



**TEXAS HIGHER EDUCATION  
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**TO:** Directors of Financial Aid and Grant Reporting Officials  
Public and Private/Independent Institutions of Higher Education

**FROM:** DeChà Reid  
Director, Financial Aid Services

**DATE:** September 30, 2019

**RE:** Financial Aid Database (FAD) Reporting Cycle 3 – FY 2019 (2018-19)

The Texas Higher Education Coordinating Board (THECB) is now accepting files beginning **Sept. 30, 2019**, for the FY 2019 (2018-19) FAD Reporting Cycle 3. **Institutions must complete Cycle 2 before beginning Cycle 3.**

As a reminder, Cycle 3 includes the **Unmatched SSN Report**, which provides a list of student Social Security Numbers (SSN)/Identification (ID) numbers from the FAD file that were not found in the CBM database for Fall 2018 or Spring 2019 (Summer 2019 not included). This report does not identify any errors and should only be reviewed for accuracy. Only files with major discrepancies should be corrected and resubmitted.

For each program that is flagged "**Reconciliation**" on an institution's FAD Reconciliation Report, the institution must complete a thorough review to identify whether adjustments to program totals are needed. Below are additional reconciliation and certification details to be aware of for Cycle 3:

- **Grants and Special Programs:** Institutions will be reconciling the Cycle 3 program totals against the validated totals from Cycle 2. If funds were requested or returned by the institution after Cycle 2 validation, adjustments have been made to account for these transactions.
- **Loan Programs:** Institutions will be reconciling the Cycle 3 program totals against the THECB loan system based on all transactions processed as of Sept. 24, 2019. Student loan details have been uploaded into each institution's **FAD\_Output folder** in MOVEit.

If an institution needs to adjust any program totals with the THECB, use the enclosed [FAD Reconciliation Form](#) to communicate the requested changes. If an institution needs to return funds in order to reconcile a program, send a completed Return of Funds Form (RFF) ([Grants and Special Programs RFF](#) or [Loans RFF](#)) to the THECB. After the funds and form are received, the THECB will update program totals for FAD.

A walk-through of the reconciliation process will be reviewed on **Oct. 22, 2019, at 2 p.m.** during the October monthly webcast.

For FAD-related questions, email [FADB@thechb.state.tx.us](mailto:FADB@thechb.state.tx.us). For general questions, call Financial Aid Services at 844-792-2640 or submit an online inquiry through [CONTACT US](#) (select "Financial Aid Question" for the **Contact Reason**).

Enclosed is the current FAD manual, which is also available on the [Student Financial Aid Programs Information Website](#) under **Online Resources**.

**Enclosed:** [2018-19 Financial Aid Database \(FAD\) Manual](#)