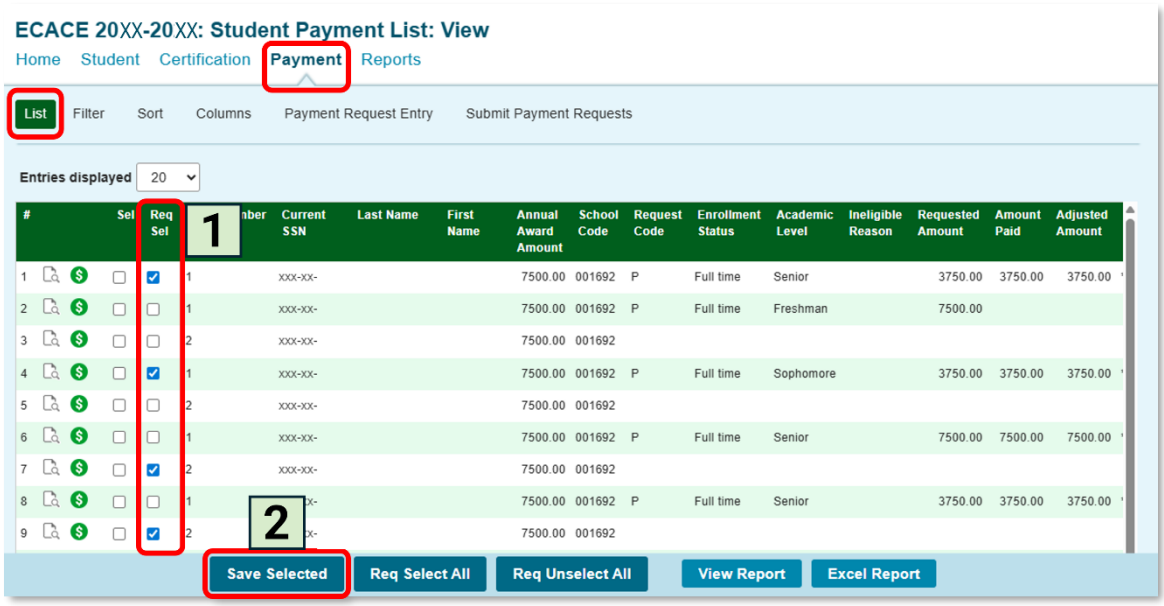
Note: The payment request process is not complete until the next step of Submitting the Payment Request to ISAC has been completed using the Submit Payment Requests screen.

Batch Payment Request

When creating benefit requests for many students, a helpful option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen and then click **Save Selected**. To use this option:

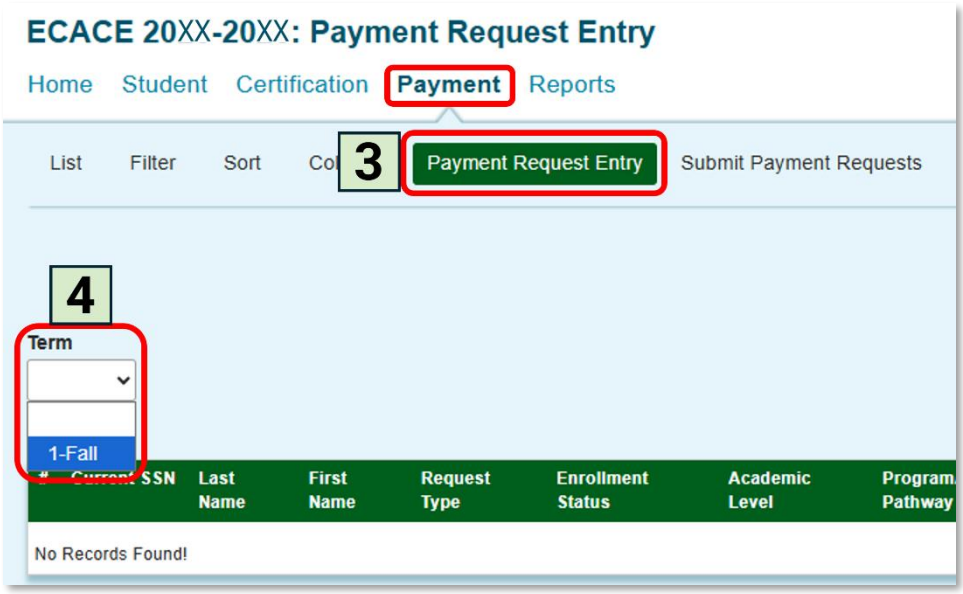
1. Select students for whom payment requests need to be submitted by checking the **Req Sel** box on the **Student Payment List: View** screen.

