

*NCHELP*  
*Trading Partner Notification*  
*of ECASLA Put File*

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*File Description*  
*Final Version 1*  
*11/21/2008*



File Description

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**File Description****Introduction**

This file description explains the layout and formatting that can be used by lenders, or servicers on the behalf of the lender to notify trading partners of loans that are scheduled to be Put to the Department of Education under the Loan Purchase Commitment Program as authorized in the Ensuring Continued Access to Student Loans Act (ECASLA) of 2008 (P.L. 110-227).

Please note that this file format was developed as an optional notification for lenders to utilize to notify their trading partners of their intent to Put loans to the Department of Education. This is not a requirement of the Program itself; instead this is intended to help address concerns associated with loan originations that could be impacted by the transaction. As a notification, there is not an associated return file or process prescribed to support this optional exchange. We encourage lenders to work closely with their trading partners in order to determine the benefits of implementing this standardized file layout and to align expectations and details regarding this exchange.

This file should be provided to trading partners no later than nine (9) business days prior to the day of the Put. Trading partners should develop a method to compare this file against the actual notification of the Put from the Federal Contractor (servicer) of the Department, as some loans could be eliminated from the Put during the Lender and Federal Contractor reconciliation.

- Nine (9) business days prior to Put, limited monetary changes allowed on the loans through date of sale to ED
  - No increases, reinstatements, reissues, or reallocations (pending further discussion with the Department),.
  - No late or post-withdrawal disbursements
  - Lenders continue to process borrower payments and school returns of loan funds, to be reported to ED servicer after sale
- If borrower requests additional loan funds, school would certify a new loan. \* ED is looking at the issue of school certification of new loan after loan period ends (currently not permitted).

***General notes***

- Valid default values (Numeric = 0, Character = Space) must be supplied in unreported fields.
- All fields are required if available.

## Header Record

The header record is needed to facilitate the proper routing and processing of this file within the trading partner systems.

The Header Record is 168 Bytes

Field	Field Name	Start Position	Length	Data Type	Justify	Padding
1	TYPE OF RECORD	1	1	X(01)		
2	FILE DESCRIPTION	2	9	X(09)		
3	DATA PROVIDER CODE	11	6	X(06)	left	spaces
4	SUBMITTAL DATE	17	8	9(08)		
5	CODE FOR RECIPIENT	25	8	X(08)	left	spaces
6	FILLER	33	136	X(136)		spaces

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### FIELD #1

**NAME:** TYPE OF RECORD

DESCRIPTION: Position for identifying the Header Record.  
 TYPE: Character  
 SIZE: 1  
 COMMENTS: H = Header  
 REPORTING: Required on all Header records.  
 POSITION: 1-1

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### FIELD #2

**NAME:** FILE DESCRIPTION

DESCRIPTION: Unique identifier for the type of file being submitted.  
 TYPE: Character  
 SIZE: 9  
 COMMENTS: ECASLAPUT = ECASLA Put notification file  
 REPORTING: Required on all Header records.  
 POSITION: 2-10

File Description

**FIELD #3**

**NAME:** **DATA PROVIDER CODE**

DESCRIPTION: Six-digit ED or NCHHELP code assigned to the trading partner submitting the file.  
 TYPE: Character  
 SIZE: 6  
 COMMENTS: Trading partner's code assigned by ED or NCHHELP.  
 REPORTING: Required on all Header records.  
 POSITION: 11-16  
 EDITS

- Must be all numbers, range from 700000 through 999899 or NCHHELP assigned provider code.

**FIELD #4**

**NAME:** **SUBMITTAL DATE**

DESCRIPTION: Effective date of the data in the file submitted to the trading partner.  
 TYPE: Date  
 SIZE: 8  
 COMMENTS: CCYYMMDD format. Report the date the data "snapshot" was taken.  
 REPORTING: Required on all Header records.  
 POSITION: 17-24  
 EDITS:

- Must be all numbers and include year, month, and day (CCYYMMDD). Day (DD) must be value from 01 through 28, 29, 30 or 31 depending on the month and year.

