

Hazlewood Exemption Veteran Hours Report

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Hazlewood Exemption Eligibility Requirements

Eligibility Requirements for Veterans

Institutions must identify veterans who meet the eligibility requirements for this exemption. To be eligible, a veteran must:

- at the time of entry into the U.S. Armed Forces:
 - have been a Texas resident,
 - designated Texas as Home of Record, or
 - entered the service in Texas
- have served at least 181 days of active military duty, indicated as "net active service" (the sum of 12(c) and 12(d)) on the DD214;
- have received either an honorable discharge, honorable separation, or a general discharge under honorable conditions;
- have either no federal veteran's education benefits or have federal veteran's education benefits dedicated to the payment of tuition and fees only (i.e. Chapters 31 or 33; Pell and SEOG Grants are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits (*this means the veteran may have either already depleted his/her federal veteran's education benefits or have federal veterans education benefits remaining, but dedicated to payment of tuition and fees only*);
- not be in default on a student loan made or guaranteed by the State of Texas; and
- enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college's governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Eligibility Requirements for Spouses

Institutions must identify spouses who meet the eligibility requirements for this exemption. To be eligible, an individual must:

- be the spouse of a veteran who, at the time of entry into the U.S. Armed Forces:
 - was a Texas resident,
 - designated Texas as Home of Record, or
 - entered the service in Texas
- provide proof of being the spouse of a veteran of the U. S. Armed Forces, Texas National Guard, or Texas Air National Guard when the veteran:
 - died as a result of service-related injuries or illness;
 - became missing in action; or
 - was declared by the Veteran's Administration as being totally disabled for purposes of employability as a result of service-related injuries or illness
- have either no federal veteran's education benefits or have federal veteran's education benefits dedicated to the payment of tuition and fees only (i.e. Chapters 31 or 33; Pell and SEOG Grants are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits (*this means the spouse may have either already depleted his/her federal veteran's education benefits or have federal veteran's education benefits remaining, but dedicated to payment of tuition and fees only*); and
- be a resident of Texas as of the term or semester in which he/she enrolls.

Eligibility Requirements for Children/Dependents

Institutions must identify children/dependents who meet the eligibility requirements for this exemption. A veteran's child/dependent can qualify for the exemption in one of two manners:

1. Death/Disability of Veteran Parent – An individual must:

- be the child/dependent of a veteran who, at the time of entry into the U.S. Armed Forces:
 - was a Texas resident,
 - designated Texas as Home of Record, or
 - entered the service in Texas
- provide proof of being the child/dependent of a veteran of the U. S. Armed Forces, Texas National Guard, or Texas Air National Guard when the veteran:
 - died as a result of service-related injuries or illness;
 - became missing in action; or
 - was declared by the Veteran's Administration as being totally disabled for purposes of employability as a result of service-related injuries or illness
- have either no federal veteran's education benefits or have federal veteran's education benefits dedicated to the payment of tuition and fees only (i.e. Chapters 31 or 33; Pell and SEOG Grants are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits (*this means the child/dependent may have either already depleted his/her federal veteran's education benefits or have federal veteran's education benefits remaining, but dedicated to payment of tuition and fees only*); and
- be a resident of Texas as of the term or semester in which he/she enrolls.

2. Transfer of Benefits by Veteran (Legacy Program) – Veterans eligible to claim the Hazlewood Exemption may assign unused hours of exemption eligibility to a child/dependent under certain conditions. Veterans' spouses are not eligible to receive a transfer of unused hours. To be eligible, the child/dependent must:

- be a Texas resident;
- be either:
 - a biological child, stepchild, or adopted child of an eligible veteran; or
 - be claimed as a dependent by an eligible veteran in the current or previous tax year
- be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and
- make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution.

If a child/dependent to whom hours have been transferred fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another eligible child/dependent.

Hazlewood Exemption Submission of Data File

In order to submit data files, you must log into the SFTP server with a username and password.

Username

Your SFTP username is 'fasNNNNNN00' where 'NNNNNN' is your FICE code. Remember to include the two zeroes at the end of the FICE code. For example, if your FICE code is 123456, then your username will be 'fas12345600'.

