

# Overview

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## Preface

The *Electronic Data Exchange (EDE) Technical Reference Guide* is designed to meet the reference needs of programmers and data processing staff.

The Department of Education (ED) provides two types of software to EDE participants:

- EDEExpress 32-bit software for entering and editing electronic initial applications, renewal applications, electronic corrections, duplicate requests, track documents, package student aid packages, originate loans, and track disbursements for Pell and Direct Loans.
- EDconnect software for sending and receiving electronic files.

Many participants need additional specifications for these functions to develop their own software or develop software bridges between their own systems and EDEExpress.

This guide provides sufficient information for you to build your own software to complement the software provided by ED for sending and receiving Free Application for Federal Student Aid (FAFSA) data. It includes information about record layouts, required edits, print formats, specifications, and reject messages that are applicable for renewal applications, electronic applications, Institutional Student Information Records (ISIRs), and electronic corrections. There are separate technical references for Direct Loans, Packaging, and Pell.

The EDE process is described in this section with additional information in the EDE Processing Section. There are numerous references to the use of EDEExpress software, so this guide may be a useful reference tool because the processing steps remain essentially the same.

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## Header and Trailer Records

Each batch of electronic records for initial and renewal applications, corrections, duplicates, and Institutional Student Information Records (ISIRs), travels over the Student Aid Internet Gateway (SAIG) with a header and trailer record.

You should refer to the Record Layouts Section for instructions on individual header and trailer record layouts (refer to Header Record Sent To/Received From the CPS and Trailer Record Sent To/Received From the CPS).

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## Electronic Application

An Electronic Application begins with a signed Free Application for Federal Student Aid (FAFSA) or Renewal Application, which is completed by the student. The data is entered by the institution, exported to create a file, formatted, and transmitted via the SAIG to the Central Processing System (CPS). Processed application records are transmitted back to the institution's destination point as ISIRs in separate message classes for initial and renewal applications.

The Record Layouts Section includes information on record layouts (Initial Application/Renewal Application Export Record Layout). Rejects are in the Processing Codes/System Requirements Section. How to handle rejected applications is located later in this section and the EDE Processing Section. The Printing Section includes details on printing ISIRs.

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## Electronic Renewal Application Requests

The Electronic Renewal Application process involves three steps:

1. Requesting a file (known as Renewal Application Data (RAD) file) of 1999-2000 applicants eligible for Renewal Applications.
2. Receiving the RAD file.
3. Printing the Renewal Application for distribution to students.

The Record Layouts Section includes record layouts for the RAD request file (RADD01IN) and RAD records received (RADD01OP). Information on reject reasons can be found in the record layout. The Printing Section contains specifications for printing the Renewal Application. In addition, electronic renewal application destination file requests (Type 2) may need special address records if you want the Central Processing System (CPS) to print your Renewal Applications. CPS only prints Renewal Applications for the one-time bulk printing. These record layouts are also provided in the Record Layouts Section (refer to RADD Request Address 1 Export Record Layout and RADD Request Address 2 Export Record Layout). Both records may be required for the RADD01IN file. Renewal Application entry and transmittal are discussed in EDE Processing Section.

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## Institutional Student Information Record (ISIR)

The Central Processing System (CPS) generates an ISIR in response to an electronic application, correction, or duplicate request from an institution. It also automatically generates an ISIR in response to a paper or electronic Free Application for Federal Student Aid (FAFSA), a paper or electronic Student Aid Report (SAR) correction processed by the Multiple Data Entry (MDE) application processors, by another institution (provided your Federal School Code is listed on the transaction) or by an application or correction completed by FAFSA Express, FAFSA on the Web, Renewal on the Web, or Corrections on the Web. Automatic ISIRs are sent to destination points for every student indicating an institution serviced by the destination point on the application, and to state agencies which elect to receive ISIRs for legal residents or students indicating an institution in that state.

State agencies can request ISIRs for any student on the CPS database. This process is known as the Federal Data Request (FDR). The ISIR contains all data except the National Student Loan Data System (NSLDS) data.

The Record Layouts Section includes details on the ISIR record layouts. Comment codes and text, verifiable rejects, and how to respond to each are in the Processing Codes/System Requirements Section. The Printing Section contains specifications for printing the ISIR. The record layouts for FDR are in the Record Layouts Section (FDRS01IN), and the procedures for the FDR process are in the EDE Processing Section.

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## Electronic Corrections/Duplicate Requests

Institutions may submit corrections to application data electronically. The Record Layouts Section includes the record layouts for submitting corrections (CORR01IN).

Institutions may make duplicate requests to receive a specific ISIR transaction for a student provided their federal school code is listed on that transaction. The Correction and Duplicate Request record layouts are found in the Record Layouts Section (section 3), and are submitted in the CORR01IN message class.

Information about adding your Federal School Code to receive electronic data, making signature corrections, requesting a duplicate ISIR, and using the correction record are found in the EDE Processing Section (section 2).

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## Handling Rejected Records

If the specifications in this guide are not followed on a particular record, an EDE Record Level Error Report file will be transmitted to you, which may be printed as an error report. (The layout is in the Record Layouts Section.)

The EDE Record Level Error Report contains the record's serial number, the student's ID, the transaction number, the SAR field number in error, an error code and a text explanation for the reason the record was rejected. Each field in error is reported. If it was rejected due to invalid value, CPS will send the actual value of the data received from the institution. A serial number and student ID is listed more than once in the EDE Error Record Report when a record has more than one field in error. See the Processing Code/System Requirements (section 4) for additional details about rejects. The following is a list of message classes for reporting errors:

- AARE01OP: Electronic Correction or Duplicate Request Errors
- FDRE01OP: Rejected FDR Requests
- EAPR01OP: Electronic Application Rejects
- RAPR01OP: Electronic Renewal Application Rejects
- SIGA01OP: Signature Batch Error/Acknowledgments
- EREP01OP: Rejected RAD Request

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## Handling Batch Level Rejects

A Batch Level Error Report will be returned to you if an entire batch is rejected because of an incorrect batch number. The message classes will be the same as used for rejected individual records. The layout for this report appears in the Record Layouts Section (section 3). The Processing Codes/System Requirements (section 4) has the specific error codes and messages.

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## What's New for 2000-2001!

- 1999-2000/2000-2001 ISIR Cross-Reference table. This table is a cross-reference for the 1999-2000 ISIR field number, start position and end position for the same field for 2000-2001. This table can be found in Section 4, Processing Codes and System Requirements.
- On the Reject Error Reports CPS will send a code as well as text that defines the error.
- The following fields are new on the FAFSA this process year, and can be corrected:
  - Father's Name
  - Father's SSN
  - Mother's Name
  - Mother's SSN
  - Drug Offense Conviction
- New Drug Offense Conviction question. The answer to this question can set a SAR C flag. Eligibility for Title IV Aid may be suspended for conviction of violating federal or state drug possession or sale laws.
- This year a dependent student who does not supply parental data will have an ISIR with a C code.
- Prisoner File Match will be implemented with system startup in January 2000.

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## What's Changed for 2000-2001!

Some other significant changes have occurred to help make the Electronic Data Exchange process easier.

- CPS will accept a partial answer for Legal Residence Date if they have included the month or year. Valid content will be:
  - CCYYMMBlank
  - CCYY and Completed MM
  - Completed CCYY and Blank MM
  - Blank CCYY and Blank MM
- Parents can no longer be included in the count for Parent's Number in College. (If a parent is in college they will no longer be included in the count. For example, if mother and son are in college the parents # in college would be 1 for the son.) To override the edits performed by CPS the Financial Aid Administrator will need to do a Professional Judgement.
- If a student lists a school that is not on the Federal School Code database the school code field will be blank instead of 000000. The Federal School Code Housing Plan will also be blank on the resulting ISIR.
- Comment Code number 006 has been revised to remind students to keep their address with the CPS current.
- Comment Codes will also drop year references in the comments geared for verification.
- SAR C codes will print on rejected ISIRs except for reject 16 so you can identify and correct these match problems and ISIR reject in one transaction.
- Title IV Institution Code has been renamed to Federal School Code.
- FAA EFC Adjustment has been renamed to FAA Adjustment.
- For Web and FAFSA Express filers there are new message classes: SIGS01IN allows institutions to send student or parent signatures to a student's record that they are listed on if the record is still in the FE/Web hold file. The Errors and Acknowledgements will be returned in SIGA01OP. There is a new record layout for signature corrections found in section 3, Record Layouts. ISIRs will be returned in the SARR0A1OP message class.
- The verification flags have been combined into one flag on the ISIR that have an Y or N to show if the student was selected for verification. On Duplicates, this flag may be an asterisk (\*) if a prior transaction was selected for verification.
- Assumption #1 was deleted. The remaining Assumptions were renumbered.
- YTD batches will have a batch number that starts with #I. They will be sent in the YTDO01OP message class.

