

# **Hazlewood Exemption**

**Institution of Higher Education Procedure Manual**

**TEXAS VETERANS COMMISSION**

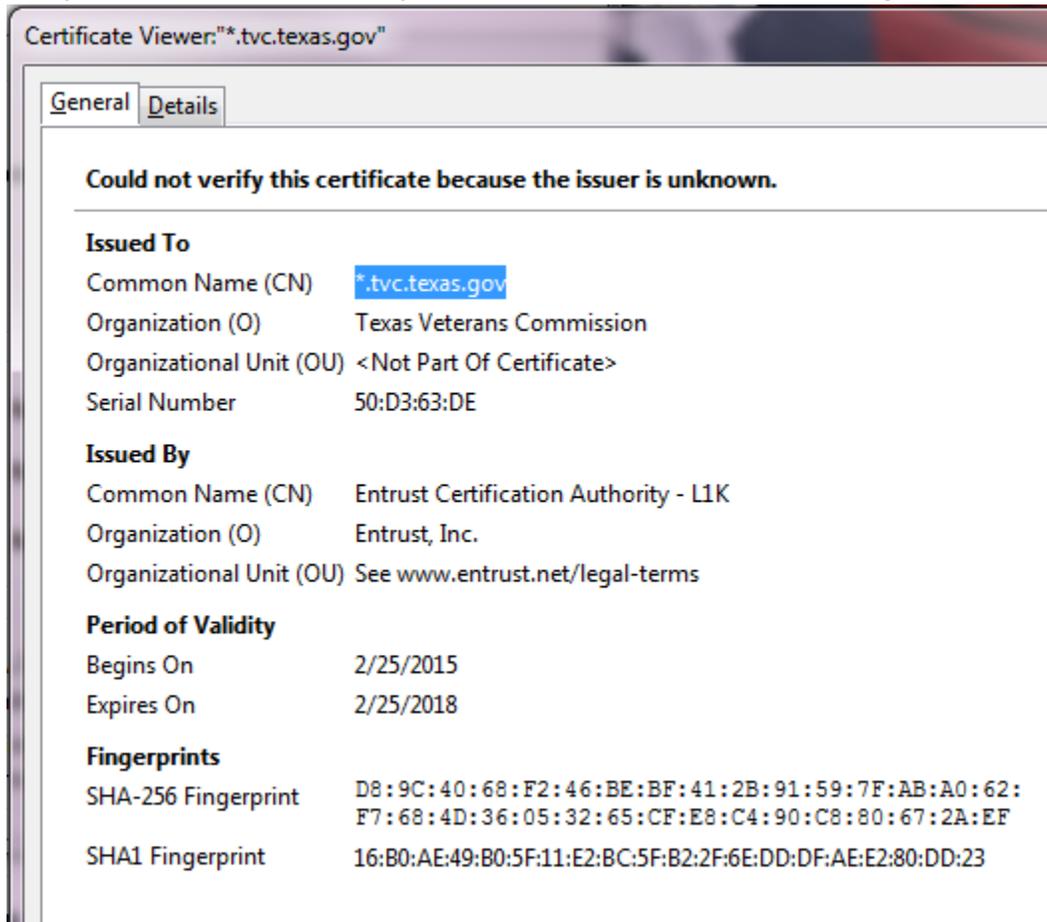
*“Helping Veterans Starts Here”*

**Revision Date: 8/11/2015**

## Overview

The <https://hazlewood.tvc.texas.gov/institutions> web application is the user interface for institutions of higher education to interact with the Hazlewood data base. Among its features are interfaces for users to submit Hazlewood student data either by a specified file format or by a web form and to view reports related to the submission. It has interfaces for viewing Hazlewood records by student or by service member.

The application will work with many web browsers including recent versions of Internet Explorer, Firefox, Chrome but is not optimized for browsers in mobile devices. As there are many version and configuration combinations, the best thing to do is try the browser that you have and report if you have issues that you cannot resolve. Make sure your browser supports the Transport Layer Security (TLS) protocol for securing the connection between your browser and the application server. You may get a warning about having visited an untrusted site. **Carefully read that message and verify that the server certificate you are asked to trust have the following information:**

