

**LOUISIANA STUDENT FINANCIAL ASSISTANCE
COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Student Financial Aid Bulletin

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TOPICS:	LEAP/SLEAP Recipient Roster Batch File Layout

Effective immediately, batch file submission for the LEAP/SLEAP Recipient Rosters is now available. Attached is a comprehensive document which includes the batch file layout and instructions for submitting the file to LOSFA.

Should you have questions, contact Caeshia Clark, Student Financial Aid Specialist, Special Programs at cclark@osfa.la.gov or 225-219-7708 or the Special Programs Administrator, Bonnie Lavergne at blavergne@osfa.la.gov or 225-219-7714.

LEAP/SLEAP

File Description



LEAP/SLEAP

Introduction

General Information and questions for LEAP/SLEAP

Contact Caleshia Clark, the Louisiana Office of Student Financial Assistance (LOSFA) service representative at email CClark@osfa.la.gov or phone 225 219-7708 for information regarding LEAP/SLEAP programs.

NEW School Users

This section provides instructions for new school users who have not previously uploaded a LEAP/SLEAP file, including how to sign up to participate and how to submit test data to LOSFA.

Signing up

New users may sign up to participate in the upload of the LEAP/SLEAP file by calling the Information Technology unit at (225) 219-7634. When you call, tell the Web Service representative that you are interested in signing up to transmit the LEAP/SLEAP file. You will then be contacted by a LOSFA representative who will assist you with signing up and testing procedures.

Testing procedures

Before you may begin sending production files with valid data, you must follow these testing procedures.

When you have completed programming for the LEAP/SLEAP file and you are ready to begin testing, contact your LOSFA Web Service representative. The representative will assist you with sending your test file.

Upon receiving the test file, LOSFA must test your file to ensure it will process correctly.

When you have successfully completed your testing, you can begin sending your production files.

LEAP/SLEAP

Introduction

INTRODUCTION

This file description explains the programming format you will use to process the LEAP/SLEAP import file, which will be submitted to LOSFA.

The LEAP/SLEAP import file will be used to create the LEAP/SLEAP roster reporting.

Customer types

The following LOSFA users may transmit the LEAP/SLEAP import file:

- Colleges and Universities
- Technical Colleges
- Proprietary and Cosmetology Schools

ELECTRONIC FILE HANDLING

You will submit the LEAP/SLEAP Import file by accessing the LOSFA Web site at <https://www.osfa.la.gov/AwardSystem/>

Once you have accessed the site:

1. Type in the User ID you received from your College administrator.
2. Type in the password you received from your College administrator.
3. Select the tab: UPLOAD FILES

If you are not able to log on, contact your College administrator for assistance.

PHYSICAL CHARACTERISTICS

The physical characteristics of the LEAP/SLEAP Import file are outlined below. These characteristics should serve as a general guideline. You may, however, specify changes to some of the characteristics as explained below.

PROCESSING INFORMATION

This section provides you with the following helpful processing information: how records in the file are organized, and how data is represented within fields.

File organization

The LEAP/SLEAP import file contains a single record format or layout. The file record length is 316. A batch should contain only one program type. **You cannot mix LEAP and SLEAP records in the same file.**

Data representation

- All alphabetic data is composed of UPPERCASE characters only.
- Alpha and alphanumeric fields are left-justified and are padded with spaces. If there is no data in the field, it is filled with spaces or low values.
- Numeric fields are right-justified and padded with zeroes. They contain digits only (no hyphens, commas, slashes, etc.). If there is no data in the field, it should be filled with zeroes.

- Money amounts have no commas, decimal points, or dollar signs.
Example: 0250000 (\$2,500.00)
- Dates in the file are in CCYYMMDD format:
CC = Century
YY = Year
MM = Month
DD = Day
Example: 20061024 (October 24, 2006)
- In the Record section, **the data type for each field is represented** with **X**'s indicating alphanumeric characters and **9**'s indicating numeric characters.

— A **number enclosed in parentheses immediately following either of these symbols (X or 9)** specifies the number of consecutive occurrences of that symbol. For example, X(5) indicates an alphanumeric field with five characters.

— A **V** indicates the location of an assumed decimal point. The V does not represent a character position and, therefore, is not counted in the size of the field. The number of 9's that follow the V indicates how many digits follow the assumed decimal point.

For example, 9(4)V99 indicates a numeric field with nine digits plus an assumed decimal point followed by two digits. That data appears as nine digits in a row, since the decimal point does not actually appear in the field.

Example: 005000 (\$50.00)

LEAP/SLEAP record format

The following layout table lists all of the fields contained in the **LEAP/SLEAP record format**. Each field's data element name, start position, length, and data type are also included. A definition of each field is provided after the table.

