

The evidence in this file is compiled for ease of review rather than opening hundreds of individual files, although all these files are available for review. These files represent the detailed and very technical work records as the Financial Aid staff try to implement new processes and resolve issues that may arise. These records begin in August 2021 and are subsequent to those included in the 2021 Follow-Up Report. PCCD has provided numerous samples to validate the daily tracking, prioritization, coordination, and resolution of issues whether long standing or instantaneous. The purpose is to show, with some highlighted details, the cyclical nature of the improvement, the intense oversight and the collaboration between the colleges, the district and the contractors hired with expertise. Individual records are available in the TEAMS files for Chancellor's Cabinet. To demonstrate the sustained work an additional file contains reports from Jan through May 2022.

### FA Processing 8-2-21

New items:

1. Roderick – Activate Pell Outbound process ASAP?
2. Roderick - Production Error Priority - Renewed system failures when running both Mass Packaging and the FAPSAR00 ISIR process with this error:

```
Application Program Failed
In Pgm Section : SQL-LOGMSG
With Return Code: 00805
Error Message : ORA-00001: unique constraint (SYSADM.PS_MESSAGE_LOG) violated
```

3. SAP - Of the 690 students with SAP status of Undetermined, 334 are new students whose SAP should default to Meets – Richard to review this issue 1<sup>st</sup> then run SAP with summer grades
4. Roderick - Please interpret the Message Log for instance 9459840. It has 773 rows seemingly dealing with campus match/mismatch criteria – Richard has determined this is not an issue because the system passes all students and only selects the ones from the campus requested – All others are 'Mismatch'. However, the mismatch between FA Term, Pgm/Plan and ISIR Owing campus still exists. Please update selection query PCCFA\_PACK\_VAR\_POP to use FA Term campus instead of ISIR owning school
5. Roderick - The new aid year 2021/2022 disbursement dates originally set up in UAT are not in PRD or UAT. Can they be found and moved to PRD?
6. Mass Packaging: Top Priority
  - Ernesto - Mass Packaging ran on 7/31 . Please review the details of batch number 3211 that packaged 2 students
  - Jennifer, Joseph - Mass Packaging ran on 7/31 . Please review the details of batch number 3207 that packaged 210 students
  - Angie - Mass Packaging ran on 7/31 . Please review the details of batch number 3211 that packaged 20 students
  - Loan - Mass Packaging ran on 7/31 . Please review the details of batch numbers 3201 and 3203 that represent 21 students

7. Review support requests from last week's Financial Aid Meeting:
  - a. Check 'Invalid Schema' in Direct Loan Export File – Causing errors
  - b. Year End Cutoff
    - i. August 20<sup>th</sup> – Last day for cutting checks
    - ii. Stop packaging on August 20<sup>th</sup>
    - iii. Stop assigning checklists 2 weeks prior – August 6<sup>th</sup>
  - c. Request CCPG be Mass Packaged to all eligible students
    - i. Apparently, this was done previously
    - ii. Look in W Drive for eligibility documentation
  - d. Activate Pell Outbound process ASAP – This will result in COD response files identifying Pell errors prior to disbursement (I recommend running the process in 'Validation' to determine errors prior to sending files to COD)
  - e. SAP processing – Colleges requested email notification when SAP is 1<sup>st</sup> run with summer grades
  - f. Confirm to colleges that the 500+ students with SAP status unidentified are continuing students. Confirm all new students have SAP status defaulted to Yes – UNDER REVIEW – Many are 1<sup>st</sup> year students who should default to Meets
  - g. Mass Packaging and Repackaging – Email status update to colleges on Monday - DONE
  - h. V1, Selective Service and Drug related checklists – Twofold request:
    - i. Waive existing checklists – Confirm the waived status impacts the student's To Do listing
    - ii. Modify existing process to continue to assign checklists but then waive the checklists
    - iii. Colleges will manually assign the Selective Service checklist to Cal Grant students if required
  - i. Campus Logic Mod – Request to revisit need to assign all ISIR and Cal ISIR students the 105CL checklist. Concern centered on potential time delay of response files from Campus Logic
8. Top Priorities:
  - a. Mass Packaging Fall/Spring 2021/2022 - Seemingly low number of students assigned fall/spring packaging plans. Top priority to review eligibility criteria – REMINDER – The 1<sup>st</sup> Pell disbursement is scheduled for 8/13/21 – Two weeks from today
  - b. RICHARD – Double check subsequent disbursement date setup!
  - c. Summer packaging and Pell repackaging plans – Under review
  - d. SAP:
    - i. Summer term ended 7/22. The deadline to submit most summer grades is this Thursday, July 29. The FALL SAP calculations will then include summer grades
    - ii. There continues to be 400 students with an 'Undetermined' SAP status listed in query: FA\_STDNT\_AID\_ATRBT\_SAP\_U – Needs further review as these students would not get selected for Mass Packaging
  - e. Authorization Error Query – To be scheduled and distributed to colleges daily

**FA Processing 8-3-21**

New items:

1. SAP – The newly scheduled SAP process PCCFA058 successfully ran this morning at 6:00
2. Now the SAP is running, all new students have the defaulted SAP status of Meets SAP and not Undetermined – Richard to confirm this with the colleges
3. The SAP calculation now includes summer grades – The colleges have been notified as requested
4. Roderick – Yes, please cancel the daily\_1AM recurrence of SFA\_SAP\_BDRV because it is now run as part of PCCFA058
5. PSNT5 Server – PSNT5 is an invalid server. It was valid before 9.2 when Peralta processed PeopleSoft internally. Now that Oracle Cloud hosts the system, the primary server/operating system is PSUNIX/UNIX
6. The use of PSNT5 server resulted in jobs not being run or repeated processing failures.
7. Roderick to ensure PSNT5 is no longer specified
8. Roderick to create new FA run controls where necessary
9. Roderick – Confirm the Pell Outbound process has been activated – PCCFA045 ran this morning at 5:00 and 5:30 for the Odd and Even years. Richard to notify the colleges this has been activated
10. Richard and Roderick successfully tested the Pell ‘Validation Only process’. Richard to recommend its use to identify/fix Pell validation errors transmitting files to COD where they will be rejected. Once the majority of errors are identified/fixed, this won’t be necessary
11. Roderick – Please update selection query PCCFA\_PACK\_VAR\_POP to use FA Term campus instead of ISIR owning school (may need to specify term). This will fix the home campus mismatch between FA Term, PGM/PLN, and Packaging Variable
12. Richard to manually rebuild the disbursement dates if not available in instances other than PRD and UAT where they don’t exist
13. Mass Packaging: Top Priority – This process will be scheduled JobSet this week after another manual process without errors
14. Review support requests from last week’s Financial Aid Meeting:
  - a. Check ‘Invalid Schema’ in Direct Loan Export File – Causing errors
  - b. Year End Cutoff
    - i. August 20<sup>th</sup> – Last day for cutting checks
    - ii. Stop packaging on August 20<sup>th</sup>
    - iii. Stop assigning checklists 2 weeks prior – August 6<sup>th</sup>
  - c. Request CCPG be Mass Packaged to all eligible students
    - i. Apparently, this was done previously
    - ii. Look in W Drive for eligibility documentation
  - d. V1, Selective Service and Drug related checklists – Twofold request:
    - i. Waive existing checklists – Confirm the waived status impacts the student’s To Do listing
    - ii. Modify existing process to continue to assign checklists but then waive the checklists
    - iii. Colleges will manually assign the Selective Service checklist to Cal Grant students if required
  - e. Campus Logic Mod – Request to revisit need to assign all ISIR and Cal ISIR students the 105CL checklist. Concern centered on potential time delay of response files from Campus Logic
15. Top Priorities:
  - a. Mass Packaging Fall/Spring 2021/2022 - Seemingly low number of students assigned fall/spring packaging plans. Top priority to review eligibility criteria –

REMINDER – The 1<sup>st</sup> Pell disbursement is scheduled for 8/13/21 – Two weeks from today

- b. RICHARD – Double check subsequent disbursement date setup!
- c. Summer packaging and Pell repackaging plans – Under review
- d. Authorization Error Query – To be scheduled and distributed to colleges daily

### FA Processing 8-3-21

New items:

1. SAP – The newly scheduled SAP process PCCFA058 successfully ran this morning at 6:00
2. Now the SAP is running, all new students have the defaulted SAP status of Meets SAP and not Undetermined – Richard to confirm this with the colleges
3. The SAP calculation now includes summer grades – The colleges have been notified as requested
4. Roderick – Yes, please cancel the daily\_1AM recurrence of SFA\_SAP\_BDRV because it is now run as part of PCCFA058
5. PSNT5 Server – PSNT5 is an invalid server. It was valid before 9.2 when Peralta processed PeopleSoft internally. Now that Oracle Cloud hosts the system, the primary server/operating system is PSUNIX/UNIX
6. The use of PSNT5 server resulted in jobs not being run or repeated processing failures.
7. Roderick to ensure PSNT5 is no longer specified
8. Roderick to create new FA run controls where necessary
9. Roderick – Confirm the Pell Outbound process has been activated – PCCFA045 ran this morning at 5:00 and 5:30 for the Odd and Even years. Richard to notify the colleges this has been activated
10. Richard and Roderick successfully tested the Pell ‘Validation Only process’. Richard to recommend its use to identify/fix Pell validation errors transmitting files to COD where they will be rejected. Once the majority of errors are identified/fixed, this won’t be necessary
11. Roderick – Please update selection query PCCFA\_PACK\_VAR\_POP to use FA Term campus instead of ISIR owning school (may need to specify term). This will fix the home campus mismatch between FA Term, PGM/PLN, and Packaging Variable
12. Richard to manually rebuild the disbursement dates if not available in instances other than PRD and UAT where they don’t exist
13. Mass Packaging: Top Priority – This process will be scheduled JobSet this week after another manual process without errors
14. Review support requests from last week’s Financial Aid Meeting:
  - a. Check ‘Invalid Schema’ in Direct Loan Export File – Causing errors
  - b. Year End Cutoff
    - i. August 20<sup>th</sup> – Last day for cutting checks
    - ii. Stop packaging on August 20<sup>th</sup>
    - iii. Stop assigning checklists 2 weeks prior – August 6<sup>th</sup>
  - c. Request CCPG be Mass Packaged to all eligible students
    - i. Apparently, this was done previously
    - ii. Look in W Drive for eligibility documentation
  - d. V1, Selective Service and Drug related checklists – Twofold request:
    - i. Waive existing checklists – Confirm the waived status impacts the student’s To Do listing
    - ii. Modify existing process to continue to assign checklists but then waive the checklists

- iii. Colleges will manually assign the Selective Service checklist to Cal Grant students if required
  - e. Campus Logic Mod – Request to revisit need to assign all ISIR and Cal ISIR students the 105CL checklist. Concern centered on potential time delay of response files from Campus Logic
15. Top Priorities:
- a. Mass Packaging Fall/Spring 2021/2022 - Seemingly low number of students assigned fall/spring packaging plans. Top priority to review eligibility criteria – REMINDER – The 1<sup>st</sup> Pell disbursement is scheduled for 8/13/21 – Two weeks from today
  - b. RICHARD – Double check subsequent disbursement date setup!
  - c. Summer packaging and Pell repackaging plans – Under review
  - d. Authorization Error Query – To be scheduled and distributed to colleges daily

**FA Processing Wednesday 8-5-21**

1. Mass packaging processed manually with no system related errors – Yeah! Roderick will activate the new aid year Fall/Spring Mass Packaging JobSet PCCFAB104/053
2. Emphasis now on identifying reasons students were not selected for packaging. This is a similar approach identifying why certain awards did not authorize
3. Richard will soon ask Roderick to add 3 new 3C Engine processes to the ISIR load JobSet that will waive certain checklists after they have been assigned. This meets the college's request to continue to have the checklist assigned, but then waived
4. Summer packaging and Pell repackaging plans – Richard to review
5. Roderick – Any progress updating the selection query PCCFA\_PACK\_VAR\_POP to use FA Term campus instead of ISIR owning school (may need to specify term)? This will fix the home campus mismatch between FA Term, PGM/PLN, and Packaging Variable
6. Roderick confirmed how the checklist F22SAF is assigned and will change the name of the run control to include the checklist name (for searching purposes)
7. Pell reject R210 - Peralta appears to be using the correct COD Common Record XML Schema Version 4.0d for aid year 2021 and COD Common Record XML Schema Version 4.0e for aid year 2022. Roderick and Jennifer to revisit the Pell reject R210 for further indication of the problem
8. Keep in mind - The 1<sup>st</sup> Pell disbursement is scheduled for Thursday, August 19<sup>th</sup> – 14 days from today
9. Review support requests from last week's Financial Aid Meeting:
  - a. Year End Cutoff
    - i. Roderick to inactivate the Job for 2021 packaging on August 20<sup>th</sup> – Richard to send email request
    - ii. Roderick to inactivate the Job assigning F21checklists (and possibly others – TBD) 2 weeks prior – August 6 – Richard to send email request
  - b. Request CCPG be Mass Packaged to all eligible students – Ongoing
  - c. Campus Logic Mod – Ongoing – This is most important to have verified student's review status changed to 'Complete' so they will be picked up for packaging - Request to revisit need to assign all ISIR and Cal ISIR students the 105CL checklist. Concern centered on potential time delay of response files from Campus Logic
  - d. Authorization Error Query – To be scheduled and distributed to colleges daily

**FA Processing Wednesday 8-9-21**

1. The new year setup of disbursement dates and the Authorization and Disbursement Calendar is complete in PRD
2. Loan fees for loans originated before October 1<sup>st</sup> must be adjusted to 1.057%. This is down from the 1.059%. Otherwise, loans would be rejected by COD
3. Roderick has been asked to determine why the loan fee description does not match the loan fee amount – The example is Item Type 921300100100 with the 013 description of Origination 1.062 and the percentage of 1.059. This s/b resolved before the new year loan fees are set up
4. Direct Loan Item Type setup needs review as there are inconsistencies dealing with 'Disbursement Protection' and Meet Need/Cost settings which are incorrect
5. Roderick has been requested not to run the loan origination processes until the setup has been adjusted
6. With Roderick's help, the Home Campus mis-match issue, as it pertains to packaging variables, has been resolved. This effort corrected the mismatch for 692 students who, if selected for packaging, would otherwise not be awarded due to the mismatch
7. Mass packaging processed manually with the corrected packaging variable selection queries, was again processed manually with no system related errors
8. Roderick – Effective immediately, please activate the new aid year Fall/Spring Mass Packaging JobSet PCCFAB104/053
9. Campus Logic Testing – There is a meeting this morning with Chiran to review the mod in UAT. This is most important to have verified student's review status changed to 'Complete' so they will be picked up for packaging - Request to revisit need to assign all ISIR and Cal ISIR students the 105CL checklist. Concern centered on potential time delay of response files from Campus Logic – Plan is to have the answer for Thursday's FA meeting
10. Emphasis now on identifying reasons students were not selected for packaging. This is a similar approach identifying why certain awards did not authorize
11. Richard will, this week, ask Roderick to add 3 new 3C Engine processes to the ISIR load JobSet that will waive certain checklists after they have been assigned. This meets the college's request to continue to have the checklist assigned, but then waived
12. It appears the colleges may request that certain tax documents pertaining to verification also be waived
13. Summer packaging and Pell repackaging plans – Richard to review
14. Pell reject R210 - Peralta appears to be using the correct COD Common Record XML Schema Version 4.0d for aid year 2021 and COD Common Record XML Schema Version 4.0e for aid year 2022. Roderick and Jennifer to revisit the Pell reject R210 for further indication of the problem
15. Keep in mind - The 1<sup>st</sup> Pell disbursement is scheduled for Thursday, August 19<sup>th</sup> – 10 days from today
16. Review support requests from last week's Financial Aid Meeting:
  - a. Year End Cutoff
    - i. Roderick to inactivate the Job for 2021 packaging on August 20<sup>th</sup> – Richard to send email request
    - ii. ACTION REQUIRED - Roderick to inactivate the Job assigning F21checklists (and possibly others – TBD) 2 weeks prior – August 6 – Richard to send email request
  - b. Request CCPG be Mass Packaged to all eligible students – Ongoing
  - c. Authorization Error Query – To be scheduled and distributed to colleges daily