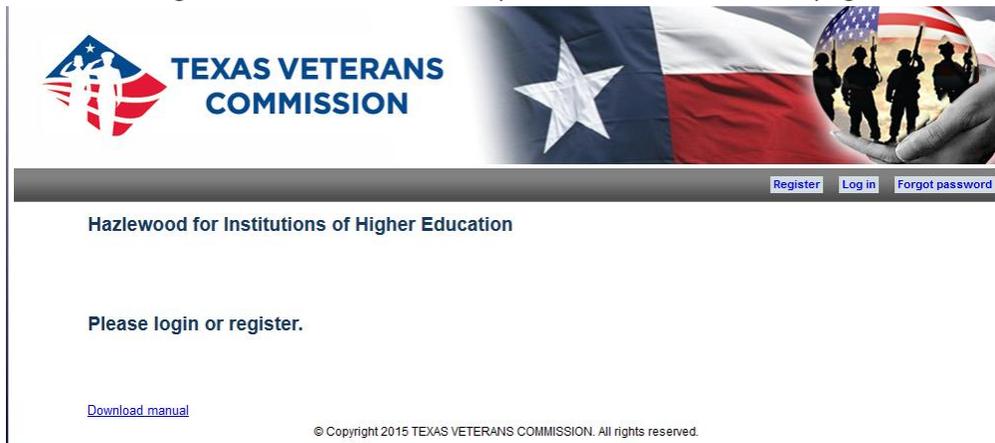


The application require institutions to assign roles to its users. The administrator role manages users, the submitter role submits, updates and deletes student Hazlewood records and the reviewer role views student and veteran records. Each user must register individually and be assigned a role by a user with the administrator role. The initial user with the administrator role can only be assigned by Texas Veterans Education personnel. Thereafter, that user may assign any role to any number of users as well as delete those users at their institution.

## User Registration

All users at an institution of higher education must register and be assigned a role. To register:

1. Visit <https://hazlewood.tvc.texas.gov/institutions> with a compatible web browser. The page should look similar



to this screen shot:

2. Click on the "Register" link. The registration page should look similar to this screen shot:

A screenshot of the registration form. At the top, there are three buttons: "Register", "Log in", and "Forgot password". Below them is the instruction: "Use the form below to create a new account." A text box contains the password requirements: "Passwords are required to be a minimum of 8 characters in length with at least 1 non-alphanumeric character. Your username will be first\_name.last\_name." Below this are four input fields labeled "FICE Code", "First name", "Last name", and "Email address".

3. Complete all fields. Please take care to understand the instruction about passwords.
4. Click the "Register" link button at the bottom. If you have missed any fields, notes will appear by the text box.  
For example:

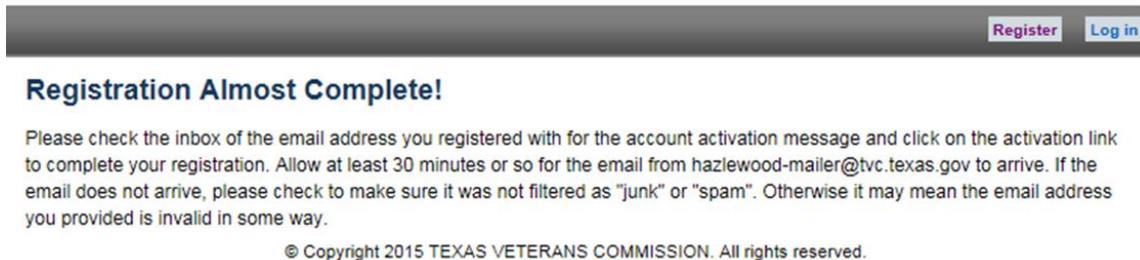
### Password

The password field is required.

### Confirm password

The confirm password field is required.

- When registration succeeds, you will be instructed to check your email to activate your account:



- After activating your account, you now need to notify the user in your institution with the administrator role. If your institution do not yet have such a user, contact Texas Veterans Education personel to assign you a role.

## Logging in

To access any functionality within the application, the user must first log in:

- Visit <https://hazlewood.tvc.texas.gov/institutions> with a compatible web browser.
- Click on the “Log in” link. The resulting page should look similar to this screen shot:

### Hazlewood login for institutions of higher education

**User name**

**Password**

**Remember me?**

**Log in**

Register if you don't have an account.

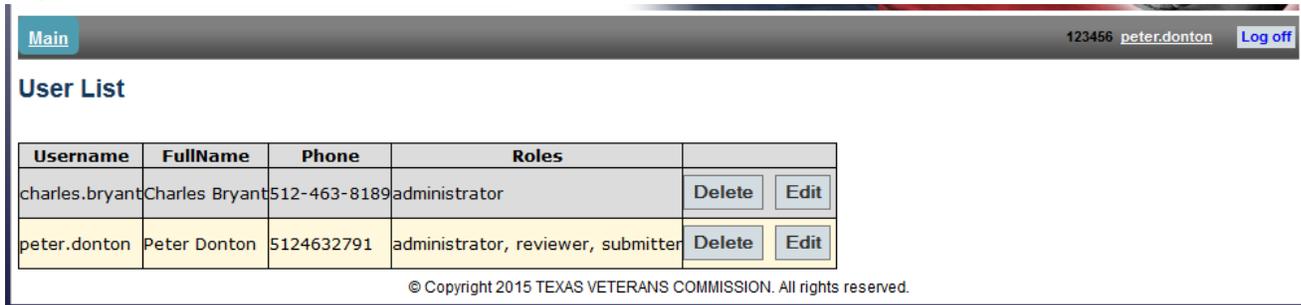
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- Enter your username and password and click the “Log in” link.
- The page you will see next depend on your assigned roles.
- Should you forget your password, click on the “Forgot Password” button on the menu bar.

## Assigning User roles

The application recognizes three roles: administrator, submitter and reviewer. The administrator user may assign any role to any registered user at their institution. To assign a role:

1. Log in (see Logging in). Upon successful log in, click on the “User Roles” link button. You should be taken to a page that looks similar to this screen shot:

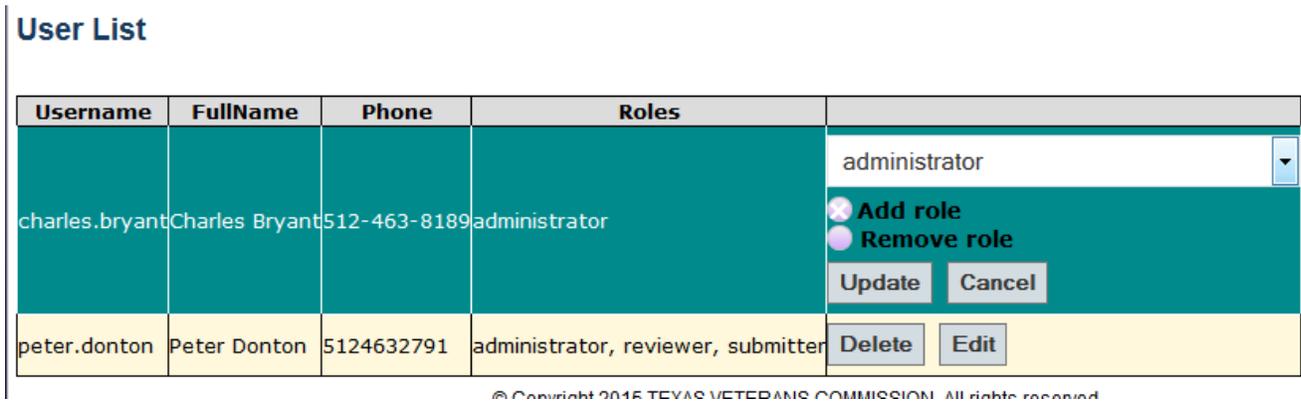


The screenshot shows a web application interface. At the top, there is a navigation bar with a "Main" link on the left and user information "123456 peter.donton" and a "Log off" button on the right. Below the navigation bar is the title "User List". The main content is a table with the following data:

Username	FullName	Phone	Roles	
charles.bryant	Charles Bryant	512-463-8189	administrator	Delete Edit
peter.donton	Peter Donton	5124632791	administrator, reviewer, submitter	Delete Edit

At the bottom of the page, there is a copyright notice: "© Copyright 2015 TEXAS VETERANS COMMISSION. All rights reserved."

- a. To delete a user, click on the “Delete” button at the end of the user’s row. This will completely delete the users account.
2. Find the user whose role you would like to change.
  3. Click on the “Edit” button at the end of the user’s row. The row should expand to look similar to this screen shot:



The screenshot shows the same "User List" page as above, but the row for "charles.bryant" is expanded. The "Roles" column now contains a dropdown menu with "administrator" selected. Below the dropdown are two radio buttons: "Add role" (selected) and "Remove role". At the bottom of the expanded row are "Update" and "Cancel" buttons. The row for "peter.donton" remains visible below it.

4. In the drop down listbox, select the role you would like to assign to the user.
5. Click on the “Add role” radio button. Similarly, click on the “Remove role” radio button to remove a role.
6. Click on the “Update” button. The user should now have the desired role.

# Submission of Data File

Reporting Period	Report Due Date
Fall	January 31 <sup>st</sup>
Spring	June 30 <sup>th</sup>
Summer	September 30 <sup>th</sup>

## Submitting a student exemption record with a web browser form

Data for a student exemption records may be submitted with a compatible web browser. The user must have the submitter role. To submit a record:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for "Submission Report", "Web Form" and "File Upload".
2. Click on the "Web Form" button. You should be taken to a page that looks like this screen shot:

## Submit Exemption Report

Enter all required fields and click submit. Correct any errors until accepted.

**Recipient SSN (#####)**

**Recipient last name**

**Recipient first name**

**Recipient middle initial**

**Recipient Zip code**

**Recipient date of birth (MMDDYYYY)**

- Populate all fields. The fields correspond to fields in the Hazlewood Exemption Data Record Format and perform the same edit checks.
- Click the “Submit” link button at the bottom of the form. If any field fail edit checks or otherwise cause the record to be rejected, a message between the field name and its associated text box should appear notifying you

**Type of hours used**

**Hours Type must be 1, 2, 3, or 4**

Select type of hours used

**Value of exemption (#####)**

**Dollar Value must be greater than \$20**

1000

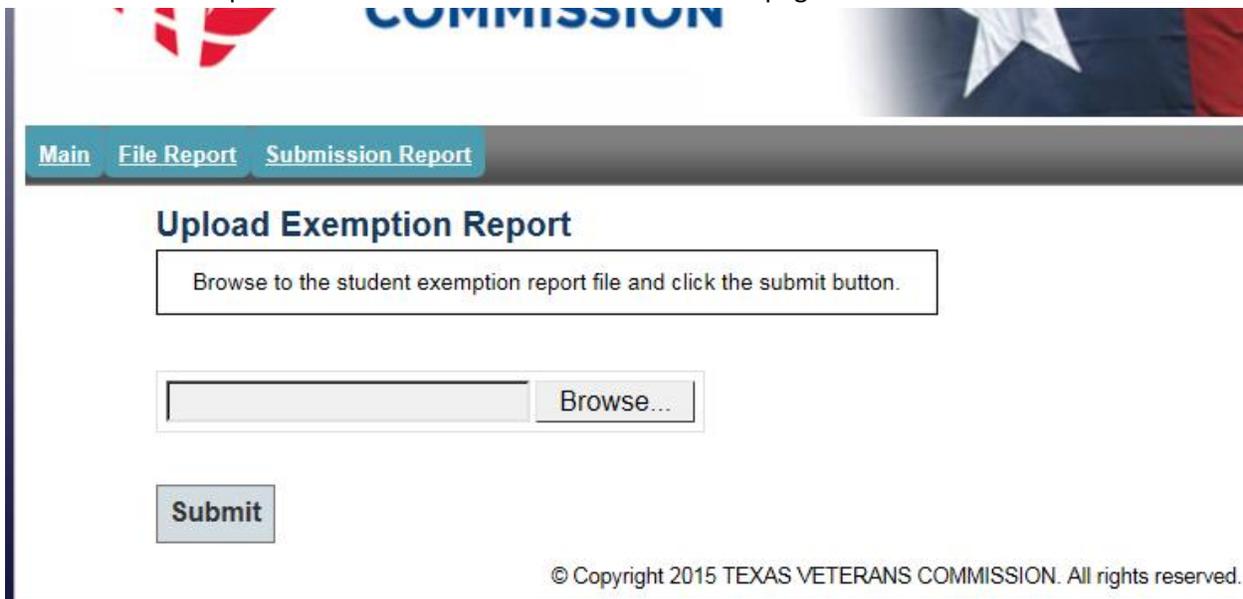
of the reason. For example:

- Correct all fields and repeat step 2 and 3 as necessary. When a record is accepted, a message will appear indicating success. The form will reset and ready for the next record.

**Submitting student exemption records with a file**

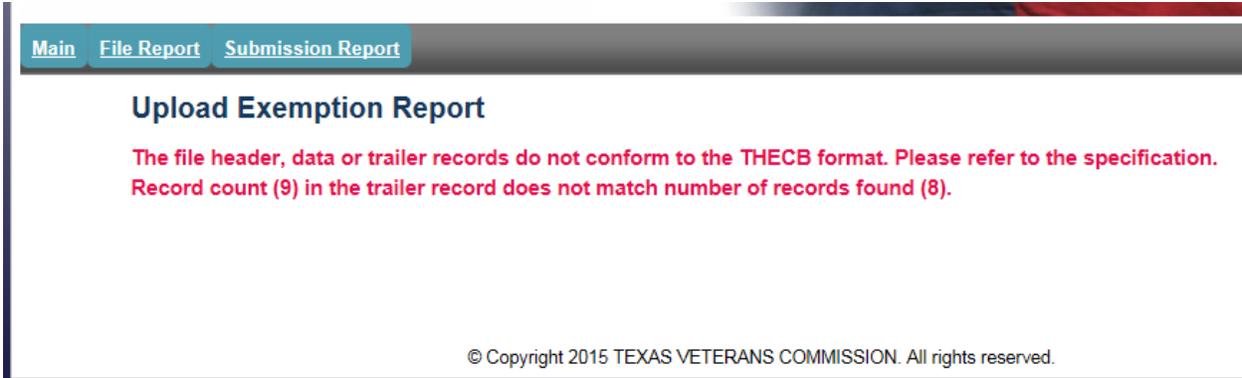
Data for student exemption records may be submitted with a file. The format of the file is specified in the “STUDENT DATA FILE LAYOUT” section at the end of this manual. The user must have the submitter role. To submit a file:

- Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for “Submission Report”, “Web Form” and “File Upload”.
- Click on the “File Upload” link button. You should be taken to a page that looks similar to this screen shot:



- Click on the “Browse...” button. A file chooser dialog should appear. Note this may look slightly different in some browsers.
- Navigate and select your Hazlewood student data file with the file chooser.
- Click “Open” or similar button on the file chooser dialog. The file chooser dialog should dismiss itself.

- Click the "Submit" button. If there are immediate issues with the file, a message should appear indicating reason. For example:



- Correct any issues with the file and repeat step 1 to 6 until a message indicating successful receipt of the file. Something similar to this screen shot:



- Allow some time after submitting for the system to process the file. The submitter will receive and email notification.
- To view file status, click on the "File Report" button. You should be taken to a page similar to this screen shot:

**Main**

## File Report

Id	Filename	Submit Date	Submit By	Status	Accepted	Rejected	Total
12	TestFile01	4/8/2015	peter.donton	Completed	34	30	64
4	nogoodInputText.txt	4/1/2015	peter.donton	Completed	1	0	1
2	nogoodInputText.txt	4/1/2015	peter.donton	Completed	0	0	0
1	goodInputText.txt	4/1/2015	peter.donton	Completed	8	0	8
17	123456File03	11/25/2014	Hazlewood Tester	Completed	0	0	0
16	123456File02	6/4/2014	Hazlewood Tester	Completed	0	0	0
15	123456File01	1/5/2014	Hazlewood Tester	Completed	14	0	14

First 1 Last

- Each row is a file that was submitted.
- The Status column show the current process state of the file. There are three possible states: Received, Processing, and Completed.
- When the file status is Completed, the Accepted, Rejected and Total columns show how many records have been accepted and rejected out of the total records found in the file. NOTE: The Accepted, Rejected and Total columns are not significant until the file Status is Completed.

- d. If there is a number greater than 0 in the Rejected column, click on the number to view the record error report. It should look similar to this screen shot:

The screenshot shows a web interface for the Texas Veterans Commission Hazlewood Program. At the top, there are navigation links for 'Main' and 'File Report', and user information for '123456 peter.donton' with a 'Log off' button. The main heading is '123456 Hazlewood Hours Submission Report'. Below this, it shows the submission date as 4/8/2015, submitted by peter.donton, and the file name as TestFile01. It also indicates that there are 30 records in error out of 64 total records.

Two data records are listed:

- Data Record: 1**
  - Student ID: 952309569
  - Last Name: Ratnakar
  - Zip Code: 786110000
  - Dependent: Y
  - Year: 2012
  - Hazlewood Hours: 10
  - Service Member ID: 999337735
  - Last Name: Fachrul
  - Zip Code: 787730000
  - Date of Birth: 04011953
  - First Name: Chevana
  - Resident: Y
  - In Default: N
  - Semester: 1
  - Federal Hours: 06
  - Date of Birth: 01111967
  - First Name: Koji
  - Meets Initial Time of Entry Requirement: Y
  - MI: N
  - Relation: 4
  - Hours Type: 2
  - Dollar Value: 00090.52
  - MI: D
- Data Record: 2**
  - Student ID: 998933385
  - Last Name: Perrita
  - Zip Code: 787970000
  - Dependent: Y
  - Year: 2012
  - Hazlewood Hours: 12
  - Service Member ID: 937775181
  - Last Name: Gatehouse
  - Zip Code: 786960000
  - Date of Birth: 04021973
  - First Name: Charme
  - Resident: Y
  - In Default: N
  - Semester: 1
  - Federal Hours: 02
  - Date of Birth: 02031963
  - First Name: Wishnov
  - Meets Initial Time of Entry Requirement: Y
  - MI: I
  - Relation: 2
  - Hours Type: 1
  - Dollar Value: 00086.22
  - MI: C

Errors are listed below each record:

- For Data Record 1: Relationship is 'Spouse' (4), Hours Type can NOT be 'Standard' (1) or 'Legacy' (2)
- For Data Record 2: Relationship is NOT 'Self' (0), Hour Type can NOT be 'Standard' (1)

- e. Use your browser menu to save or print this report as you need.

## The Submission Report

After submitting records, either by web form or by file upload, you may want to verify that the data is correct for records that have been accepted. To access the Submission Report page:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for “Submission Report”, “Web Form” and “File Upload”.
2. Click on the “Submission Report” link. You will be taken to a page that looks similar to this screen shot:

The screenshot shows the 'Submission Report' page. At the top, there are navigation links for 'Main' and 'Log off', and user information for '123456 peter.donton'. The main heading is 'Submission Report'. Below this, there is a form with two sections: 'Academic/Fiscal Year' and 'Semester'. The 'Academic/Fiscal Year' section has a text input field containing '2015'. The 'Semester' section has a dropdown menu showing '1 - Fall'. To the right of the dropdown menu are two buttons: 'Go' and 'Download Data'.

3. Enter the academic year and semester of the records you wish to inspect and click the “Go” button.

4. If there are no records found, you will see a “No records found” message. If there are records found, it will look similar to this screen shot:

### Submission Report

**Academic/Fiscal Year**

2012

**Semester**

1 - Fall Go Download Data

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Submit Date	Submitted By
<a href="#">Detail</a>	901201697	Laria, Rosselle B	8	8	100.48	4/8/2015	peter.donton
<a href="#">Detail</a>	905787027	Helfer, Bojka U	9	1	77.88	4/8/2015	peter.donton
<a href="#">Detail</a>	906789010	Aleksandrov, Astede L	10	6	30.21	4/8/2015	peter.donton
<a href="#">Detail</a>	907488712	Durr, Szloboda J	9	1	54.42	4/8/2015	peter.donton

5. If you wish to view all information about the record click on the “Detail” button associated with the record. You should see the row expand like this screen shot:

**Academic/Fiscal Year**

2012

**Semester**

1 - Fall Go Download Data

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Submit Date	Submitted By
<div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="width: 15%;"> <a href="#">Delete</a>  <a href="#">Cancel</a> </div> <div style="width: 85%;"> <p style="margin: 0;"><b>Recipient SSN</b> 901201697</p> <p style="margin: 0;"><b>Recipient Last Name</b> Laria</p> <p style="margin: 0;"><b>Recipient First Name</b> Rosselle</p> <p style="margin: 0;"><b>Recipient Middle Initial</b> B</p> <p style="margin: 0;"><b>Recipient Zip Code</b> 782010000</p> <p style="margin: 0;"><b>Recipient Date of Birth</b> 1/14/1954</p> <p style="margin: 0;"><b>Hazlewood Hours Used</b> 8</p> <p style="margin: 0;"><b>Federal Hours Used</b> 8</p> <p style="margin: 0;"><b>Type of Hours Used</b> Death</p> <p style="margin: 0;"><b>Value of Exemption</b> 100.48</p> <p style="margin: 0;"><b>Relation to Service Member</b> Spouse</p> <p style="margin: 0;"><b>Is Recipient a Dependent</b> N</p> <p style="margin: 0;"><b>Is In Student Loan Default</b> N</p> <p style="margin: 0;"><b>Is Texas Resident</b> Y</p> <p style="margin: 0;"><b>Service Member SSN</b> 960949977</p> <p style="margin: 0;"><b>Service Member Date of Birth</b> 7/4/1978</p> <p style="margin: 0;"><b>Service Member Last Name</b> Noeline</p> <p style="margin: 0;"><b>Service Member First Name</b> Masoomah</p> <p style="margin: 0;"><b>Service Member Middle Initial</b> I</p> <p style="margin: 0;"><b>Service Member Zip Code</b> 782880000</p> <p style="margin: 0;"><b>Is Time of Entry Requirement Met</b> Y</p> </div> </div>							
<a href="#">Detail</a>	905787027	Helfer, Bojka U	9	1	77.88	4/8/2015	peter.donton
<a href="#">Detail</a>	906789010	Aleksandrov, Astede L	10	6	30.21	4/8/2015	peter.donton

- a. Ignore the column headers when viewing details as the fields are oriented vertically to fit all record data.
- b. To delete the record, click on the “Delete” button.
- c. Click the “Cancel” button to dismiss the detail view and return to the summary view.
- d. To alter fields of the record, click on the “Update” button. You will be taken to a page that looks similar to this screen shot:

## Submit Exemption Report

Enter all required fields and click submit. Correct any errors until accepted.

### Recipient SSN (#####)

903426833

### Recipient last name

Clement

### Recipient first name

Piddington

### Recipient middle initial

L

### Recipient Zip code

788610000

- i. See “The Submission Report” for instruction on this page.
  - ii. NOTE: The fields are pre-populated with data of the record you wished to update. However, you will not be able to change the Recipient SSN, Fiscal Year and Semester of the Award. If these fields are what you wanted to change, you will have to delete this record and enter a new one.
6. The “Download Data” button downloads a comma-separated-values (CSV) file of all records in the report term. It has all the fields of the record and an additional field that is the total Hazlewood hours used for that student as of the term. Popular spreadsheet applications should be able to import this file.

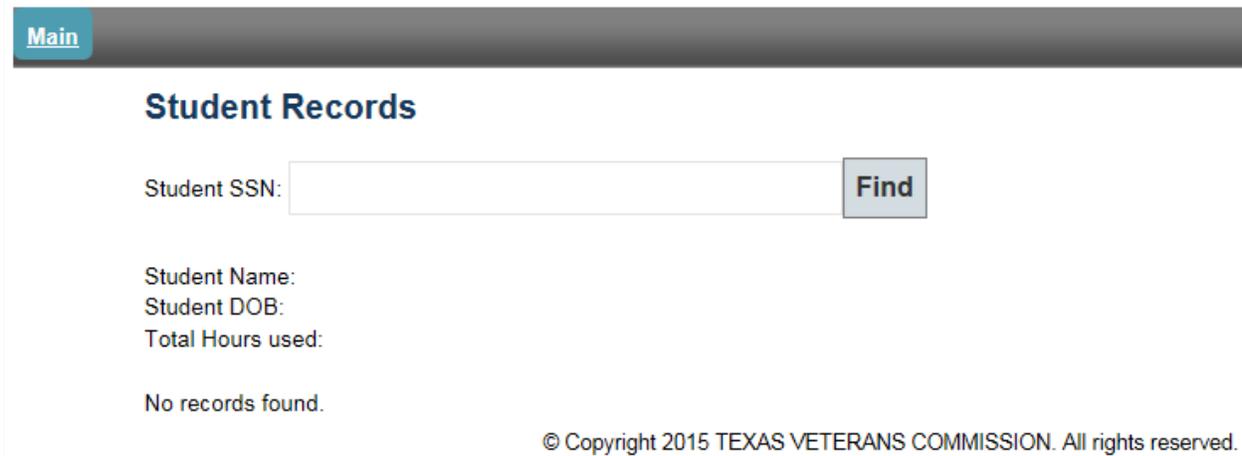
## Viewing Student and Veteran Hours

It may be necessary to view award history of a recipient. This is needed, for example, when verifying the number of Hazlewood hours the student has received. Similarly, hours used associated with a veteran may need to be viewed. To view student and veteran award history, the user must have the reviewer role. To view student hours:

1. Log in (see Logging in). You should be taken to a page that looks similar to this screen shot:



2. Click on the "Student hours" link button. You should be taken to a page similar to this screen shot:



3. Enter the student SSN in the text box and click on the "Find" button.
  - a. If no student with the entered SSN is found, a "No records found" message or similar will be displayed.
  - b. If there are records found, you should see a table similar to this screen shot:

### Student Records

Student SSN:

**Full Name:** Laria, Rosselle B  
**Date of Birth:** 1/14/1954  
**Total Hours used:** 8

Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
2012	Fall	8	8	100.48	Death	123456

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4. Similarly, click on “Veteran hours” in step 2 to view veteran hours. You should see something similar to this screenshot:

## Veteran Records

Veteran SSN:

**Full Name:** Tasuke, Macklen G

**Date of Birth:** 8/17/1995

**Total Standard or Legacy Hours used:** 9

Student	Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
***_**_**51	2012	Fall	9	5	85.35	Legacy	123456

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- a. NOTE: Total hours is only for Standard or Legacy type of hours.

# STUDENT DATA FILE LAYOUT

(FIXED-LENGTH TEXT FILE)

## Header Record Format

Item #	Field Name	Type	Length	Description
1	Record Code	Character	2	Should always be "@H" for the header record
2	Report Type	Character	4	Should always be "HAZL"
3	FICE Code	Numeric	6	This is the 6-digit school identifier
4	Submission Date	Numeric	8	Date file is submitted. Format: MMDDYYYY
5	Reporting Year	Numeric	4	This is the 4-digit State Fiscal Year for the semester being reported.
6	Filler	Character	1	Should always be left blank
7	Description	Character	50	Should always be "Hazlewood Report"

## Trailer Record Format

Item #	Field Name	Type	Length	Value
1	Record Code	Character	2	Should always be "@T" for the trailer record
2	Trailer ID	Character	3	Should always be "EOF"
3	Total Record Count	Numeric	5	Total count of data records in file. Must match the total number of data records or the file will be rejected.

The trailer record contains a record count of the actual number of data records (not including the header and trailer records) in the file. The record count will be used to verify that all records were transferred through the communication system.

## Data Record Structure

Field	Type	Length	Field Description
1	Character	2	Record Code
2	Character	9	Recipient SSN Number
3	Character	30	Recipient's Last Name
4	Character	30	Recipient's First Name
5	Character	1	Recipient's Middle Initial
6	Numeric	9	Recipient's Zip Code
7	Numeric	8	Recipient's Date of Birth
8*	Numeric	4	* Fiscal Year of "Award" *
9	Numeric	1	Semester of "Award"
10	Numeric	2	Hazlewood Hours Used
11	Numeric	2	Federal Hours Used
12	Numeric	1	Type of Hours Used
13	Numeric	7	Value of Exemption
14	Numeric	1	Relation to Service Member
15	Character	1	Is Recipient a Dependent?
16	Character	1	Is Recipient /Service Member in Default on a student loan?
17	Character	1	Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?
18	Numeric	9	Service Member's SSN
19	Numeric	8	Service Member's Date of Birth
20	Character	30	Service Member's Last Name
21	Character	30	Service Member's First Name
22	Character	1	Service Member's Middle Initial
23	Numeric	9	Service Member's Zip Code
24	Character	1	Does Service Member Meet Initial Time of Entry Requirement?

**\* (# 8) Fiscal Year Example:**

- Fiscal year 2014 = (fall 2013, spring 2014, and summer 2014)
- Fiscal year 2015 = (fall 2014, spring 2015, and summer 2015)

## Hazlewood Exemption Data Record Format

**EVERY DATA ELEMENT MUST BE INCLUDED IN EVERY RECORD OF YOUR FILE  
YOUR FILE MUST BE IN A FIXED-LENGTH TEXT FORMAT**

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
1. Record Code	xx	Alphanumeric; left justified; 2 characters  <i>Enter "@D" for every detail record</i>	Error if left blank  Error if <> "@D"	E: blank field  E: invalid entry
2. Recipient SSN Number	xxxxxxxx	Numeric; right justified; 9 characters  <u>Do NOT use dashes or slashes.</u>  <i>You must enter the recipient's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.</i>	Error if left blank	E: blank field
3. Recipient's Last Name	xxxxxxxx xxxxxxxx xxxxxxxx xxx	Alphabetic; left justified; 30 letters  Upper- or Lower-case acceptable	Error if numeric  Error if left blank	E: non-alphabetic  E: blank field
4. Recipient's First Name	xxxxxxxx xxxxxxxx xxxxxxxx xxx	Alphabetic; left justified; 30 letters  Upper- or Lower-case acceptable	Error if numeric  Error is left blank	E: non-alphabetic

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
5. Recipient's Middle Initial	x	Alphabetic; left justified; 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
6. Recipient's Zip Code of Address	99999999 9	Numeric; right justified; 9 digits  <i>If last 4 digits are unknown, enter "0000"</i>	Error if not numeric Error if left blank	E: non-numeric E: blank field
7. Recipient's Date of Birth	mmddyyyy	Numeric; right justified; 8 digits <u>Do NOT use dashes or slashes.</u>  <i>Enter the 2-digit month, 2-digit day and the 4-digit year</i> <i>month range 01 through 12</i> <i>day range 01 through 31</i>	Error if not numeric Error if left blank  Error if mm is out of range of 1-12  Error if dd is out of range of 1-31	E: non-numeric E: blank field  E: month out of range  E: day out of range
8. Fiscal Year of Recipient's "AWARD"  <b>FY 2015</b>	9999	Numeric, right justified; 4 digits  <i>Enter the four digit fiscal year in which the recipient received this award</i>	Error if alphabetic Error if left blank	E: non-numeric E: blank field  E: invalid entry

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
9. Semester of Recipient's "AWARD"	9	Numeric; right justified; 1 digit  1 = Fall 2 = Spring 3 = Summer I 4 = Summer II	Error if not numeric  Error if left blank  Error if < 1 or > 4	E: non-numeric  E: blank field  E: invalid entry
10. Hazlewood Hours Used	99	Numeric; right justified; 2 digits  <i>Enter the number of enrolled hours covered by the Hazlewood Exemption</i>  <i>Use a leading "0" if hours are fewer than 10</i>	Error if not numeric  Error if left blank	E: non-numeric  E: blank field
11. Federal Hours Used	99	Numeric; right justified; 2 digits  <i>Enter the number of enrolled hours covered by a federal program</i>  <i>Use a leading "0" if hours are fewer than 10</i>	Error if not numeric  Error if left blank	E: non-numeric  E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
12. Type of Hours Used	9	Numeric; right justified; 1 digit  1 = Standard Hazlewood hours (Service Member is the Recipient) 2 = Transferred Hazlewood hours (i.e. "Legacy") 3 = Death of Service Member 4 = Disability (100%) of Service Member	Error if not numeric  Error if left blank  Error if < 1 or > 4	E: non-numeric  E: blank field  E: invalid entry
13. Value of Hazlewood Exemption	9999999	Numeric; right justified; 7 digits, including two decimal places  <u>Do NOT use a decimal point.</u>  Example: 0152400 ( <i>This entry describes an exemption amount of \$1524.00</i> )  <i>Enter the monetary amount exempted by the Hazlewood Exemption. Use leading "0's" if amount is less than 1000</i>	Error if not numeric  Error if left blank	E: non-numeric  E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
14. Recipient's Relation to Service Member	9	Numeric; right justified; 1 digit  0 = Self (Recipient is the Service Member) 1 = Biological child 2 = Adopted child 3 = Step-child 4 = Spouse 5 = Claimed as dependent on taxes	Error if not numeric  Error if left blank  Error if < 0 or > 5	E: non-numeric  E: blank field  E: invalid entry
15. Is Recipient a Dependent of Service Member?	x	Alphabetic; right justified; 1 letter  Y = Yes N = No	Error if numeric  Error if left blank  Error if <> "Y" or "N"	E: non-alphabetic  E: blank field  E: invalid entry
16. Is Recipient /Service Member in Default on a student loan?	x	Alphabetic; right justified; 1 letter  Y = Yes N = No	Error if numeric  Error if left blank  Error if <> "Y" or "N"  Error if "Y"	E: non-alphabetic  E: blank field  E: invalid entry  E: ineligible recipient

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
17. Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?	x	Alphabetic; right justified; 1 letter  Y = Yes  N = No	Error if numeric  Error if left blank  Error if <> "Y"	E: non-alphabetic  E: blank field  E: ineligible recipient
18. Service Member's SSN	99999999 9	Numeric; right justified; 9 digits  <u>Do NOT use dashes or slashes.</u>  <i>You must enter the service member's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.</i>	Error if not numeric  Error if left blank	E: non-numeric  E: blank field
19. Service Member's Date of Birth	99999999	Numeric; right justified; 8 digits (mmddyyyy)  <u>Do NOT use dashes or slashes.</u>	Error if not numeric  Error if left blank	E: non-numeric  E: blank field
20. Service Member's Last Name	xxxxxxxx xxxxxxxx xxxxxxxx xxx	Alphabetic; left justified; 30 letters  Upper- or Lower-case acceptable	Error if numeric  Error if left blank	E: non-alphabetic  E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
21. Service Member's First Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx xxx	Alphabetic; left justified; 30 letters  Upper- or Lower-case acceptable	Error if numeric  Error is left blank	E: non-alphabetic  E: blank field
22. Service Member's Middle Initial	x	Alphabetic; left justified; 1 letter  Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
23. Service Member's Zip Code of Address	99999999 9	Numeric; right justified; 9 digits  <i>If last 4 digits are unknown, enter "0000"</i>		
24. Does Service Member Meet Initial Time of Entry Requirement?	X	Alphabetic, right-justified; 1 letter  Y = Yes  N = No	Error if numeric  Error if left blank  Error if <> "Y"	E: non-alphabetic  E: blank field  E: ineligible recipient