1. **The school creates a batch of student records to submit to the Office of Higher Education (OHE) for calculation of state need analysis results and/or State Grant awards.**

* The record format required for state calculation batches is the standard 2021-2022 Decentralized Delivery System (DDS) record format.
* The school should populate fields in Sections A and B of the record format. The school should also populate fields in Sections C and D, unless otherwise noted on the DDS record format. For example, need analysis result fields and term award and payment fields would NOT be populated by the school, since OHE will calculate those results and pass them back to the school on the record. Any field on the trailer record that is used for award and payment totals should be zero filled, since the school will not be submitting award and payment information in state calculation batches.
* The school should use selection logic to identify which records to send in a state calculation batch. In designing selection logic, be sure to:
* Pick up records that need state need analysis results and/or State Grant awards calculated by OHE
* Screen out records for students who do not meet program eligibility requirements (i.e., non-residents, graduate students, students who have already reached the limit on postsecondary attendance, etc.)
* Screen out records that have already had state results calculated and returned by OHE (optional)
* Resubmit records that need new state results calculated due to changes in the any of the data elements used to calculate state need analysis results
* Resubmit records that need new State Grant term award results due to a chance in enrollment level
* The state calculation batch should be separate and distinct from the standard monthly DDS award batch submitted by the school
1. **The school identifies the state calculation batch by giving it the appropriate file name. The file name will distinguish the state calculation batch from a standard monthly DDS batch. If the school uses the SG Web Access screen to upload a calculation batch, the file will automatically be assigned the correct name by OHE if the school selects ‘State Grant Need Analysis Award Calc Batch’ as the type of file it is uploading. However, if the school is submitting the calculation batch via SFTP, the following naming convention should be used:**
* The school should name the state calculation file: **DDSYY\_XXXXXX.ALL**
* The **‘YY**” in the file name stands for the last year of the aid year being processed, e.g., ‘22' for 2021-2022. The **XXXXXX** shown in the above file names represents the school’s 6-character federal college code used by students completing the FAFSA. For example, if Hamline University submitted a calculation batch for 2021-2022, the file name would be: **DDS22\_002354.ALL.**

**3. The school electronically submits the batch to OHE by logging into the SG Web Access screen at:**

[**https://www.ohe.state.mn.us/SSL/SG/index.cfm**](https://www.ohe.state.mn.us/SSL/SG/index.cfm) **and selecting the ‘Upload/Download State Grant Data Files’ option and choosing ‘State Grant Need Analysis Award Calc Batch’ as the file type. If a school uses an automated SFTP process to transmit files instead of uploading the files on the above secure website, the following instructions apply:**

* If the school has not already done so, contact OHE about setting up an SFTP account on OHE’s system. OHE will then provide the school with a username and password.
* The school’s SFTP program should be connected to host: **www.ohe.state.mn.us**. Be sure to use the username and password supplied by OHE.
* The school will automatically be placed in the correct directory. If the SFTP program attempts to change to a different directory after logging on, the school should disable this.
* The file names required by OHE for data batches may not be legal file names on the school’s system. The SFTP program should allow the school to give the remote file (i.e., the file on OHE’s system) a name different from the local file, or at least allow the school to rename it after the file transfer.
* The SFTP program should give the school the choice of doing an ASCII type transfer or a binary (a.k.a. image) type transfer. Please select **ASCII** type transfer.
* Files should be transferred before 6:00 p.m. to be processed the same evening. Otherwise, they will be processed the next evening.

**4. OHE processes all state calculation batches the same evening of the day they were received. A state calculation batch will not be processed if:**

 The file was transmitted after 6:00 p.m. (will be processed the next evening)

* The file name was invalid (applies only to schools using FTP to transmit batches). OHE staff will contact the school if this occurs.

**5. Once processed, OHE will place the processed batch in the school’s directory on OHE’s SG Web Access Screen or in the school’s SFTP directory for those using SFTP. Return files will normally be available to download the next morning. OHE will archive the return files on its database in case the school has questions about the state results.**

* The file name for the return file will be identical to the file name the school used when submitting the batch, with the exception of the extension, which will be ‘.RTN’ on a return file.
* If the school requested state need analysis results, the records returned by OHE will contain the state parent contribution (pos. 1001-1007) and the state independent student contribution/EFC (pos. 994-1000). If the school also requested award calculations, OHE will also populate any of the term award fields for which the school provided tuition and fees and enrollment level. OHE will also populate the federal methodology parent contribution (MHESO-FED-PC pos. 987-993) field for dependent students and the federal methodology EFC (MHESO-FED-EFC pos. (981-986 for both independent and dependent students for informational purposes. **[NOTE: Since the need for a separate state need analysis was eliminated in July 2003, the results passed from OHE on this record for state parent contribution and state independent student contribution will be the results from the federal need analysis.]**
* If the school would like annual awards calculated for all enrollment levels in addition to term award calculations, the school should contact Meghan Flores at (651) 355-0610 or meghan.flores@state.mn.us. These will then be provided in the last 65 characters of filler space on the record format starting in position 1216 (there will be 13 5-character annual award fields starting with Level 3 through Level 15).
* In the event that a student’s record meets the criteria for rejection during the need analysis, both the state parent contribution (pos. 1001-1007) and state independent student contribution/EFC (pos. 994-1000) fields will be populated with an REJ- followed by the appropriate reject code. The reject codes for state need analysis are identical to the reject codes for federal methodology and can be found in the EDE technical reference manual or in the U.S. Department of Education’s ISIR Guide. For example, if the student’s record was rejected for reject reason 11 (marital status inconsistent with base year income), the contribution fields on the record would contain ‘REJ-11.‘ The contribution fields are seven characters in length and will be left justified for alphanumeric values. The State Grant term award fields will NOT be populated by OHE for records that are rejected during the need analysis.
* When OHE processes a student record, the past units of State Grant aid paid to the student for previous aid years are written to the record for the school’s use and can be found in position 1011-1015.

**6. The school’s interface program processes the returned state calculation batch and copies the state need analysis and/or award results from the records to the school’s database**

* The school’s interface program should use the state parent contribution (pos. 1001-1007) for dependent students and the state student contribution/EFC (pos. 994-1000) for independent students. Because the State Grant calculation does not use a student contribution for dependent students, it is not provided on the output record.
* The figures OHE provides for the state parent contribution and the state student contribution/EFC for independent students are 100 percent of the state need analysis results. The state student contribution for independent students is prorated to 38 percent within the State Grant award calculation for independent students without dependents and by 74 percent for independent students with dependents other than a spouse. The state parent contribution for dependent students is prorated to 82 percent within the award calculation.
* The school’s interface program should contain safeguards to prevent moving spaces or alpha values to the school’s database in cases where the state need analysis or award calculation could not be performed by OHE, or if results look questionable. It is recommended that the school’s interface program produce an exception report for these types of cases for further review:
* If either the state parent contribution or independent student contribution fields on the record begin with a value of ‘REJ,’ it means the record was rejected during the state need analysis. In these cases, no contribution or award fields should be moved to the school’s database.
* The school should compare the Federal Methodology parent contribution and EFC provided on the return record with the corresponding results the school has stored on its database from the student’s ISIR record. In cases where OHE’s results differ from those on the school’s database, the record should be reviewed by the financial aid administrator. As a precautionary measure, the school may wish to prevent OHE’s state need analysis and award results from being written to the school’s database in cases where there are discrepancies in federal need analysis results.
* The results returned by OHE are ONLY as valid as the input data supplied by the school. If the school does not send the correct data in the correct fields, the need analysis and award calculations performed by OHE will not be accurate.