**FA Processing Tuesday 8-10-21**

1. The loan fees for Direct Loans originated before October 1<sup>st</sup> have been set up in PRD to 1.057%
2. The loan fees for Direct PLUS loans originated before October 1<sup>st</sup> have been set up in PRD to 4.228%
3. The loan Item Types (with inconsistencies dealing with 'Disbursement Protection' and Meet Need/Cost settings) and the respective Loan Type Tables have been corrected and set up in PRD for aid year 2022
4. The colleges will be updated today that they can begin awarding Direct Loans to be originated before October 1<sup>st</sup>. The setup for loans to be originated on or after October 1<sup>st</sup> are not yet established because the new rates (if any) have not been released
5. Richard will send Roderick an email to activate the scheduled Job for the loan origination processes
6. Roderick has, as requested, activated the new aid year Fall/Spring Mass Packaging JobSet PCCFAB104/053
7. Campus Logic Testing – Chiran has successfully tested the CL mod in UAT. Questions remain to be answered by Campus Logic – A meeting has been requested. This will likely result in change requests which Chiran can implement
8. Emphasis now on identifying reasons students were not selected for packaging. This is a similar approach identifying why certain awards did not authorize
9. Richard will, this week, ask Roderick to add 3 new 3C Engine processes to the ISIR load JobSet that will waive certain checklists after they have been assigned. This meets the college's request to continue to have the checklist assigned, but then waived
10. It appears the colleges may request that certain tax documents pertaining to verification also be waived - To be discussed on Thursday
11. Summer packaging and Pell repackaging plans – Richard to review
12. Keep in mind - The 1<sup>st</sup> Pell disbursement is scheduled for Thursday, August 19<sup>th</sup> – 9 days from today
13. Review support requests from last week's Financial Aid Meeting:
  - a. Year End Cutoff
    - i. Roderick to inactivate the Job for 2021 packaging on August 20<sup>th</sup> – Richard to send email request
    - ii. ACTION REQUIRED - Roderick to inactivate the Job assigning F21checklists (and possibly others – TBD) 2 weeks prior – August 6 – Richard to send email request

As you can see below there are many individually saved files and they are as detailed as above. Below are more samples to provide evidence of sustained, detailed, technical oversight and problem solving in the Financial Aid area.



FA Processing Meetings August 2021 – May 2022

EC <b>General</b> Posts <b>Files</b> Staff Notebook Reflect			
+ New Upload Edit in grid view Copy link Sync Download			
Documents > General > ACCREDITATION > 2022 Follow Up Report due October 1, 2022 > District Requirem			
	Name	Modified	Modified By
	FA Processing Meeting 08-10-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-11-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-12-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-13-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-16-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-17-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-18-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-19-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-20-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-23-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-24-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-25-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-26-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-27-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-30-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 08-31-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 09-01-21.docx	4 hours ago	Janet Fulks
	FA Processing Meeting 09-03-21.docx	4 hours ago	Janet Fulks



# FA Processing Meetings August 2021 – May 2022

+ New				Upload	Edit in grid view	Copy link	Sync	Download	
Documents > General > ACCREDITATION > 2022 Follow Up Report due October 1, 2022 > District Requirem									
	Name	Modified	Modified By						
	FA Processing Meeting 09-01-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-03-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-07-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-08-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-09-21.docx	4 hours ago	Janet Fulks						
<input type="radio"/>	FA Processing Meeting 09-10-21.docx	4 hours ago	Janet Fulks	...					
	FA Processing Meeting 09-13-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-14-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-15-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-16-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-17-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-20-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-21-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-2-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-22-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-23-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-24-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-27-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-28-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-29-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 09-30-21.docx	4 hours ago	Janet Fulks						
	FA Processing Meeting 10-01-21.docx	5 hours ago	Janet Fulks						

### FA Processing Friday 10-1-21

#### Priorities/Updates:

1. Fraudulent students - Hello Folks, Let's discuss this for the near future - fraudulent students have a flag on their accounts of "APP", once we stop paying for 20-21, how can we clean up the data for those students who have not received refunds (this may be a collaborative but necessary effort)
2. Richard is working with Jennifer/Joseph to disburse SEOG. Proposed plan to lift disbursement rules requiring packaging and review status complete. Then, review remaining authorization failures
3. SEOG update – COA - Hemanth, please get in touch with Richard soon. COA is waiting to hear back on a query that was needed for SEOG disbursements today that have not been paid out. As I understand it, from speaking with Angie and my takeaway from the conversation this morning was that a query that looks at: FA load of >6 spring units for students who were awarded both PELL and SEOG should have their SEOG awards fully disbursed. This will address a good amount of the SEOG issues. A query consisting of just the opposite in FA load (<6 spring units with awards of PELL and SEOG require review by the campuses for any additional fixes. It is anticipated that the latter should result in a much smaller and manageable population of students.
4. COD Reconciliation - Richard to work with Roderick to re-originate 21/22 COD files rejected due to incorrect CIP Code where the trailing letter was not removed
5. Richard has the request from auditors to list students with the Program Action of LEAV (Leave of Absence) for 20/21. It's been confirmed that there is now leave of absence tracking
6. Amanda and Richard completed the setup of aggregate areas for all CARES related item types requested for MIS reporting. Steven has been asked to confirm if additional item types also require aggregate areas
7. Richard deleted a requested ISIR for Peter and provided Roderick with the process guide
8. Richard established the required aggregate area for Jackie to award the CalWorks grant
9. Other updates?

#### Ongoing Items:

10. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
11. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
12. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
13. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
14. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
15. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
16. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements
17. Richard to update Verification statuses in conjunction with the Campus Logic mod
18. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV

19. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Monday 10-4-21

#### Priorities/Updates:

1. SEOG update – COA – The goal is to disburse SEOG (for aid year 2021) for selected COA students – TBD how to authorize with override (manually or in batch if possible, for selected students)
2. Richard to ask Vu how SF handles direct disbursements (i.e., no group data entry to post)
3. Direct Loan Processing - Roderick and Richard to continue search for the BCC direct loan file that was created but never sent to the BCC folder to be sent to COD The file was named CRDL22IN\_DISB\_2.xml, which was not picked up by the sftp step
4. COD Reconciliation - Richard to work with Roderick to re-originate 21/22 COD files rejected due to incorrect CIP Code where the trailing letter was not removed
5. MIS Reporting – Roderick – Steven says - After talking to IT, the District FA Analyst is responsible to set up the Aggregate Area and Report Code when a new item type is added. As you can see, I sorted the results by ITEM\_TYPE, and there are many duplicates for the same ITEM\_TYPE within an AID\_YEAR, and maybe it should be cleaned up. I just talked to Sriram, and the duplicates only happens in our data warehouse, not in PS. The dups are not gone now after refresh & replace from PS into our data warehouse. Now I only see 4 rows for those types. Sorry for the confusion! However, we have issues with the following having blank aggregated area and blank report code. As far as MIS goes, our MIS Logic looks for Report Code first, if blank, then look for Aggregated Areas. District FA and IT need to sit down and review what it is needed and what is not. Roderick – Do you know anything about the Report Codes?
6. Roderick – Comment on the many Job Reports now being sent – Limit to No Success?
7. Reminder – A week from today, 10/11 is the disbursement date for SEOG to be refunded Thursday 10/14 - also includes the 3<sup>rd</sup> Pell payment at 50%
8. Other updates?

#### Ongoing Items:

9. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
10. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
11. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
12. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
13. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
14. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
15. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements
16. Richard to update Verification statuses in conjunction with the Campus Logic mod
17. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV

18. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Tuesday 10-5-21

#### Priorities/Updates:

1. Please attend the meeting this morning at 10:00AM to discuss options for MIS reporting of CCPG paper apps info:
  - a. Current process to have the CCPG award waive student's fees
  - b. The CCPG waiver activity resides in the SF Customer Account activity for each recipient - Can that be accessed for reporting purposes?
  - c. It's possible the Paper Apps information could be added via the External Award process
  - d. Where is the information accessed for the non-paper app CCPG waiver activity?
  - e. Future plans include the use of the delivered SF External Award process that will add the CCPG waiver to a student's FA award package
2. FYI - Angie requested the FA website be updated with a change to the 21-22 budget amount for out of state students and removal of the reference to the AC Transit Costs. Possible implications may include rebuilding the census date budgets for out of state students and repackaging. Amanda to facilitate the website update
3. Batch options (including pop update, SQL update and CI) don't seem viable. The two-step manual authorization override process (by student by term) may be required (check the override box then the authorization button)
4. Richard has asked Vu and Joyce how SF handles direct disbursements (i.e., no group data entry to post)
5. Hemanth – Status update of SEOG query requests from Angie – Priority item
6. All – Can we answer these questions from Phasasha - How many times a month are CAL-ISIRs being downloaded to the PeopleSoft system? Second question, are all students waived now from having to appeal now for the CPG even if they don't meet SAP for the Waiver?
8. Roderick – Job Reports continue to be sent – Limit to No Success?
9. Reminder – A week from today, 10/11 is the disbursement date for SEOG to be refunded Thursday 10/14 - also includes the 3<sup>rd</sup> Pell payment at 50%
10. Other updates?

#### Ongoing Items:

11. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
12. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
13. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
14. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
15. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
16. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
17. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements
18. Richard to update Verification statuses in conjunction with the Campus Logic mod

19. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
20. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Wednesday 10-6-21

#### Priorities/Updates:

1. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.  
Vu states: While manual disbursement is convenient and quick, users have to know exactly what they're doing and keep track of things very well. Otherwise, it will create a much bigger problem than the one it tries to fix. We were in the situation not too long ago where COA and Merritt combined both methods to disburse, then spent weeks to find out where things went or disappear.

If approved, Teresa will be asked to, via People Code, grey out/inactivate the disbursement button

2. COD Reconciliation
  - a. Does each college have to formally request an extension? – See below:  
Thank you for the email. I am following up about your statement that the district received an extension. My understanding is that it is only the colleges who can receive an extension since it is related to the Pell grant reconciliation files. Laney College received an extension because we requested one on October 1st because we have circa 252k of unreconciled files. Director Ma had to login with her sign in information to request it. As a dean, I do not have access to request such an extension. I might suggest that our sister colleges confirm if they have extensions or not through their directors if they are needed to unreconciled funds – Mildred Lewis
  - b. Need to determine the unreconciled balance at each college – Colleges have access to COD
  - c. Each college to identify COD processing specialist to join reconciliation workgroup - The workgroup to reconvene Monday 9:30-10:30 with representatives from each campus asked to participate
  - d. Richard to produce action plan – Steps for reconciliation that will address if a ticked will be created with Oracle
3. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
4. Reminder – Monday 10/11 is the disbursement date for SEOG to be refunded Thursday 10/14 - also includes the 3<sup>rd</sup> Pell payment at 50%
5. Other updates?

#### Ongoing Items:

6. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
7. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
8. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
9. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?

10. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
11. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
12. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
13. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
14. Richard to update Verification statuses in conjunction with the Campus Logic mod
15. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
16. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Friday 10-8-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority
  - a. Immediately take action to determine and test steps to correct CIP Codes submitted. Why? Because we have 37 students with invalid CIP Codes.
  - b. Run the Pell Disbursement Validation Rpt – It has 35 pages listing students with Incorrect CIP, Missing and Invalid values – We need to know why - Roderick – Can you run the Pell Disb process to trace the errors?
  - c. Questions to be asked/answered:
    - i. Why invalid CIP? A spreadsheet of the 37 students with incorrect CIP Code submitted. We need to determine why they failed validation -We need the college FA staff to log into COD to find out why
    - ii. What is Missing Value?
    - iii. What is Invalid Value?
    - iv. What is Incorrect Award Amount?
  - d. Each college to formally request an extension – See this error message:
  - e. Need to determine the unreconciled balance at each college – Colleges have access to COD
  - f. Richard to produce action plan – Steps for reconciliation that will address if a ticked will be created with Oracle
  - g. Yes – Request conference call with Oracle Support
2. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
3. Reminder – Monday 10/11 is the disbursement date for SEOG to be refunded Thursday 10/14 - also includes the 3<sup>rd</sup> Pell payment at 50%
4. Other updates?

#### Ongoing Items:

5. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
6. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging

## FA Processing Meetings August 2021 – May 2022

7. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
8. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
9. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
10. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
11. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
12. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
13. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
14. Richard to update Verification statuses in conjunction with the Campus Logic mod
15. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
16. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Monday 10-11-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority
  - a. Immediately take action to determine and test steps to correct CIP Codes submitted. Why? Because we have 37 students with invalid CIP Codes.
  - b. Run the Pell Disbursement Validation Rpt – It has 35 pages listing students with Incorrect CIP, Missing and Invalid values – Appears there may be a problem with the GEPL detail (Gainful Employment) along with missing Credential Level XREF setup
  - c. **Each college to formally request an extension – See this error message:**
  - d. Need to determine the unreconciled balance at each college – Colleges have access to COD
  - e. **Richard to produce action plan – Steps for reconciliation that will address if a ticked will be created with Oracle**
  - f. Yes – Request conference call with Oracle Support – Not yet
2. Reminder – Monday 10/11 is the disbursement date for SEOG to be refunded Thursday 10/14 - also includes the 3<sup>rd</sup> Pell payment at 50%
3. Other updates?