2. Click **Save Selected** at the bottom of screen.



3. Navigate to the **Payment Request Entry** screen.

4. Select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which a payment request will be created. Once a term has been selected, the list of students selected for that term will be provided, and payment information can be entered.



5. To complete the payment request for each student, enter the required data into the appropriate fields. For more details on what to put in each field, see the above section – Individual Payment Request.

    a. **Request** (select: Payment, Cancel, Ineligible or Delete)

    b. **Enrollment Status** (select: Full time, Half time or At least 3 credit hrs.)

    c. **Academic Level** (select: Freshman, Sophomore, Junior, Senior)

    d. **Program/Degree Pathway** (see previous section)

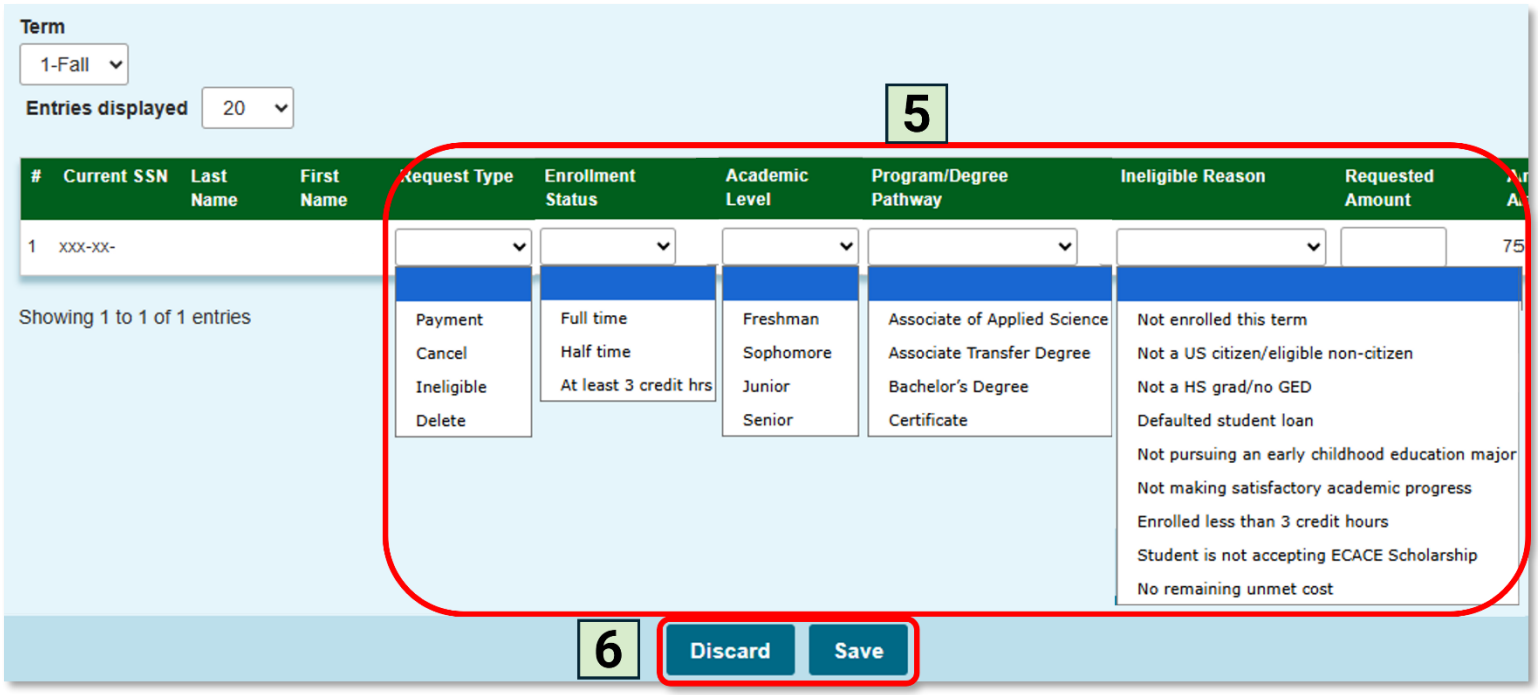
    e. **Ineligible Reason** (see previous section)

        - Note: If an **Ineligible** request is submitted, all payment for the term will be canceled.

    f. **Requested Amount** (enter dollar amount)

6. Click the **Save** button to save data before navigating to a new page. Or select the Discard button to remove edits.

Reminder: the payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the Submit Payment Requests screen.



