

# **Summary of Changes for the Application Processing System**

**2022–2023**

**U.S. Department of Education**



# Change History Table

The Change History table is updated each time the *Summary of Changes for the Application Processing System* guide is modified, providing you with a cumulative list of revisions made to the document.

When the *Summary of Changes for the Application Processing System* guide is modified, the footer is updated to include the revised date. For example, if a change is made to page 9 in September 2021, the footer will show “Rev 9/21.”

<b>Date</b>	<b>Page</b>	<b>Changes/Notes</b>
8/21		<i>Summary of Changes for the Application Processing System</i> guide initial release
9/21	9	Updated the number in college cycle year in the last bullet under Household Information.
9/21	10	Updated the how many in college cycle year in the fourth bullet on the page.

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# Introduction

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## Overview

The *Summary of Changes for the Application Processing System* is designed to meet the reference needs of financial aid administrators (FAAs), National College Attainment Network (NCAN), Federal TRIO program staff, guidance counselors, programmers, and data processing staff. In this guide, we describe updates and enhancements to the 2022-2023 application processing system and to student and school Web products. We recommend you review the information provided in this guide, as some enhancements may require you to modify your office procedures and system operations.

The following sections are included in this guide:

- **Major Changes** – This section provides information about major changes for the 2022-2023 processing cycle and covers the following topic:
  - Changes to the Look and Feel of FAFSA on the Web
- **2022-2023 Application Processing System Schedule** – This section provides important processing deadlines and anticipated document and software release dates.
- **Summary of Changes to the 2022-2023 FAFSA on the Web, MyStudentAid Mobile App, and Paper FAFSA<sup>®</sup> Form** – This section describes changes and enhancements for the 2022-2023 FAFSA on the Web site and myStudentAid mobile application. It also provides descriptions of the paper Free Application for Federal Student Aid (FAFSA) form and FAFSA on the Web Worksheet, explains how to download the electronic documents, and details changes to the documents.
- **Summary of Changes to FAA Access to CPS Online** – This section provides information about FAA Access to CPS Online (FAA Access) enrollment requirements and changes to FAA Access.

- **Summary of Changes to the 2022-2023 Central Processing System** – This section provides information about changes to the U.S. Department of Education’s Central Processing System (CPS). The following areas are described:
  - Database Matches
  - CPS Edits
  - Need Analysis
  - Application Output Sent to Students
  - Student Aid Report (SAR) Comments
  - Mailing Addresses
- **Getting Help** – This section provides contact information for customer service and lists useful documents and Web sites you can access for additional assistance.

In addition to the annual 2022-2023 system updates that we will implement in October 2021, we plan to release other system updates intermittently. Scheduling intermittent releases enables us to continuously improve our Web sites and other systems.

Unless otherwise noted, we are implementing the changes described in this guide in October 2021, at the start of the 2022-2023 processing cycle.

We will describe enhancements implemented during the processing cycle in various future communications posted in the Knowledge Center at [fsapartners.ed.gov/knowledge-center](https://fsapartners.ed.gov/knowledge-center), including [electronic announcements](#) and [updated guides and references](#).

# Major Changes

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## Description of Major Changes

In this section, we typically describe major changes to the application processing system, mobile application, and Web products for 2022-2023, including updates and enhancements resulting from annual and legislative changes. You can find policy and operational guidance in the [Knowledge Center](#).

The Knowledge Center is part of the March 28, 2021 release of [FSA Partner Connect](#) and replaces the Information for Financial Aid Professionals (IFAP) Web site. We previously posted information about the new site in several announcements on [February 25, 2021](#), [March 9, 2021](#), [March 18, 2021](#), and [March 28, 2021](#). FSA Partner Connect is the new Federal Student Aid (FSA) branded digital front door for partners and provides a home for each of the partner-facing Web sites that are often used today. FSA Partner Connect offers major improvements to existing functionality, such as improved search capabilities in the [Federal Student Aid Handbook](#), and new features, such as Partner Dashboard and Partner Profiles.

## Changes to the Look and Feel of FAFSA on the Web

FAFSA on the Web has undergone a visual update to align with the rest of StudentAid.gov. The FAFSA form will now have a similar look and feel to the rest of the site. For example, the color scheme and general design of the views will now conform. Additionally, Correction Entry will now be mobile responsive and align with the design of Initial and Renewal Entry.

# 2022-2023 Application Processing System Schedule

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## Schedule for the 2022-2023 Application Processing System

Beginning in March 2021, we are no longer posting documents to the IFAP Web site. Unless noted otherwise, all documents are available from the [Knowledge Center](#).

Date	Event
March 28, 2021	Federal Student Aid <a href="#">announced</a> the launch of the <a href="#">FSA Partner Connect</a> Web site. It is the new Federal Student Aid-branded digital front door for partners and provides a home for each of the partner-facing Web sites that are often used today. The Knowledge Center is part of the initial release of FSA Partner Connect and replaces the IFAP Web site. FSA Partner Connect provides some major improvements to existing functionality, such as improved search capabilities in the <a href="#">Federal Student Aid Handbook</a> , and new features, such as Partner Dashboard and Partner Profiles. You can find the latest information in the <a href="#">Electronic Announcements library in the Knowledge Center</a> .
May 5, 2021	Federal Student Aid announced the availability of the <a href="#">2022-2023 Electronic Data Exchange (EDE) Technical Reference</a> draft (including the Institutional Student Information Record (ISIR) Record Layout and ISIR Cross-Reference).  The <i>EDE Technical Reference</i> provides programmer specifications and information that can assist you in designing or building your own software to communicate electronically with Federal Student Aid.