#### Ongoing Items:

4. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
5. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
6. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging

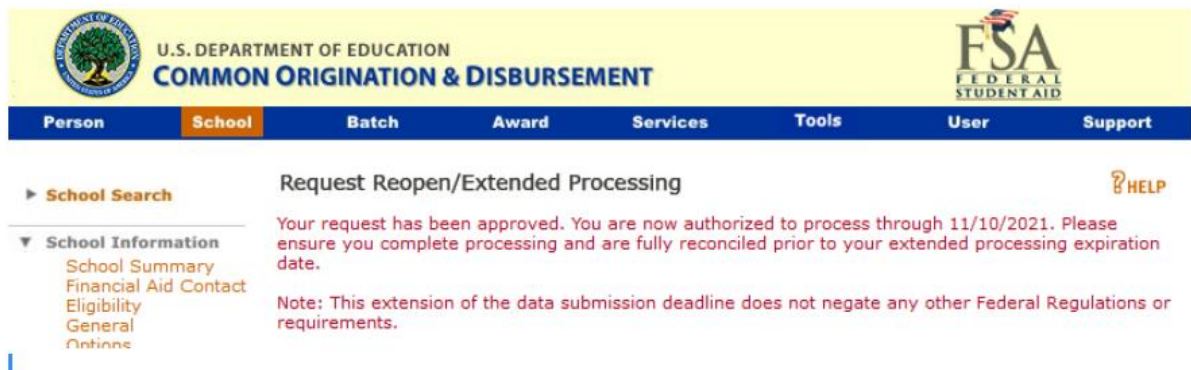


7. Richard to respond to Jackie’s email regarding incorrect FA Load for ID 11029914 and Loan’s email regarding student’s enrollment not equal to their FA Load
8. Richard to respond to Loan’s email regarding incorrect SAP letter for CAL – ISIR students
9. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain ‘Undetermined’?
10. Richard to respond to the college’s request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
11. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student’s award package
12. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
13. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
14. Richard to update Verification statuses in conjunction with the Campus Logic mod
15. Richard to review impact of summer repackaging in ‘Simulation’ by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
16. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday’s refund processing - END

**FA Processing Monday 10-12-21**

Priorities/Updates:

1. COD Reconciliation – Top Priority
  - a. Immediately take action to determine and test steps to correct CIP Codes submitted. Why? Because we have 37 students with invalid CIP Codes – Currently reviewing the GEPL (Gainful employment missing value as a potential source of the error – Top Priority – Consider this – What if Amany said OK we could change the Taxonomy CIP to one the student had before? – At least try a sample to see if it works.
  - b. The missing Credential Level XREF has been identified. Email sent to Amany/Silvia requesting insight on the Credential Level Cross Reference setup – This will fix 26 Pell validation failures
  - c. Each college to formally request an extension:
    1. Laney – Yes
    2. COA – Not yet
    3. BCC – Yes – Extended through 11-10—21 shown below:



4. Merritt – Not yet

## FA Processing Meetings August 2021 – May 2022

- d. Need to determine the unreconciled balance at each college:
  1. Laney – Approx. 250,000
  2. COA – 36,500 – All APP
  3. BCC – Very minor
  4. Merritt – TBD
- e. Merritt College has 50 students to fix their citizenship status – Perhaps Amanda can assist?
- f. May request conference call with Oracle Support – Not yet
2. Richard worked with Angie to authorize/disburse remainder of the HEERF II (approx. 112,000)
  - a. Question remains – Why is there a 50,250 remaining balance available to award? Angie expected it to be 0.00. Richard provided a query of all students paid HEERF II to help identified students not awarded
  - b. Also, Disaster Relief and CARES Act funds have not yet been disbursed – Angie to give Richard the ok to lift global rules and disburse the funds
3. Other updates?

### Ongoing Items:

4. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
5. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
6. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
7. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
8. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
9. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
10. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
11. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
12. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
13. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
14. Richard to update Verification statuses in conjunction with the Campus Logic mod
15. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
16. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Wednesday 10-13-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority

- Progress was made on Citizenship Status – The Merritt students (approx. 25) missing citizenship status were identified and corrected
- This problem persists in the 2022 aid year and will require ongoing monitoring and a system process enhancement
- Emphasis is now on errors resulting from not having Credential Level XREF setup and others. The breakdown by school with the number of cells with this error is:
  - Laney = 53
  - Merritt = 114
  - BCC = 6
  - COA = 14
- Oracle has provided these symptoms, causes and proposed fixes to Pell disbursement outbound validation error messages Missing Value, Invalid Value and Incorrect CIP Code submitted:

**Symptoms:** After running PELLOUT, some students fail validation, and these show on the Pell Disbursement Validation Report with Error Message 994 'Missing Value', 996 'Invalid Value', or 204 'Incorrect Program CIP Code submitted.'

**Causes:** The issue is caused by the student's career/program/plan row not being defined on the credential level cross reference table, and/or the academic plan taxonomy setup not being correctly or completely defined.

2. Richard worked with Angie to authorize/disburse remainder of the HEERF II (approx. 112,000)
  - a. Question remains – Why is there a 50,250 remaining balance available to award? Angie expected it to be 0.00. Richard provided a query of all students paid HEERF II to help identify students not awarded
  - b. Also, Disaster Relief and CARES Act funds have not yet been disbursed – Angie to give Richard the ok to lift global rules and disburse the funds
3. Other updates?

Ongoing Items:

4. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
5. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
6. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
7. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
8. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
9. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
10. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
11. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
12. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year

## FA Processing Meetings August 2021 – May 2022

13. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
14. Richard to update Verification statuses in conjunction with the Campus Logic mod
15. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
16. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Thursday 10-14-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority

#### Takeaways following the COD Reconciliation meeting:

- a. We can now identify and understand reasons for failed Pell disbursement validations
  - b. The primary information source is the Message Log (one for each college) from the PELLOUT process. Records that fail validation are not sent to COD
  - c. No ATB – This is solved. We now assign a checklist that will prevent packaging. For existing failures, colleges can assign the ATB code if warranted
  - d. No Citizenship – This is solved. It came to light that colleges are manually populating citizenship status in the Pell and Loan records – A big waste of time. Pop updates will be scheduled to batch update citizenship. Existing failures have been corrected
  - e. Invalid Value, Missing Value, Missing Credential Level XREF setup and Incorrect CIP Code – These failures result from students changed to ineligible majors which explains why there is not a Credential Level setup. However, the funds have been disbursed
  - f. System enhancements discussed – Have checklist assigned when major changed. Ensure checklists for major mismatch and ineligible major re assigned to all applicable terms
2. Richard to provide a query listing students without an ATB status. Perhaps Amanda can assist colleges in determining student's high school education status
  3. Richard worked with Angie to authorize/disburse remainder of the HEERF II (approx. 112,000)
    - a. Question remains – Why is there a 50,250 remaining balance available to award? Angie expected it to be 0.00. Richard provided a query of all students paid HEERF II to help identified students not awarded
    - b. Also, Disaster Relief and CARES Act funds have not yet been disbursed – Angie to give Richard the ok to lift global rules and disburse the funds
  4. Other updates?

#### Ongoing Items:

5. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
6. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In

## FA Processing Meetings August 2021 – May 2022

summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.

7. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
8. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
9. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
10. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
11. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
12. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
13. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
14. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
15. Richard to update Verification statuses in conjunction with the Campus Logic mod
16. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
17. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Friday 10-15-21

Priorities/Updates:

1. COD Reconciliation – Top Priority  
Richard to set up conference call with Jackie
2. Richard to provide a query listing students without an ATB status. Perhaps Amanda can assist colleges in determining student's high school education status
3. Richard worked with Angie to authorize/disburse remainder of the HEERF II (approx. 112,000)
  - a. Questions - The FA\_TITLE\_IV\_DISBURSED\_20\_21\_LY lists all 948 disbursements of HEERF II 921200400500 with the total amount of 1017000. These amounts match the disbursements 'Paid' on the Fiscal Item Types page. the available/potential payments of 50250 remain in question. Could it be that some students that were listed to be awarded the HEERF via external awards were never awarded? Is there a list of students that should have been awarded but were not?
  - b. Also, Disaster Relief and CARES Act funds have not yet been disbursed – Angie to give Richard the ok to lift global rules and disburse the funds
4. Richard to respond to Loan's question about many students paid but not submitted to COD this week
5. Other updates?

Ongoing Items:

6. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs

7. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
8. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
9. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
10. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
11. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
12. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
13. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
14. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
15. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
16. Richard to update Verification statuses in conjunction with the Campus Logic mod
17. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
18. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Monday 10-18-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority  
For Wednesday's meeting – Review of remaining Pell origination and disbursement reject messages
2. Update – The disbursement records not sent to COD last week were sent this week – The reason for the delay remains unclear
3. Laney college has requested a review of the SAP calculations for fall 2021 with concerns that summer 2021 grades are not included along with other student records indication SAP is not calculated correctly – A query is requested to identify students who attended summer to see if this is a larger problem
4. Richard to provide a query listing students without an ATB status. Perhaps Amanda can assist colleges in determining student's high school education status
5. Richard requested Amanda run the missing citizenship query and assist colleges by correcting the Pell citizenship status for 8 students
6. Meeting today with Angie Richard worked with Angie to authorize/disburse remainder of the HEERF II (approx. 112,000)
  - a. Questions - The FA\_TITLE\_IV\_DISBURSED\_20\_21\_LY lists all 948 disbursements of HEERF II 921200400500 with the total amount of 1017000. These amounts match the disbursements 'Paid' on the Fiscal Item Types page. the available/potential payments of 50250 remain in question. Could it be that some students that were listed to be

awarded the HEERF via external awards were never awarded? Is there a list of students that should have been awarded but were not?

- b. Also, Disaster Relief and CARES Act funds have not yet been disbursed – Angie to give Richard the ok to lift global rules and disburse the funds
- 7. Other updates?

Ongoing Items:

- 8. COA SEOG spring awards to be manually authorized once Angie lists eligible IDs
- 9. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
- 10. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
- 11. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
- 12. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
- 13. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
- 14. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
- 15. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
- 16. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
- 17. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
- 18. Richard to update Verification statuses in conjunction with the Campus Logic mod
- 19. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
- 20. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

**FA Processing Monday 10-19-21**

Priorities/Updates:

- 1. COD Reconciliation – Top Priority  
For Wednesday's meeting – Review of remaining Pell origination and disbursement reject messages
- 2. Update – The disbursement records not sent to COD last week were sent this week – The reason for the delay remains unclear
- 3. Laney college has requested a review of the SAP calculations for fall 2021 with concerns that summer 2021 grades are not included along with other student records indication SAP is not calculated correctly – A query is requested to identify students who attended summer to see if this is a larger problem – Richard to attend Laney's FA Staff mtg today
- 4. Richard to provide a query listing students without an ATB status
- 5. Amanda updated the 2022 citizenship statuses



## FA Processing Meetings August 2021 – May 2022

6.
    - a. The meeting with Angie to review HEERF awarding remains a work in progress
    - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
  7. Other updates?
- Ongoing Items:
8. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
  9. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
  10. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
  11. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
  12. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
  13. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
  14. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
  15. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
  16. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
  17. Richard to update Verification statuses in conjunction with the Campus Logic mod
  18. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
  19. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Wednesday 10-20-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority
  - a. For today's meeting – Review of remaining Pell origination and disbursement validation reject messages. The queries have been provided to Laney college
2. Richard participated in Laney's FA Staff meeting yesterday resulting in these action items:
  - a. Review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
  - b. For ID XXXXXXXX, determine why, after a 2<sup>nd</sup> ISIR was loaded with GED for HS education, that the direct loan validation failure continues for no ATB status. May also require promissory note

- c. Document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
3. Amanda has updated citizenship and ATB statuses. Richard and Amanda to confirm results after today's processing
4. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
5. Other updates?

Ongoing Items:

6. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
7. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
8. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
9. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
10. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
11. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
12. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
13. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
14. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
15. Richard to update Verification statuses in conjunction with the Campus Logic mod
16. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
17. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

**FA Processing Thursday 10-21-21**

Priorities/Updates:

1. COD Reconciliation – Top Priority  
Focus is now on Pell origination rejects from COD. These are identified using this query: PCCD\_FA\_PELL\_ORIG\_REJECT
2. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
3. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process

## FA Processing Meetings August 2021 – May 2022

4. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
5. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
6. Other updates?

### Ongoing Items:

7. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
8. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
9. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
10. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
11. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
12. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
13. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
14. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
15. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
16. Richard to update Verification statuses in conjunction with the Campus Logic mod
17. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
18. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Friday 10-22-21

#### Priorities/Updates:

1. **COD Reconciliation – Top Priority**  
**An email detailing the status of the COD Pell Reconciliation issues has been sent to each member of the COD Reconciliation workgroup. It is imperative for the colleges to continue to correct the known issues before the end of the extended processing time**
2. PCCD Opportunity Inventory – Marla to review
3. Fee waivers across colleges (meeting to be scheduled with Vu and Steven)
4. **Richard to respond with clarification on the Data Integrity Project items 12 & 13.**
  - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources

and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality

b. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record

Other updates?

Ongoing Items:

5. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
6. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
7. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
8. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
9. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
10. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
11. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
12. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
13. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
14. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
15. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
16. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
17. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
18. Richard to update Verification statuses in conjunction with the Campus Logic mod
19. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
20. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Monday 10-25-21

#### Priorities/Updates:

1. COD Reconciliation – Top Priority

Today's meeting – Review status/resolution of known issues highlighted.

Question on citizenship status – Do colleges update, for example, citizenship status in COD system and not PSFT? This could have originations/disbursements accepted by COD but show in error in PeopleSoft – Systems out of synch?

2. Jackie has pointed out checklists prior to 2021-22 remain on student's To Do list and requests they be removed/deactivated. Plan is to discuss with colleges and possibly pop update the status to 'Cancelled'

3. Fee waivers across colleges – Meeting last Friday with Vu, Steven, Peter, Kent, Amanda, Roderick – Discussion topics:

a. Old way – Full waiver applied to a single college even if no classes taken at that college

b. New way – Vu developed process to split the waiver that follows the enrollment fee by college – Just for 21/22 going forward

c. Steven to pull MIS data from ITEM\_SF and ITEM\_TYPE tables

d. For 2021, Steven said he will do a special workaround process to be completed by the November re-submission deadline. Most important that the total waiver reported matches total waiver applied

4. Other updates?

#### Ongoing Items:

5. PCCD Opportunity Inventory – Not yet started

6. Richard to respond with clarification on the Data Integrity Project items 12 & 13.

a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality

b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement

c. Hemanth asked to document the EA process steps

d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record

7. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements

8. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process

## FA Processing Meetings August 2021 – May 2022

9. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
10. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
11. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
12. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
13. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
14. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
15. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
16. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
17. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
18. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
19. Richard to update Verification statuses in conjunction with the Campus Logic mod
20. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
21. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Tuesday 10-26-21

#### Priorities/Updates:

1. COD Reconciliation Status – Yesterday's meeting included a review of queries provided to identify potential reconciling items. In general, Loan mentioned BCC was good; Jackie said COA's issues were primarily dealing with fraud students. Jennifer said Laney would review the queries provided. Phasasha had to leave before the meeting ended. Emphasis from the FAOs was focused on future district involvement to identify and correct issues in a timely manner. There was no additional requests of District FA to provide additional 20/21 reconciliation support. However, this has to be confirmed with Phasasha
2. Roderick has tested (in DEV) the process to cancel checklists prior to 2021-22 that remain on student's To Do lists. be removed/deactivated. This will be discussed with the colleges at meetings Wednesday or Thursday
3. Peter Nguyen raised concern regarding checklist F22V5 which led to identification of a setup issue preventing assignment – Discuss details
4. Other updates?