Submit Payment Request Process

After generating the payment requests by entering payment information, the next step in the payment request process is to submit the payment request(s) that have been completed and saved.

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.

To submit generated payment requests, follow these steps:

1. Selecting the **Submit Payment Requests** tab.
2. Choose the **Term** (initially blank) for which the request is being made from the drop-down menu.
3. Click on the **Submit** button to submit the payment request.
4. Ensure that a submission message is received and make note of the number of records submitted.



Reports

Payment Reports

All payment results can be obtained at various stages in the payment request process through system-generated reports. To create a report:

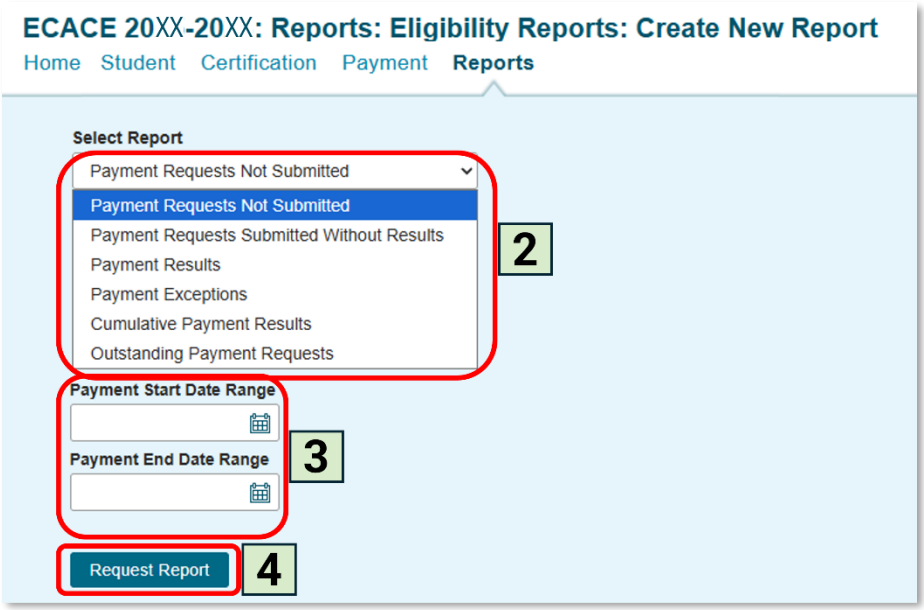
1. Navigate to the **Reports** tab, and then click on the Create **New Report.**



2. **Select Report** drop-down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button**.**

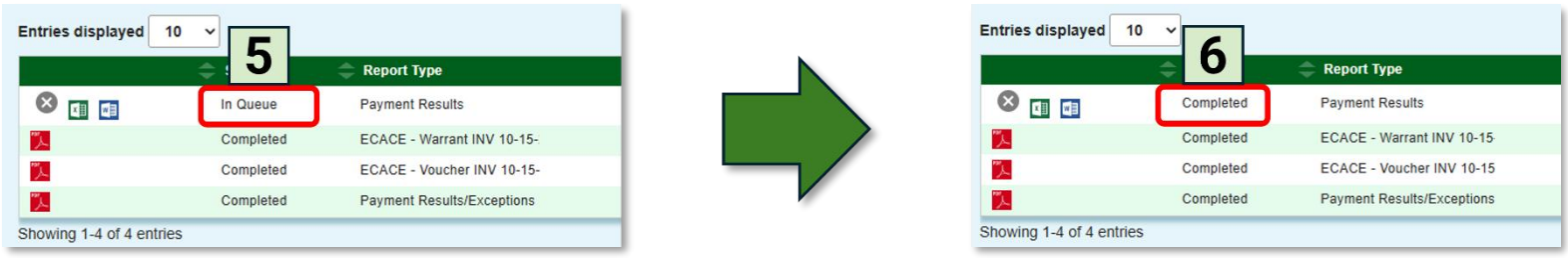
3. **Payment Date Range** fields are provided to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.