- EAC (Electronic Access Code) used by students to file Renewal FAFSA on the Web is renamed to PIN. The PIN is used as the applicant's signature for Renewal FAFSA on the Web and Corrections on the Web. The PIN may also be used to access personal financial aid information with NSLDS, DLSS, and Access America for Students (AAFS).
- Students will be able to make corrections to their FAFSA data via the web. All data elements on the SAR can be changed except the student's SSN and Date of Birth.
- Dependency questions have been reordered to improve completeness by the students.
- There is a new NSLDS Post-Screening reason added to the NSLDS History Page.
- CPS will no longer highlight Alien Registration Number (ARN) on the SAR/ISIR when students indicate they are U.S. citizens and provide an ARN.
- If taxes paid are greater than or equal to 35% of AGI a comment will print on the SAR/ISIR.
- Graduate students who indicate they are enrolled in a teaching credential program and have an eligible EFC will be on the Pell Eligible file.
- There is a new e-mail list serve, SFATECH, which is available for technical issues. For more information and subscription instructions:  
<http://www.ed.gov/sfatech/listserv.html>.

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## Sources of Assistance

If you have problems or questions, listed below are sources of assistance\*:

### **CPS Customer Service**

**800/330-5947**

**Telecommunications Device for the Deaf (TDD/TTY): 800/511-5806**

*E-mail: [cps@ncs.com](mailto:cps@ncs.com) Fax: 319/358-4260*

*SFA Technical Support: <http://www.ed.gov/offices/OSFAP/sfatech/listserv.html>*

*Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday*

- CPS Batch Status
- Custom/Combo/Mainframe Support for Direct Loans
- Direct Loan Technical Reference
- EDE Technical Reference
- EDEExpress Software—App Express, Packaging, Direct Loan, and Pell
- FISAP Software
- FISAP Technical Reference
- Packaging Technical Reference
- QAP Software
- Rejected EDE Records and Batches
- Renewal Application Processing
- SSCR-32 Software
- SSCR Technical Reference
- Use of CPS On-line Query

### **Direct Loan Client Account Managers**

- Region I (CT, MA, ME, NH, RI, VT) 617/565-6911
- Region II (NJ, NY, PR, VI) 212/264-8012
- Region III (DC, DE, MD, PA, VA, WV) 215/656-5929
- Region IV (AL, FL, GA, KY, MS, NC, SC, TN) 404/562-6259
- Region V (IL, IN, MI, OH, WI) 312/886-8766
- Region VI (AR, LA, NM, OK, TX) 214/880-2405
- Region VII (IA, KS, MO, NE) 816/880-4090
- Region VIII (CO, MN, MT, ND, SD, UT, WY) 303/844-3677 EXT 121
- Region IX (AZ, CA, HI, NV) 415/556-4201
- Region X (AK, ID, OR, WA) 206/287-9840

**Direct Loan Consolidation****800/557-7392***E-mail: [loan\\_consolidation@mail.ed.gov](mailto:loan_consolidation@mail.ed.gov)**Web site address: <http://www.ed.gov/DirectLoan/consolid.html>**Working hours are 7:00 a.m. – 7:00 p.m. (CT), Monday through Friday***Direct Loan Operations Staff****202/708-9951***E-mail: [direct\\_loans@ed.gov](mailto:direct_loans@ed.gov)**Web site address: <http://www.ed.gov/DirectLoan>**Working hours are 7:30 a.m. - 4:30 p.m. (ET), Monday through Friday*

- Direct Loan Procedures and Operations

**Direct Loan Origination Center****800/848-0978***E-mail: [loan\\_origination@mail.ed.gov](mailto:loan_origination@mail.ed.gov)**Fax: 800/557-7396**Working hours are 8:00 a.m. - 8:00 p.m. (ET), Monday through Friday*

- Acknowledgements
- Batch Integrity Errors
- Check Sum Errors
- Direct Loan Batch Status
- Implementation Guide Questions
- Interface Issues
- Promissory Notes
- Rejected Direct Loan Batches