**FIELD #5**

**NAME:** **CODE FOR RECIPIENT**

DESCRIPTION: Identification code of trading partner receiving this notification.  
 TYPE: Character  
 SIZE: 8  
 COMMENTS: Valid ED or NCHHELP assigned code.  
 REPORTING: Required on all loans.  
 POSITION: 25 - 32  
 EDITS:

**FIELD #6**

**NAME:** **FILLER**

DESCRIPTION: Blank field to complete record length.  
 TYPE: Character  
 SIZE: 136  
 COMMENTS: Fill with spaces.  
 REPORTING: Required on all Header records.  
 POSITION: 33-168

## Detail Record

The Detail Record is 168 bytes.

Field	Field Name	Start Position	Length	Data Type	Justify	Padding
1	CODE FOR RECIPIENT	1	8	X(08)	Left	Spaces
2	CODE FOR CURRENT HOLDER LENDER	9	6	9(06)		
3	STUDENT SSN	15	9	9(09)		
4	STUDENT DATE OF BIRTH	24	8	9(08)		
5	PLUS BORROWER SSN	32	9	X(09)		Spaces
6	TYPE OF LOAN	41	2	X(02)		
7	DATE OF GUARANTY	43	8	9(08)		
8	FIRST DISBURSEMENT DATE	51	8	9(08)		
9	GUARANTOR UNIQUE LOAN IDENTIFIER	59	16	X(16)	Left	Spaces
10	COMMONLINE UNIQUE IDENTIFIER	75	17	X(17)	Left	Spaces
11	COMMONLINE SEQUENCE NUMBER	92	2	9(02)		
12	ADJUSTMENT CUTOFF DATE	94	8	9(08)		
13	ANTICIPATED PUT DATE	102	8	9(08)		
14	CODE FOR ED SERVICER	110	6	X(06)		
15	FILLER	116	53	X(53)		Spaces

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### FIELD #1

**NAME:** CODE FOR RECIPIENT

**DESCRIPTION:** Identification code of trading partner receiving this notification.

**TYPE:** Character

**SIZE:** 8

**COMMENTS:** Valid ED or NCHELP assigned code.

**REPORTING:** Required on all loans.

**POSITION:** 1 – 8

**EDITS:**

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### FIELD #2

**NAME:** CODE FOR CURRENT HOLDER LENDER

**DESCRIPTION:** Six-digit ED code indicating current holder.

**TYPE:** Numeric

**SIZE:** 6

**COMMENTS:** Valid ED assigned lender code.

**REPORTING:** Required on all loans.

**POSITION:** 9 – 14

**EDITS:**

- Must be all numbers, range from 800000 through 999899
- Must be valid code from ED lender code table

File Description

**FIELD #3**

**NAME:** **STUDENT SSN**

**DESCRIPTION:** Social Security Number of a Title IV aid recipient or beneficiary.  
**TYPE:** Numeric  
**SIZE:** 9  
**COMMENTS:** Valid SSN, or valid pseudo SSN assigned by the guaranty agency.  
**REPORTING:** Required on all loans.  
**POSITION:** 15 – 23  
**EDITS:**

- Must be all numbers and greater than zero

**FIELD #4**

**NAME:** **STUDENT DATE OF BIRTH**

**DESCRIPTION:** Date (year, month, and day) on which a Title IV Aid recipient or beneficiary was born.  
**TYPE:** Date  
**SIZE:** 8  
**COMMENTS:** CCYYMMDD format. Use "00000000" for default value.  
**REPORTING:** Required if available.  
**POSITION:** 24 – 31  
**EDITS:**

- Must be less than submittal date and less than Date of Guaranty
- Must be all numbers and include year, month, and day (CCYYMMDD). Day (DD) must be value from 01 through 28, 29, 30 or 31 depending on the month and year.