4. **Click Request Report.**

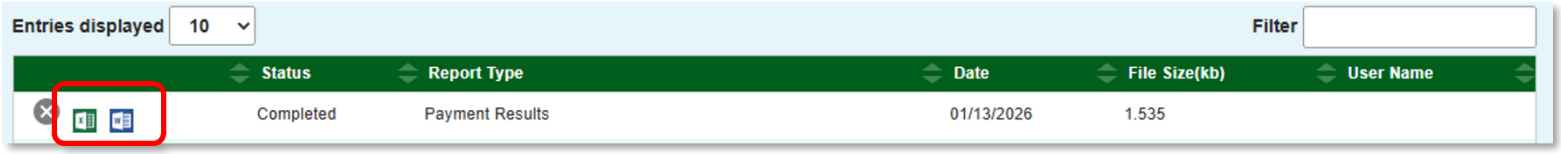


5. After requesting a report, the screen will return to the **Reports: Eligibility Reports** screen where a list of reports that have been or are being generated are listed. While the report is processing, the status will indicate *In Queue*. The **Refresh** button completes the report.

6. When it is ready, the status will change to *Completed*.



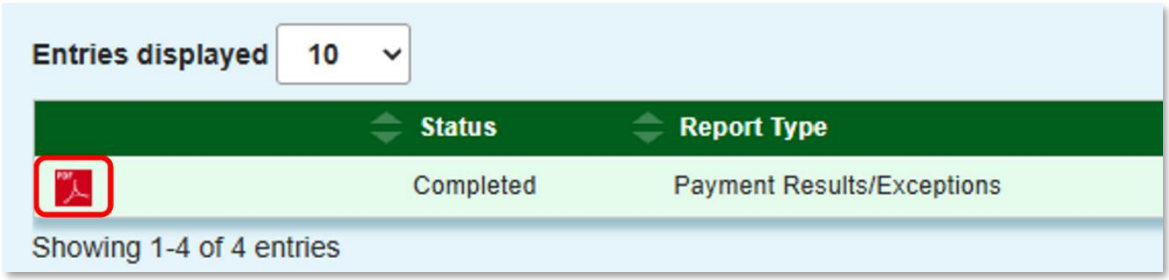
7. To open the report, click on either the **Microsoft Word** or the **Microsoft Excel icon**. Additional information about the report, including the **Date, File Size and Username** of the person who requested the report, will also be listed.



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

Payment Results/Exceptions Summary

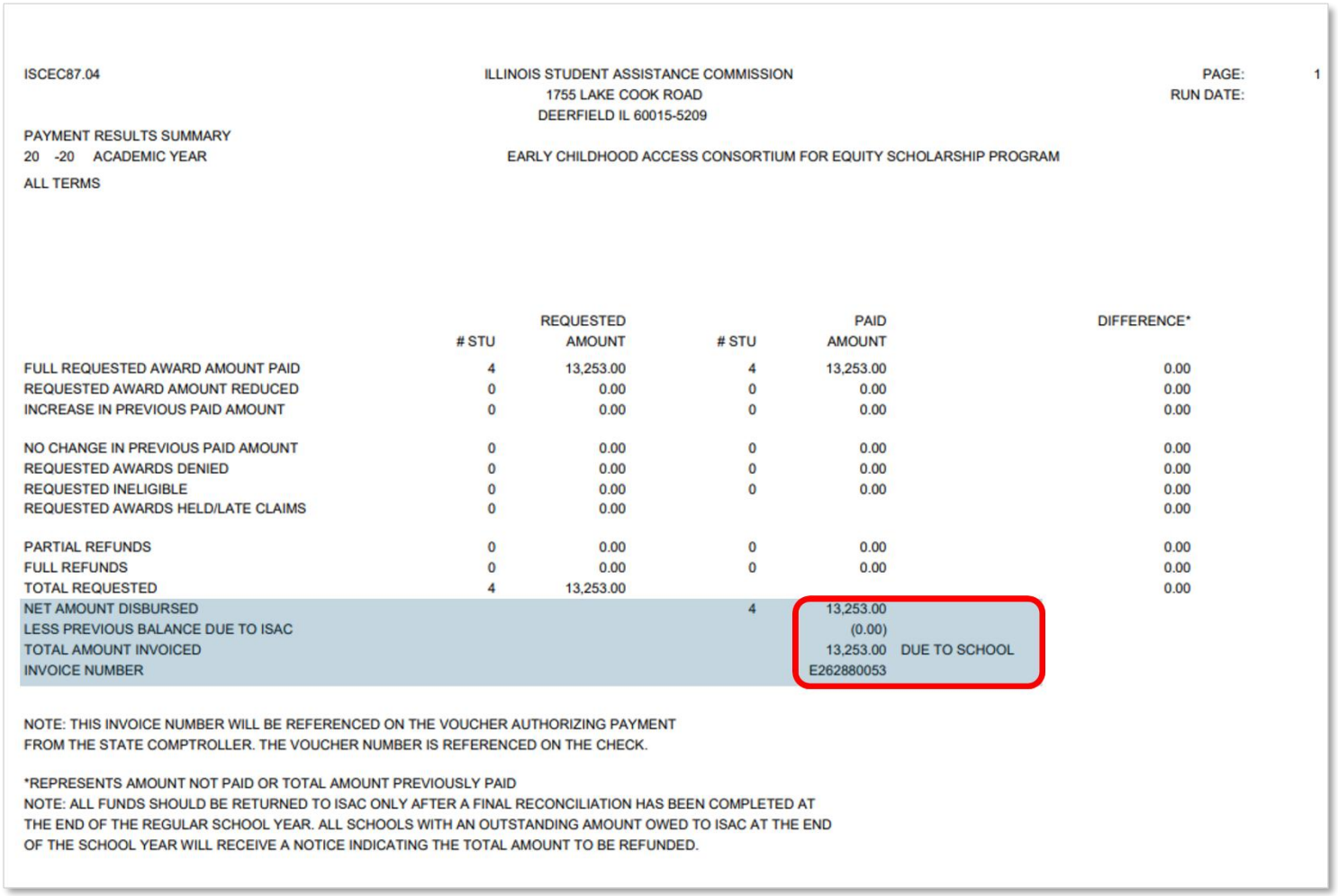
A **Payment Results/Exceptions Summary and Invoice Detail Report** is generated by ISAC after a school's payment request has been processed. It will include a **Payment Results Report** and a **Payment Exceptions Report**, as well as an **Invoice Voucher** about the payment claim.



