



**COMMUNITY AND
TECHNICAL COLLEGES**
Information Technology

Financial Aid System

***FAM
Washington College Grant
(formerly State Need Grant)
Update Process***

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<http://www.sbctc.edu/colleges-staff/it-support/legacy-applications/fas/fas-document-index.aspx>

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Overview

The Washington College Grant (WCG) (formerly State Need Grant (SNG)) Update Process allows you to update the WA Track records and/or the WCG Award records when WSAC releases the new funding amounts as passed by the State Legislature. The funding amounts are usually announced in May or June (for 2019-20, they were announced May 17, 2019). Prior to the WSAC announcement of the 2020-21 maximum WCG Grant amounts, student ISIRs may have already been loaded in to FAM (for 2020-21), since the 2020-21 ISIR process was implemented in December 2019. Additionally 2020-21 award packaging (including WCG awards) may have been performed since this process was available March 2020 after the 2020-21 Pell Funding was announced. Therefore these update processes may be necessary if a college has loaded student ISIRs and/or have packaged WCG awards prior to having the correct 2020-21 WCG Grant funding amounts finalized for 2020-21.

There are two distinct processes that can be performed. One process is to update the WA Track records Comment (Note) field and the other process is to update the WCG award amounts. Each process can be run in Report Only mode to allow colleges to view the data prior to updating.

Before these update processes were written and available for use, colleges either needed to update the WA Track records and the WCG award records manually or request DBA support from SBCTC-IT. These two new processes now allow control of the update to be done by the college.


What's New for 2020-21

The Workforce Education Investment Act (HB 2158) renamed the State Need Grant to the Washington College Grant. WSAC will start using the new name in public facing information (e.g. ReadySetGrad.org) for 2019-20, but will do so in combination with State Need Grant. For example, the “Washington College Grant, formerly the State Need Grant” or “Washington College Grant (State Need Grant).” The ‘Washington College Grant’ name is to be used starting the 2020-21 year.

Before Running the WCG Update Processes

Before running the WCG Update processes, the N21/AGENCY table must have two entries – one entry, WA-GRANT-PRIOR, for the prior (or old) WA Grant amounts and one entry, WA-GRANT, for the newly announced WCG Grant Amounts.

Application Setup -> Processing Config -> Processing Table

Processing Table Edit 

System N21
Table ID AGENCY

Short Description









Long Description

Code 1

Code 2

Code 3

Value

Value	Description	Edit	Delete
WA-GRANT	0419-1027-2095-2514-2933-4190-0000-20		
WA-GRANT-PRIOR	0411-1006-2054-2465-2876-4108-0000-20		
WA01	038000-035000-032500-030000-027500		
WA01-100PCT-CUTOFF	050500		

Understanding WCG Values on the N21 Agency Processing Table



WCG key values are made up of the following:

- WA-GRANT controls the grant amounts posted to the Comment field on the Tracking Data Tab (FAM505) opposite the WA tracking code.
- WA-GRANT-PRIOR contains the grant amounts that were in use prior to the newly announced amounts by WSAC.
- WAnn, (example, WA01) and WAnn-100PCT-CUTOFF entries control the amount cutoffs for Median Family Income (MFI) when FAF Load/Create FA Students is run.

Grant amounts controlled by WA-GRANT

WA-GRANT is comprised of eight (8) sets of figures separated by dashes:

Sample: N21 Agency Processing Table

WA-GRANT	0419-1027-2095-2514-2933-4190-0000-20		
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The first six sets of figures are the 55%, 60%, 65%, 70%, 75%, and 100% grant amounts, in that order.

The seventh set of figures should be zeros, **-0000**, as that represents the dependent care allowance grant amount that is no longer posted automatically due to the added documentation requirements imposed by the WSAC.

The eighth set of figures, **-20**, refers to the maximum family size listed in the table. STCTC has added all twenty (20) provided by the WSAC.

MFI Range	WCG Award Value
0-55% MFI	100% of award
56-60% MFI	70% of award
61-65% MFI	60% of award
66-70% MFI	50% of award
71-75% MFI	24.5% of award
76-100% MFI	10 % of award

MFI cutoff amounts controlled by Value WAnn and WAnn-100PCT-CUTOFF

The Value WAnn denotes the family size and related Median Family Income (MFI) cutoff amounts for each family size.

The Value WAnn-100PCT-CUTOFF entry applies to the MFI between 76% and 100% (which could award the student 10% of the maximum WCG amount).

.