#### Ongoing Items:

5. PCCD Opportunity Inventory – Not yet started
6. Richard to respond with clarification on the Data Integrity Project items 12 & 13.

- a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  - c. Hemanth asked to document the EA process steps
  - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
7. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
  8. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
  9. COA awarding and disbursement status
    - a. The meeting with Angie to review HEERF awarding remains a work in progress
    - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
  10. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student’s accounts via the group posting process.
  11. Richard to respond to Jennifer’s requests to review SAP calculations and Edit Message status blocking mass packaging
  12. Richard to respond to Jackie’s email regarding incorrect FA Load for ID 11029914 and Loan’s email regarding student’s enrollment not equal to their FA Load
  13. Richard to respond to Loan’s email regarding incorrect SAP letter for CAL – ISIR students
  14. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain ‘Undetermined’?
  15. Richard to respond to the college’s request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
  16. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student’s award package
  17. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
  18. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
  19. Richard to update Verification statuses in conjunction with the Campus Logic mod
  20. Richard to review impact of summer repackaging in ‘Simulation’ by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV



21. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Wednesday 10-27-21

#### Priorities/Updates:

1. COD Reconciliation Status:
  - a. Monday's meeting included a review of queries provided to identify potential reconciling items. In general, Loan mentioned BCC was good; Jackie said COA's issues were primarily dealing with fraud students. Jennifer said Laney would review the queries provided. Phasasha had to leave before the meeting ended. Emphasis from the FAOs focused on future district involvement to identify and correct issues in a timely manner. There were no additional requests of District FA to provide additional 20/21 reconciliation support. However, this has to be confirmed with Phasasha
  - b. Today's meeting will address the results of Laney's review of queries provided
  - c. Richard to work with Amanda to run specific queries identifying Pell and direct loans processing verification failures and COD rejects requiring immediate attention to achieve acceptance by COD. Timing – Twice weekly. Coordination required between Amanda and colleges as to who/where the failures are fixed. Currently colleges don't know what District analysts did. Visibility will be provided to the colleges
  - d. Perhaps Amanda can coordinate/provide visibility to monthly Pell/Direct Loan reconciliations
  - e. Richard still needs to establish the process to auto assign citizenship status for COD processing
2. Thursday's FA Director's Meeting agenda items:
  - a. Review proposal to remove prior year checklists from Student's To-Do list (Roderick has tested (in DEV) the process to cancel checklists prior to 2021-22 that remain on student's To Do lists
  - b. Review proposal for District FA to monitor and coordinate resolution of COD processing validation failures and COD rejects
  - c. Discuss findings of Peter Nguyen's concern regarding checklist F22V5 which led to identification of a setup issue preventing assignment – It appears approx. 1000 students will be assigned the V5 checklist – Impact review is ongoing
  - d. Discuss plans for the new 2022/2023 aid year system setup. Ask for input from colleges regarding their involvement and knowledge sharing
    - Propose immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
    - Review the 'Thank You' email for potential improvement
    - Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
    - Establish Date Matrix – Identifying key dates
    - Listing of all checklists and assignment criteria
    - Listing of selection criteria for mass packaging
    - Completion of Campus Logic mod
3. Other updates?
  - a. What is date/time of DOE Draft Response meeting - 10/28 3:00–4:30 or 10/29 8:00–10:00?

- b. Reminder – Complete Doodle for next week’s FA Training – **Data Integrity Project**
- c. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant

Ongoing Items:

- 4. Richard to confirm that when a student completes the F22V5 checklist, it’s the college staff who manually change the status from initiated to compete – DONE Peter confirmed the college staff complete the V5 checklist. Create query to identify students with completed V5 cklst – In process
- 5. PCCD Opportunity Inventory – Not yet started
- 6. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
  - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  - c. Hemanth asked to document the EA process steps
  - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
- 7. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
- 8. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
- 9. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
- 10. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student’s accounts via the group posting process.
- 11. Richard to respond to Jennifer’s requests to review SAP calculations and Edit Message status blocking mass packaging
- 12. Richard to respond to Jackie’s email regarding incorrect FA Load for ID 11029914 and Loan’s email regarding student’s enrollment not equal to their FA Load
- 13. Richard to respond to Loan’s email regarding incorrect SAP letter for CAL – ISIR students
- 14. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain ‘Undetermined’?
- 15. Richard to respond to the college’s request not to have spring loan disbursements delayed 30 days for new students enrolled in fall

16. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
17. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
18. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
19. Richard to update Verification statuses in conjunction with the Campus Logic mod
20. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
21. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Thursday 10-28-21

#### Priorities/Updates:

1. COD Reconciliation Status:
  - a. At Wednesday's COD Reconciliation meeting Jennifer mentioned Laney did not have time to review the queries because of conflicting face time meetings with students. Jennifer said they would review the queries
  - b. Jennifer and Michael introduced the 'Reconciliation Report' that identified 157 unreconciled records totaling \$238,296.58 in addition to 3 existing reconciliation related queries not previously recognized
  - c. Jennifer reiterated she was unaware of what the District Analysts did to support COD processing
  - d. When asked, Phasasha mentioned she was running behind
2. Thursday's FA Director's Meeting agenda items:
  - a. Review proposal to remove prior year checklists from Student's To-Do list (Roderick has tested (in DEV) the process to cancel checklists prior to 2021-22 that remain on student's To Do lists
  - b. Review proposal for District FA to monitor and coordinate resolution of COD processing validation failures and COD rejects
  - c. Discuss findings of Peter Nguyen's concern regarding checklist F22V5 which led to identification of a setup issue preventing assignment – It appears approx. 1000 students will be assigned the V5 checklist – Impact review is ongoing
  - d. Discuss plans for the new 2022/2023 aid year system setup. Ask for input from colleges regarding their involvement and knowledge sharing
    - Propose immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
    - Review the 'Thank You' email for potential improvement
    - Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
    - Establish Date Matrix – Identifying key dates
    - Listing of all checklists and assignment criteria
    - Listing of selection criteria for mass packaging
    - Completion of Campus Logic mod
3. Other updates?

## FA Processing Meetings August 2021 – May 2022

- a. What is date/time of DOE Draft Response meeting - 10/28 3:00–4:30 or 10/29 8:00–10:00?
- b. Reminder – Complete Doodle for next week’s FA Training – Data Integrity Project
- c. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant

### Ongoing Items:

4. Richard still needs to establish the process to auto assign citizenship status for COD processing
5. Richard to confirm that when a student completes the F22V5 checklist, it’s the college staff who manually change the status from initiated to compete – DONE Peter confirmed the college staff complete the V5 checklist. Create query to identify students with completed V5 checklist – In process
6. PCCD Opportunity Inventory – Not yet started
7. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
  - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  - c. Hemanth asked to document the EA process steps
  - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
8. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
9. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
10. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
11. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student’s accounts via the group posting process.
12. Richard to respond to Jennifer’s requests to review SAP calculations and Edit Message status blocking mass packaging
13. Richard to respond to Jackie’s email regarding incorrect FA Load for ID 11029914 and Loan’s email regarding student’s enrollment not equal to their FA Load
14. Richard to respond to Loan’s email regarding incorrect SAP letter for CAL – ISIR students

15. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
16. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
17. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
18. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
19. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
20. Richard to update Verification statuses in conjunction with the Campus Logic mod
21. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
22. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

### FA Processing Monday 11-1-2021

#### Priorities/Updates:

1. COD Reconciliation Status:
  - a. Daily reconciliation working sessions have been scheduled to work down the unreconciled records listed in the Laney Reconciliation Report. Each of the 157 records is being reviewed and corrected for re-submission and COD acceptance
  - b. Very good/encouraging news to report on COD Reconciliation – The 2 students corrected by the workgroup on Friday were successfully transmitted to COD this morning without the previous verification failures for ATB and Invalid Value (No Units). Our goal s/b to complete all possible corrections this week
  - c. Amanda made helpful progress on recording the reasons for validation failure on the Laney Reconciliation Report – Please continue working from the bottom up
  - d. While the emphasis is on the Laney reconciliation, Phasasha mentioned she is running behind on COD reconciliation
  - e. Laney and Merritt should consider another extension request
2. This week Roderick and Richard will, in PRD, remove prior year checklists from Student's To-Do list – Agreed to by FA Directors
3. Richard responded/identified Peter's request to determine why a student's 3rd Pell disbursement failed validation. This has to do with subsequent ISIR load with V5 requirement – The checklist F22V5 which led to identification of a setup issue preventing assignment – It appears approx. 1000 students will be assigned the V5 checklist – Impact review to be resolved this week
4. Richard prepared the initial version of the proposed 'Run Book' for Roderick's review and assistance. The goal is to provide a comprehensive document of FA processing steps
5. Richard completed the upfront setup and Aid Year Rollover for the new aid year 22/23. Some setup remains on the ISIR Data Load Parm. This is in preparation to begin loading the 22/23 ISIRs and sending the 'Thank You' email to students once approved by the FA Directors
  - a. Discuss plans for the new 2022/2023 aid year system setup. Work is ongoing on the following:

- Proposed immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
  - Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
  - Establish Date Matrix – Identifying key dates – Armany has been requested to provide the term beg/end dates for the new aid year
  - Listing of all checklists and assignment criteria
  - Listing of selection criteria for mass packaging
  - Completion of Campus Logic mod
6. Other updates?

Ongoing Items:

7. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant
8. Richard still needs to establish the process to auto assign citizenship status for COD processing
9. Richard to confirm that when a student completes the F22V5 checklist, it's the college staff who manually change the status from initiated to compete – DONE Peter confirmed the college staff complete the V5 checklist. Create query to identify students with completed V5 checklist – In process
10. PCCD Opportunity Inventory – Not yet started
11. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
  - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  - c. Hemanth asked to document the EA process steps
  - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
12. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
13. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
14. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
15. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In

## FA Processing Meetings August 2021 – May 2022

summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.

16. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
17. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
18. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
19. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
20. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
21. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
22. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
23. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
24. Richard to update Verification statuses in conjunction with the Campus Logic mod
25. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
26. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing -

### FA Processing Wednesday 11-3-21

#### Priorities/Updates:

1. COD Reconciliation Status:
  - a. The underlying reasons for the Laney 157 unreconciled Pell records s/b completed today with Rev 3 of the spreadsheet released to the workgroup participants
  - b. Items highlighted in yellow, primarily Citizenship, Address, ATB ad CIP Code reasons can be corrected by the colleges
  - c. Items highlighted in orange are currently under review by Richard/Amanda following the submission of a Service Request to Oracle
2. Richard to coordinate with Roderick to remove prior year checklists from Student's To-Do list – Agreed to by FA Directors
3. Other updates?

#### Ongoing Items:

4. Richard to respond to outstanding questions on Thursday's FA Director's meeting regarding the V5 checklist assignment to approx. 1000 students. Jackie reported Students selected for V5 should receive the necessary tasks of high school completion and statement of educational purpose in CL
5. Continued upfront setup and Aid Year Rollover for the new aid year 22/23. Some setup remains on the ISIR Data Load Parm. This is in preparation to begin loading the 22/23 ISIRs and sending the 'Thank You' email to students once approved by the FA Directors
  - a. Discuss plans for the new 2022/2023 aid year system setup. Work is ongoing on the following:



- Proposed immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
  - Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
  - Establish Date Matrix – Identifying key dates – Amany has been requested to provide the term beg/end dates for the new aid year
  - Listing of all checklists and assignment criteria
  - Listing of selection criteria for mass packaging
  - Completion of Campus Logic mod
6. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant
  7. Richard still needs to establish the process to auto assign citizenship status for COD processing
  8. Ongoing work to build out the 'Run Book' to provide a comprehensive document of FA processing steps
  9. PCCD Opportunity Inventory – Not yet started
  10. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
    - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
    - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
    - c. Hemanth asked to document the EA process steps
    - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
  11. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
  12. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
  13. COA awarding and disbursement status
    - a. The meeting with Angie to review HEERF awarding remains a work in progress
    - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
  14. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
  15. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
  16. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load

## FA Processing Meetings August 2021 – May 2022










17. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
18. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
19. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
20. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
21. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
22. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
23. Richard to update Verification statuses in conjunction with the Campus Logic mod
24. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
25. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

More of these reports are available in teams for November and December 2021

# FA Processing Meetings August 2021 – May 2022

General			
Posts	Files	Staff Notebook	
+ New	Edit in grid view	Open	Copy link
	Make this a tab	Download	Delete
			Pin to
Documents > General > ACCREDITATION > 2022 Follow Up Report due October 1, 2022 > District Requirement 3 Evidence > FA Proc			
Name	Modified	Modified By	
FA Processing Meeting 11-05-21.docx	20 minutes ago	Janet Fulks	
FA Processing Meeting 11-08-21.docx	19 minutes ago	Janet Fulks	
FA Processing Meeting 11-09-21.docx	19 minutes ago	Janet Fulks	
FA Processing Meeting 11-10-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-12-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-15-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-16-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-17-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-18-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-22-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-23-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-24-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-29-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 11-30-21.docx	Yesterday at 9:55 AM	Marla Williams-Po...	
FA Processing Meeting 12-02-21.docx	17 minutes ago	Janet Fulks	
FA Processing Meeting 12-03-21.docx	16 minutes ago	Janet Fulks	
FA Processing Meeting 12-07-21.docx	15 minutes ago	Janet Fulks	
FA Processing Meeting 12-08-21.docx	15 minutes ago	Janet Fulks	

## FA Processing Meetings August 2021 – May 2022

 FA Processing Meeting 12-10-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-13-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-14-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-15-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-16-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-17-21.docx	...	Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-20-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-21-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...
 FA Processing Meeting 12-22-21.docx		Yesterday at 9:55 AM	Marla Williams-Po...