Layout

#	Field Description	Field Name	Start Position	End Position	Data (length and type)	Format and Valid Values
1	Program ID	PGMID	1	5	Character X(5)	Valid Values: LEAP SLEAP
2	Batch Type	BATCHTYP	6	6	Character X(1)	<i>Valid values:</i> N –New S - Supplemental
3	Begin Academic Year	BGNACADYR	7	10	Numeric 9(4)	CCYY EX: 2010 Enter the begin academic school period value EX: 2010/2011 enter 2010
4	End Academic Year	ENDACADYR	11	14	Numeric 9(4)	CCYY EX: 2010 Enter the end academic school period value EX: 2010/2011 enter 2011
5	College	COLLIDNUM	15	23	Numeric 9(9)	EX: 002010000;
6	Social Security Number	SSN	24	32	Numeric 9(9)	Numbers: EX: 002567819 No spaces allowed

7	Last name	LNAME	33	68	Character X(36)	
8	First Name	FNAME	69	104	Character X(36)	
9	Middle Initial	MIDINITIAL	105	105	Character X(1)	
10	Street Address1	STREET1	106	169	Character X(64)	
11	Street Address2	STREET2	170	233	Character X(64)	
12	City	CITY	234	283	Character X(50)	
13	State Code	STATE	284	285	Character X(2)	
14	Zip Code	ZIPCODE	286	294	Character 9(9)	
15	Current FAFSA Indicator	FAFSACD	295	295	Character X(1)	Valid Values Y - yes N - no
16	Income level Indicator	INCOMECD	296	297	Numeric 9(2)	Valid Value 01 - 0 to 29,999 02 - 20,000 to 29,999 03 - 40,000 and over
17	Dependency Indicator	DEPENDCD	298	298	Character X(1)	Valid Values I- independent D- Dependent
18	Fall Amount	FALLAMT	299	304	Numeric 9(4)V99	EX: 050000 For \$500.00

19	Spring Amount	SPRAMT	305	310	Numeric 9(4)V99	EX: 050000 For \$500.00
20	Winter Amount	WNTRAMT	311	316	Numeric 9(4) V99	EX: 050000 For \$500.00

LEAP/SLEAP

LEAP/SLEAP record description

Field Description

1. Program ID:

A five digit field that indicates the program type for data being submitted.

The only valid values:

SLEAP (must be listed in all uppercase).

LEAP (must be listed in all uppercase).

2. Batch Type ID:

The field is used to indicate if batch file to be processed is NEW or SUPPLEMENTAL.

The valid values are: N- NEW and S- Supplemental.

3. Begin academic year:

The begin academic year is a four digit field indicating the begin year period for which funds are being requested. The year should be entered in CCYY format. Example: If the academic period is 2010/2011, the beginning period of 2010 should be entered into the field value.

4. End academic year:

The end academic year is a four digit field indicating the end year period for which funds are being requested. The year should be entered in CCYY format. Example: If the academic period is 2010/2011, the ending period of 2011 should be entered into the field value.

5. College ID:

A nine digit field used to identify the institution that received the funds. The college identification number consists of the college code and campus.

Example: If the campus is 002010 and campus is 003 the field would be listed with file value as '002010003'.

6. Social Security Number (SSN):

The Social Security Number – a numeric 9 digit social security number.

Example: 009999666. The leading zeros of the social security number must be included in the field value.

7. Last Name:

The last name of student identified in **SSN**.

8. First Name:

The first name of student identified in **SSN**.

9. Middle Initial:

The first letter of the middle name representing the student identified in **SSN**.

10. Street Address 1:

A 64-character free form field that represents the primary (first) line of a permanent mailing address. This field usually contains the street number, name, and if applicable, the apartment number. Also, the field may contain a post office box number.

11. Street Address 2:

A 64-character, freeform field that represents the second line of a permanent mailing address. The second address line may include additional street name and number information, an apartment number, or a post office box number that follows a street address.

12. City:

The field defines city of the recipient's permanent home address.

13. State Code:

The field is a 2-character state abbreviation of the recipient's permanent home address.

Example: Louisiana would have a value: 'LA' entered in field.

14. Zip Code:

The zip code is an alpha numeric 9-digit field which contains the zip code of the recipient's permanent home address. Enter the first five characters of the zip followed by the last four. If the last four digits of the zip are not known, spaces should be moved in these digits.

Example: 70807 enter as: '70807 '.

15. Current FAFSA on file:

The Current FAFSA indicator is a one digit character field indicating the current FAFSA information status.

Valid values are 'Y' - yes and 'N' - no.

16. Dependency Type:

The one character field indicates the dependency type.

Valid Values are 'D' - Dependent or 'I' - Independent.

17. Income Level Indicator:

A two digit field that indicates the income level of the student or parents of student. The leading zero must be entered.

Valid values are:	01 - Income level	0 - 19,999
	02 - Income level	20,000 - 39,000
	03 - Income level	40,000 - over

Example: \$ 25,000 would have an income level assigned value = 02.

18. Fall Payment Amount:

The field indicates the fall money amount to be applied to student for payment.

Example \$250.00 would be entered with value 025000.

19. Spring Payment amount:

The field indicates the spring money amount to be applied to student for payment.

Example \$250.50 would be entered with value 025050.

20. Winter Payment Amount:

The field indicates the winter money amount to be applied to student for payment.

Example \$250.50 would be entered with value 025050.