Sample: N21 Agency Processing Table

WA01	038000-035000-032500-030000-027500		
WA01-100PCT-CUTOFF	050500		
WA02	049500-046000-043000-039500-036000		
WA02-100PCT-CUTOFF	066000		
WA03	061000-057000-053000-049000-044500		
WA03-100PCT-CUTOFF	081500		
WA04	072500-068000-063000-058000-053000		
WA04-100PCT-CUTOFF	097000		
WA05	084000-078500-073000-067500-062000		
WA05-100PCT-CUTOFF	112500		
WA06	096000-089500-083000-076500-070500		
WA06-100PCT-CUTOFF	128000		
WA07	098000-091500-085000-078500-072000		
WA07-100PCT-CUTOFF	130500		
WA08	100000-093500-087000-080000-073500		
WA08-100PCT-CUTOFF	133500		
WA09	102500-095500-088500-082000-075000		
WA09-100PCT-CUTOFF	136500		
WA10	104500-097500-090500-083500-076500		
WA10-100PCT-CUTOFF	139500		
WA11	106500-099500-092500-085500-078500		
WA11-100PCT-CUTOFF	142500		
WA12	109000-101500-094500-087000-080000		
WA12-100PCT-CUTOFF	145000		
WA13	111000-103500-096500-089000-081500		
WA13-100PCT-CUTOFF	148000		
WA14	113500-105500-098000-090500-083000		
WA14-100PCT-CUTOFF	151000		
WA15	115500-107500-100000-092500-084500		
WA15-100PCT-CUTOFF	154000		
WA16	117500-110000-102000-094000-086500		
WA16-100PCT-CUTOFF	157000		
WA17	120000-112000-104000-096000-088000		
WA17-100PCT-CUTOFF	159500		
WA18	122000-114000-105500-097500-089500		
WA18-100PCT-CUTOFF	162500		
WA19	124000-116000-107500-099500-091000		
WA19-100PCT-CUTOFF	165500		
WA20	126500-118000-109500-101000-092500		
WA20-100PCT-CUTOFF	168500		

The first set of figures applies to the MFI between 66% and 70%.

The second set of figures applies to the MFI between 61% and 65%.





The third set of figures applies to the MFI between 56% and 60%.

The fourth set of figures applies to the MFI between 51% and 55%.

The fifth set of figures applies to the MFI below 51%.

The **W_{Axx}-100PCT-CUTOFF** entry applies to the MFI between 76% and 100% (which could award the student 10% of the maximum WCG amount).

You do not need to delete any *W_{Ann}* entries even if you use a smaller family size number in the WA-GRANT value but you do need to have enough *W_{Ann}* entries to match the highest number you have for the family size number.

Value	Description	Edit	Delete
WA-GRANT	0419-1027-2095-2514-2933-4190-0000-15		
WA-GRANT-PRIOR	0411-1006-2054-2465-2876-4108-0000-15		

Reviewing Processing Table Values

On the SAF/AGENCY Processing Table, review and update the OPT-610-STATE value if needed.. The Description should be WA-09-2, where:

- WA = Tracking code the program will use when looking for the annual grant amount
- 09 = Award code that packaging will use to identify the WCG award
- 2 = Award status that the WCG awards are posted packaging will use when awarding WCG

Sample: SAF/AGENCY Processing Table

OPT-610-STATE	WA-09-2		
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Best Practices Recommended

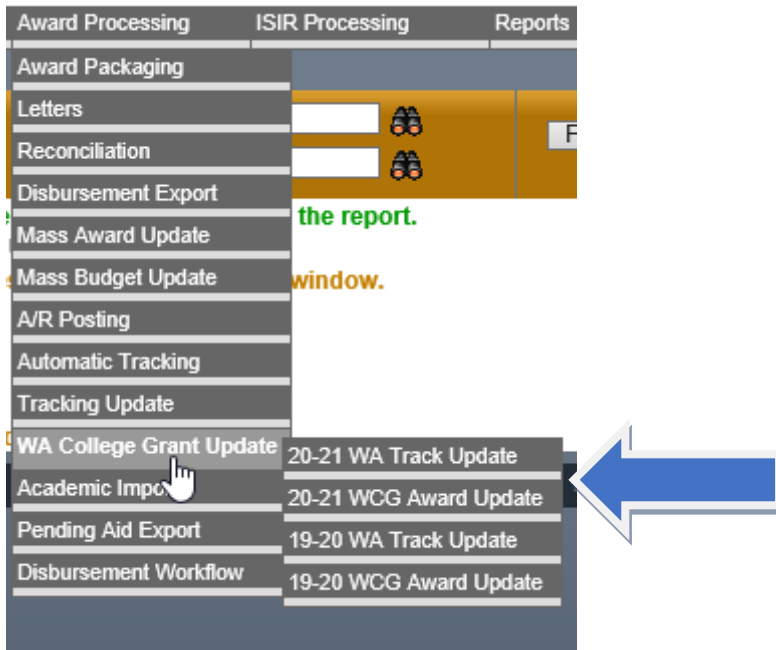
This section lists the recommendations. Some of these have been detailed in the set-up sections of this document.

1. Upload all ISIR data.
Impact: Students without a valid Need record will be indicated by an error on the WCG report.
2. When WCG is awarded, enter the received date on the WA Track Item.
Impact: This prevents the amount in the WA Track Item Comment field from changing on a subsequent Need calculation
3. When scheduling the jobs, identify and utilize the track items that prevent a student from receiving WCG aid (for example, terminated).

Running the WCG Update Processes

The two 20-21 WCG Update Processes are available from the Award Processing tab.

Award Processing -> WA College Grant Update



The following sections describe each of the update processes.

20-21 WA Track Note Update

After WSAC has released the new WCG Maximum Grant amounts, you will want to update the WA Track record's Comment (Note) field to reflect the new Maximum amount. You may run as many preliminary reports as needed before running the final report.