Date	Event
June 16, 2021	<p>Federal Student Aid announced the availability of the <a href="#">2022-2023 Electronic Data Exchange (EDE) Technical Reference</a>.</p> <p>The <i>EDE Technical Reference</i> provides programmer specifications and information that can assist you in designing or building your own software to communicate electronically with Federal Student Aid. The <i>EDE Technical Reference</i> includes information about record layouts, required edits, printing, and reject messages.</p>
June 28, 2021	<p>Federal Student Aid announced the availability of the <a href="#">CPS Test System User Guide</a>.</p> <p>This user guide describes the CPS Test System, a system in which you can test electronic application and correction-data transmissions from your system to the CPS (outside of the normal CPS production environment). The test system will be available on September 26, 2021.</p>
July 12, 2021	<p>Federal Student Aid announced the availability of the <a href="#">2022-2023 ISIR Guide</a>. The guide assists FAAs in interpreting applicant information from an ISIR.</p>
July 19, 2021	<p>The Secretary of Education announced the annual updates to the tables used in the statutory “Federal Need Analysis Methodology” to determine an applicant’s Expected Family Contribution (EFC) for the 2022-2023 processing cycle (<a href="#">July 19, 2021 Federal Register [86 FR 38067]</a>).</p>
July 19, 2021	<p>Federal Student Aid announced the availability of the <a href="#">2022-2023 Application Processing System Specifications for Software Developers</a>.</p> <p>The publication provides CPS system edits that can assist you in designing and building your own software to communicate with Federal Student Aid.</p>
August 3, 2021	<p>Federal Student Aid announced the availability of the <a href="#">2022-2023 SAR Comment Codes and Text</a> guide. The guide provides the SAR comment codes, comment text, reject resolutions, and database match information.</p>
August 2021	<p>Federal Student Aid announces the availability of the <i>EFC Formula Guide</i>, pending final 2022-2023 Need Analysis legislative updates. This guide can be used to calculate an EFC.</p>
September 1, 2021	<p>Federal Student Aid announces the availability of the <i>2022-2023 FAFSA.gov Preview Presentation</i>. This Microsoft (MS) PowerPoint presentation contains information and screen shots pertaining to the 2022-2023 FAFSA on the Web site that can be used as a tool for internal staff training or high school night presentations.</p>

<b>Date</b>	<b>Event</b>
September 1, 2021	Federal Student Aid announces the availability of the <i>2022-2023 myStudentAid Preview Presentation</i> . This MS PowerPoint presentation contains information and screen shots pertaining to the 2022-2023 myStudentAid mobile app. This presentation can be used as a tool for internal staff training or high school night presentations.
September 2021	Federal Student Aid announces the availability of the EDEExpress for Windows Packaging Technical Reference. This technical reference provides instructions and record layouts for schools and other organizations that need to integrate their software or systems with the EDEExpress 2022-2023 Packaging module (available October 2022). Record layouts are included for all imports from external systems, such as Packaging Import External Add, Packaging Import External Change, and Packaging Import Add Funds. Packaging module setup guidance and setup worksheets are also provided.
September 26, 2021	The CPS Test System is available. You can test electronic application and correction-data transmissions from your system to the CPS (outside of the normal CPS production environment).
September 26, 2021	The 2022-2023 <i>CPS Web Applications Demo System</i> is available at <a href="http://fafsademo.test.ed.gov">fafsademo.test.ed.gov</a> .
September 28, 2021	Federal Student Aid announces the availability of the EDEExpress for Windows 2022-2023, Release 1.0, which includes Global, Application Processing, and Packaging functionality for the 2022-2023 processing cycle.
October 1, 2021	The 2022-2023 FAA Access to CPS Online Web site ( <a href="http://faaaccess.ed.gov">faaaccess.ed.gov</a> ) is available to FAAs.
October 1, 2021	The 2022-2023 FAFSA on the Web site is available to applicants.
October 1, 2021	The 2022-2023 FAFSA on myStudentAid Mobile App is available to applicants.
October 1, 2021	The Internal Revenue Service Data Retrieval Tool (IRS DRT) is available to 2022-2023 FAFSA applicants.
October 1, 2021	CPS begins processing 2022-2023 applications.
October 2021	The PDF FAFSA form is available for download from the “Resources” page at <a href="http://StudentAid.gov/sa/resources#fafsa">StudentAid.gov/sa/resources#fafsa</a> .
October 2021	The FAFSA on the Web Worksheet PDF is available for download from the “Resources” page at <a href="http://StudentAid.gov/sa/resources#fafsa">StudentAid.gov/sa/resources#fafsa</a> .

<b>Date</b>	<b>Event</b>
October 2021	Applicants and parents can begin requesting up to three copies of the paper FAFSA form from the Federal Student Aid Information Center.
October 2021	Federal Student Aid announces the availability of the final 2022-2023 Application Processing System Specifications for Software Developers.
November 2021	The 2022-2023 Federal School Code List is available online. This document is updated quarterly.
March 2022	EDExpress for Windows 2022-2023, Release 2.0, is available. This software includes the William D. Ford Federal Direct Loan (Direct Loan), Federal Pell Grant (Pell Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant modules for the 2022-2023 cycle.
June 2022	Direct Loan (DL) Tools for Windows, Release 22.0 is available. DL Tools is a supplemental software product for Direct Loan participants and contains Rebuild, Cash Management, and Compare functionalities for the 2020-2021, 2021-2022, and 2022-2023 cycles.
Late June 2022	The CPS accepts 2021-2022 paper and electronic FAFSA forms and renewal FAFSA forms until late June 2022. Watch for a <a href="#">Federal Register notice</a> with the final deadline. Electronic FAFSA forms must be transmitted to and received by the CPS by midnight Central Time (CT) to meet the deadline.
Mid-September 2022	The CPS accepts 2021-2022 paper and electronic corrections until mid-September 2022. Watch for a <a href="#">Federal Register notice</a> containing more information about this deadline. Electronic corrections must be transmitted to and received by the CPS by midnight CT to meet the deadline.
Late June 2023	The CPS accepts 2022-2023 paper and electronic FAFSA forms until late June 2023. Watch for a <a href="#">Federal Register notice</a> with the final deadline. Electronic FAFSA forms must be transmitted to and received by the CPS by midnight CT to meet the deadline.
Mid-September 2023	The CPS accepts 2022-2023 paper and electronic corrections until mid-September 2023. Watch for a <a href="#">Federal Register notice</a> containing more information about this deadline. Electronic corrections must be transmitted to and received by the CPS by midnight CT to meet the deadline.