### FA Processing Monday 1-3-22

Here's What's Going On:

1. Top Priority – PCCFA053 ran to No Success with this error:  
Execution error : file "  
error code: 247, pc=0, call=1, seg=0  
247 Licensing error (Cannot communicate with licensing daemon)
2. Top Priority – Roderick – Please help with query that times out. Good example is PCCFA\_PACK\_NON\_VERF\_POP\_RF. It works for 2021/1213 but not 2021/1204
3. Top Priority – Roderick/Richard to review Mass Packaging process – Appears to be missing Packaging Variables
4. Richard to review query requested from Dr. Chavez that Roderick updated to list Pell eligible students not awarded
5. Richard to prepare for Spring term packaging – Update SAP, etc.
6. Richard to review/confirm 2023 run controls in UAT – Checklist items, ATB, NSLDS

Ongoing Items:

7. Richard's attempt to cancel 2021 checklists for Major Mismatch and Ineligible Major is now on hold. Cancelling the checklist code leaves the Checklist Code initiated and they s/b in synch. Proposal for the new aid year 22/23 is to set up aid year specific checklists that, in 23/24 can be set not to display in the 'To-Do' list. Significant effort should be placed in the new year to identify and correct the major mismatches to enable students to be selected for packaging
8. Campus Logic functional review meetings
  - a. Richard provided definitive change requests to Charin to adjust the Campus Logic mod
  - b. Next meeting will be early January
9. I've figured out the steps to cancel aid year 21 ineligible major and mis match major, so they don't show on students To-Do list – Just need to finish the set up and process the 3C Engine updates

10. Richard responded to Dr. Chavez (Merritt) and copied Patty on progress reporting on Pell eligible students not awarded
11. Amanda – To work with Roderick to detail the plan to test the 22/23 CAL ISIR load in UAT
12. Richard to cancel 20/21 initiated checklist for ineligible major and major mismatch. This is being done so the 20/21 checklist does not show on a student's 'To-Do' list
13. Resolve 'Skipped' status in UAT
14. Review Home Campus Mod
15. New plan is to hold off on loading 22/23 ISIRs in PRD until this week's meetings on the Campus Logic interface with PSFT and students
16. New Aid Year timeline – Continue to move forward
  - Resolve Campus Logic interface/mod - ASAP
  - Load 22/23 ISIRs in PRD – 12/10/21- Includes ability to make ISIR corrections and send to CPS
  - CAL ISIR setup/testing - TBD
  - Assign checklists 12/17/21
  - FA Forms updated on FA Webpage 12/20/21 – 22/23 FA Forms V1, V4, and V5
  - Send 'Thank You' email 12/21/21
  - 22/23 'Refund' (as opposed to disbursement) dates and Cost of Attendance Budgets required from colleges – Target date 1/21/22
  - Campus' 22/23 allocations for FWS, SEOG, and any other grants allocations - Target date 1/21/22
  - Load 22/23 Pell Grant Table into PRD
  - Mass Package Pell & SEOG – Target date 4/1/22 (Set up/Testing done in Feb)
  - Send award email – 4/1/22
17. Richard to respond to Loan's status request for 2 Merritt loans not reported to COD (Johnson & Lopez)
18. Amanda responding to Laney's request for Item Type Rules screen shots
19. Discuss Patricia's outstanding request for FA Reports Review email from Roderick regarding the loading of Non-ISIR Files Previously loaded into Peoplesoft – PGM and TRAL files. Discuss future action with MPN and Entrance Counseling file processing. Top priority is loading the Entrance Counseling files – Test in UAT
20. Status of assignment of the User Edit Message - W01266 - This student has been included in an alert file. The student's financial Aid awards should be reviewed for validity before disbursement – Pending input from Loan and Phasasha
21. Query revision to identify COA students eligible for FWS – Angie has additional selection criteria to add - Ongoing
22. Roderick is helping Richard determine why the W01266 NSLDS Alert User Edit Message has not been applied since fall 2020 – Will be responding to Jackie as to why she has not seen (this year) the User Edit Message pertaining to receiving Pell from 2 different colleges – Is it turned on? - It appears that Jackie may be correct – No W01266 COD/NSLDS Alert User Edit Messages have been applied for aid year 2022. They were 513 assigned in 2020 and 92 in 2021 (but none assigned after term 1204 F20)
23. Richard provided Jennifer/Laney with requested authorization/disbursement rules for the SEA Emergency Grant – Laney plans to award, this week, 176 students \$500 each. Richard

discussed the External Award option with Jennifer – as opposed to manually awarding student by student

24. Richard working on updates required for Spring processing and the set up and testing strategy for the new aid year

25. Richard requested Teresa determine why a certain query can't be viewed by Loan

26. Richard is advancing the new aid year setup while also planning requirements for the upcoming spring 2022 term – For example, SAP calculation with fall term grades

27. Richard provided the FA Directors with a query identifying 1253 students to be assigned the V5 checklist – Awaiting Director's approval - DONE

28. Continued upfront setup and Aid Year Rollover for the new aid year 22/23. Some setup remains on the ISIR Data Load Parm. This is in preparation to begin loading the 22/23 ISIRs and sending the 'Thank You' email to students once approved by the FA Directors

a. Discuss plans for the new 2022/2023 aid year system setup. Work is ongoing on the following:

- Proposed immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
- Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
- Establish Date Matrix – Identifying key dates – Amany has been requested to provide the term beg/end dates for the new aid year
- Listing of all checklists and assignment criteria
- Listing of selection criteria for mass packaging
- Completion of Campus Logic mod

29. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant

30. Richard still needs to establish the process to auto assign citizenship status for COD processing

31. Ongoing work to build out the 'Run Book' to provide a comprehensive document of FA processing steps

32. PCCD Opportunity Inventory – Not yet started

33. Richard to respond with clarification on the Data Integrity Project items 12 & 13.

a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality

b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement

c. Hemanth asked to document the EA process steps

d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record

34. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements

## FA Processing Meetings August 2021 – May 2022

35. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
36. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
37. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
38. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
39. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
40. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
41. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
42. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
43. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
44. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
45. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
46. Richard to update Verification statuses in conjunction with the Campus Logic mod
47. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
48. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

## FA Processing Tuesday 1-4-22

Here's What's Going On:

1. **Top Priority – Roderick/Richard to review Mass Packaging process – Appears to be missing Packaging Variables:**

Hi Roderick - As mentioned this morning this Job Mass Packaging - Fall Spr EVEN is returning this message:

No data in table field in PCCFA\_S\_IT\_B near line 18 for STDNT\_PKG\_VAR.VARIABLE\_NUM10.

**The setup of run controls is incorrect - The same run control is setup for five different Pop Update processes. Each Pop Update should have a unique run control.**

Although approximately 200 students are being selected and packaged, they all fail the selection criteria at the Item Type and Packaging Plan level and are not awarded



## FA Processing Meetings August 2021 – May 2022

2. Query review meeting established today @ 11:30
3. Campus Logic meeting set for Wednesday @ 9:30
4. Richard to review query requested from Dr. Chavez that Roderick updated to list Pell eligible students not awarded
5. Richard to prepare for Spring term packaging – Update SAP, etc.
6. Richard to review/confirm 2023 run controls in UAT – Checklist items, ATB, NSLDS

### Ongoing Items:

7. Richard's attempt to cancel 2021 checklists for Major Mismatch and Ineligible Major is now on hold. Cancelling the checklist code leaves the Checklist Code initiated and they s/b in synch. Proposal for the new aid year 22/23 is to set up aid year specific checklists that, in 23/24 can be set not to display in the 'To-Do' list. Significant effort should be placed in the new year to identify and correct the major mismatches to enable students to be selected for packaging
8. Campus Logic functional review meetings
  - a. Richard provided definitive change requests to Charin to adjust the Campus Logic mod
  - b. Next meeting will be early January
9. I've figured out the steps to cancel aid year 21 ineligible major and mis match major, so they don't show on students To-Do list – Just need to finish the set up and process the 3C Engine updates
10. Richard responded to Dr. Chavez (Merritt) and copied Patty on progress reporting on Pell eligible students not awarded
11. Amanda – To work with Roderick to detail the plan to test the 22/23 CAL ISIR load in UAT
12. Richard to cancel 20/21 initiated checklist for ineligible major and major mismatch. This is being done so the 20/21 checklist does not show on a student's 'To-Do' list
13. Resolve 'Skipped' status in UAT
14. Review Home Campus Mod
15. New plan is to hold off on loading 22/23 ISIRs in PRD until this week's meetings on the Campus Logic interface with PSFT and students
16. New Aid Year timeline – Continue to move forward
  - Resolve Campus Logic interface/mod - ASAP
  - Load 22/23 ISIRs in PRD – 12/10/21- Includes ability to make ISIR corrections and send to CPS
  - CAL ISIR setup/testing - TBD
  - Assign checklists 12/17/21
  - FA Forms updated on FA Webpage 12/20/21 – 22/23 FA Forms V1, V4, and V5
  - Send 'Thank You' email 12/21/21
  - 22/23 'Refund' (as opposed to disbursement) dates and Cost of Attendance Budgets required from colleges – Target date 1/21/22
  - Campus' 22/23 allocations for FWS, SEOG, and any other grants allocations - Target date 1/21/22
  - Load 22/23 Pell Grant Table into PRD
  - Mass Package Pell & SEOG – Target date 4/1/22 (Set up/Testing done in Feb)
  - Send award email – 4/1/22

17. Richard to respond to Loan's status request for 2 Merritt loans not reported to COD (Johnson & Lopez)
18. Amanda responding to Laney's request for Item Type Rules screen shots
19. Discuss Patricia's outstanding request for FA Reports Review email from Roderick regarding the loading of Non-ISIR Files Previously loaded into Peoplesoft – PGM and TRAL files. Discuss future action with MPN and Entrance Counseling file processing. Top priority is loading the Entrance Counseling files – Test in UAT
20. Status of assignment of the User Edit Message - W01266 - This student has been included in an alert file. The student's financial Aid awards should be reviewed for validity before disbursement – Pending input from Loan and Phasasha
21. Query revision to identify COA students eligible for FWS – Angie has additional selection criteria to add - Ongoing
22. Roderick is helping Richard determine why the W01266 NSLDS Alert User Edit Message has not been applied since fall 2020 – Will be responding to Jackie as to why she has not seen (this year) the User Edit Message pertaining to receiving Pell from 2 different colleges – Is it turned on? - It appears that Jackie may be correct – No W01266 COD/NSLDS Alert User Edit Messages have been applied for aid year 2022. They were 513 assigned in 2020 and 92 in 2021 (but none assigned after term 1204 F20)
23. Richard provided Jennifer/Laney with requested authorization/disbursement rules for the SEA Emergency Grant – Laney plans to award, this week, 176 students \$500 each. Richard discussed the External Award option with Jennifer – as opposed to manually awarding student by student
24. Richard working on updates required for Spring processing and the set up and testing strategy for the new aid year
25. Richard requested Teresa determine why a certain query can't be viewed by Loan
26. Richard is advancing the new aid year setup while also planning requirements for the upcoming spring 2022 term – For example, SAP calculation with fall term grades
27. Richard provided the FA Directors with a query identifying 1253 students to be assigned the V5 checklist – Awaiting Director's approval - DONE
28. Continued upfront setup and Aid Year Rollover for the new aid year 22/23. Some setup remains on the ISIR Data Load Parm. This is in preparation to begin loading the 22/23 ISIRs and sending the 'Thank You' email to students once approved by the FA Directors
  - a. Discuss plans for the new 2022/2023 aid year system setup. Work is ongoing on the following:
    - Proposed immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
    - Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
    - Establish Date Matrix – Identifying key dates – Amany has been requested to provide the term beg/end dates for the new aid year
    - Listing of all checklists and assignment criteria
    - Listing of selection criteria for mass packaging
    - Completion of Campus Logic mod
29. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant
30. Richard still needs to establish the process to auto assign citizenship status for COD processing
31. Ongoing work to build out the 'Run Book' to provide a comprehensive document of FA processing steps

32. PCCD Opportunity Inventory – Not yet started
33. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
  - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  - c. Hemanth asked to document the EA process steps
  - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
34. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
35. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
36. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
37. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
38. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
39. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
40. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
41. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
42. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
43. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
44. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
45. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
46. Richard to update Verification statuses in conjunction with the Campus Logic mod

## FA Processing Meetings August 2021 – May 2022

47. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
48. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END

## FA Processing Wednesday 1-5-22

### Here's What's Going On:

1. Top Priority - Resolved
  - a. Summary – Since September, Mass Packaging for the JobSet PCCFAB146/053 Mass Packaging – Fall Spr EVEN has not run successfully because student packaging variables were not populated because, when the JobSet was created the setup of run controls was incorrect – IOW, the same run control was setup for five different Pop Update processes. Each Pop Update should have a unique run control. Although approximately 200 students were being selected and packaged, they all failed the selection criteria at the Item Type and Packaging Plan level and were not awarded.
  - b. Action/Results – On 1/3/22 Richard manually ran the 4 Pop Update processes that populated the variables. As expected, the subsequent Mass Packaging Job packaged approx. 200 students
  - c. Roderick – Please now correct the 4 Pop Update run controls
2. Roderick – Please stop the sending of the job failure reports from CSDEV
3. The query review meeting results from yesterday's meeting are expected soon from Chiran – This is to prevent the Mass Packaging selection query from timing out
4. Campus Logic meeting set for today @ 9:30. This should result in functional specs being released to Charin to complete the Campus Logic mod and begin testing in UAT
5. Richard responded to Jackie's request by explaining why the loans for student id 10168375 failed verification for disbursement. Jackie has requested additional information and provided documentation of a Late-Start Class Policy. This student was disbursed in fall \$8,844 (most aid manually authorized with override) with less than half time enrollment (4 units) but the FA Term was somehow adjusted to reflect full time – Ongoing review on how the FA Term built on one date was made effective on another date and the FA Load changed from L to F
6. Richard to prepare for Spring term packaging – Update SAP, etc.
7. Richard to review/confirm 2023 run controls in UAT – Checklist items, ATB, NSLDS and all setup leading to the go live for importing Fed'I and CA ISIRs in PSFT and CL, assigning checklists, sending the 'Thank You' email and begin verification by sending/receiving ISIR corrections

### Ongoing Items:

8. Richard to review query requested from Dr. Chavez that Roderick updated to list Pell eligible students not awarded
9. Richard's attempt to cancel 2021 checklists for Major Mismatch and Ineligible Major is now on hold. Cancelling the checklist code leaves the Checklist Code initiated and they s/b in synch. Proposal for the new aid year 22/23 is to set up aid year specific checklists that, in 23/24 can be set not to display in the 'To-Do' list. Significant effort should be placed in the new year to identify and correct the major mismatches to enable students to be selected for packaging