Note: A student's Frozen status (from the FinAid screen) is not compared during this process, therefore Frozen students and Non-Frozen students are treated identically.

2020-21 WA College Grant WA Track Note Update Process [2020-21 WA College Grant Update Process Documentation](#)

Institution and Award Year HAPPY VALLEY COLLEGE (01)-2020-21 ▼

List WA Track records containing Old Amount
 Exclude WA-IN Track Records
 List WA Track records containing New Amount
 Exclude WA Track Records Received
 List WA Track records not containing Old nor New Amount

Report Sort Sequence

WA Track Note / Name
 WA Track Note / Id
 Student Name
 Student Id

2020-21 MFI Range	0-55% MFI	56-60% MFI	61-65% MFI	66-70% MFI	71-75% MFI	76-100% MFI
2020-21 Max. Grant	100% Awd	70% Awd	60% Awd	50% Awd	24.5% Awd	10% Awd
Old Amts	<input type="text" value="4108"/>	<input type="text" value="2876"/>	<input type="text" value="2465"/>	<input type="text" value="2054"/>	<input type="text" value="1006"/>	<input type="text" value="0411"/>
New Amts	<input type="text" value="4190"/>	<input type="text" value="2933"/>	<input type="text" value="2514"/>	<input type="text" value="2095"/>	<input type="text" value="1027"/>	<input type="text" value="0419"/>

Report Only
 Update Track Records

Example of a WA Track record with the “old” Maximum Grant amount

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
WA	STATE NEED GRANT NOMINEE	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	EL	<input type="text" value="2876-"/>	Attach	<input type="checkbox"/>

The selections on the **2020-21 WA College Grant WA Track Note Update Process** screen:

Institution and Award Year

The default (and only value) is for the year 2020-21.

List options (select one):

<input checked="" type="radio"/> List WA Track records containing Old Amount	<input type="checkbox"/> Exclude WA-IN Track Records
<input type="radio"/> List WA Track records containing New Amount	<input type="checkbox"/> Exclude WA Track Records Received
<input type="radio"/> List WA Track records not containing Old nor New Amount	

• **List WA Track records containing Old Amount** (default)

This option lists WA Track records where the Comment (Note) field contains any of the “old” WA Max Grant amounts as displayed at the bottom of the screen. These values default to the N21/AGENCY **WA-GRANT-PRIOR** values.

WA-GRANT-PRIOR	0411-1006-2054-2465-2876-4108-0000-20		
----------------	---------------------------------------	--	--

• **List WA Track records containing New Amount**

This option lists WA Track records where the Comment (Note) field contains any of the “new” WA Max Grant amounts as displayed at the bottom of the screen. These values default to the N21/AGENCY **WA-GRANT** values.

WA-GRANT	0419-1027-2095-2514-2933-4190-0000-20		
----------	---------------------------------------	--	--

• **List WA Track records not containing Old nor New Amount**

This option lists WA Track records where the Comment (Note) field does NOT contain any of the “old” or “new” WA Max Grant amounts as displayed at the bottom of the screen. These values default to the N21/AGENCY **WA-GRANT-PRIOR** and **WA-GRANT** values.

WA-GRANT	0419-1027-2095-2514-2933-4190-0000-20		
WA-GRANT-PRIOR	0411-1006-2054-2465-2876-4108-0000-20		

Exclude WA-IN Track Records (defaults to include)

Exclude WA-IN Track Records

The default option (not checked) is to INCLUDE Track Records with a Notation Code of IN (Ineligible for WCG). This is useful to list or update records that contain the “old” WCG Maximum Grant amount even if the student is not eligible.

Example:

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
WA	STATE NEED GRANT NOMINEE				IN	2876-	Attach	<input type="checkbox"/>

Hint: Check this option when using the selection to List WA Track records not containing the Old nor New Amount to exclude these records since many times the IN records either have a blank Comment (Note) field or something other than a numeric value.

List WA Track records containing Old Amount
 Exclude WA-IN Track Records

List WA Track records containing New Amount
 Exclude WA Track Records Received

List WA Track records not containing Old nor New Amount

An example of a record excluded from the report with the above options:

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
WA	STATE NEED GRANT NOMINEE	11/09/2018			IN	INELIG.-SCHOOL YEAR	Attach	<input type="checkbox"/>

Exclude WA Track Records Received (defaults to include)

Exclude WA Track Records Received

The default option (not checked) is to INCLUDE Track Records with a non blank Date Received. Check the option is you want to exclude these track records from the process.

Example:

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
WA	STATE NEED GRANT NOMINEE			02/02/2020	EL	2876-	Attach	<input type="checkbox"/>

Sort Sequence (chose one)

Report Sort Sequence

WA Track Note / Name
 WA Track Note / Id
 Student Name
 Student Id

- **WA Track Note / Name** (default)

This option will list the report by WA Track Note (Comment), then by Student Name.

- **WA Track Note / Id**

This option will list the report by WA Track Note (Comment), then by Student Id.

- **Student Name**

This option will list the report by Student Name.

- **Student ID**

This option will list the report by Student Id.

2020-21 WA Max Grant Amounts (by MFI Percent)

The two groups of numbers below are used to select the records for the report as described below. The selection compares the amounts values listed with the first 4 characters in the WA Track record Comment (Note) field.