Password

You will use the same password you use for submitting TEXAS Grant reports. Your TEXAS Grant reporting official should already have your institution's password for the SFTP server. If your institution has lost track of your password, contact a THECB official in the section below.

We only distribute passwords by telephone or postal mail.

If you are requesting your password through postal mail or email, specify your name, phone number, institution, and head reporting official. A THECB official will then call you to deliver your password.

The THECB staff contacts for obtaining your password are:

Tanya Trevino: tanya.trevino@thecb.state.tx.us; (512) 427-6123

Torca Bunton: torca.bunton@thecb.state.tx.us; (512) 427-6532

Naming Your Data File

Please use the following naming convention for your data file:

NNNNNN_Hazlewood.xyz (NNNNNN= your institution's FICE code)

For example: If your FICE code is 123456 your file should be named 123456 _Hazlewood.xyz

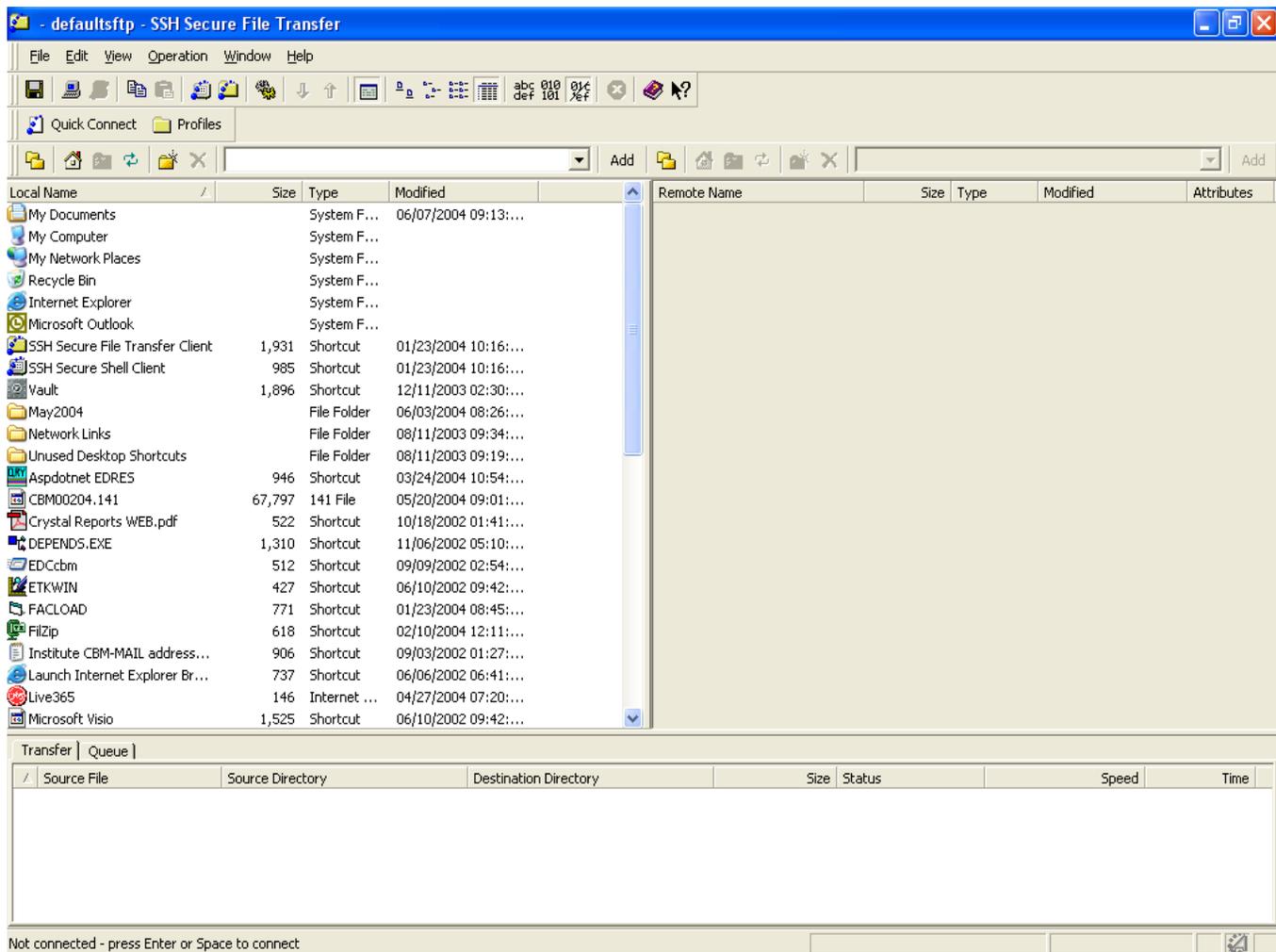
The data file can be created by whatever method available to you.