10. Campus Logic functional review meetings
  - a. Richard provided definitive change requests to Charin to adjust the Campus Logic mod
  - b. Next meeting will be early January
11. I've figured out the steps to cancel aid year 21 ineligible major and mis match major, so they don't show on students To-Do list – Just need to finish the set up and process the 3C Engine updates
12. Richard responded to Dr. Chavez (Merritt) and copied Patty on progress reporting on Pell eligible students not awarded
13. Amanda – To work with Roderick to detail the plan to test the 22/23 CAL ISIR load in UAT
14. Richard to cancel 20/21 initiated checklist for ineligible major and major mismatch. This is being done so the 20/21 checklist does not show on a student's 'To-Do' list
15. Resolve 'Skipped' status in UAT
16. Review Home Campus Mod
17. New plan is to hold off on loading 22/23 ISIRs in PRD until this week's meetings on the Campus Logic interface with PSFT and students
18. New Aid Year timeline – Continue to move forward
  - Resolve Campus Logic interface/mod - ASAP
  - Load 22/23 ISIRs in PRD – 12/10/21- Includes ability to make ISIR corrections and send to CPS
  - CAL ISIR setup/testing - TBD
  - Assign checklists 12/17/21
  - FA Forms updated on FA Webpage 12/20/21 – 22/23 FA Forms V1, V4, and V5
  - Send 'Thank You' email 12/21/21
  - 22/23 'Refund' (as opposed to disbursement) dates and Cost of Attendance Budgets required from colleges – Target date 1/21/22
  - Campus' 22/23 allocations for FWS, SEOG, and any other grants allocations - Target date 1/21/22
  - Load 22/23 Pell Grant Table into PRD
  - Mass Package Pell & SEOG – Target date 4/1/22 (Set up/Testing done in Feb)
  - Send award email – 4/1/22
19. Richard to respond to Loan's status request for 2 Merritt loans not reported to COD (Johnson & Lopez)
20. Amanda responding to Laney's request for Item Type Rules screen shots
21. Discuss Patricia's outstanding request for FA Reports Review email from Roderick regarding the loading of Non-ISIR Files Previously loaded into Peoplesoft – PGM and TRAL files. Discuss future action with MPN and Entrance Counseling file processing. Top priority is loading the Entrance Counseling files – Test in UAT
22. Status of assignment of the User Edit Message - W01266 - This student has been included in an alert file. The student's financial Aid awards should be reviewed for validity before disbursement – Pending input from Loan and Phasasha
23. Query revision to identify COA students eligible for FWS – Angie has additional selection criteria to add - Ongoing
24. Roderick is helping Richard determine why the W01266 NSLDS Alert User Edit Message has not been applied since fall 2020 – Will be responding to Jackie as to why she has not seen

(this year) the User Edit Message pertaining to receiving Pell from 2 different colleges – Is it turned on? - It appears that Jackie may be correct – No W01266 COD/NSLDS Alert User Edit Messages have been applied for aid year 2022. They were 513 assigned in 2020 and 92 in 2021 (but none assigned after term 1204 F20

25. Richard provided Jennifer/Laney with requested authorization/disbursement rules for the SEA Emergency Grant – Laney plans to award, this week, 176 students \$500 each. Richard discussed the External Award option with Jennifer – as opposed to manually awarding student by student
26. Richard working on updates required for Spring processing and the set up and testing strategy for the new aid year
27. Richard requested Teresa determine why a certain query can't be viewed by Loan
28. Richard is advancing the new aid year setup while also planning requirements for the upcoming spring 2022 term – For example, SAP calculation with fall term grades
29. Richard provided the FA Directors with a query identifying 1253 students to be assigned the V5 checklist – Awaiting Director's approval - DONE
30. Continued upfront setup and Aid Year Rollover for the new aid year 22/23. Some setup remains on the ISIR Data Load Parm. This is in preparation to begin loading the 22/23 ISIRs and sending the 'Thank You' email to students once approved by the FA Directors
  - a. Discuss plans for the new 2022/2023 aid year system setup. Work is ongoing on the following:
    - Proposed immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
    - Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
    - Establish Date Matrix – Identifying key dates – Amany has been requested to provide the term beg/end dates for the new aid year
    - Listing of all checklists and assignment criteria
    - Listing of selection criteria for mass packaging
    - Completion of Campus Logic mod
31. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant
32. Richard still needs to establish the process to auto assign citizenship status for COD processing
33. Ongoing work to build out the 'Run Book' to provide a comprehensive document of FA processing steps
34. PCCD Opportunity Inventory – Not yet started
35. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
  - a. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  - b. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  - c. Hemanth asked to document the EA process steps
  - d. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop

ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record

36. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
37. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
38. COA awarding and disbursement status
  - a. The meeting with Angie to review HEERF awarding remains a work in progress
  - b. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
39. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
40. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
41. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
42. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
43. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
44. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
45. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
46. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
47. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
48. Richard to update Verification statuses in conjunction with the Campus Logic mod
49. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
50. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - END























The records posted below show that this effort has continued


























FA Processing Meetings August 2021 – May 2022

General			
Posts	Files	Staff Notebook	Reflect
<a href="#">+ New</a> <a href="#">Edit in grid view</a> <a href="#">Copy link</a> <a href="#">Download</a> <a href="#">Delete</a> <a href="#">Pin to top</a>			
Documents > General > ACCREDITATION > 2022 Follow Up Report due October 1, 2022 > District Requirem			
Name	Modified	Modified By	
FA Processing Meeting 01-06-22.docx	Yesterday at 11:24 ...	Janet Fulks	
FA Processing Meeting 01-07-22 Doc.docx	Yesterday at 11:25 ...	Janet Fulks	
FA Processing Meeting 01-07-22.docx	Yesterday at 11:25 ...	Janet Fulks	
FA Processing Meeting 01-10-22.docx	Yesterday at 11:14 ...	Janet Fulks	
FA Processing Meeting 01-11-22.docx	Yesterday at 11:15 ...	Janet Fulks	
FA Processing Meeting 01-13-22.docx	Yesterday at 11:15 ...	Janet Fulks	
FA Processing Meeting 01-14-22.docx	Yesterday at 11:17 ...	Janet Fulks	
FA Processing Meeting 01-18-22.docx	Yesterday at 11:16 ...	Janet Fulks	
FA Processing Meeting 01-19-22.docx	Yesterday at 11:18 ...	Janet Fulks	
FA Processing Meeting 01-20-22.docx	Yesterday at 11:17 ...	Janet Fulks	
FA Processing Meeting 01-21-22.docx	Yesterday at 11:16 ...	Janet Fulks	
FA Processing Meeting 01-24-22.docx	Yesterday at 11:17 ...	Janet Fulks	
FA Processing Meeting 01-26-22.docx	Yesterday at 11:20 ...	Janet Fulks	
FA Processing Meeting 01-27-22.docx	Yesterday at 11:17 ...	Janet Fulks	
FA Processing Meeting 01-28-22.docx	Yesterday at 11:21 ...	Janet Fulks	
FA Processing Meeting 01-31-22.docx	Yesterday at 11:18 ...	Janet Fulks	
FA Processing Meeting 02-01-22.docx	Yesterday at 11:26 ...	Janet Fulks	
FA Processing Meeting 02-02-22.docx	Yesterday at 11:29 ...	Janet Fulks	
FA Processing Meeting 02-03-22.docx	Yesterday at 11:27 ...	Janet Fulks	
FA Processing Meeting 02-04-22.docx	Yesterday at 11:30 ...	Janet Fulks	
FA Processing Meeting 02-07-22.docx	Yesterday at 11:31 ...	Janet Fulks	
FA Processing Meeting 02-08-22.docx	Yesterday at 11:31 ...	Janet Fulks	
FA Processing Meeting 02-09-22.docx	Yesterday at 11:32 ...	Janet Fulks	

FA Processing Meetings August 2021 – May 2022

 FA Processing Meeting 02-10-22.docx	Yesterday at 11:25 ...	Janet Fulks
 FA Processing Meeting 02-11-22.docx	Yesterday at 11:26 ...	Janet Fulks
 FA Processing Meeting 02-14-22.docx	Yesterday at 11:26 ...	Janet Fulks
 FA Processing Meeting 02-15-22.docx	Yesterday at 11:27 ...	Janet Fulks
 FA Processing Meeting 02-16-22.docx	Yesterday at 11:28 ...	Janet Fulks
 FA Processing Meeting 02-17-22.docx	Yesterday at 11:28 ...	Janet Fulks
 FA Processing Meeting 02-18-22.docx	Yesterday at 11:29 ...	Janet Fulks
 FA Processing Meeting 02-22-22.docx	Yesterday at 11:30 ...	Janet Fulks
 FA Processing Meeting 02-23-22.docx	Yesterday at 11:30 ...	Janet Fulks
 FA Processing Meeting 02-25-22.docx	Yesterday at 11:31 ...	Janet Fulks
 FA Processing Meeting 02-28-22.docx	Yesterday at 11:32 ...	Janet Fulks
 FA Processing Meeting 03-01-22.docx	Yesterday at 11:45 ...	Janet Fulks
 FA Processing Meeting 03-02-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-03-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-04-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-07-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-09-22.docx	Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 03-10-22.docx	Yesterday at 11:44 ...	Janet Fulks
 FA Processing Meeting 03-11-22.docx	Yesterday at 11:44 ...	Janet Fulks
 FA Processing Meeting 03-14-22.docx	Yesterday at 11:45 ...	Janet Fulks
 FA Processing Meeting 03-15-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-17-22.docx	Yesterday at 1:51 PM	Janet Fulks

FA Processing Meetings August 2021 – May 2022

 FA Processing Meeting 03-17-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-18-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-21-22.docx	Yesterday at 11:44 ...	Janet Fulks
 FA Processing Meeting 03-22-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-23-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-24-22.docx	Yesterday at 1:51 PM	Janet Fulks
 FA Processing Meeting 03-25-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-26-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-28-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-29-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 03-30-22.docx	Yesterday at 1:50 PM	Janet Fulks
 FA Processing Meeting 04-01-22.docx	Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 04-04-22.docx	Yesterday at 11:45 ...	Janet Fulks
 FA Processing Meeting 04-06-22.docx	Yesterday at 1:47 PM	Janet Fulks
 FA Processing Meeting 04-07-22.docx	Yesterday at 1:47 PM	Janet Fulks
 FA Processing Meeting 04-08-22.docx	Yesterday at 1:47 PM	Janet Fulks
 FA Processing Meeting 04-11-22.docx	... Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 04-12-22.docx	Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 04-13-22.docx	Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 04-14-22.docx	Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 04-15-22.docx	Yesterday at 1:49 PM	Janet Fulks
 FA Processing Meeting 04-18-22.docx	Yesterday at 1:48 PM	Janet Fulks
 FA Processing Meeting 04-20-22.docx	Yesterday at 1:48 PM	Janet Fulks

**FA Processing Friday 4-22-22**

Here's What's Going On:

1. Loan determined the 180 withdrawn Merritt students are eligible for HEERF based on input from Steven:
  - Steven confirmed that the HEERF III data was run on December 9, 2021, for the fall'21 term so those withdrawn students should be eligible for payments as they dropped after the census
  - Richard will next process the awards for next week's refunding
2. Roderick completed the FA Term mini-Job to build FA Terms (but not budgets) that will be used until budgets are ready for live processing in PRD
3. New aid year 22/23 set up:
  - Jackie confirmed the \$43/term (fall and spring only) if FA Load is  $\frac{3}{4}$  or FT
  - The budget build process has been tested in UAT – FA Directors will be asked to review/confirm. S/b live in PRD next week
  - Next the 22/23 fall/spring mass packaging and award letters to be tested in UAT
4. Upcoming: Summer budgets/packaging/repackaging; Spring ending SAP
5. Initial testing for the Laney ASLC Award for Spring 2022 is complete. Roderick/Amanda to confirm criteria with Joseph prior to processing the awards for Thursday's refunding
6. Richard resolved a Merritt College student disbursement processing issue – Student is fully disbursed
  - a. F21 BOG Disq and Warning emails for F21 not yet sent. Roderick is working on the selection queries with Dave. Richard is working on the letter templates with Jackie
  - b. FA Directors will respond to the suggestion of the Mass cancellation of SEOG never disbursed. This will allow the funds to be awarded to other eligible students

**\*\*\*\*The notes below are carried on in subsequent days**

2. 

---

Campus Logic Mod – Richard to request an update from Chiran
3. Richard to begin setup for processing spring SAP and summer 2022
4. Exit Counseling Notifications – Dave has identified students not receiving direct loan exit counseling notifications. Richard determined the run control prompt is set for fall only. Richard to run the process for spring and re-think the setup – Richard removed the term prompt and set the duplicate match to Match

5. Richard to follow-up on why Pell is awarded manually and seemingly high use of Professional Judgement. Both actions 'Lock' the award and can prevent re-packaging due to enrollment changes One reason is R2T4 processing
6. Richard plans to develop process to auto populate citizenship for COD processing for the new aid year
7. Dave/COA has requested, via mass cancellation, the cancellation of SEOG students awarded but not disbursed – Ongoing – Looking into to the use of external awards to mass cancel (zero out) undisbursed SEOG for all colleges
8. Old non-aid year specific checklists (such as ineligible and mismatch major) remaining active on 'To Do' list – Jackie requested: can we turn off/deactivate all Checklist/To Do List prior to 2022ay? Richard will work to cancel all non-aid year checklists prior to aid year 2022
- 9.
2. The go-live steps for the new aid year 22/23 processing continues:
  1. Step 1 – DONE – Beginning 2/28 22/23 ISIRs are being loaded in PRD
  2. Step 2 – DONE - Checklists will be assigned
  3. Step 3 – DONE - Letter codes for the 'Thank You' email will be assigned
  4. Step 3a – DONE – Letter codes for the 'Thank You' email for CAL ISIR students will be assigned
  5. Step 4 – DONE - Comm Gen will be run to send the Thank You email 7000+
  6. Step 4a – DONE – Comm Gen to be run to send Thank You email to CAL ISIR students
  7. Step 4b – DONE - Roderick to schedule the daily process of steps 2, 3, and 4 above
  8. Step 4c – DONE - ATB, NSLDS and User Edit Messages
  9. Step 5 – Create queries to list students with FHSCHL checklist so colleges can contact students to resolve and allow for selection for Mass Packaging
  10. Step 6 – Ongoing testing of Campus Logic mod in order to bring live in PRD - Ongoing
  11. Step 7 – Top Priority – Roderick to setup the 22/23 FA Term and Budget build JobSet – Richard to review. Building FA Terms to allow for assignment of Ineligible Major and Major Mismatch checklists so colleges can contact students to resolve and allow for selection for Mass Packaging – **Roderick and Richard to discuss**
  12. Step 8 – Complete set up for budgets (DONE), disbursement dates, loan item types, fall/spring Mass Packaging, and award letter – **Target date of April 1<sup>st</sup> will slip**
3. RE: COA HEERF Awards - Richard to provide Dave with examples of the two negative service indicators preventing authorization. Also, will be working on this:

Remaining action item: All but 22 students have been awarded. The 22 have an error status of 604 indicating the absence of a FA Term. COA should run this query `EA_BATCH_AWARD_ERROR_LIST_COA` to list the students and review their FA Term status, Term Activation and perhaps enrollment status and confirm if they s/b awarded (Manually?). For example, some are High School students

Hi Richard, I reviewed the query, and it looks like most of them (except 3) have an academic program of "Non-Credit" We definitely want to omit the high school, but we want to award and

disburse our non-credit students. Is there a way to force an aid year activation and award those students?