2020-21 MFI Range	0-55% MFI	56-60% MFI	61-65% MFI	66-70% MFI	71-75% MFI	76-100% MFI
2020-21 Max Grant	100% Awd	70% Awd	60% Awd	50% Awd	24.5% Awd	10% Awd
Old Amts	<input type="text" value="4108"/>	<input type="text" value="2876"/>	<input type="text" value="2465"/>	<input type="text" value="2054"/>	<input type="text" value="1006"/>	<input type="text" value="0411"/>
New Amts	<input type="text" value="4190"/>	<input type="text" value="2933"/>	<input type="text" value="2514"/>	<input type="text" value="2095"/>	<input type="text" value="1027"/>	<input type="text" value="0419"/>

Sample of WA Track record:

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
WA	STATE NEED GRANT NOMINFF	<input type="text" value=""/>	<input type="text" value=""/>	02/02/2020	EL	<input type="text" value="1190-"/>	Attach	<input type="checkbox"/>

Old Amts (6 values)

The “old” amounts listed below are used to select records when the “List WA Track records containing Old Amount” is selected or when the “Update Track Records” option is selected.

2020-21 MFI Range	0-55% MFI	56-60% MFI	61-65% MFI	66-70% MFI	71-75% MFI	76-100% MFI
2020-21 Max Grant	100% Awd	70% Awd	60% Awd	50% Awd	24.5% Awd	10% Awd
Old Amts	<input type="text" value="4108"/>	<input type="text" value="2876"/>	<input type="text" value="2465"/>	<input type="text" value="2054"/>	<input type="text" value="1006"/>	<input type="text" value="0411"/>

The values above default to the values contained in the N21/AGENCY **WA-GRANT-PRIOR** entry.

Value	Description	Edit	Delete
WA-GRANT	0419-1027-2095-2514-2933-4190-0000-20		
WA-GRANT-PRIOR	0411-1006-2054-2465-2876-4108-0000-20		

New Amts (6 values)

The “new” amounts listed below are used to select records when the “List WA Track records containing New Amount” is selected.

2020-21 Max Grant	100% Awd	70% Awd	60% Awd	50% Awd	24.5% Awd	10% Awd
Old Amt	<input type="text" value="4108"/>	<input type="text" value="2876"/>	<input type="text" value="2465"/>	<input type="text" value="2054"/>	<input type="text" value="1006"/>	<input type="text" value="0411"/>
New Amt	<input type="text" value="4190"/>	<input type="text" value="2933"/>	<input type="text" value="2514"/>	<input type="text" value="2095"/>	<input type="text" value="1027"/>	<input type="text" value="0419"/>

The values above default to the values contained in the N21/AGENCY **WA-GRANT** entry.

Value	Description	Edit	Delete
WA-GRANT	0419-1027-2095-2514-2933-4190-0000-20		
WA-GRANT-PRIOR	0411-1006-2054-2465-2876-4108-0000-20		

Hint: (use with care)

The amounts listed in both groups may be “overridden”, that is changed. This could be useful if there are a large number of Max Grant Award values listed in the WA Track Comment (Note) field that are not the usual Grant values. This would allow you to update those Track Records by specifying an “Old” amount and the “New” amount value for replacement. ***BE CAREFUL if using this option.***

In the example below the 66-70% values were manually changed from “old” 2054 to 2095. If Update Track records is selected, all WA Track Records with a Comment (Note) field showing 2054 will be updated to 2095.

2020-21 MFI Range	0-55% MFI	56-60% MFI	61-65% MFI	66-70% MFI	71-75% MFI	76-100% MFI
2020-21 Max Grant	100% Awd	70% Awd	60% Awd	50% Awd	24.5% Awd	10% Awd
Old Amt	<input type="text" value="4108"/>	<input type="text" value="2876"/>	<input type="text" value="2465"/>	<input type="text" value="2054"/>	<input type="text" value="1006"/>	<input type="text" value="0411"/>
New Amt	<input type="text" value="4190"/>	<input type="text" value="2933"/>	<input type="text" value="2514"/>	<input type="text" value="2095"/>	<input type="text" value="1027"/>	<input type="text" value="0419"/>

Report Mode (select one)

<input checked="" type="radio"/> Report Only	<input type="radio"/> Update Track Records
--	--

Report Only (default)

This option list the selected records without any update.

Update Track Records

This option updates the selected WA Track records (based on the “Old Amts”) with the associated values in the “New Amts”. When the Update option is selected, the “List WA Track records containing Old Amount” must also be selected.

After chosing all of your selections:

<input type="button" value="Get Report"/>	<input type="button" value="Schedule As Task"/>
---	---

Click the Get Report or Schedule As Task button. (Schedule as Task is recommended).