# Summary of Changes to the 2022-2023 FAFSA on the Web, myStudentAid Mobile App, and Paper FAFSA<sup>®</sup> Form

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## 2022-2023 FAFSA on the Web Changes and Enhancements

In this section, we describe the 2022-2023 changes to FAFSA on the Web. Beyond the more general changes detailed in the Major Changes section, there are a number of more specific adjustments to FAFSA on the Web, as described below.

### Selecting a Role

The login process for the FAFSA form has undergone the following updates:

- Users will now be able to select their specific role before they enter the FAFSA form. They will have the option to select whether they are a student, a student from a freely associated state, or a parent or preparer who can provide the student's personally identifiable information to enter the application.
- If a user has logged in anywhere on StudentAid.gov using an account username and password (FSA ID), he or she will not be asked to provide credentials again when accessing the FAFSA form in the student role. This logic will also apply to any occasion where a user might need to provide FSA ID credentials again, such as to use the IRS DRT in the student and parent role, or to provide an electronic signature on the FAFSA form.
- If a user needs another user to provide FSA ID credentials in the application, such as if a student is logged in and wants to use the parent IRS DRT, the user will still be able to have a parent enter his or her FSA ID if they had not previously.
  - If a user needs to create an account or has forgotten his or her password, he or she will be redirected away from the FAFSA form to complete these actions in the StudentAid.gov flows before being navigated back to the FAFSA form to complete the desired action.

## New Menu Options

The FAFSA form-specific navigation a user will see on a given FAFSA view has been updated as follows:

- Minor updates have been made to the names of the options. For example, View FAFSA Summary is now Review FAFSA Form, and Reset is now Reset FAFSA Form in Initial App Entry and Cancel Correction in Correction Entry.
- FAFSA Home was added, which will take a user to the My FAFSA view.
- If a user selects “Exit FAFSA Form,” they will be taken to the Dashboard if they are logged in to StudentAid.gov, or the FAFSA landing page if they are not logged in.

## FAFSA Updates Due to IRS Tax Form Changes

Several questions in FAFSA on the Web have been revised as a result of IRS tax form changes. The revisions are listed below.

- The Schedule 1 question and associated help text that appear in the Parent Financials and Student Financials sections of the FAFSA form have been revised to remove references to virtual currency. The question now reads as follows:
  - “Did [or will] you [or your parents] file a Schedule 1? Select “No” if you [or your parents] did not [or will not] file a Schedule 1 or **only filed** a Schedule 1 to report: unemployment compensation, educator expenses, IRA deduction, student loan interest deduction or Alaska Permanent Fund dividend. Learn more about Schedule 1.”
- The responses for the student (and spouse) question about type of income tax return filed has been updated to no longer include the reference to the IRS 1040NR-EZ.

## Household Information Updates

We have revised the household information portions of section 3 and section 4 with changes to the way a user can provide household information, the presentation of the household size totals, as well as the wording of the “Number in College” question.

The updates in section 3 for the student household information are as follows:

- If a user selects “Yes” to whether the student has children who receive more than half their support from them, they will be prompted on the same view to enter the number of children. The same occurs if a user selects “Yes” to the other dependents question.
- The user will then be able to navigate to the Household Information view where they will see a numerical breakdown of the student’s household in a table, including their spouse, their children and other dependents, and the total household size.
- On this view, they will also see the “Number in College” question with updated formatting: “Out of the \*[sum of dependents]\* people in your household (as shown above), how many will be college students between July 1, 2022 and June 30, 2023? Include yourself in this number.”

- A user will not see the Household Information view if the student is the only individual in the household. Instead, the household size and the number in college values will be calculated in the background.

The updates in section 4 for the parent household information are as follows:

- The user will be able to enter the number of the parent’s children and the parent’s other dependents on one view before their household size is calculated.
- The user will be able to navigate to the Parent Household Information view to see a numerical breakdown of the parent’s household size in a table, including the parent(s), the student, the parent(s)’s children and other dependents, and the total household size.
- The number in college question will display below the Household Information table and will read: “Out of the \*[sum of dependents]\* people in your parent’s household (as shown above), how many will be college students between July 1, 2022 and June 30, 2023? **Do not include your parents, but DO include yourself** and other members of the household.”
- A user will not see the Parent Household Information view if the student is the only dependent in the household. Instead, the household size and the number in college values will be calculated in the background.

## Clarification for Which Parent Info to Provide

In order to determine which parent’s information a student should provide in Section 4: Parent Information, a new view has been developed that appears at the beginning of the section to guide a user to provide the correct parent’s information. The view gives further detail about which parent’s information should be provided based on your parent’s marital status. There is also a link to an infographic on the view to provide a visual representation of the information.