Connecting to the SFTP Server

Information on installing SFTP can also be found on our website:

<http://www.txhighereddata.org/sftp.pdf>

If you are using SSH.com's SSH Secure Shell for Windows Workstations, start the "SSH Secure File Transfer" client by clicking on the desktop icon or selecting it from the start menu. The picture below is what you will see upon double-clicking the SSH Secure File Transfer Client icon on your desktop.



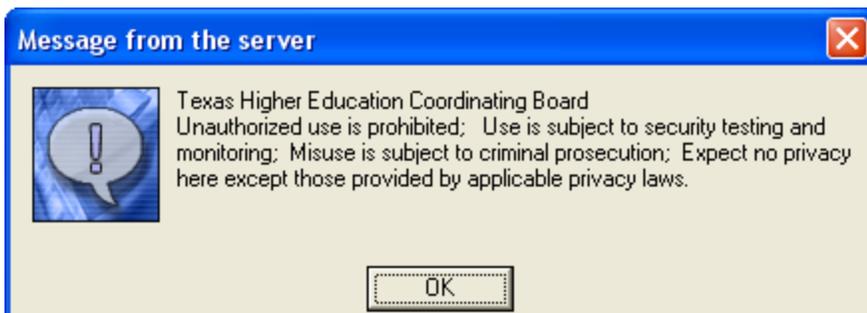
Next, select the "Quick Connect" tab on the menu bar. You will be prompted with the "Connect to Remote Host" dialog box:



The "Connect to Remote Host" dialog box has a blue title bar with a close button. It contains four input fields and two buttons. The "Host Name" field contains "sftp.thecb.state.tx.us". The "User Name" field contains "fas 12345600". The "Port Number" field contains "22". The "Authentication Method" dropdown menu is set to "Password". The "Connect" button is highlighted.

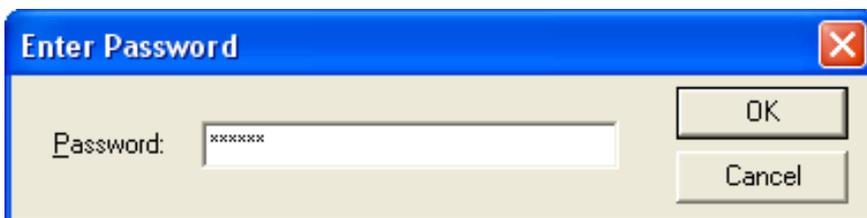
At this point, enter the host name just as you see it. Then, enter your user name as "fas" followed by your institution's FICE code plus two zeroes at the end. Be sure to include any leading zeroes in your FICE code. Example: if your FICE code is 000789, then your username will be "fas00078900." Leave the port number and authentication method selections as you see them.

After entering your information, click the "Connect" button. You will be prompted with an informational dialog box:



The "Message from the server" dialog box has a blue title bar with a close button. It features a speech bubble icon with an exclamation mark on the left. The text reads: "Texas Higher Education Coordinating Board. Unauthorized use is prohibited; Use is subject to security testing and monitoring; Misuse is subject to criminal prosecution; Expect no privacy here except those provided by applicable privacy laws." An "OK" button is centered at the bottom.