Report Sample

Sample of a report. The sample report shown below is from the following:

2020-21 WA College Grant WA Track Note Update Process 2020-21 WA College Grant Update Process Documentation

Institution and Award Year: HAPPY VALLEY COLLEGE (01)-2020-21

List WA Track records containing Old Amount
 Exclude WA-IN Track Records

List WA Track records containing New Amount
 Exclude WA Track Records Received

List WA Track records not containing Old nor New Amount

Report Sort Sequence

WA Track Note / Name
 WA Track Note / Id
 Student Name
 Student Id

2020-21 MFI Range	0-55% MFI	56-60% MFI	61-65% MFI	66-70% MFI	71-75% MFI	76-100% MFI
2020-21 Max Grant	100% Awd	70% Awd	60% Awd	50% Awd	24.5% Awd	10% Awd
Old Amts	4108	2876	2465	2054	1006	0411
New Amts	4190	2933	2514	2095	1027	0419

Report Only
 Update Track Records

And the output.

2020-21 WA College Grant Track Note Update Process

FAM2151

02/27/2020 13:55:15

WCTC

01 HAPPY VALLEY COLLEGE Session: C011 WA Track Code: WA

WA Track records not containing Old nor New Amounts

Name (20 chars)	Student ID	WA Track Note (50 chars)	NC	Received Date
ANDERSON ██████	██████████	4708-	EL	
RANEY ██████		4110-	EL	
GROSS ██████		3515-	EL	
COCHRAN ██████		2075-	EL	
AHOLA ██████		1095-	EL	
WA Track records selected	5			

19-20 WCG Awards Update

If your institution created WCG Awards before WSAC released the new WCG Maximum Grant amounts, you will most likely want to update those Award records to reflect the new award amounts based on the new Maximum Grant amount. You may run as many preliminary reports as needed before running any updates.

WCG Award records are those with an Award Code of 09.

2020-21 WA College Grant Award Update Process
2020-21 WA College Grant Update Process Documentation

Institution and Award Year

WA Track Code WA WCG Award Code 09

Report Options (with no Update)

List Students with Old Award amounts Session Start
 List Students with New Award amounts Session End
 List Students with neither Old nor New Award amounts Include \$0 Awards
 List Students with just this Quarterly Award amount

Report Sort Sequence

Student Name Student Id

UPDATE Option

Update Old Quarterly Award Amount with New Quarterly Award Amount

MFI Range	Old Max Grant	Old Award Approx Distributions (for 3 qtr)			New Max Grant	New Awards Approx Distributions (for 3 qtr)		
0-55% MFI 4108		<input type="text" value="1369"/>	<input type="text" value="1369"/>	<input type="text" value="1370"/>	4190	<input type="text" value="1396"/>	<input type="text" value="1397"/>	<input type="text" value="1397"/>
56-60% MFI 2876		<input type="text" value="958"/>	<input type="text" value="959"/>	<input type="text" value="959"/>	2933	<input type="text" value="977"/>	<input type="text" value="978"/>	<input type="text" value="978"/>
61-65% MFI 2465		<input type="text" value="821"/>	<input type="text" value="822"/>	<input type="text" value="822"/>	2514	<input type="text" value="838"/>	<input type="text" value="838"/>	<input type="text" value="838"/>
66-70% MFI 2054		<input type="text" value="684"/>	<input type="text" value="685"/>	<input type="text" value="685"/>	2095	<input type="text" value="698"/>	<input type="text" value="698"/>	<input type="text" value="699"/>
71-75% MFI 1006		<input type="text" value="335"/>	<input type="text" value="335"/>	<input type="text" value="336"/>	1027	<input type="text" value="342"/>	<input type="text" value="342"/>	<input type="text" value="343"/>
76-100% MFI 0411		<input type="text" value="137"/>	<input type="text" value="137"/>	<input type="text" value="137"/>	0419	<input type="text" value="139"/>	<input type="text" value="140"/>	<input type="text" value="140"/>



The selections on the **2020-21 WA College Grant Award Update Process** screen:



Institution and Award Year

The default (and only value) is for the year 2020-21.

Report options (select one):

Report Options (with no Update)

List Students with Old Award amounts Session Start 
 List Students with New Award amounts Session End 
 List Students with neither Old nor New Award amounts
 List Students with just this award amount

Limit to Award Status 
 Limit to Package Code 
 Include \$0 Awards

• List Students with Old Award amounts (default)

This option lists WCG Award records (Award Code 09) that match any of the award amounts listed in the “Old Award Approx Distribution” box. The numbers shown in the box are calculated using the Old Max Grant amount (the default being distributed over three quarters).

Please note, these amounts are approximate and may not match quarter by quarter with the amounts on your award records. For example, the line of 684, 685, 685 is the three quarter distribution for a Max Grant of 2054. Your awards may be distributed as 685, 685, 684. However, the report will list all awards containing 684 and 685 regardless of the quarter.