**FIELD #5**

**NAME:** **PLUS BORROWER SSN**

**DESCRIPTION:** The Social Security Number of a FFELP PLUS borrower.  
**TYPE:** Character  
**SIZE:** 9  
**COMMENTS:** Valid SSN, or valid pseudo SSN assigned by the guaranty agency. Must equal spaces if Type of Loan is not equal to "PL" or "GB". Required if Type of Loan is equal to "PL". Must be equal to field #3 or spaces if Type of Loan equal to "GB".  
**REPORTING:** Required on all "PL" (PLUS) loans.  
**POSITION:** 32 – 40  
**EDITS:**

- Required if Type of Loan equal to "PL"
- Must be all spaces if Type of Loan is equal to "SF" or "SU"
- If Type of Loan is equal to "GB" , SSN must be equal to #3 or all spaces

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**FIELD #6****NAME:****TYPE OF LOAN**

DESCRIPTION: Code indicating the type of FFELP loan guaranty.

TYPE: Character

SIZE: 2

COMMENTS: Valid Loan Type Codes for Put program.  
(See [Appendix A – Loan Type Codes](#) for Put)

REPORTING: Required on all loans.

POSITION: 41 – 42

EDITS:

- Must be valid code from Loan Type Codes table (See Appendix A)
- Must match Type of Loan on GA database

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**FIELD #7****NAME:****DATE OF GUARANTY**

DESCRIPTION: Date (year, month, and day) on which a FFELP loan was originally guaranteed.

TYPE: Date

SIZE: 8

COMMENTS: CCYYMMDD format. Use "00000000" for default value.

REPORTING: Required.

POSITION: 43 – 50

EDITS:

- Must be all numbers and include year, month, and day (CCYYMMDD). Day (DD) must be value from 01 through 28, 29, 30 or 31 depending on the month and year.

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**FIELD #8****NAME:****FIRST DISBURSEMENT DATE**

DESCRIPTION: Date (year, month, and day) on which the loan is considered "made".

TYPE: Date

SIZE: 8

COMMENTS: CCYYMMDD format.

REPORTING: Required.

POSITION: 51 – 58

EDITS:

- Must be equal to or greater than GA Date of Guaranty
- Must be all numbers and include year, month, and day (CCYYMMDD). Day (DD) must be value from 01 through 28, 29, 30 or 31 depending on the month and year.

File Description

**FIELD #9**

**NAME: GUARANTOR UNIQUE LOAN IDENTIFIER**

DESCRIPTION: Unique value assigned by the guarantor that identifies a specific loan on the guarantor's database.  
 TYPE: Character  
 SIZE: 16  
 COMMENTS: Data format is specified by the guarantor of the loan.  
 REPORTING: Required if available.  
 POSITION: 59 – 74

**FIELD #10**

**NAME: COMMONLINE UNIQUE IDENTIFIER**

DESCRIPTION: The unique 17 character code identifying the application.  
 TYPE: Character  
 SIZE: 17  
 COMMENTS:  
 REPORTING: Required if available.  
 POSITION: 75-91

**FIELD #11**

**NAME: COMMONLINE LOAN SEQUENCE NUMBER**

DESCRIPTION: The unique 2 digit code identifying the loan.  
 TYPE: Numeric  
 SIZE: 2  
 COMMENTS:  
 REPORTING: Required if available.  
 POSITION: 92-93

**FIELD #12**

**NAME: ADJUSTMENT CUTOFF DATE**

DESCRIPTION: The date (year, month, and day) on which no further loan increases, reinstatements, reissues or reallocations can be made to the loan.  
 TYPE: Date  
 SIZE: 8  
 COMMENTS: CCYYMMDD format.  
 REPORTING: Required on all loans.  
 POSITION: 94–101  
 EDITS:

- Must be all numbers and include year, month, and day (CCYYMMDD). Day (DD) must be value from 01 through 28, 29, 30 or 31 depending on the month and year.

