

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

***Taylor Opportunity Program for Students (TOPS)  
Bulletin***

TOPS BULLETIN NUMBER:	T2016-1
DATE ISSUED:	January 21, 2016
EFFECTIVE DATE:	As Indicated
DISTRIBUTION:	High School Counselors, High School Principals, Parish Superintendents, College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Personnel
TOPICS:	Revised TOPS Tech Early Start Payment Request File Format

In August 2015, the application for the Taylor Opportunity Program for Students (TOPS) Tech Early Start Program (TTES) was revised to serve as a dual application for both TOPS Tech Early Start and Supplemental Course Allocation (SCA) funding sources. The application can be found on LOSFA's website at <http://www.osfa.la.gov/MainSitePDFs/TTESapplicationfinal.pdf>. This application should be used by students applying for TTES for the spring semester of 2016.

Please note that the application no longer includes the student's Social Security Number. As a result, the TTES billing process has also changed. The Payment Request screen on the Award System now requires that you submit the LA Secure ID when billing, and a field for LA Secure ID has been added to the TTES batch file format. Begin using this format with Spring 2016 payment request files. The file format can be found at: [http://www.osfa.la.gov/MainSitePDFs/references/TTES\\_PayReq\\_Import\\_def.pdf](http://www.osfa.la.gov/MainSitePDFs/references/TTES_PayReq_Import_def.pdf).

If you have questions, please contact Caleshia Clark at [Caleshia.Clark@la.gov](mailto:Caleshia.Clark@la.gov) or 225-219-7707.