MFI Range	Old Max Grant	Old Award Approx Distribuitions (for 3 qtr)			New Max Grant	New Awards Approx Distribuitions (for 3 qtr)		
0-55% MFI 4108		<input type="text" value="1369"/>	<input type="text" value="1369"/>	<input type="text" value="1370"/>	4190	<input type="text" value="1396"/>	<input type="text" value="1397"/>	<input type="text" value="1397"/>
56-60% MFI 2876		<input type="text" value="958"/>	<input type="text" value="959"/>	<input type="text" value="959"/>	2933	<input type="text" value="977"/>	<input type="text" value="978"/>	<input type="text" value="978"/>
61-65% MFI 2465		<input type="text" value="821"/>	<input type="text" value="822"/>	<input type="text" value="822"/>	2514	<input type="text" value="838"/>	<input type="text" value="838"/>	<input type="text" value="838"/>
66-70% MFI 2054		<input type="text" value="684"/>	<input type="text" value="685"/>	<input type="text" value="685"/>	2095	<input type="text" value="698"/>	<input type="text" value="698"/>	<input type="text" value="699"/>
71-75% MFI 1006		<input type="text" value="335"/>	<input type="text" value="335"/>	<input type="text" value="336"/>	1027	<input type="text" value="342"/>	<input type="text" value="342"/>	<input type="text" value="343"/>
76-100% MFI 0411		<input type="text" value="137"/>	<input type="text" value="137"/>	<input type="text" value="137"/>	0419	<input type="text" value="139"/>	<input type="text" value="140"/>	<input type="text" value="140"/>

• List Students with New Award amounts

This option lists WCG Award records (Award Code 09) that match any of the award amounts listed in the “New Award Approx Distribution” box. The numbers shown in the box are calculated using the New Max Grant amount (the default being distributed over three quarters).

Please note, these amounts are approximate and may not match quarter by quarter with the amounts on your award records. For example, the line of 698, 698, 699 is a three quarter distribution for a Max Grant of 2095. Your awards may be distributed as 699, 698, 698. However, the report will list all awards containing 698 and 699 regardless of the quarter.

MFI Range	Old Max Grant	Old Award Approx Distribuitions (for 3 qtr)			New Max Grant	New Awards Approx Distribuitions (for 3 qtr)		
0-55% MFI	4108	<input type="text" value="1369"/>	<input type="text" value="1369"/>	<input type="text" value="1370"/>	4190	<input type="text" value="1396"/>	<input type="text" value="1397"/>	<input type="text" value="1397"/>
56-60% MFI	2876	<input type="text" value="958"/>	<input type="text" value="959"/>	<input type="text" value="959"/>	2933	<input type="text" value="977"/>	<input type="text" value="978"/>	<input type="text" value="978"/>
61-65% MFI	2465	<input type="text" value="821"/>	<input type="text" value="822"/>	<input type="text" value="822"/>	2514	<input type="text" value="838"/>	<input type="text" value="838"/>	<input type="text" value="838"/>
66-70% MFI	2054	<input type="text" value="684"/>	<input type="text" value="685"/>	<input type="text" value="685"/>	2095	<input type="text" value="698"/>	<input type="text" value="698"/>	<input type="text" value="699"/>
71-75% MFI	1006	<input type="text" value="335"/>	<input type="text" value="335"/>	<input type="text" value="336"/>	1027	<input type="text" value="342"/>	<input type="text" value="342"/>	<input type="text" value="343"/>
76-100% MFI	0411	<input type="text" value="137"/>	<input type="text" value="137"/>	<input type="text" value="137"/>	0419	<input type="text" value="139"/>	<input type="text" value="140"/>	<input type="text" value="140"/>

• **List Students with neither Old nor New Award amounts**

This option lists WCG Award records (Award Code 09) that do NOT match any of the award amounts listed in the “Old Award Approx Distribution” nor the “New Award Approx Distribution” boxes.

• **List Students with just this award amount**

List Students with just this award amount

This option lists WCG Award records (Award Code 09) that matches the amount entered in the associated box. This option is helpful to narrow down the process to only those awards that are updated during a particular run.

Session Start and Session End

For any report and for the update process, a Session Start and Session End must be specified. These values must be between C011 and C015. The Session Start and Session end could be the same value, such as C012 to C012.

Limit to Award Status

To limit the report or update process to awards with a particular Status, input the Status here.

Limit to Package Code

To limit the report or update process to awards to students with a particular Package Code (on their FinAid page), input the Package Code here.

Include \$0 Awards (default is to exclude)

To include awards with zero dollars, check the “Include \$0 Awards” box.

Sort Sequence (chose one)

Report Sort Sequence

Student Name Student Id

- **Student Name** (default)
This option will list the report by Student Name.
- **Student ID**
This option will list the report by Student Id.

UPDATE Option

UPDATE Option

Update Old Award Amount with New Award Amount

- **Old Award Amount**
When the Update Option is selected, an Old Award Amount must be specified. All WCG Awards (Award Code 09) within the Session Start/End range AND matching the Amount specified are selected.
- **New Award Amount**
When the Update Option is selected, a New Award Amount must be specified. All WCG Awards (Award Code 09) within the Session Start/End range that we selected using the Old Award Amount are updated with the New Award Amount.

2020-21 WA Max Grant Amounts (by MFI Percent) and Award Distributions

The two groups of numbers below are used to select the records for the report as described below. The selection compares the amounts values listed with the WCG Award (Code 09) amount values.