## Section Summary

If a user completes a section of their FAFSA and wants to return to the completed section to make changes or review their answers, they can select the section from the section bar near the top of the view. When they do this, they will be taken to a summary of the section, where they will be able to see all the questions in the view as well as the answers that they provided. From here, they can choose to enter the section by selecting one of the hyperlinks to the questions, or they will have the opportunity to return to where they left off in the application. The section summary will appear the same way the FAFSA Summary currently does, but it will parse out the other sections to only show one at a time.

## Sign and Submit Changes

Users will have a more streamlined path through the Sign and Submit portion of the application. It will mirror how the Mobile App signature process works due to the following:

- Users will only see the Preparer Information view if they chose the Preparer role when they logged into the FAFSA.
- A user will be directed to sign for their role first, rather than be taken to the Signature Status view to choose which signature to provide. For example, if a user is in the Parent role they will be directed to provide the parent signature first before having the option to provide the student signature.
- If a user is logged into StudentAid.gov, they will be able to sign their application from the Agreement of Terms view, and will not be taken to the Signature Options view. Additionally, if a user is logged in and is providing one of the parent signatures on the application, they will be directed to provide their signature rather than their potentially eligible spouse.
- If a user chooses to Print Signature Page on the Signature Options view, they will be taken directly to a separate view where they can print their signature, instead of choosing to print their signature page from the Signature Status view.

## SAR Redesign

The Student Aid Report has been divided into manageable portions so that users can view different sections one at a time. The user will be able to access the SAR as before through the My FAFSA view. When they arrive on the view they will be taken directly to the Processing Results section, where they will see a navigation pane to the left of their screen where they can select which section of the SAR they would like to view.

Additionally, the Corrections History can also be found as an additional option on the navigation pane. They will no longer be able to access the view directly from the My FAFSA view, and they will need to navigate to the SAR to see their previous transactions.

## “Add a School” flow in Correction Entry

Users who are eligible to complete a FAFSA Correction will now have the opportunity to “Add a School” to their application if their only desired change is to add more schools to their FAFSA. The user will be able to select “Update List of Colleges” from the My FAFSA view and will be taken into a flow where they can add or remove colleges on their application. The user will then be able to submit these changes without signing their Correction application.

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## **2022-2023 myStudentAid Mobile App Changes and Enhancements**

Federal Student Aid has a new version of the myStudentAid mobile app, within which a user can carry out the following actions:

- FAFSA<sup>®</sup> Form – Complete the FAFSA form safely and securely from your mobile device.
- Dashboard – Access various types of popular tasks and a personalized page to help you determine what actions to take.
- Settings – Edit/manage your account, using your username and password (FSA ID).
- Aid Summary – View your federal student loan and grant history.
- Notification Center – View and manage notifications regarding your student aid.

Users can download this app from the Apple App Store (iOS) and Google Play (Android). No major changes have been made to the app for the 2022-23 award year.



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# 2022-2023 FAFSA® Form and FAFSA on the Web Worksheet Availability

## FAFSA® Form

While most applicants file the FAFSA electronically, a paper application option is still available. The FAFSA form has ten pages (six application pages and four instructional pages) and is used to apply for Title IV aid. The FAFSA form is available as a screen-fillable PDF document that can be printed and submitted by postal mail.

The PDF FAFSA form is an official FAFSA form that can be completed on the computer and printed, or it can be printed and completed manually. The printed and signed PDF FAFSA form is mailed to Federal Student Aid for processing or, in some instances, can be delivered to a school, where the student's application data is entered and submitted using FAA Access or third-party software. The signed FAFSA form is stored by the school according to Title IV record retention requirements.

English and Spanish 508-compliant PDF versions of the 2022-2023 FAFSA form will be available online for download in October 2021 from the Knowledge Center. The PDF version of the FAFSA can also be accessed from the "Resources" page at [StudentAid.gov/resources](https://studentaid.gov/resources).

Applicants and parents can request up to three copies of the paper FAFSA form from the Federal Student Aid Information Center if they are unable to download an online version and print it.

## FAFSA on the Web Worksheet

The FAFSA on the Web Worksheet, available in English or Spanish, is a tool that helps applicants prepare for the online application process. The worksheet is an electronic 508-compliant PDF document that presents some of the FAFSA form questions in the order in which they appear on FAFSA on the Web.

The 2022-2023 FAFSA on the Web Worksheets will be available online for download in October 2021 from the Knowledge Center. The PDF version of the worksheet can also be accessed from the "Resources" page at [StudentAid.gov/resources](https://studentaid.gov/resources).

We recommend you continue to remind applicants and their parents that the worksheet is not a FAFSA form and is not processed as such if submitted.

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# 2022-2023 Paper FAFSA® Form Changes

This section describes changes and enhancements to the 2022-2023 FAFSA form.

We implemented the following changes to the paper FAFSA form:

## Global Changes

- **Colors** – The 2022-2023 FAFSA form colors are blue (Pantone Matching System [PMS] 633) for student information and purple (PMS 263) for parent information.

The student color of the FAFSA form continues with the four-year color rotation of green (PMS 390) → blue (PMS 633) → yellow (PMS 108) → orange (PMS 156). Purple (PMS 263) continues to be the color for parent information regardless of the year.

- **Removed the TDD/TTY number** – We updated the text to remove the TDD/TTY number for the Federal Student Aid Information system from page 1, “Fill out the FAFSA Form,” and page 2, “Where can I receive more information on student financial aid?”.

