

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

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

TOPS BULLETIN NUMBER:	T2014-3
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DISTRIBUTION:	College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Deans and Louisiana Community and Technical College System Personnel
TOPICS:	File Format Changes in the Louisiana Award System

Beginning September 1, 2014, the Louisiana Office of Student Financial Assistance (LOSFA) will remove the display of Social Security numbers (SSNs) from our Louisiana Award System's screens, reports and all of our outgoing file transmissions. To accommodate this change, we have modified many of our file formats.

For your convenience, LOSFA will continue to receive SSNs in the import files (e.g., payment requests and academic information). Once these files are received in our system, the SSN will be automatically encrypted.

LOSFA will only download files containing SSNs when an encrypted FTP process is used (e.g. student/master roster and payment roster). The file formats for these download files have been modified to include both the LOSFA ID and the SSN. For additional details regarding encryption processing and exchanging encryption keys, contact LOSFA's IT Operations department at Operations@la.gov.

Data downloads retrieved through the Award System – "Reports" tab will include the LOSFA ID, student's name and date of birth. These downloads will no longer include SSNs. To receive a file with SSNs, you must use the encryption method noted above.

The new file formats and field value definitions are included in the below referenced spreadsheets.

File: [TOPS Outgoing File Formats_082014.xlsx](#) includes the following worksheets:

- a. Field Value Definitions – This sheet defines the valid values that are used in the outgoing file formats.
- b. TOPS MasterRoster-with LOSFA ID – This sheet defines the file format for receiving the TOPS Master Roster within the LOSFA Award System – Reports tab. This file format includes the LOSFA ID along with student's name and birthdate.
- c. TOPS MasterRoster-with SSN – This sheet defines the file format for receiving the TOPS Master Roster through an encrypted FTP process. This file format includes SSN and the LOSFA ID.

- d. TOPS StdRoster-with LOSFA ID – This sheet defines the file format for receiving the TOPS Student Roster within the LOSFA Award System – Reports tab. This file format includes the LOSFA ID along with the student’s name and birthdate.
- e. TOPS StdRoster-with SSN – This sheet defines the file format for receiving the TOPS Student Roster through an encrypted FTP process. This file format includes SSN and the LOSFA ID.
- f. TOPS PayRoster-with LOSFA ID – This sheet defines the file format for receiving the TOPS Payment Roster within the LOSFA Award System – Reports tab. This file format includes the LOSFA ID along with the student’s name and birthdate.
- g. TOPS PayRoster-with SSN – This sheet defines the file format for receiving the TOPS Payment Roster through an encrypted FTP process. This file format includes SSN and the LOSFA ID.

File: [TOPS Incoming File Formats 082014.xlsx](#) includes the following worksheets:

- a. Field Value Definitions – This sheet defines the valid values that are used in the incoming file formats.
- b. TOPS PayReq-with LOSFA ID – This sheet defines the file format used when sending TOPS payment requests when using the LOSFA ID.
- c. TOPS PayReq-with SSN – This sheet defines the file format used when sending TOPS payment requests using SSN. This is the existing file format.
- d. TTES PayReq-with SSN – This sheet defines the file format used when sending TOPS TECH Early Start payment requests using SSN. This is the existing file format.
- e. TOPS AcadInf-with LOSFA ID – This sheet defines the file format used when sending TOPS Academic Information (e.g., Grades) when using the LOSFA ID. This file format has no decimal positions for hours.
- f. TOPS AcadInf-with SSN – This sheet defines the file format used when sending TOPS Academic Information (e.g., Grades) using SSN. This is the existing file format. This file format has no decimal positions for hours.
- g. TOPS AcadInf-with LOSFA ID, Dec – This sheet defines the file format used when sending TOPS Academic Information (e.g., Grades) when using the LOSFA ID. This file format has two decimal positions for hours.
- h. TOPS AcadInf-with SSN, Dec – This sheet defines the file format used when sending TOPS Academic Information (e.g., Grades) using SSN. This is the existing file format. This file format has two decimal positions for hours.

For additional information regarding this bulletin, contact John Bell, Awards & Renewal Manager at jbelle@osfa.la.gov or call 225-219-7674.