4. Resulting from the FA Director's meeting, Patty is going to draft revised comments for the Pell LEU checklist with words such as: You have the option to preserve eligibility of remaining Pell if you transfer.....
5. Move to eliminate Monday Auth/Disb – What approval is required from Finance
6. Roderick to flow the ISIRs
7. On Tuesday, March 1st, the new aid year 22/23 ISIRs will be loaded. This is to be followed by the assignment of checklists and sending the Thank You email on Friday, March 4th

- ~~Stop/Inactivate all aid year 2021 ODD processing. For example, we don't want to send the 22/23 Thank You email to a student whose 20/21 ISIR just loaded~~
- ~~Migrate setup from UAT to PRD~~
- ~~Review the responses from Kent, Miriam, Peter and Phasasha regarding the status of their new aid year 22/23 ISIRs. Phasasha working on it~~
- ~~Update run controls to new ODD aid year in the 4 ISIR **Corrections** Export processes – PCCFAB/108/009~~
- ~~FAPSAR00 run controls for the 2023 ISIR load s/b changed from EVEN to ODD with aid year 2023~~
- ~~Resolve the process used to 'load' the ISIR files in UAT – run query PCCD\_FA\_SUSP\_ISIRS\_BY\_AY – Answer – Process Monitor does not go back that far~~
- Resolve question as to why ISIRs in PRD have been loaded so many times (29 times)
- Confirm, with Roderick, the steps to be taken for the 1<sup>st</sup> ISIR load process on Tuesday, March 1st – For example, changing the inbound file date to the current date
- Load new ISIRs in PRD starting Tuesday, March 1<sup>st</sup> (Will test in UAT first as it is being refreshed Monday February 28<sup>th</sup>. This will be ISIRs only, not checklists, ATB, NSLDS or emails)
- Assign checklists, ATB, NSLDS, User Edit Messages and the Thank You email starting Friday, March 4<sup>th</sup> (Don't include the award email)
- Test ATB query selection (Run in Job vs. run in Query Manager)

8. Richard requested clarification from Hemanth regarding the Merritt HEERF III:  
Hi Hemanth - I need clarification. During the last two External Award processes, I've used the SFA\_EASTAGE\_DTL record to query the award error list and use that to build an FA Term for the students. This time I don't see an EA Trans Num for 2-22-22 indicating the process has not been run. I'm not sure what to do with the attached EA File Summary of 3612 unprocessed records. Shouldn't the EA process be run so I can pick up those who errored? Or, any you indicating all 3612 don't have an FA term?

9. Pell awarding - Follow-up discussions with Dave identified these options:
  1. In general, FA Staff should not have to manually award Pell. Pell s/b awarded via the daily mass packaging.
  2. However, if FA Staff wants to award Pell, it s/b done via auto packaging. IOW, instead of awarding the individual Pell item type, award the appropriate packaging plan. Why? Because, if the Pell item type is awarded manually the award is 'Locked' and not picked up for repackaging.

3. To correct what's been done, it's possible we could query locked Pell awards and, via pop update, remove the lock
4. Laney's use of PJ (Professional Judgement) should be reviewed as to why as PJ also locks the award
5. Richard to determine why some Pell awards not locked are not repackaged. This query, FA\_PELL\_LOCKED\_AWARD, lists 343 locked Pell awards in AY 2022. Some have Professional Judgement. It's a mixed bag – Some locked awards have a repackaging plan, some don't. Perhaps they were locked after repackaging ran. Most Pell awards should be repackaged. Not sure why some are locked and why the use of PJ? Students won't get awarded if they don't have a packaging variable  
It could be used as a workaround because the student was not mass packaged.

Questions:

6. Why locked, why PJ, why not repackaged?
  - o COA – Locked = 81 PJ = 3 Not Repackaged = 27. Out of 718 total Pell awards, 89 not repackaged
  - o Laney – Locked = 175 PJ = 136 Not Repackaged = 52. Out of 1608 total Pell awards, 310 not repackaged
  - o Merritt – Locked = 2 PJ = 0 Not Repackaged = 0. Out of 709 total Pell awards, 74 not repackaged
  - o Berkeley – Locked = 87 PJ = 8 Not Repackaged = 19. Out of 870 total Pell awards, 123 not repackaged
10. Follow-up on yesterday's discussion regarding originations stuck in transmission and the need to be reviewed before resubmission in order to avoid duplicate originations. What is the criteria not to resubmit? What results if there is a duplicate origination – We have seen many duplicates

Here's the logic: Query FA\_PELL\_ORIG\_STAT\_FIX\_LANEY lists students with Pell Orig Stat of "Transmitted". Copy/paste the document id into COD to see if they received the file. If so, COD would have sent a response. Determine why the response didn't get loaded into PSFT. If not received by COD, resend the file. Don't resend files that have already been received by COD as that just causes 'Duplicates'

11. Colleges have been provided a college specific query that can be run any time to list Pell originations in 'Transmission' status
12. COD Reconciliation:
  1. The list does not identify reasons for failure... Amanda to list failure reasons
13. Laney to award HEERF III via External Awards within the next 2 weeks
14. Jackie has identified 2 system issues that need review:
  1. A student who did not have COA on her FAFSA was awarded for fall
  2. Student did not get a checklist for Pell overpayment – Resolved/Incorrect query prompt
  3. Phasasha identified a student the system is preventing from packaging. This is due to the Pgm/Pln override – Further review is necessary
  4. Loan has a student with Pgm/Pln override that is authorized but won't disburse Roderick filed ticket with Oracle – Remote Program failure
15. Richard requested Roderick to provide reports listing the query prompts for all run controls. The purpose is to confirm the prompts match the aid year Done
16. Amy, from COA, is questioning the awarding status of the COA HEERF MSI Grant II-H awarded for S21 term 1212 aid year 20/21 – 255 students awarded \$185k - Ongoing
17. Emphasis is testing the new aid year 22/23 setup in UAT then move to PRD ASAP



Richard to document the UAT testing steps and steps to go live in PRD.

FA Directors want to extend the target date to assign checklists and send the thank you email to 3-4 to give the college financial aid offices more preparation time for training and conversations related to 22-23 regulatory changes before the new checklists and thank you emails are sent to students.

Richard answered Jennifer’s question: I do have a question about how the system works. When the checklists are assigned in PeopleSoft, are students able to see the checklists on Campus Solutions in real-time?

Answer: Hi Jennifer - Yes, assigned checklists can be seen in the Student Center 'To Do'

List. Example was provided

18. Request for 21-22 GPA Upload and Community College Enrollment Files – Dave requested the files be sent to colleges next week after the Monday 2-7-22 FA census date – Roderick, Amanda and Richard met yesterday to advance this request. To get this done, Roderick, Dave and Kent need to work together. Roderick has identified the processes in the ‘Custom’ folder but has questions regarding run control data
19. The Cal Grant and SSCG refunds have been delayed a week
  1. Question – What is going to happen this week that couldn’t have happened before?
  2. Anticipate awards to match fall 21 is 459 (LC 200, BCC 57, COA 147, MC 55)
  3. This delay prevents today’s authorized disbursement of \$584K to 534 award recipients as follows: 372 Cal Grant (LC 162, BCC166, COA 26 and MC 18) and 151 SSCG recipients (75 LC, 76 BCC)
  4. The website may need further adjustment
  5. Email notifications of the delay are anticipated – Timing?
  6. A query with the following criteria is required to identify students to receive the notification of delay:
    - o Disbursed Cal Grant for Fall 21 – There are 831 students disbursed Cal Grant in fall (LC 362, BCC 223, COA 173, MC 73)
    - o Enrolled for spring
    - o SAP is in good standing for spring – Meet, Pending, Warning?
    - o Only want to send to their Peralta email address
    - o Enrollment for spring needs to be 6 or more units
  7. Confirm the delay includes SSCG
    - o Hi Patty - Please confirm if the extension also includes the SSCG (as updated on the website) - Currently Laney has 75 students authorized \$102K for disbursement. BCC has 76 students authorized \$68k for disbursement -If yes, will a notification of delay be sent? If no, the website should be adjusted
20. Perhaps Richard and Steven will work together to combine MIS data and FA data to meet certain reporting request
21. Discuss the COA HEERF Report for 2020 – Identify the source of the reported amounts COA is trying to figure out how Abigail came up with these numbers that were used to complete the Annual HEERF Report for 2020. Dave has worked with is Dean, they have worked with their IR department, but neither of these ventures arrive at the same number. I’m wondering if having Dave and you put your heads together to see if you two might be able to back into the numbers as of December 2020. (Perhaps, there were retro awards and disbursements in to 2021 which may skew the numbers being pulled to date).

Audit Request (Annual Report)	Supporting item	Description	Annual Report
----------------------------------	--------------------	-------------	---------------

4 7.1.1	Count of HEERF Eligible students	3738
5 7.2.1	Count of HEERF Disbursed Students	1397
6	Total \$ Disbursed	549925

22. Jackie raised the issue (as did Loan last week) that SAP communications (SAP Disqualification email) was not sent to some students not meeting SAP in fall and spring. Also, some students who received the email in fall did not get one for spring. Richard is proposing short-term workaround and a system setup fix
23. Chiran to treat the Campus Logic mod as a priority
24. Richard to test adding the spring only packaging plan to the mass packaging process
25. Jennifer identified a 'continuing' students whose spring loan has not yet disbursed. This was due to the disbursement date setup for 'New' students. The concept will be reviewed and possibly changed so that new students awarded loans in fall are treated as continuing students in spring. The same issue has been raised by Phasasha at Merritt
26. Phasasha has requested 5 or 6 queries
27. Stacey Shears has requested 12 queries
28. Jackie has identified students with incorrect SAP statuses
29. DR Testing – Disaster Recovery testing is scheduled for Thursday (tomorrow). Richard will be testing the FA processing in the DR instance
30. Chiran to advance the Campus Logic mod soon for testing in UAT. However, no progress was discussed at yesterday's CS Analyst meeting
31. Colleges are preparing the new 22/23 aid year disbursement dates and Cost of Attendance (with emphasis of LTHT Pell)
32. Amanda, Roderick, and Richard are advancing the system setup for the new aid year 22/23

Ongoing Items:

33. Loan/Jackie raised issues impacting Spring Only packaging – Ongoing Richard received request from Jennifer to review LTHT Pell – In process – It seems differences in the Pell COA may result in unexpected Pell amounts awarded
34. Richard received a request from Nghi Dong (Berkeley) requesting why a specific student was not selected for Mass Packaging. The student has a spring admit term and s/b packaged with the Spring Only packaging plan. The Spring Only plan needs to be added to the Mass Packaging Job – Richard to test in UAT and move to PRD
35. Richard is reviewing how the F22SAS (SAP Appeal) gets completed once a student's SAP is Meet
36. Richard's focus is headed back to the new 22/23 aid year setup and ISIR/Checklist processing leading to the Thank You letter being sent to Federal and CA ISIR students
37. Richard to continue the review of recent set up corrections made by Amanda and Roderick in UAT for the 22/23 aid year and will progress with the new air year setup
38. Jackie and Richard had a call with Art Olivas from Campus Logic. He confirmed that students receiving the 105 status code have completed all the StudentForms C code verification. Jackie and Richard to continue discussing options to auto complete non C code checklists such as High School completion
39. Richard to update 22/23 go live timetable
40. Progress is being made preventing the Mass Packaging query from timing out. Roderick has revised query that looks promising. Richard is testing

41. Richard to review query requested from Dr. Chavez that Roderick updated to list Pell eligible students not awarded
42. Richard responded to Jackie's request by explaining why the loans for student id 10168375 failed verification for disbursement. Jackie has requested additional information and provided documentation of a Late-Start Class Policy. This student was disbursed in fall \$8,844 (most aid manually authorized with override) with less than half time enrollment (4 units) but the FA Term was somehow adjusted to reflect full time – Ongoing review on how the FA Term built on one date was made effective on another date and the FA Load changed from L to F
43. Richard's attempt to cancel 2021 checklists for Major Mismatch and Ineligible Major is now on hold. Cancelling the checklist code leaves the Checklist Code initiated and they s/b in synch. Proposal for the new aid year 22/23 is to set up aid year specific checklists that, in 23/24 can be set not to display in the 'To-Do' list. Significant effort should be placed in the new year to identify and correct the major mismatches to enable students to be selected for packaging
44. Campus Logic functional review meetings
  1. Richard provided definitive change requests to Charin to adjust the Campus Logic mod
  2. Next meeting will be early January
45. I've figured out the steps to cancel aid year 21 ineligible major and mis match major, so they don't show on students To-Do list – Just need to finish the set up and process the 3C Engine updates
46. Richard responded to Dr. Chavez (Merritt) and copied Patty on progress reporting on Pell eligible students not awarded
47. Amanda – To work with Roderick to detail the plan to test the 22/23 CAL ISIR load in UAT
48. Richard to cancel 20/21 initiated checklist for ineligible major and major mismatch. This is being done so the 20/21 checklist does not show on a student's 'To-Do' list
49. Resolve 'Skipped' status in UAT
50. Review Home Campus Mod
51. New plan is to hold off on loading 22/23 ISIRs in PRD until this week's meetings on the Campus Logic interface with PSFT and students
52. New Aid Year timeline – Continue to move forward
  - Resolve Campus Logic interface/mod - ASAP
  - Load 22/23 ISIRs in PRD – 12/10/21- Includes ability to make ISIR corrections and send to CPS
  - CAL ISIR setup/testing - TBD
  - Assign checklists 12/17/21
  - FA Forms updated on FA Webpage 12/20/21 – 22/23 FA Forms V1, V4, and V5
  - Send 'Thank You' email 12/21/21
  - 22/23 'Refund' (as opposed to disbursement) dates and Cost of Attendance Budgets required from colleges – Target date 1/21/22
  - Campus' 22/23 allocations for FWS, SEOG, and any other grants allocations - Target date 1/21/22
  - Load 22/23 Pell Grant Table into PRD
  - Mass Package Pell & SEOG – Target date 4/1/22 (Set up/Testing done in Feb)
  - Send award email – 4/1/22

53. Richard to respond to Loan's status request for 2 Merritt loans not reported to COD (Johnson & Lopez)
54. Amanda responding to Laney's request for Item Type Rules screen shots
55. Discuss Patricia's outstanding request for FA Reports Review email from Roderick regarding the loading of Non-ISIR Files Previously loaded into Peoplesoft – PGM and TRAL files. Discuss future action with MPN and Entrance Counseling file processing. Top priority is loading the Entrance Counseling files – Test in UAT
56. Status of assignment of the User Edit Message - W01266 - This student has been included in an alert file. The student's financial Aid awards should be reviewed for validity before disbursement – Pending input from Loan and Phasasha
57. Query revision to identify COA students eligible for FWS – Angie has additional selection criteria to add - Ongoing
58. Roderick is helping Richard determine why the W01266 NSLDS Alert User Edit Message has not been applied since fall 2020 – Will be responding to Jackie as to why she has not seen (this year) the User Edit Message pertaining to receiving Pell from 2 different colleges – Is it turned on? - It appears that Jackie may be correct – No W01266 COD/NSLDS Alert User Edit Messages have been applied for aid year 2022. They were 513 assigned in 2020 and 92 in 2021 (but none assigned after term 1204 F20)
59. Richard provided Jennifer/Laney with requested authorization/disbursement rules for the SEA Emergency Grant – Laney plans to award, this week, 176 students \$500 each. Richard discussed the External Award option with Jennifer – as opposed to manually awarding student by student
60. Richard working on updates required for Spring processing and the set up and testing strategy for the new aid year
61. Richard requested Teresa determine why a certain query can't be viewed by Loan
62. Richard is advancing the new aid year setup while also planning requirements for the upcoming spring 2022 term – For example, SAP calculation with fall term grades
63. Richard provided the FA Directors with a query identifying 1253 students to be assigned the V5 checklist – Awaiting Director's approval - DONE
64. Continued upfront setup and Aid Year Rollover for the new aid year 22/23. Some setup remains on the ISIR Data Load Parm. This is in preparation to begin loading the 22/23 ISIRs and sending the 'Thank You' email to students once approved by the FA Directors
  1. Discuss plans for the new 2022/2023 aid year system setup. Work is ongoing on the following:
    - o Proposed immediate goal to set up system now to accept 22/23 ISIRs and send the 'Thank You' email
    - o Focus on Pell less than half time Cost of Attendance issue – Perhaps ask Los Rios
    - o Establish Date Matrix – Identifying key dates – Amany has been requested to provide the term beg/end dates for the new aid year
    - o Listing of all checklists and assignment criteria
    - o Listing of selection criteria for mass packaging
    - o Completion of Campus Logic mod
65. Disbursement status of HEERF, Disaster Relief, CARES Act, SEOG and EOPS Grant
66. Richard still needs to establish the process to auto assign citizenship status for COD processing
67. Ongoing work to build out the 'Run Book' to provide a comprehensive document of FA processing steps