## Page 1

- **Mailing Addresses** – We updated the FAFSA form mailing address for the 2022-2023 processing cycle.
- **Use Your Tax Return** – We updated the IRS deadline text to be generic instead of specific, due to the continued Covid-19 uncertainty. The instruction now reads, “If you or (your parents) have missed the 2020 tax filing deadline and still need...”

## Page 3

- **Question 22** – We revised the Selective Service registration question to remove the phrase, “to receive federal aid” so the question now reads, “Most male students must register with the Selective Service System.”
- **Question 23** – We revised the drug eligibility question to include guidance for the new law regarding eligibility for Federal Student Aid with a drug offense.
  - We removed the phrase at the end of the last sentence, “but complete and submit this application, and we will mail you a worksheet to help you determine if your conviction affects your eligibility for aid. If you are unsure how to answer this question, call 1-800-433-3243 for help.”
  - We added two sentences to the end of the question, “A recently passed law means that you are now eligible for federal student aid even if you have been convicted for the sale or possession of illegal drugs while receiving federal student aid. No further action is required.”

#### **Page 4**

- **Question 33** – We revised the question to remove references to IRS 1040 NR-EZ.
- **Question 35** – We revised the question to remove references to virtual currency.

#### **Page 6**

- **Question 80** – We revised the question to remove references to IRS 1040 NR-EZ.
- **Question 82** – We revised the question to remove references to virtual currency.

#### **Page 9**

- **Notes for questions 21 and 22 (page 3)** – From the beginning of the note, we removed the phrase, “To be eligible for federal student aid.”
- **Notes for questions 33 (page 4) and 80 (page 6)** – We revised the notes to remove references to IRS 1040 NR-EZ.
- **Notes for questions 35 (page 4) and 82 (page 6)** – We revised the notes to remove the sixth bullet that references virtual currency.

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## **We Value Your Comments and Suggestions!**

Federal Student Aid continually seeks new and innovative ways to make applying for financial aid easier and more convenient for applicants and their parents. Some of the changes we made to the paper FAFSA, Web, and myStudentAid mobile applications were the result of feedback and comments we received from you. As always, we appreciate your contributions to improving our systems and processes and encourage you to continue to share your suggestions with us. We are particularly interested in ways to continue simplifying the paper and online FAFSA form by eliminating unnecessary data collection.

We encourage you to watch the Knowledge Center in 2022, when we will post an announcement regarding the 2023-2024 FAFSA form.

# Summary of Changes to FAA Access to CPS Online

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## Enrollment Requirements

### FAA Access to CPS Online

To ensure your school can take full advantage of 2022-2023 enhancements at the beginning of the processing cycle, the Primary Destination Point Administrator (DPA) associated with the TG Number used to send and receive FAFSA and ISIR correction data should verify your FAA Access enrollment status.

**Note:** If your school enrolled for 2021-2022, your enrollment carries over to 2022-2023.

Annually, your school's Primary DPA is required to actively confirm the FAA Access to CPS Online services and users associated with your school's TG Number. If you do not perform this confirmation when requested by Federal Student Aid, your staff's rights for FAA Access could be revoked, resulting in a "Primary DPA Validation Needed" error message when staff members attempt to access the site. We encourage you to monitor the Knowledge Center regularly for electronic announcements regarding active confirmation requirements.

If your school is not enrolled for CPS Online services, your school's Primary DPA can complete the enrollment for FAA Access to CPS Online services for your school through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at [fsawebenroll.ed.gov](https://fsawebenroll.ed.gov).

The Primary DPA must print a Federal Student Aid User of Electronic Services Statement to be signed by new users of FAA Access. While you are not required to mail Federal Student Aid User of Electronic Services Statements to Federal Student Aid's Participation Management system, you must retain signed copies at your school in accordance with Title IV retention requirements.

All users of FAA Access ([faaaccess.ed.gov](https://faaaccess.ed.gov)) must have an FSA User ID and password. Any FAA Access user at your school who does not have an FSA User ID can acquire one by completing the following steps:

**Step 1:** Go to the [SAIG Enrollment site](#) and click the "FSA User ID Registration" link on the left side of the home page.

**Step 2:** Enter the identifying information requested and click "Submit."

**Step 3:** Follow the remaining steps, which include establishing a password and setting up challenge questions.

During the FSA User ID registration process, the user must verify the e-mail address on the SAIG Enrollment Web site. We will use this e-mail address to send the FSA User ID.

**Note:** As first explained in a [January 13, 2012 electronic announcement](#), we implemented a technology security initiative in 2012 called two-factor authentication (TFA). Through TFA, when logging in to certain Federal Student Aid systems (including the FAA Access to CPS Online Web site), an authorized user is required to use a traditional user ID and password, as well as provide a one-time password (OTP). A registered token device in the physical possession of the user generates the OTP. We completed our phased distribution of tokens and token registration/usage information to schools, and most school users have successfully begun using TFA tokens to access FAA Access to CPS Online. Users also have the option to use a “soft token” via a downloadable mobile application, as explained in a [December 29, 2014 electronic announcement](#). If you have questions about TFA, send an e-mail to [TFASupport@ed.gov](mailto:TFASupport@ed.gov).

## **EDEXpress 2022-2023 FAA Access Interface**

To access FAA Access through the EDEXpress 2022-2023 interface, you must follow the same enrollment procedures and use the same FSA User ID and password login credentials as you would to access the sites using your Web browser outside of EDEXpress 2022-2023.

