



**TEXAS HIGHER EDUCATION
COORDINATING BOARD**
Agency Operations and Communications
P.O. Box 12788 Austin, Texas 78711

LINDA BATTLES, M.P.A.F.F.
Deputy Commissioner
Agency Operations and
Communications/Chief Operating
Officer
512-427-6205
Fax 512-427-6127

KEN MARTIN
Assistant Commissioner for
Financial Services/Chief Financial
Officer
512-427-6173
Fax 512-427-6169

CHARLES W. PULS, Ed.D
Deputy Assistant Commissioner
for Student Financial Aid Programs
512-427-6365
Fax 512-427-6423

ZHEN ZHEN SUN
Assistant Commissioner for
Information Solutions & Services
512-427-6259
Fax 512-427-6447

TONIA SCAPERLANDA
Director
Human Resources
512-427-6193
Fax 512-427-6510

JOHN WYATT
Director
External Relations
512-427-6586
Fax 512-427-6127

TO: Directors of Financial Aid
Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: June 28, 2018

RE: Financial Aid Database (FAD) Reporting Cycle Two – Programming Update

During the FY 2018 FAD reporting cycle two, necessary programming changes to the reporting process were identified and have been placed into production. Enclosed are some clarifications to assist institutions with file processing. An updated FY 2018 FAD Reporting Cycle Two manual will be posted on the Student Financial Aid Programs webpage.

The following are two major programming changes:

Data Element #9 (Exception Codes)

- Increased range from 16 to 17 options.

Data Elements #5 (SSN) and #95 (Student ID)

- The THECB system was inserting a zero if a space was found in Data Element #5 (SSN) which has now been resolved. An error will be generated if the SSN is not 9 characters.

For questions, please send an email to FADB@thehb.state.tx.us or contact Financial Aid Services at (844) 792-2640.

Enclosed: [FY 2018 FAD Reporting Cycle Two Updates](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner