Hazlewood Exemption

Institution of Higher Education Database Manual

TEXAS VETERANS COMMISSION

"Helping Veterans Starts Here"

Revision Date: 1/10/2019

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.

The application requires 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
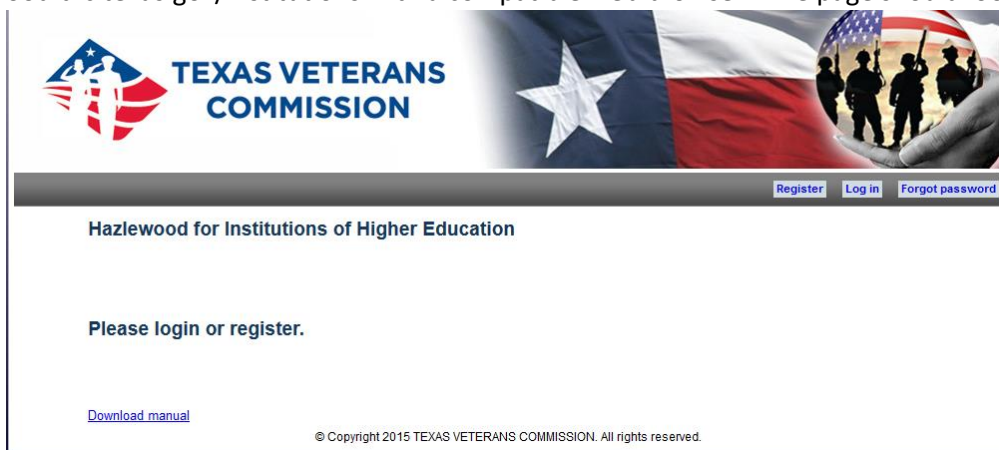
to this screen shot:

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

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:

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

6. 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:

1. Visit https://hazlewood.tvc.texas.gov/institutions with a compatible web browser.

2. 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.
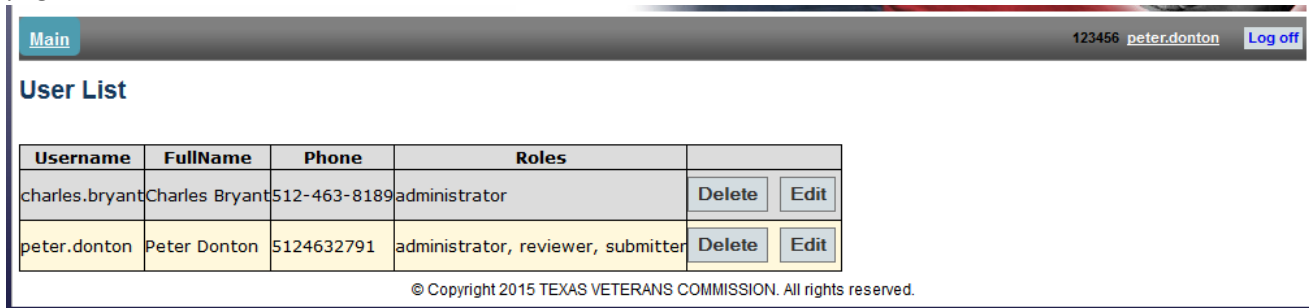
3. Enter your username and password and click the "Log in" link.
4. The page you will see next depend on your assigned roles.
5. Should you forget your password, click on the "Forgot Password" button on the menu bar.

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:
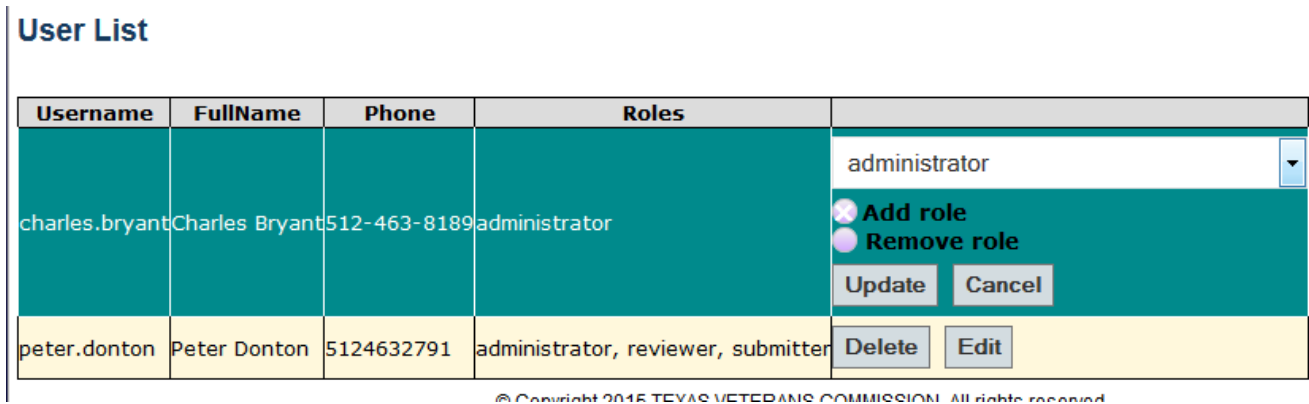
    a. To delete a user, click on the "Delete" button at the end of the user's row. This will completely delete the users account.

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:

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 31st
Spring	June 30th
Summer	September 30th

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", "Submit Exemption", "Submit DD214" and "File Upload".
2. Click on the "Submit Exemption" 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)

3. Populate all fields. The fields correspond to fields in the Hazlewood Exemption Data Record Format and perform the same edit checks.
4. 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:
5. 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 a DD214 record with a web browser form

Data for a DD214 record 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", "Submit Exemption", "Submit DD214" and "File Upload".

2. Click on the "Submit DD214" button. You should be taken to a page that looks like this screen shot:

Submit DD214 Report

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

Service member SSN (#########)

Service member date of birth (MMDDYYYY)

Service member first name

Entry Date (MMDDYYYY)

Separation Date (MMDDYYYY)

Home of record city

Home of record state (2-letter postal abbrev.)

Place of entry city

3. Populate all fields. The fields correspond to fields 25 - 36 in the CSV Format Data Record Structure and perform the same edit checks.

4. 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

Branch
DD214 Branch, Component or Character of Service is out of range

Select Branch ⌄

Component
DD214 Branch, Component or Character of Service is out of range

Select Component ⌄

Service Character
DD214 Branch, Component or Character of Service is out of range

Select Service Character ⌄

Submit   Please check fields for error messages

of the reason. For example:

5. 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.
6. To delete a DD214 record:
   a. Enter the service member SSN, date of birth, first name, entry and separation date.
   b. Upon entering the separation date, the form will populate with the rest of the DD214 data if it is found. The delete button will also appear.
   c. When you are sure, click the delete button to remove that DD214 record.
7. To modify a DD214 record, first delete it (step 6) then enter a new record (step 1).

Submitting student exemption records and DD214 records with a file

Data files in the THECB format for student exemption records and CSV Format for DD214 records may be submitted with a file. The format of the file is specified in the "STUDENT DATA FILE LAYOUT" and "Hazlewood Exemption and Veteran Data Record Format" at the end of this manual. The user must have the submitter role. To submit a file:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for "Submission Report", "Submit Exemption", "Submit DD214" and "File Upload".

2. Click on the "File Upload" link button. You should be taken to a page that looks similar to this screen shot:
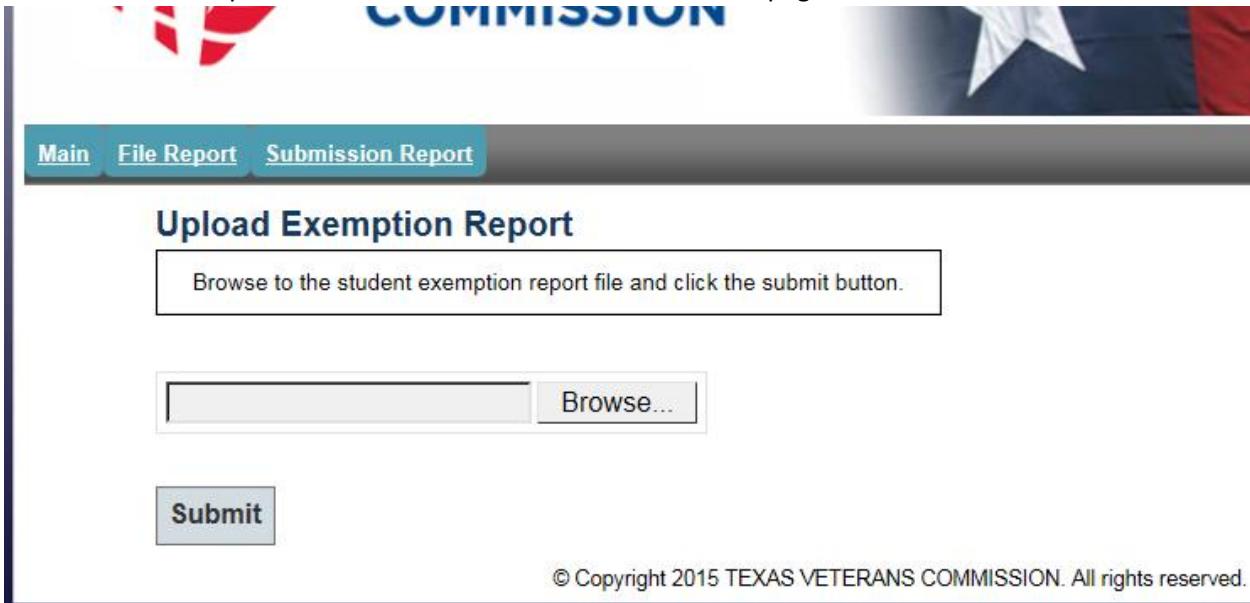
3. Click on the "Browse…" button. A file chooser dialog should appear. Note this may look slightly different in some browsers.
4. Navigate and select your Hazlewood student data file with the file chooser.
5. Click "Open" or similar button on the file chooser dialog. The file chooser dialog should dismiss itself.
6. Click the "Submit" button. If there are immediate issues with the file, a message should appear indicating reason. For example:
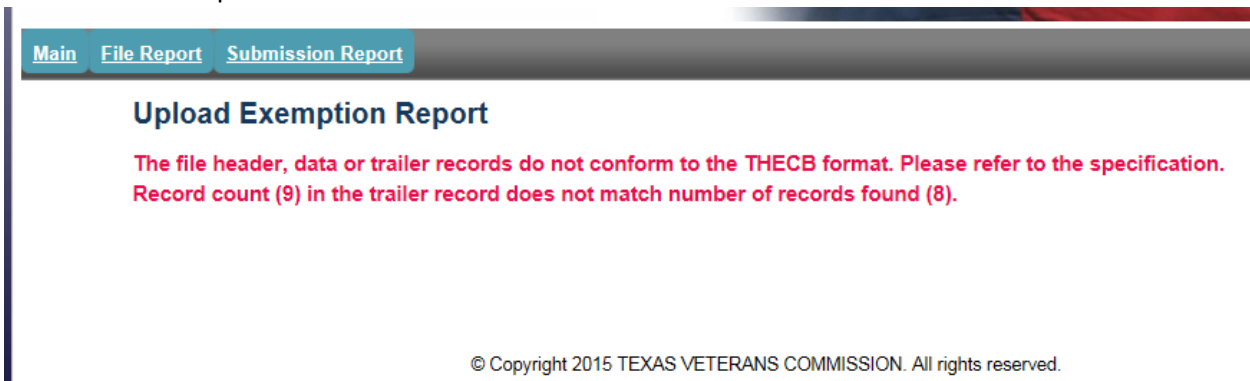
7. Correct any issues with the file and repeat step 1 to 6 until a message indicating succesful receipt of the file. Something similar to this screen shot:

   a. Allow some time after submitting for the system to process the file. The submitter will receive an email notification when a submitted file has completed. There can only one incomplete file at a time.

8. 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

a. Each row is a file that was submitted.
b. The Status column show the current process state of the file. There are three possible states: Received, Processing, and Completed.
c. 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. Also, Exemption records and DD214 records submitted on the same line of the CSV Format are counted separately.
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:

Main File Report   123456 peter.donton   Log off

Texas Veterans Commission

Hazlewood Program

123456 Hazlewood Hours Submission Report

Submission Date: 4/8/2015

Submitted By: peter.donton

File name: TestFile01

Records In Error: 30 / 64

Data Record: 1		
Student ID: 952309569	**Date of Birth:** 04011953	
Last Name: Ratnakar	**First Name:** Chevana	**MI:** N
Zip Code: 786110000	**Resident:** Y	**Relation:** 4
Dependent: Y	**In Default:** N	
Year: 2012	**Semester:** 1	**Hours Type:** 2
Hazlewood Hours: 10	**Federal Hours:** 06	**Dollar Value:** 00090.52
Service Member ID: 999337735	**Date of Birth:** 01111967	
Last Name: Fachrul	**First Name:** Koji	**MI:** D
Zip Code: 787730000	**Meets Initial Time of Entry Requirement:** Y	

Errors:
• Relationship is 'Spouse' (4), Hours Type can NOT be 'Standard' (1) or 'Legacy' (2)

Data Record: 2		
Student ID: 998933385	**Date of Birth:** 04021973	
Last Name: Perrita	**First Name:** Charme	**MI:** I
Zip Code: 787970000	**Resident:** Y	**Relation:** 2
Dependent: Y	**In Default:** N	
Year: 2012	**Semester:** 1	**Hours Type:** 1
Hazlewood Hours: 12	**Federal Hours:** 02	**Dollar Value:** 00086.22
Service Member ID: 937775181	**Date of Birth:** 02031963	
Last Name: Gatehouse	**First Name:** Wishnov	**MI:** C
Zip Code: 786960000	**Meets Initial Time of Entry Requirement:** Y	

Errors:
• Relationship is NOT 'Self' (0), Hour Type can NOT be 'Standard' (1)

Data Record: 3

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:

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
Detail	901201697	Laria, Rosselle B	8	8	100.48	4/8/2015	peter.donton
Detail	905787027	Helfer, Bojka U	9	1	77.88	4/8/2015	peter.donton
Detail	906789010	Aleksandrov, Astede L	10	6	30.21	4/8/2015	peter.donton
Detail	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
Delete Update Cancel		Recipient SSN 901201697 Recipient Last Name Laria Recipient First Name Rosselle Recipient Middle Initial B Recipient Zip Code 782010000 Recipient Date of Birth 1/14/1954 Hazlewood Hours Used 8 Federal Hours Used 8 Type of Hours Used Death Value of Exemption 100.48 Relation to Service Member Spouse Is Recipient a Dependent N Is In Student Loan Default N Is Texas Resident Y Service Member SSN 960949977 Service Member Date of Birth 7/4/1978 Service Member Last Name Noeline Service Member First Name Masoomeh Service Member Middle Initial I Service Member Zip Code 782880000 Is Time of Entry Requirement Met Y						
Detail		905787027	Helfer, Bojka U	9	1	77.88	4/8/2015	peter.donton
Detail		906789010	Aleksandrov, Astede L	10	6	30.21	4/8/2015	peter.donton

    a. Ignore the colum headers when viewing details as the field 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 and DD214 information 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:
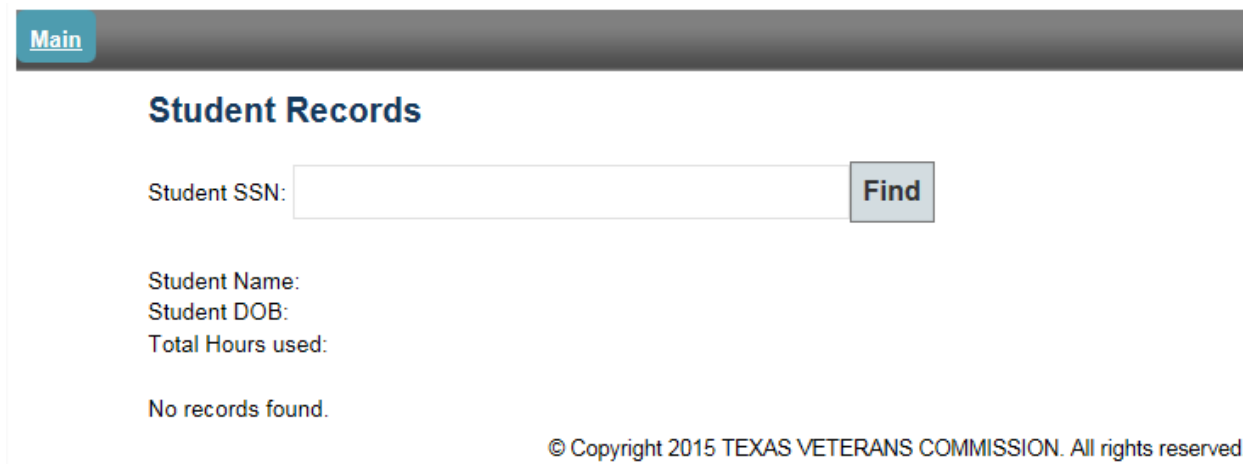
3. Enter the student SSN in the text box and click on the "Find" button.
   a. If no student with the entered SSN is found, a "No records found" message or similar will be displayed.
   b. If there are records found, you should see a table similar to this screen shot:

Student Records

Student SSN: 901201697   [Find]

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

4. Similarly, click on "Veteran hours" in step 2 to view veteran hours and DD214 information. You should see something similar to this screenshot:

Veteran Records

Veteran SSN: [**********] [Find]

Full Name: ▉▉▉▉▉K
Date of Birth: 12/21/1981

Cummulative Service: 7 years; 0 months; 2 days

Home of record city	Home of record state	Place of entry city	Place of entry state	Entry date	Separation date	Years	Months	Days	Branch	Component	Character of service
El Paso	TX	El Paso	TX	12/21/1988	12/21/1989	1	1	1	Navy	ActiveRegular	Uncharacterized
Austin	TX	Austin	TX	12/21/1990	12/21/1994	4	0	0	Army	Reserve	Honorable
Houston	TX	Houston	TX	12/21/1996	12/21/1998	1	11	1	CoastGuard	ActiveRegular	General

Total Standard or Legacy Hours used: 34

Student	Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
▉▉▉K	2009	Fall	6	0	0.00	Standard	DCCCD RICHLAND COLLEGE (Historical-No Longer Used) (008504)

   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	Error if left blank	E: blank field
		Enter "@D" for every detail record	Error if <> "@D"	E: invalid entry
2. Recipient SSN Number	xxxxxxxxx	Numeric; right justified; 9 characters <u>Do NOT use dashes or slashes.</u> *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.*	Error if left blank	E: blank field
3. Recipient's Last Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx 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	xxxxxxxxx xxxxxxxxx xxxxxxxxx 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	999999999	Numeric; right justified; 9 digits *If last 4 digits are unknown, enter "0000"*	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> *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	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" **FY 2015**	9999	Numeric, right justified; 4 digits *Enter the four digit fiscal year in which the recipient received this award*	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 *Enter the number of enrolled hours covered by the Hazlewood Exemption* *Use a leading "0" if hours are fewer than 10*	Error if not numeric Error if left blank	E: non-numeric E: blank field
11. Federal Hours Used	99	Numeric; right justified; 2 digits *Enter the number of enrolled hours covered by a federal program* *Use a leading "0" if hours are fewer than 10*	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 Do NOT use a decimal point. Example: 0152400 (*This entry describes an exemption amount of $1524.00*) *Enter the monetary amount exempted by the Hazlewood Exemption. Use leading "0's" if amount is less than 1000*	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	999999999	Numeric; right justified; 9 digits Do NOT use dashes or slashes. *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.*	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) Do NOT use dashes or slashes.	Error if not numeric Error if left blank	E: non-numeric E: blank field
20. Service Member's Last Name	xxxxxxxxx xxxxxxxxx xxxxxxxxx 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	999999999	Numeric; right justified; 9 digits *If last 4 digits are unknown, enter "0000"*		
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

CSV Format for the Submission of Hazlewood and Servicemember Records

The CSV Format is designed to serve dual purposes for submitting Hazlewood exemption records and for submitting certain service member information associated with those records. The format is based on the existing format specified by the Texas Higher Education Coordinating Board (THECB Format) for submitting Hazlewood records. The format is comma separated values file. In Excel, this is usually the .csv (MS-DOS) file type. More technically, the format conforms with RFC 4180 for the text/csv MIME type. This document describes the fields of the CSV Format and provide an overview of its processing.

This format does not replace the existing fixed-length THECB Format. TVC will continue to process Hazlewood records submitted in that format.

Fields 2 - 24 are Hazlewood exemption record fields. Fields 18 - 22 and 25 - 36 are service member information record fields.

- A header is not necessary and lines that do not have @D in field 1 will be ignored.
- To submit a Hazlewood exemption record only, fields 2 - 24 must be non-empty and fields 25 - 36 must be empty.
- To submit a service member information record only, fields 18 - 22, 25 - 36 must be non-empty and fields 2 - 17, 23 - 24 must be empty.
- To submit both a Hazlewood record and associated service member information, fields 2 - 36 must be non-empty.
- Fields may not be enclosed in double quotes.
- A service member information record will be rejected with in an error if an existing Hazlewood record with matching fields 18, 19 and 21 cannot be found.
- Multiple service member information records may be submitted for each service member. Records with entry (field 29) and separation (field 30) dates that overlap those dates in existing records will be rejected with an error.

CSV Format Data Record Structure

Field	Type	Maximum Length	Field Description
1	Character	2	Record Code
2	Character	9	Recipient's 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" * (see example below)
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 Hazlewood Exemption
14	Numeric	1	Recipient's Relation to Service Member
15	Character	1	Is Recipient a Dependent of a Service Member?
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?
25	Character	30	Home of Record city
26	Character	2	Home of Record state; 2 digit postal abbreviation
27	Character	30	Place of Entry city
28	Character	2	Place of Entry state; 2 digit postal abbreviation
29	Numeric	8	Entry Date
30	Numeric	8	Separation Date
31	Numeric	2	Net Active Service year(s)
32	Numeric	2	Net Active Service month(s)
33	Numeric	2	Net Active Service day(s)
34	Numeric	1	Branch (Army, Air Force, Navy, Marine, Coast Guard)
35	Numeric	1	Component (Active, Reserve, National Guard)
36	Numeric	1	Character of Service (honorable, other than honorable, dishonorable, general, bad conduct, uncharacterized)

Hazlewood Exemption and Veteran Data Record Format

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
1. Record Code	Alphanumeric; 2 characters *Enter "@D" for every detail record*	Error if left blank Error if <> "@D"	E: blank field E: invalid entry
2. Recipient SSN Number	Numeric; empty or 9 characters <u>Do NOT use dashes or slashes.</u> *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.*	Error if left blank	E: blank field
3. Recipient's Last Name	Alphabetic; empty or up to 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	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric Error is left blank	E: non-alphabetic
5. Recipient's Middle Initial	Alphabetic; empty or 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
6. Recipient's Zip Code of Address	Numeric; empty or 9 digits *If last 4 digits are unknown, enter "0000"*	Error if not numeric Error if left blank	E: non-numeric E: blank field
7. Recipient's Date of Birth	Numeric; empty or 8 digits <u>Do NOT use dashes or slashes.</u> *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	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

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
8. **Fiscal Year** of Recipient's "AWARD"	Numeric, empty or 4 digits *Enter the four digit fiscal year in which the recipient received this award*	Error if alphabetic Error if left blank	E: non-numeric E: blank field E: invalid entry
9. Semester of Recipient's "AWARD"	Numeric; empty or 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	Numeric; empty or 2 digits *Enter the number of enrolled hours covered by the Hazlewood Exemption*	Error if not numeric Error if left blank	E: non-numeric E: blank field
11. Federal Hours Used	Numeric; empty or up to 2 digits *Enter the number of enrolled hours covered by a federal program*	Error if not numeric Error if left blank	E: non-numeric E: blank field
12. Type of Hours Used	Numeric; empty or 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

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
13. Value of Hazlewood Exemption	Numeric; empty or 7 digits, including two decimal places Do NOT use a decimal point. Example: 0152400 (*This entry describes an exemption amount of $1524.00*) *Enter the monetary amount exempted by the Hazlewood Exemption. Use leading "0's" if amount is less than 1000*	Error if not numeric Error if left blank	E: non-numeric E: blank field
14. Recipient's Relation to Service Member	Numeric; empty or 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?	Alphabetic; empty or 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?	Alphabetic; empty or 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)	Instructions	Edit Checks	Error Listing Messages
17. Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?	Alphabetic; empty or 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	Numeric; empty or 9 digits Do NOT use dashes or slashes. *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.*	Error if not numeric Error if left blank	E: non-numeric E: blank field
19. Service Member's Date of Birth	Numeric; empty or 8 digits (mmddyyyy) Do NOT use dashes or slashes. *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	Error if not numeric	E: non-numeric
20. Service Member's Last Name	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
21. Service Member's First Name	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
22. Service Member's Middle Initial	Alphabetic; empty or 1 letter Upper- or Lower-case acceptable	Error if numeric	E: non-alphabetic
23. Service Member's Zip Code of Address	Numeric; empty or 9 digits *If last 4 digits are unknown, enter "0000"*		

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
24. Does Service Member Meet Initial Time of Entry Requirement?	Alphabetic, empty or 1 letter Y = Yes N = No	Error if numeric Error if not "Y" or "N"	E: non-alphabetic E: ineligible recipient
25. Home of Record city	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable Use NOT SPECIFIED for unknown city	Error if numeric	E: non-alphabetic
26. Home of Record state	Alphabetic; empty or 2 letters Upper- or Lower-case acceptable Two letter US Postal Service abbreviation; Use ZZ for unknown or foreign countries.	Error if numeric Error if not a valid state	E: non-alphabetic E: not a valid state
27. Place of Entry city	Alphabetic; empty or up to 30 letters Upper- or Lower-case acceptable Use NOT SPECIFIED for unknown city	Error if numeric	E: non-alphabetic
28. Place of Entry state	Alphabetic; empty or 2 letters Upper- or Lower-case acceptable Two letter US Postal Service abbreviation; Use ZZ for unknown or foreign countries.	Error if numeric Error if not a valid state	E: non-alphabetic E: not a valid state
29. Entry Date	Numeric; empty or 8 digits (mmddyyyy) Do NOT use dashes or slashes. *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	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

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
30. Separation Date	Numeric; empty or 8 digits (mmddyyyy) Do NOT use dashes or slashes. *Enter the 2-digit month, 2-digit day and the 4-digit year* *month range 01 through 12* *day range 01 through 31*	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
31. Net Active Service year(s)	Numeric; empty or up to 2 digits	Error if not numeric Error if < 0 or > 99	E: non-numeric
32. Net Active Service month(s)	Numeric; empty or up to 2 digits	Error if not numeric Error if < 0 or > 12	E: non-numeric
33. Net Active Service days(s)	Numeric; empty or up to 2 digits	Error if not numeric Error if < 0 or > 30	E: non-numeric
34. Branch	Numeric; empty or 1 digit 1 Army 2 Air Force 3 Navy 4 Marine Corps 5 Coast Guard	Error if not numeric Error if < 1 or > 5	E: non-numeric E: out range
35. Component	Numeric; empty or 1 digit 1 Active/Regular 2 Reserve 3 National Guard	Error if not numeric Error if < 1 or > 3 Error if 3 and field 34 > 2	E: non-numeric

Data Element (Field)	Instructions	Edit Checks	Error Listing Messages
36. Character of Service	Numeric; empty or 1 digit 1 Honorable 2 Other than Honorable 3 Dishonorable 4 General 5 Bad Conduct 6 Uncharacterized	Error if not numeric Error if < 1 or > 6	E: non-numeric E: out range