You can save your TG Number, school code, and application save/restore password (used for initial applications only) in EDEXpress FAA Access setup (**Tools, Setup, Global, FAA Access**) or enter them each time you connect to FAA Access through the FAFSA and Student Inquiry tabs in EDEXpress. When you select these tabs, you are prompted for your FSA User ID and password, which are not stored in the EDEXpress database and must be entered separately from your TG Number and school code. For more information on this topic—including system and browser requirements—refer to the Installation Guides in the [EDEXpress library in the Knowledge Center](#).

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# FAA Access Application Processing Changes

In this section, we describe 2022-2023 changes in FAA Access. These changes include:

- Updated instructions in Application/Renewal and Corrections
- Updates to Social Security Administration (SSA) match process
- IFAP replaced with the Knowledge Center

## Updated Instructions in Application/Renewal and Corrections

We have updated help text entries in FAFSA/Renewal Application and Corrections based on changes to the FAFSA as follows:

### ***Is the Student Male or Female?***

This help text accompanies question 21 on the FAFSA. The help text removes the phrase “to receive federal student aid” from the end of the second sentence. It now reads as follows:

The student’s gender is used to determine if the student needs to register with the Selective Service System. Most male citizens and male immigrants must register with the Selective Service System. This requirement applies to any person assigned the sex of male at birth.

### ***Drug Conviction Affecting Eligibility?***

This help text accompanies question 23 on the FAFSA. The following paragraphs have been added after the descriptions of the dropdown options:

**Note:** The Drug conviction questions and responses will remain on the FAFSA for 2022-2023. A recently passed law means the student is now eligible for federal student aid even if convicted for the sale or possession of illegal drugs while receiving federal student aid. No further action is required.

For more information refer to <https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2021-06-11/early-implementation-fafsa-simplification-acts-removal-selective-service-and-drug-conviction-requirements-title-iv-eligibility>.

### ***Schedule 1 Questions***

We have updated the help text and the instructions that accompany the “Filed Schedule 1?” questions for students and parents in the FAFSA/Renewal Application and Corrections to include all current exceptions for filing a Schedule 1. The updates remove all references to virtual currency:

- Question 35. Student Filed Schedule 1? Answer No if the student and/or their spouse did not file Schedule 1 or only filed Schedule 1 to report: unemployment compensation, educator expenses, IRA deduction, student loan interest deduction, or Alaska Permanent Fund dividend.

- Question 82. Parents Filed Schedule 1? Answer No if the student’s parents did not file Schedule 1 or only filed Schedule 1 to report: unemployment compensation, educator expenses, IRA deduction, student loan interest deduction, or Alaska Permanent Fund dividend.

### **Selective Service Match**

This help text has been updated to read as follows:

This flag shows the results of a match conducted with the Selective Service database on all male applicants. The ISIR codes and their meanings are as follows:

- **Blank:** Record not sent to Selective Service.
- **Y:** Match conducted. Student is registered.
- **N:** Match conducted. Student is not in the Selective Service database.
- **T:** Match conducted. Student is temporarily exempt since it is more than 30 days until his 18th birthday.

For more information refer to <https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2021-06-11/early-implementation-fafsa-simplification-acts-removal-selective-service-and-drug-conviction-requirements-title-iv-eligibility>.

### **Selective Service Registration Flag**

The following paragraph has been added after the descriptions of the ISIR codes:

For more information refer to <https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2021-06-11/early-implementation-fafsa-simplification-acts-removal-selective-service-and-drug-conviction-requirements-title-iv-eligibility>.

### **Updates to SSA Match Process**

The SSA has determined that the date of death is restricted information and will no longer be sharing it with the CPS. To determine if an applicant or parent is deceased, CPS will use a death indicator field provided during the SSA match process. As a result of this change, the Social Security match process is being revised. Previously, the SSN Match Flag value could be set to **5** (SSN is assigned to a person reported as dead) based on the Date of Death field received from the SSA. The death indicator will be the only source of data used to set the SSN Match Flag value to **5** in FAA Access.



## **IFAP Replaced with the Knowledge Center**

We have retired the IFAP Web site and replaced it with the FSA Partner Connect Knowledge Center. FSA Partner Connect is the new FSA branded digital front door for partners and provides a home for each of the partner-facing Web sites that are often used today. FSA Partner Connect provides some major improvements to existing functionality, such as improved search capabilities in the [Federal Student Aid Handbook](#), and new features, such as the Partner Dashboard and Partner Profiles. The Knowledge Center is part of the March 28, 2021 release of the [FSA Partner Connect](#) Web site. We previously posted information about the new site in several announcements, on [February 25, 2021](#), [March 9, 2021](#), [March 18, 2021](#), and [March 28, 2021](#).

All resources that were previously available on the IFAP are now in the Knowledge Center. All former references to IFAP on FAA Web sites will now refer to the Knowledge Center.

# Summary of Changes to the 2022-2023 CPS

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## Overview

This section describes changes to the following components of the CPS:

- Database matches
- CPS edits
- Need analysis
- Application output sent to students
- SAR comments
- Mailing addresses

Information about changes to the ISIR Record Layout is found in the [2022-2023 Electronic Data Exchange \(EDE\) Technical Reference](#), which is available in the Knowledge Center.

## Database Matches

The SSA has determined that the date of death is restricted information and will no longer be sharing it with the CPS. To determine if an applicant or parent is deceased, CPS will use a death indicator field provided during the SSA match process. As a result of this change, the Social Security match processes is being revised. When viewing the SSN match flag results for the student, parent 1, and parent 2, you will notice the meaning for value 5 has been revised to reference the death indicator rather than the date of death.

## CPS Edits

We changed the year references in data-element field titles, changed year parameters in our edits by one year, and revised edits for requirement changes, such as FAFSA form field changes, deleted fields, and combined fields. We also updated data element field numbers to reflect data-element changes, including new field values and question name changes. There were no other notable changes to the edits for 2022-2023.