When they become available, the **Payment Results/Exceptions Summary Reports and Invoice Voucher** 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: Eligibility Reports** screen. Please note that these may not be available until the next business day after submitting a request.

The last page of the **Payment Results/Exceptions 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 Comptroller's Office for processing.
- The invoice number will be referenced on the voucher authorizing payment. Colleges can match the invoice number on the Payment **Results/Exceptions Report** with the voucher.
- The invoice information is located on the last page of the **Payment Results/Exceptions Reports**, including the amount due to the school and the invoice number.



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

PAYMENT RESULTS SUMMARY
20 -20 ACADEMIC YEAR EARLY CHILDHOOD ACCESS CONSORTIUM FOR EQUITY SCHOLARSHIP PROGRAM
ALL TERMS

	REQUESTED # STU	REQUESTED AMOUNT	PAID # STU	PAID AMOUNT		DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	4	13,253.00	4	13,253.00		0.00
REQUESTED AWARD AMOUNT REDUCED	0	0.00	0	0.00		0.00
INCREASE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00		0.00
NO CHANGE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00		0.00
REQUESTED AWARDS DENIED	0	0.00	0	0.00		0.00
REQUESTED INELIGIBLE	0	0.00	0	0.00		0.00
REQUESTED AWARDS HELD/LATE CLAIMS	0	0.00				0.00
PARTIAL REFUNDS	0	0.00	0	0.00		0.00
FULL REFUNDS	0	0.00	0	0.00		0.00
TOTAL REQUESTED	4	13,253.00				0.00
NET AMOUNT DISBURSED			4	13,253.00		
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)		
TOTAL AMOUNT INVOICED				13,253.00	DUE TO SCHOOL	
INVOICE NUMBER				E262880053		

NOTE: THIS INVOICE NUMBER WILL BE REFERENCED ON THE VOUCHER AUTHORIZING PAYMENT FROM THE STATE COMPTROLLER. THE VOUCHER NUMBER IS REFERENCED ON THE CHECK.

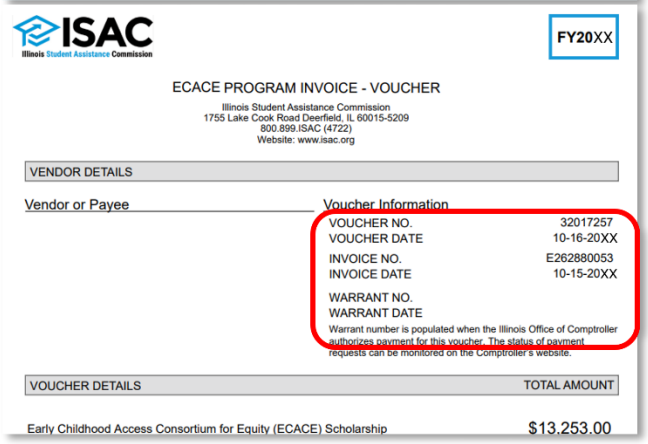
*REPRESENTS AMOUNT NOT PAID OR TOTAL AMOUNT PREVIOUSLY PAID
NOTE: ALL FUNDS SHOULD BE RETURNED TO ISAC ONLY AFTER A FINAL RECONCILIATION HAS BEEN COMPLETED AT THE END OF THE REGULAR SCHOOL YEAR. ALL SCHOOLS WITH AN OUTSTANDING AMOUNT OWED TO ISAC AT THE END OF THE SCHOOL YEAR WILL RECEIVE A NOTICE INDICATING THE TOTAL AMOUNT TO BE REFUNDED.