68. PCCD Opportunity Inventory – Not yet started
69. Richard to respond with clarification on the Data Integrity Project items 12 & 13.
  1. Item 12 - Manual input of awards including EOPS/Care – Recommendation: Work with IT to develop logic to import awards where possible from funding sources and to post EOPS/Care awards when awarded - This can be batch awarded using the External Awards functionality
  2. Richard to document the use of the item type selection equation and requirement for a populated packaging variable to award ESOP. Sample IDs to be provided for students where the ESOP could not be awarded without Professional Judgement
  3. Hemanth asked to document the EA process steps
  4. Item 13 - Excel used to track awards and FWS; may be stored on local computers which introduces a security risk – Recommendation: Eliminate the need for Excel to track awards and FWS students by using PeopleSoft functionality; develop ability to import FWS pay information into Financial Aid – This is not delivered functionality. YTD Payroll files from each pay period could be extracted and loaded to the FA disbursement record
70. Additional disbursement runs were required to completely disburse all authorized aid. We should consider running disbursements daily. Review frequency of Pell and Loan processing to match disbursements
71. Richard to review the SAP calculation for fall to determine if summer grades are included. Several student IDs will be provided for review. Confirm the frequency of the scheduled SAP process
72. COA awarding and disbursement status
  1. The meeting with Angie to review HEERF awarding remains a work in progress
  2. Also, Disaster Relief, CARES Act and SEOG funds have not yet been disbursed
73. Direct Disbursement – Based on experience and the response from Vu, the proposal to restrict access to direct disbursement will be recommended and reviewed with FA Directors. In summary, it is recommended that all disbursements are processed in batch and credited to student's accounts via the group posting process.
74. Richard to respond to Jennifer's requests to review SAP calculations and Edit Message status blocking mass packaging
75. Richard to respond to Jackie's email regarding incorrect FA Load for ID 11029914 and Loan's email regarding student's enrollment not equal to their FA Load
76. Richard to respond to Loan's email regarding incorrect SAP letter for CAL – ISIR students
77. Richard to review SAP processing where new students are defaulted to Meets. Why do some remain 'Undetermined'?
78. Richard to respond to the college's request not to have spring loan disbursements delayed 30 days for new students enrolled in fall
79. Process Improvement - Richard to recommend implementing the delivered SF External Awards functionality to have the CCPG waiver applied to student's award package
80. Richard to review the current practice of annual loan entrance interview requirement vs. multi-year
81. Richard to work with Teresa to modify the Shopping Sheet - Veteran requirements – Deadline is July 31, 2022
82. Richard to update Verification statuses in conjunction with the Campus Logic mod

83. Richard to review impact of summer repackaging in 'Simulation' by reviewing the batch details in PRD – The plan is to run the repackaging in a newly refreshed UAT or the 8/17 refresh of DEV
84. Publish timetable of FA processing jobs with emphasis on key deadlines required to meet Thursday's refund processing - E

FA Processing Monday 4-25-22

Here's What's Going On:

1. Continued support for Merritt College HEERF III processing:
  - Approximately 180 withdrawn students who initially failed authorization have been disbursed the HEERF in time for Thursday's refunding
  - Merritt was provided query reports identifying 64 students that were not awarded due to no 2022 activity and 26 students who were awarded but failed authorization due to negative service indicators - APP (Possible Spam Application) and NRF (No Financial Aid Refund)
2. Successful testing of the new aid year 22/23 budgets in UAT. Sample results have been provided to the FA Directors for review and confirmation prior to the 'live' processing in PRD
3. New aid year 22/23 set up:
  - Next up: Testing the 22/23 fall/spring mass packaging and award letters in UAT
  - Results run in 'Simulation' will be provided for the FA Director's review and confirmation
4. Upcoming: Summer budgets/packaging/repackaging; Spring ending SAP
5. The external award processing for the Laney ASLC Award for Spring 2022 is on hold pending confirmation of questions from Roderick – A timely response will allow for processing in this week's refunding:

Hi Joseph,

Can you please confirm that all students in all the 3 tabs in the spreadsheet need to be loaded in to peoplesoft?

Also, please confirm if the following amount assignments (per tab) are correct

TabName = "ALL Form Responses" è \$500 and \$1000

TabName = "\$500 4722" è \$500

TabName = "\$1000 4722" è \$1000

I have also identified the following invalid student IDs which will be excluded from the load:

604845719

608158780

**\*\*\*\*The notes below are carried on in subsequent days**

---

**FA Processing Tuesday 4-26-22**

Here's What's Going On:

1. DONE - The mass packaging for the Emergency FA Assistance Grant is complete. All 120 listed COA students have been disbursed \$465 for the spring term totaling \$55,440 in time for Thursday's refunding – Very clean data provided
2. IN PROCESS -The external award processing for the Laney ASLC Award for Spring 2022 has been confirmed and Roderick is moving to stage the awards. Once staged, Richard will disburse the funds – Anticipated completion today will allow for processing in this week's refunding
3. NEW - Dave has requested processing of the CCPG waiver for summer and fall 2022 terms:
  - Students have begun enrolling for summer and fall 2022 terms and have been charged tuition for those terms. Since 2022-2023 Fed and CAL ISIRs are being loaded daily, there are students who are enrolled and eligible to receive the CCPG waiver. Can we begin running the CCPG Waiver process to assign the code so eligible students have their tuition waived?
  - Initial Pell Disbursement dates:
    - Pell Summer – 6/6
    - Pell Fall – 8/15
4. UPDATE - Disbursement update – A one-time adjustment (to advance disbursement/refunding prior to the Thursday Chavez holiday) to the Wednesday scheduled disbursement JobSet resulted in the Job's status change from 'Active' to 'Completed'. Consequently, Wednesday disbursements in April have not processed – This explains the delayed refunding of awards processed after 5:30am Mondays. The status is now 'Active'
5. ONGOING - Confirmation of the new aid year 22/23 budgets is anticipated following the Director's review of samples provided
6. ONGOING - New aid year 22/23 set up:
  - Next up: Testing the 22/23 fall/spring mass packaging in UAT
  - Results run in 'Simulation' will be provided for the FA Director's review and confirmation
7. UPCOMING - Summer budgets/packaging/repackaging; Spring ending SAP

**\*\*\*\*The notes below are carried on in subsequent days**

---



Here's What's Going On:

1. DONE -The initial external award processing for the Laney ASLC Award for Spring 2022 has been completed in time for Thursday's refunding. Detailed results have been provided to the Laney team

2. NEW – Jennifer has raised the issue of students not being mass packaged. The issue will be discussed at Thursday's FA Director's meeting. This is similar to the issue raised by Jackie answered by this response:

Hi Jackie - The student was not selected for mass packaging FS-A because she did not meet the criteria for enrollment - IOW, she was not enrolled in F21 term 1214. When auto packaged FS-A she was only awarded S22 term 1222. Perhaps she should have been auto packaged SO-A.

The problem is the system is not set up to mass package SO-A. This is a priority item not yet addressed. Please know that having her review status incomplete had nothing to do with it. The mass packaging Job sets the status to completed if the criteria are met. Let's discuss this in more detail - It's probable additional students s/b packaged spring only - Thanks, Richard

The plan moving forward is to review options to mass package Spring Only plans or add spring admit to the fall/spring plan. Queries are being created to identify spring admits by college. For example, Laney has 1,612 spring admits. A new query is planned to identify spring admits not auto packaged Pell.

3. NEW – HEERF Annual Report requirements - HEERF APR Now Open!

- The Data Collection Tool for the Higher Education Emergency Relief Fund (HEERF) Annual Performance Report is now open for Year 2 Reporting and will close Friday, May 6, 2022
- Jennifer states: I am now realizing the May 6 deadline is next Friday. Can we discuss as soon as possible regarding data requests? I learned that the former district FA Analyst provided this data in past years
- Ken states:

4. NEW - Dave has requested processing of the CCPG waiver for summer and fall 2022 terms:

- Ken states: Can we please add the CCPG waiver assignment process to tomorrow's FA Processing Meeting agenda? I need to confirm if CCPG's are being assigned daily after ISIRs are loaded.
- Students have begun enrolling for summer and fall 2022 terms and have been charged tuition for those terms. Since 2022-2023 Fed and CAL ISIRs are being loaded daily, there are students who are enrolled and eligible to receive the CCPG waiver. Can we begin running the CCPG Waiver process to assign the code so eligible students have their tuition waived?
- Initial Pell Disbursement dates:
  - Pell Summer – 6/6

- Pell Fall – 8/15

5. NEW – Home Location Assignment

- Ken states: Where can I view the PeopleSoft setup on how the student's home college is assigned? I just received a file from BankMobile on returned funds and a number of students had a 'District' location. Not sure how this was determined but need to know to assess impact on awarding and other FA processing
- Richard requests from Armany: Can you provide insight regarding setup, or any mod used to determine 'Campus'? We are trying to resolve why BankMobile lists some students with the location of 'District' as opposed to the campus/college. I suspect it may be a default for incomplete information submitted to BankMobile to establish student's Card Files/Profile
- Roderick states: \*\*\* Student ID 2 in the spreadsheet is the school code/campus that we send as the very last column of the Demographics file (aka Card file). This is the home campus of the student in his/her acad program plan stack. DISTRICT means it's unknown – usually because the student has no ISIR when the card file was generated.
- Ken states: I'm copying Richard to discuss Item #3 at tomorrow or Thursday's FA Processing meeting.
  - #3 - Can we start including the fund name (e.g. Pell, SEOG, etc.) in the 'Source' column? This will help the colleges with reconciling.
  - \*\*\* Yes this is possible. And to clarify, this will be coming from the Refund file correct? I can work with Vu and Joyce to determine the award name. Is "Source" in the spreadsheet you sent? I didn't find it there

6. UPDATE – The Campus Logic meeting has been re-scheduled to Thursday @ 11:00am

7. ONGOING – PLUS Loan processing requests

- Patty states: We have a parent who will be submitting a Parent Plus Loan, and I'm wondering what the status of this request is? Loan brought this issue in January, and we haven't heard anything.

8. ONGOING - Confirmation of the new aid year 22/23 budgets is anticipated following the Director's review of samples provided

9. ONGOING - New aid year 22/23 set up:

- Next up: Testing the 22/23 fall/spring mass packaging in UAT
- Results run in 'Simulation' will be provided for the FA Director's review and confirmation

10. UPCOMING - Summer budgets/package/repackaging; Spring ending SAP

\*\*\*\*The notes below are carried on in subsequent days

---

FA Processing Thursday 4-28-22

Here's What's Going On:

1. NEW – PLUS Loan processing for BCC student
  - Richard has set up the PLUS Loan Item and Loan type
  - Loan has awarded the PLUS Loan
  - Richard has set up the parent in PSFT
  - Next – Resolve setup issue with the Relationship table
  - Then originate the PLUS Loan to send to COD
  - Confirm DL application to ensure refund directly to student (not parent)
  -
2. ONGOING – HEERF APR - Annual Performance Report
3. ONGOING – Roderick has scheduled a meeting with Dave/Richard to discuss scheduling the CCPG waiver process – DONE – Roderick has created the selection query based on criteria provided by Dave – Testing required
4. ONGOING - Campus Logic meeting – Done – Campus Logic mod established in UAT to be tested. Richard to identify 5 test students for each college for testing purposes
5. ONGOING - Confirmation of the new aid year 22/23 budgets is anticipated following the Director's review of samples provided
  - Jackie/Dave/Richard revised 3 Pell LTHT budget items
  - Richard updated system setup and provided resulting screen shots for approval
  - Ken – Please request approval from Directors for the new aid year 22/23 budgets
6. ONGOING - New aid year 22/23 set up:
  - Next up: Testing the 22/23 fall/spring mass packaging in UAT
  - Results run in 'Simulation' will be provided for the FA Director's review and confirmation
7. UPCOMING PRIORITY - Summer budgets/packaging/repackaging; Spring ending SAP
  - Jackie emphasized summer processing as a top priority
  - Summer term starts June 13<sup>th</sup>
  - Need summer budgets and testing
  - SAP status required for new students and those not enrolled in spring

**\*\*\*\*The notes below are carried on in subsequent days**

---

FA Processing Friday 4-29-22

Here's What's Going On:

1. NEW – PLUS Loan processing for BCC student
  - Richard has set up the PLUS Loan Item and Loan type
  - Loan has awarded the PLUS Loan
  - Richard has set up the parent in PSFT
  - Next – Resolve setup issue with the Relationship table
  - Then originate the PLUS Loan to send to COD
  - Confirm DL application to ensure refund directly to student (not parent)
  - Disburse PLUS Loan to student
  
2. ONGOING – HEERF APR - Annual Performance Report
  
3. ONGOING – Roderick has scheduled a meeting with Dave/Richard to discuss scheduling the CCPG waiver process – DONE – Roderick has created the selection query based on criteria provided by Dave – Testing required
  
4. ONGOING - Campus Logic meeting – Done – Campus Logic mod established in UAT to be tested. Richard to identify 5 test students for each college for testing purposes
  
5. ONGOING - Confirmation of the new aid year 22/23 budgets is anticipated following the Director's review of samples provided
  - Jackie/Dave/Richard revised 3 Pell LTHT budget items - DONE
  - Richard updated system setup and provided resulting screen shots for approval
  - Ken – Please request approval from Directors for the new aid year 22/23 budgets
  
6. ONGOING - New aid year 22/23 set up:
  - Next up: Testing the 22/23 fall/spring mass packaging in UAT
  - Results run in 'Simulation' will be provided for the FA Director's review and confirmation
  
7. UPCOMING PRIORITY - Summer budgets/packaging/repackaging; Spring ending SAP
  - Jackie emphasized summer processing as a top priority
  - Summer term starts June 13<sup>th</sup>
  - Need summer budgets and testing
  - SAP status required for new students and those not enrolled in spring