MFI Range	Old Max Grant	Old Award Approx Distributions (for 3 qtr)			New Max Grant	New Awards Approx Distributions (for 3 qtr)		
0-55% MFI	4108	<input type="text" value="1369"/>	<input type="text" value="1369"/>	<input type="text" value="1370"/>	4190	<input type="text" value="1396"/>	<input type="text" value="1397"/>	<input type="text" value="1397"/>
56-60% MFI	2876	<input type="text" value="958"/>	<input type="text" value="959"/>	<input type="text" value="959"/>	2933	<input type="text" value="977"/>	<input type="text" value="978"/>	<input type="text" value="978"/>
61-65% MFI	2465	<input type="text" value="821"/>	<input type="text" value="822"/>	<input type="text" value="822"/>	2514	<input type="text" value="838"/>	<input type="text" value="838"/>	<input type="text" value="838"/>
66-70% MFI	2054	<input type="text" value="684"/>	<input type="text" value="685"/>	<input type="text" value="685"/>	2095	<input type="text" value="698"/>	<input type="text" value="698"/>	<input type="text" value="699"/>
71-75% MFI	1006	<input type="text" value="335"/>	<input type="text" value="335"/>	<input type="text" value="336"/>	1027	<input type="text" value="342"/>	<input type="text" value="342"/>	<input type="text" value="343"/>
76-100% MFI	0411	<input type="text" value="137"/>	<input type="text" value="137"/>	<input type="text" value="137"/>	0419	<input type="text" value="139"/>	<input type="text" value="140"/>	<input type="text" value="140"/>

Report Mode (select one)

After choosing all of your selections:

Click the Get Report or Schedule As Task button. (Schedule as Task is recommended).

Report Sample

Sample of a report. The sample report shown below is from the following, selecting students with the New Award Amounts for Sessions C011 through C015.

2020-21 WA College Grant Award Update Process 2020-21 WA College Grant Update Process Documentation

Institution and Award Year:

WA Track Code: **WA** WCG Award Code: **09**

Report Options (with no Update)

List Students with Old Award amounts

List Students with New Award amounts

List Students with neither Old nor New Award amounts

List Students with just this Quarterly Award amount

Session Start: Limit to Award Status:

Session End: Limit to Package Code:

Include \$0 Awards

Report Sort Sequence

Student Name Student Id

UPDATE Option

Update Old Quarterly Award Amount with New Quarterly Award Amount

MFI Range	Old Max Grant	Old Award Approx Distributions (for 3 qtr)			New Max Grant	New Awards Approx Distributions (for 3 qtr)		
0-55% MFI	4108	<input type="text" value="1369"/>	<input type="text" value="1369"/>	<input type="text" value="1370"/>	4190	<input type="text" value="1396"/>	<input type="text" value="1397"/>	<input type="text" value="1397"/>
56-60% MFI	2876	<input type="text" value="958"/>	<input type="text" value="959"/>	<input type="text" value="959"/>	2933	<input type="text" value="977"/>	<input type="text" value="978"/>	<input type="text" value="978"/>
61-65% MFI	2465	<input type="text" value="821"/>	<input type="text" value="822"/>	<input type="text" value="822"/>	2514	<input type="text" value="838"/>	<input type="text" value="838"/>	<input type="text" value="838"/>
66-70% MFI	2054	<input type="text" value="684"/>	<input type="text" value="685"/>	<input type="text" value="685"/>	2095	<input type="text" value="698"/>	<input type="text" value="698"/>	<input type="text" value="699"/>
71-75% MFI	1006	<input type="text" value="335"/>	<input type="text" value="335"/>	<input type="text" value="336"/>	1027	<input type="text" value="342"/>	<input type="text" value="342"/>	<input type="text" value="343"/>
76-100% MFI	0411	<input type="text" value="137"/>	<input type="text" value="137"/>	<input type="text" value="137"/>	0419	<input type="text" value="139"/>	<input type="text" value="140"/>	<input type="text" value="140"/>

2020-21 WA College Grant Awards Update Process

FAM2161 WCTC

02/27/2020 14:41:35

01 HAPPY VALLEY COLLEGE Session: C011 - C015 WCG Award Code: 09

WCG New Amounts = 1396 1397 1397 977 978 978 838 838 838

 698 698 699 342 342 343 139 140 140

Name (20 chars)	Student ID	Pk	NC	WA Track Note (50 chars)	Yr	Ses	Amount	Stat	Misc 1	Misc 2	Source
ABELLA [REDACTED]	[REDACTED]	9L	EL	0419-	C012		140.00	2			FAM2161
					C013		140.00	2			FAM2161
					C014		140.00	2			FAM2161
BECKMAN [REDACTED]	[REDACTED]	9L	EL	4190-	C012		1396.00	2			FAM2161
					C013		1396.00	2			FAM2161
					C014		1397.00	2			FAM2161
BROWN [REDACTED]	[REDACTED]	9L	EL	4190-	C012		1396.00	2			FAM2161
					C013		1396.00	2			FAM2161
					C014		1397.00	2			FAM2161

UPDATE Sample Report

Sample of an UPDATE. The sample report shown below is from the following:

2020-21 WA College Grant Award Update Process 2020-21 WA College Grant Update Process Documentation

Institution and Award Year: HAPPY VALLEY COLLEGE (01)-2020-21

WA Track Code: **WA** WCG Award Code: **09**

Report Options (with no Update)

List Students with Old Award amounts
 List Students with New Award amounts
 List Students with neither Old nor New Award amounts
 List Students with just this Quarterly Award amount