- Once ISAC processes a payment request and sends it to the State Comptroller's Office, the report will appear with the following information: **Voucher No.** and **Voucher Date,** along with an **Invoice No.** and **Invoice Date,** which will be the same number referenced on the voucher from the State Comptroller's Office, authorizing payment.

- **ECACE – Voucher INV 00/00/20XX SCH code**: At this time, the **Warrant No.** and **Warrant Date** fields on the report will be blank.

- **ECACE – Warrant INV 00/00/20XX SCH code**: Once the State Comptroller has authorized payment, this report will appear. The **Warrant No.** and **Warrant Date** fields will populate on the report after the State Comptroller has authorized payment for the voucher.

ECACE – Voucher INV 00/00/20XX SCH code



ISAC
Illinois Student Assistance Commission

FY20XX

ECACE PROGRAM INVOICE - VOUCHER

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

VENDOR DETAILS

Vendor or Payee

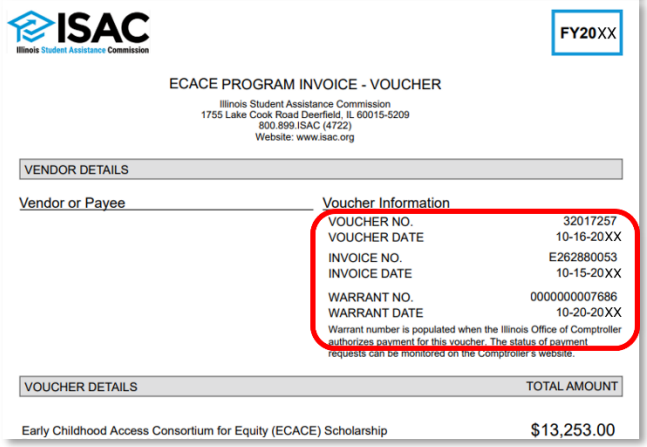
Voucher Information

VOUCHER NO.	32017257
VOUCHER DATE	10-16-20XX
INVOICE NO.	E262880053
INVOICE DATE	10-15-20XX
WARRANT NO.	
WARRANT DATE	

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

VOUCHER DETAILS	TOTAL AMOUNT
Early Childhood Access Consortium for Equity (ECACE) Scholarship	$13,253.00

ECACE – Warrant INV 00/00/20XX SCH code



ISAC
Illinois Student Assistance Commission

FY20XX

ECACE PROGRAM INVOICE - VOUCHER

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800.899.ISAC (4722)
Website: www.isac.org

VENDOR DETAILS

Vendor or Payee

Voucher Information

VOUCHER NO.	32017257
VOUCHER DATE	10-16-20XX
INVOICE NO.	E262880053
INVOICE DATE	10-15-20XX
WARRANT NO.	0000000007686
WARRANT DATE	10-20-20XX

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

VOUCHER DETAILS	TOTAL AMOUNT
Early Childhood Access Consortium for Equity (ECACE) Scholarship	$13,253.00

- Retain a copy of the report for each payment request submitted, so that the invoice number on the report can be matched with the voucher and the funds received from the State Comptroller's Office.

Payment Result Codes

Result Code	Pre-Edit	Expanded Result Code	Reason
4	x	—	Request superseded by another request
J	—	—	Ineligible for payment due to calculated award amount of zero
G	—	Y	Full annual award amount already used
H	—	—	Previously paid to school for requested term
U	—	—	Cancel requested/ no prior payment has been made for this term
Q	—	Y	Ineligible reason processed – not eligible for this academic year
Q	—	T	Ineligible reason processed – not eligible for this term
R	—	Y	Payment reduced to maintain ECACE annual award amount limit
B	—	—	Payment increased
C	—	—	Payment decreased
*****	—	—	Payment processed – no reported exception