**Direct Loan Servicing Center (*Borrower Referral Only*)  
Telecommunications Device for the Deaf (TDD/TTY)****800/848-0979****800/848-0983***Fax: 800/848-0984**Web site address: <http://www.dlServicer.ed.gov>**Working hours are 8:00 a.m. to 8:30 p.m. (ET), AVR Available 24 Hours a Day,  
Monday through Friday***School Services****888/877-7658***Working hours are 8:00 a.m. to 5:30 p.m. (ET)*

- Delinquency Issues
- InterfaceIssues

**FAFSA on the Web  
and FAFSA Express Customer Service**

**800/801-0576**

*E-mail: [fafsaweb@ncs.com](mailto:fafsaweb@ncs.com)*

*FAFSA on the Web site address: <http://www.fafsa.ed.gov>*

*FAFSA Express Web site address: <http://www.ed.gov/offices/OPE/express.html>*

*PIN Web site address: <http://www.pin.ed.gov>*

*Working hours are 7:00 a.m. - 10:00 p.m. (CT), Monday through Friday*

- Application Status
- FAFSA Express Software Assistance
- FAFSA on the Web, Renewal App on the Web, and Correction on the Web Assistance
- General Questions on Electronic Filing
- Help Accessing the Web Page

**Federal Pell Grant Program**

**800/4-P-GRANT**

*E-mail: [#pell\\_systems@ed.gov](mailto:#pell_systems@ed.gov)*

**or 800/474-7268**

*Web site address: <http://www.pellgrantsonline.ed.gov>*

*Working hours are 8:00 a.m. - 8:00 p.m., (ET), Monday through Friday*

Customer Service

- Batch Processing Status and Rejected Batches
- Current Authorization Level
- General Inquiries Concerning RFMS
- Information and Data Requests Regarding Award Years Prior to 1999-2000
- Pell Grant Web Page Questions

Web Page

- Authorization Level for 1999-2000, 2000-2001
- Batch Status for 1999-2000, 2000-2001
- Links to Pell Grant Resources

**Federal Student Aid Information Center**

**800/4FED-AID  
or 800/433-3243**

**Telecommunications Device for the Deaf (TDD/TTY): 800/730-8913**

*Working hours are 8:00 a.m. – 8:00 p.m. (ET), Monday through Friday*

- Application Status
- Distribution of Selected Publications
- NSLDS Borrower Tracking Questions
- Student Financial Aid Program Questions
- Duplicate SARs or Address and School Changes (Student Only): 319/337-5665

**Grant Administration and Payment  
System (GAPS)**

**888/336-8930**

*Web site address: <http://gapsweb.ed.gov>*

*Working hours are 8:00 a.m. – 8 p.m. (ET), Monday through Friday*

**National Student Loan Data System (NSLDS)**

**800/999-8219**

*Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday*

- NSLDS Batch Status
- Online NSLDS
- Perkins Data
- Rejected NSLDS Records
- SSCR Assistance

**Program Development Division**

**202/708-8242**

*Working hours are 8:00 a.m. - 4:30 p.m. (ET), Monday through Friday*

- Policies
- Regulations

**Student Financial Assistance (SFA) Customer Support  
Inquiry Center**

**800/433-7327**

*E-mail: [osfap\\_csb@ed.gov](mailto:osfap_csb@ed.gov)*

*Fax: 202/260-4199*

*Working hours are 9:00 a.m. – 5:00 p.m. (ET), Monday through Friday*

- Application Processing Questions
- Help with Contacting Other Staff in the U.S. Department of Education
- Title IV Policy Questions

**Title IV WAN Customer Service**

**800/615-1189**

*E-mail: [t4wan@ncs.com](mailto:t4wan@ncs.com)*

*Fax: 319/339-6983*

*Working hours are 7:00 a.m. - 10:00 p.m. (CT), Monday through Friday*

- Billing and Invoices
- Campus-Based Award Letter
- EDconnect
- EDE Enrollment and Participation
- Network Password Changes and Resets
- Software and User Manual Distribution
- Transmission Errors

**Universal Automated Labs (UAL)**

**301/565-0032**

*Fax: 301/565-0613*

*Working hours are 8:00 a.m. – 5:30 p.m. (ET), Monday through Friday*

- FISAP Edit File
- Replacement Year-to-Date File

\*Note: Telephone numbers are subject to change