Session Start: C011
 Session End: C015

Limit to Award Status:
 Limit to Package Code:
 Include \$0 Awards

Report Sort Sequence

Student Name
 Student Id

UPDATE Option

Update Old Quarterly Award Amount: 821 with New Quarterly Award Amount: 838

MFI Range	Old Max Grant	Old Award Approx Distributions (for 3 qtr)			New Max Grant	New Awards Approx Distributions (for 3 qtr)		
0-55% MFI 4108		1369	1369	1370	4190	1396	1397	1397
56-60% MFI 2876		958	959	959	2933	977	978	978
61-65% MFI 2465		821	822	822	2514	838	838	838
66-70% MFI 2054		684	685	685	2095	698	698	699
71-75% MFI 1006		335	335	336	1027	342	342	343
76-100% MFI 0411		137	137	137	0419	139	140	140

2020-21 WA College Grant Awards Update Process

FAM2161 WCTC

02/27/2020 15:11:16

01 HAPPY VALLEY COLLEGE Session: C011 - C015 WCG Award Code: 09

Update Old Amount = 821 with New Amount = 838

Name (20 chars)	Student ID	Pk	NC	WA Track Note (50 chars)	Yr Ses	Amount	Stat	Misc 1	Misc 2	Source
AHOLA		9L	EL	1095-	C012	821.00	2			FAM502
					C013	821.00	2			FAM502
GROSS		9L	EL	3515-	C013	821.00	2			FAM502
					C014	821.00	2			FAM502
RANEY		9L	EL	4110-	C012	821.00	2			FAM502
					C013	821.00	2			FAM502

Award records UPDATED 6

Notes on Award Update Process report output

Below is a sample of a report and an explanation of the columns on the report.

2020-21 WA College Grant Awards Update Process											
FAM2161											
02/27/2020 15:24:10		WCTC									
01 HAPPY VALLEY COLLEGE			Session: C011 - C015				WCG Award Code: 09				
Awards not containing Old nor New Amounts											
Name (20 chars)	Student ID	Pk	NC	WA Track Note (50 chars)	Yr	Ses	Amount	Stat	Misc 1	Misc 2	Source
ANDERSON ██████	██████	9L	EL	4708-	C012		1250.00	2			FAM502
					C013		1250.00	2			FAM502
					C014		1250.00	2			FAM502
COCHRAN ██████	██████	9L	EL	2075-	C012		950.00	2			FAM502
					C013		950.00	2			FAM502
					C014		950.00	2			FAM502
Award records selected		6									

Session Range:

Session: C011 - C015

WCG Award Code 09

WCG Amounts based on report selection – In this case the Awards not containing Old nor New Amounts were selected.

MFI Range	Old Max Grant	Old Award Approx Distribuitions (for 3 qtr)			New Max Grant	New Awards Approx Distribuitions (for 3 qtr)		
0-55% MFI 4108		<input type="text" value="1369"/>	<input type="text" value="1369"/>	<input type="text" value="1370"/>	4190	<input type="text" value="1396"/>	<input type="text" value="1397"/>	<input type="text" value="1397"/>
56-60% MFI 2876		<input type="text" value="958"/>	<input type="text" value="959"/>	<input type="text" value="959"/>	2933	<input type="text" value="977"/>	<input type="text" value="978"/>	<input type="text" value="978"/>
61-65% MFI 2465		<input type="text" value="821"/>	<input type="text" value="822"/>	<input type="text" value="822"/>	2514	<input type="text" value="838"/>	<input type="text" value="838"/>	<input type="text" value="838"/>
66-70% MFI 2054		<input type="text" value="684"/>	<input type="text" value="685"/>	<input type="text" value="685"/>	2095	<input type="text" value="698"/>	<input type="text" value="698"/>	<input type="text" value="699"/>
71-75% MFI 1006		<input type="text" value="335"/>	<input type="text" value="335"/>	<input type="text" value="336"/>	1027	<input type="text" value="342"/>	<input type="text" value="342"/>	<input type="text" value="343"/>
76-100% MFI 0411		<input type="text" value="137"/>	<input type="text" value="137"/>	<input type="text" value="137"/>	0419	<input type="text" value="139"/>	<input type="text" value="140"/>	<input type="text" value="140"/>

Column headers:

Name (20 chars)	Student ID	Pk	NC	WA Track Note (50 chars)	Yr Ses	Amount	Stat	Misc 1	Misc 2	Source
ANDERSON ██████	██████	9L	EL	4708-	C012	1250.00	2			FAM502
					C013	1250.00	2			FAM502
					C014	1250.00	2			FAM502

Name	example ANDERSON
Student Id	example (blanked out)
Pk = Student Package Code	example 9L
NC = WA Track Record Notation Code	example EL
WA Track Note (Comment)	example 4708-
YrSes on Award	example C012
Amount on Award	example 1250.00
Stat = Status on Award	example 2
Misc1 on Award	none specified on Award
Misc2 on Award	none specified on Award
Source = program that updated award	example FAM502 (from Award Tab)

Source values can include:

- FAM610 – created (or updated) by packaging
- FAM2610 – updated by this program
- FAM502 – created (or updated) on the Award page