## Need Analysis

We updated the need analysis offsets and income protection allowances (IPAs) based on legislative changes. The methodology for determining the EFC is found in Part F of Title IV of the Higher Education Act of 1965, as amended.

The income threshold for an automatic zero EFC remains at \$27,000 for the 2022-2023 award year.

See the [July 19, 2021 Federal Register notice](#) posted in the Knowledge Center for changes to the 2022-2023 need analysis tables. You can also consult the *2022-2023 EFC Formula Guide* for more information.

## Application Output Sent to Students

For each transaction processed at the CPS, an output document is sent to the applicant: a paper SAR, SAR Acknowledgement, or an E-mail Notification of SAR Processing with information to access SAR data on the Web.

- **SAR** – This document notifies the student of application and eligibility status and provides a paper-based means for correcting or confirming application data. Applicants can also request a SAR by calling FSAIC. A SAR can also be printed from the myStudentAid mobile application.
- **SAR Acknowledgement** – This document notifies the student of application and eligibility status; however, if corrections are needed, the applicant uses FAFSA on the Web or may request that the school submit corrections through FAA Access or a mainframe system.
- **E-mail Notification of SAR Processing** – This e-mail notifies the student of application and eligibility status more quickly than the paper SAR or the SAR Acknowledgement. The applicant can view the SAR online and print the online SAR document as often as needed. The e-mail includes a link to the FAFSA on the Web Login page, where the applicant, after his or her identity is authenticated, can view and print the SAR.

For more information on how the CPS determines the type of output document sent to applicants, see Appendix D of the [2022-2023 ISIR Guide](#), which can be downloaded from the Knowledge Center.

Each year, we make annual rollover changes, such as updating the cycle-year references, deadline dates, question/item numbers, question text and responses, tax lines, and P.O. Box numbers.

## Paper SAR and SAR Acknowledgement Changes

We have made the following changes to the text printed on the SAR or SAR Acknowledgement:

- **Color** – Paper 2022-2023 SARs and SAR Acknowledgements are printed on blue paper to match the color scheme of the 2022-2023 paper FAFSA form.

## SAR Comments

SAR comments appear on SARs that we mail to applicants and on eSARs that applicants view on FAFSA on the Web or the myStudentAid mobile application. The comment codes are printed on the ISIR report from EDEXpress. In addition to the SAR/ISIR comments, there are FAFSA on the Web and myStudentAid mobile app versions of comments that are worded slightly differently than the SAR/ISIR comments to reflect the Web or mobile app respectively.

Each year we make annual rollover changes, such as updating year references, item numbers, and deadline dates. We also revise agency names and update mailing addresses and phone numbers where necessary. There were no significant changes to the comment text.

For a full listing of the 2022-2023 SAR, ISIR, and myStudentAid mobile application comment code text and a description of changes to that text, see the [2022-2023 SAR Comment Codes and Text](#) guide.

## Mailing Addresses

Document	Mailing Address
FAFSA form English and Spanish (including Pacific Islanders)	Federal Student Aid Programs P.O. Box 7650 London, KY 40742-7650
Student Aid Report (SAR) English and Spanish	Federal Student Aid Programs P.O. Box 7651 London, KY 40742-7651
FAFSA on the Web Signature Pages English and Spanish (including corrections)	Federal Student Aid Programs P.O. Box 7652 London, KY 40742-7652

# Getting Help

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## Customer Service

### FSATECH Listserv

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products. For information on subscribing, go to [www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html](http://www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html).

### CPS/SAIG Technical Support

800/330-5947

E-mail: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)

Federal Student Aid maintains this call center to address questions about CPS processing, the FAA Access to CPS Online Web site, the CPS Web Applications Demo Web site, PC software such as EDExpress and EDconnect, SAIG enrollment, and data transmissions, as well as to collect system enhancement suggestions.

Representatives are available Monday through Friday, 8 A.M. to 8 P.M. Eastern Time (ET).

### Federal Student Aid Information Center (FSAIC)

800/4-FED-AID (800/433-3243); 334/523-2691

E-mail: [StudentAidHelp@ed.gov](mailto:StudentAidHelp@ed.gov)

FSAIC serves the public with information about the federal student aid application process. FSAIC customer service representative support is provided in English and Spanish and includes a toll-free telephone number, interactive voice response unit (IVRU) self-service, e-mail, and Live Help. Customers include students, parents, and FAAs seeking general information about federal grant and loan programs, assistance with the FAFSA form (paper and FAFSA on the Web versions, including FSA ID assistance), and student aid processing timeframes.

FSAIC also assists with FAFSA form completion and corrections, application status checks, requests to change addresses and federal school codes on the FAFSA form, duplicate SAR requests, identification of loan holders (including contact information), and Federal Student Aid publication fulfillment.

**Note:** Because of a lack of demand and use, we have removed the TDD/TTY telephone number for the hearing impaired.

For FSAIC's hours of operation, including weekend and holiday hours, visit the StudentAid.gov Web site at [StudentAid.gov/help-center/contact](https://StudentAid.gov/help-center/contact).

## **Reach FSA**

**855/FSA-4-FAA (855/372-4322)**

This phone number provides a simplified way for the financial aid community to access these Federal Student Aid School Contact Centers:

- Common Origination and Disbursement (COD) School Relations Center
- CPS/SAIG Technical Support
- eZ-Audit Help Desk
- Foreign Schools Participation Division
- G5 Hotline
- National Student Loan Data System (NSLDS) Customer Support Center
- Nelnet Total and Permanent Disability Servicer
- School Eligibility Service Group

**Note:** You can also continue to use the specific phone number for each contact center.

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## CPS Web Applications Demo System

Demonstration versions of the FAFSA on the Web and FAA Access to CPS Online Web sites are available through the CPS Web Applications Demo System, a training tool for students, parents, and your financial aid staff.