**FIELD #13****NAME: ANTICIPATED PUT DATE**

DESCRIPTION: Date (year, month, and day) on which the loan Put is anticipated to be effective.

TYPE: Date

SIZE: 8

COMMENTS: CCYYMMDD format.

REPORTING: Required on all loans.

POSITION: 102 – 109

EDITS:

- Must be all numbers and include year, month, and day (CCYYMMDD). Day (DD) must be value from 01 through 28, 29, 30 or 31 depending on the month and year.
- 

**FIELD #14****NAME: CODE FOR ED SERVICER**

DESCRIPTION: Identification code of ED Servicer who will be servicing this loan once the Put is complete.

TYPE: Character

SIZE: 6

COMMENTS: Valid ED code.

REPORTING: Required on all loans.

POSITION: 110 – 115

**FIELD #15****NAME: FILLER**

DESCRIPTION: Blank field to complete record length.

TYPE: Character

SIZE: 53

COMMENTS: Fill with spaces.

REPORTING: Required

POSITION: 116–168

File Description

# Trailer Record

The Trailer Record is 168 Bytes

Field	Field Name	Start Position	Length	Data Type	Justify	Padding
1	TYPE OF RECORD	1	1	X(01)		
2	FILE DESCRIPTION	2	9	X(09)		
3	DATA PROVIDER CODE	11	6	X(06)	left	spaces
4	TOTAL NUMBER OF RECORDS	17	7	9(07)		
5	FILLER	24	145	X(145)		spaces

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**FIELD #1**

**NAME:** TYPE OF RECORD

DESCRIPTION: Position for identifying the Trailer Record.  
 TYPE: Character  
 SIZE: 1  
 COMMENTS: T = Trailer  
 REPORTING: Required on all Trailer records.  
 POSITION: 1-1

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**FIELD #2**

**NAME:** FILE DESCRIPTION

DESCRIPTION: Unique identifier for the type of file being submitted.  
 TYPE: Character  
 SIZE: 9  
 COMMENTS: ECASLAPUT = ECASLA Put notification file  
 REPORTING: Required on all Trailer records.  
 POSITION: 2-10

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**FIELD #3**

**NAME:** DATA PROVIDER CODE

DESCRIPTION: Six-digit ED or NCHHELP code assigned to the trading partner submitting the file.  
 TYPE: Character  
 SIZE: 6  
 COMMENTS: Trading partner's code assigned by ED or NCHHELP.  
 REPORTING: Required on all Trailer records.  
 POSITION: 11-16  
 EDITS

- Must be all numbers, range from 700000 through 999899 , or NCHHELP assigned provider code.

**FIELD #5**

<b>NAME:</b>	<b>TOTAL NUMBER OF RECORDS</b>
DESCRIPTION:	Total number of detail records included in the file.
TYPE:	Numeric
SIZE:	7
COMMENTS:	Field must contain only numbers.
REPORTING:	Required on all Trailer records.
POSITION:	17-23

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**FIELD #6**

<b>NAME:</b>	<b>FILLER</b>
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	145
COMMENTS:	Fill with spaces.
REPORTING:	Required on all Trailer records.
POSITION:	24-168

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File Description

## Appendix A – Loan Type Codes for Put

<b>Code</b>	<b>Loan Types</b>
GB	FFEL Graduate PLUS Borrower
PL	FFEL PLUS
SF	FFEL Stafford Subsidized
SU	FFEL Stafford Unsubsidized

## Appendix B – Data Exchange

The following table describes a potential addition to the NCHELP Technical Manual that would facilitate the exchange of this file between trading partners, over existing systems.

<b>Description</b>	<b>Pop3 File Type Component Of Subject Line</b>	<b>FTP File Type Component Of Filename</b>	<b>DTSRequestPayloadType and/or DTSResponsePayloadType SOAP Header Value</b>
Trading Partner Notification of ECASLA Put File	PUT01 NOTIFY	PUT01_NOTIFY	PUT01 NOTIFY