This demo system offers most of the features of the production Web sites for FAFSA on the Web (for example, completing and submitting FAFSA forms) and FAA Access (for example, requesting ISIRs) and is preloaded with test data for your use.

The demonstration system can be accessed at [fafsademotest.ed.gov](https://fafsademotest.ed.gov), and the 2022-2023 options will be available for use on September 26, 2021.

Users can access the current and prior cycle's versions of our Web sites in the demonstration system. For the FAFSA on the Web feature, we display a tab for the previous cycle on the "My FAFSA" page. Preloaded demonstration data will be available for both cycles.

To access specific functions within the FAA Access to CPS Online, you need a destination code and a Federal School Code.

- For the Destination Code, type: **TG99999**
- For the Federal School Code, type: **001002**

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## Other Helpful Documents

We encourage you to review other documents in the Knowledge Center for more information about changes to the 2022-2023 application processing system. The Knowledge Center is part of the FSA Partner Connect and replaces the IFAP Web site. Unless noted otherwise, all documents are available from the [Knowledge Center](#):

- [2022-2023 Application Processing System Specifications for Software Developers](#), July 19, 2021: Provides CPS system edits that can assist you in designing or building your own software to communicate with Federal Student Aid. A final version will be posted in October 2022.
- [2022-2023 CPS Test System User Guide](#), June 28, 2021: Describes Federal Student Aid's CPS Test System and the testing process and provides testing instructions for the mainframe test environment, as well as instructions for using the CPS Web Applications Demo System.
- [2022-2023 Electronic Data Exchange \(EDE\) Technical Reference](#), June 16, 2021: Describes the 2022-2023 EDE process and provides programmer specifications and information that can assist you in building your own software to complement or replace the EDEExpress software that is used to exchange data electronically with Federal Student Aid.
- [2022-2023 SAR Comment Codes and Text](#), August 3, 2021: Describes changes to the SAR comment codes and associated text for 2022-2023 and database match information.
- [2022-2023 ISIR Guide](#), July 12, 2021: Provides in-depth information regarding the 2022-2023 ISIR.
- [2022-2023 EFC Formula Guide](#): Provides worksheets and tables that can be used to calculate an estimated EFC for students.
- [2022-2023 FAFSA.gov Preview Presentation](#), September 1, 2021: MS PowerPoint presentation containing information and screen shots pertaining to the 2022-2023 FAFSA on the Web site.
- [2022-2023 myStudentAid Mobile Application Preview Presentation](#), September 1, 2021: MS PowerPoint presentation containing information and screen shots pertaining to the 2022-2023 myStudentAid mobile application.
- [SAVE System Instructions for US Department of Education \(School\) Users](#): Provides instructions to FAAs on setting up access to the Department of Homeland Security Systematic Alien Verification for Entitlements (DHS SAVE) system for submitting third-step verification electronically.
- [Federal Student Aid Handbook](#): The Federal Student Aid Handbook consists of the Application and Verification Guide, six numbered volumes, and appendices.
- English and Spanish versions of the FAFSA form and FAFSA instructions will be available in October 2021 for download from the [StudentAid.gov/resources](#) or [Worksheets, Schedules and Tables library in the Knowledge Center](#).



- English and Spanish versions of the sample SAR and SAR Acknowledgement will be available in October 2021 for download from the [Application Processing library in the Knowledge Center](#).
- English and Spanish versions of the 2022-2023 [Student Aid Eligibility Worksheet](#) will be available in October 2021.
- English and Spanish versions of the 2022-2023 FAFSA on the Web Worksheet will be available for download in October 2021 from [FAFSA on the Web](#).

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## Federal Student Aid Web Sites

- Common Origination and Disbursement (COD): [cod.ed.gov](http://cod.ed.gov)
  - Return to Title IV (R2T4)
- CPS Web Applications Demo System: [fafsademotest.ed.gov](http://fafsademotest.ed.gov)
- DHS/SAVE information: [fsapartners.ed.gov/knowledge-center/topics/dhs-save-eligible-noncitizen](http://fsapartners.ed.gov/knowledge-center/topics/dhs-save-eligible-noncitizen)
- FAA Access to CPS Online: [faaaccess.ed.gov](http://faaaccess.ed.gov)
- FAFSA on the Web: [fafsa.gov](http://fafsa.gov)
- Federal Student Aid Training Conference Web site: [fsaconferences.ed.gov](http://fsaconferences.ed.gov)
- FSA Partner Portal: [fsapartners.ed.gov](http://fsapartners.ed.gov)
- FSATECH e-mail listserv subscription information: [www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html](http://www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html)
- Knowledge Center (formerly IFAP): [fsapartners.ed.gov/knowledge-center](http://fsapartners.ed.gov/knowledge-center)
- NSLDS Professional Access Web site: [nsldsfap.ed.gov](http://nsldsfap.ed.gov)
- Student Aid.gov: [StudentAid.gov](http://StudentAid.gov)
  - FSA ID: [StudentAid.gov/fsa-id](http://StudentAid.gov/fsa-id)
- Student Aid Internet Gateway (SAIG) Enrollment: [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov)
- Training information and registration Web site for upcoming Fundamentals of Federal Student Aid Administration training opportunities and learning resources: [fsatraining.ed.gov](http://fsatraining.ed.gov)