Click "OK." Next, you will be prompted for your password:



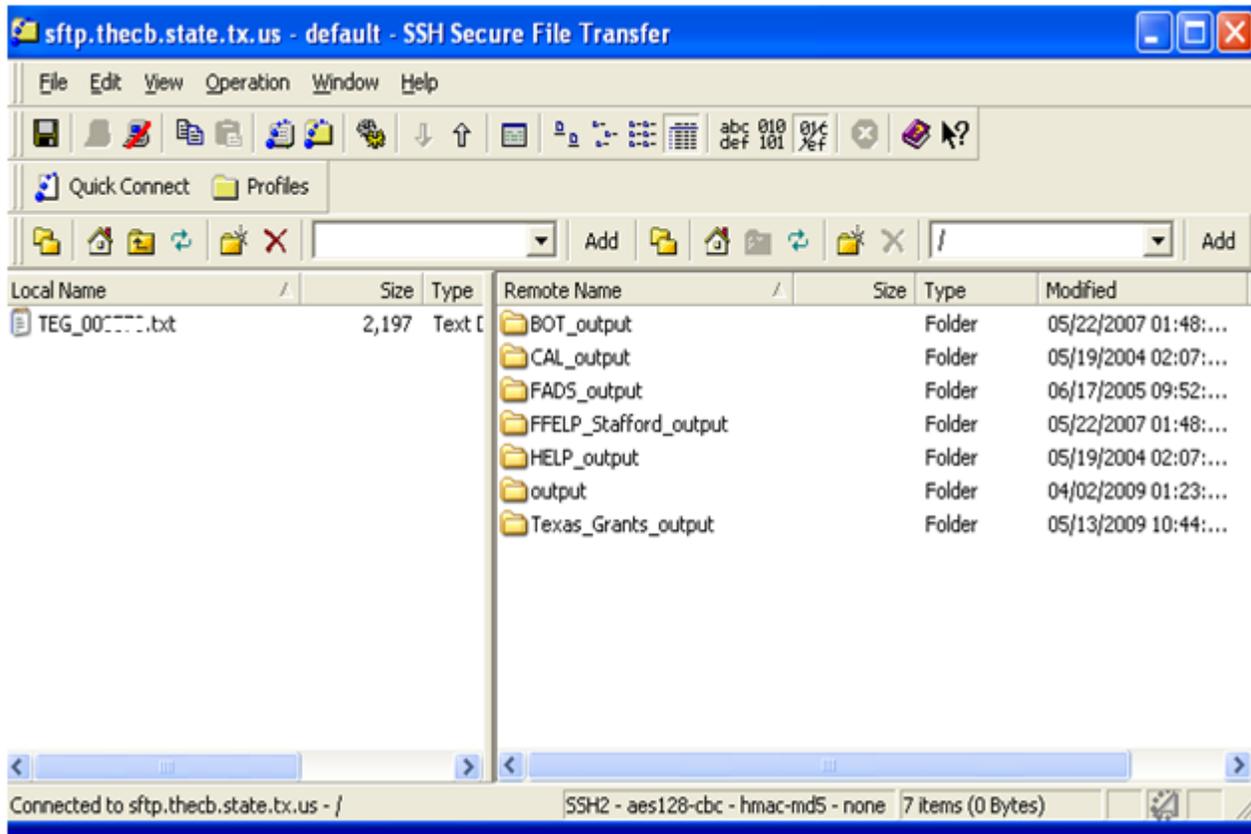
The "Enter Password" dialog box has a blue title bar with a close button. It contains a "Password:" label followed by a text input field filled with asterisks. There are "OK" and "Cancel" buttons on the right side.

NOTE: The key exchange process of secure shell provides some protection against spoofing and man-in-the-middle attacks. If you attempt a transfer and get a message indicating that the server's key has changed without prior notification from THECB, you should treat the connection as suspicious and contact your institution's network security.

After successfully entering your password, click “OK” to see the next screenshot.

Notice the “/” in the far right “drop down” list box above the multiple “OUTPUT” folders in the right pane. This represents your INPUT folder (i.e. Root directory) on the SFTP server. You are automatically logged into this folder each and every time you log in to the SFTP server, regardless of which folder you intend to access (e.g., INPUT or OUTPUT).

What you are looking at in the right pane of this screenshot is similar to a Windows Explorer view.



After making the initial connection, you will want to add it to the profile to simplify future connections.

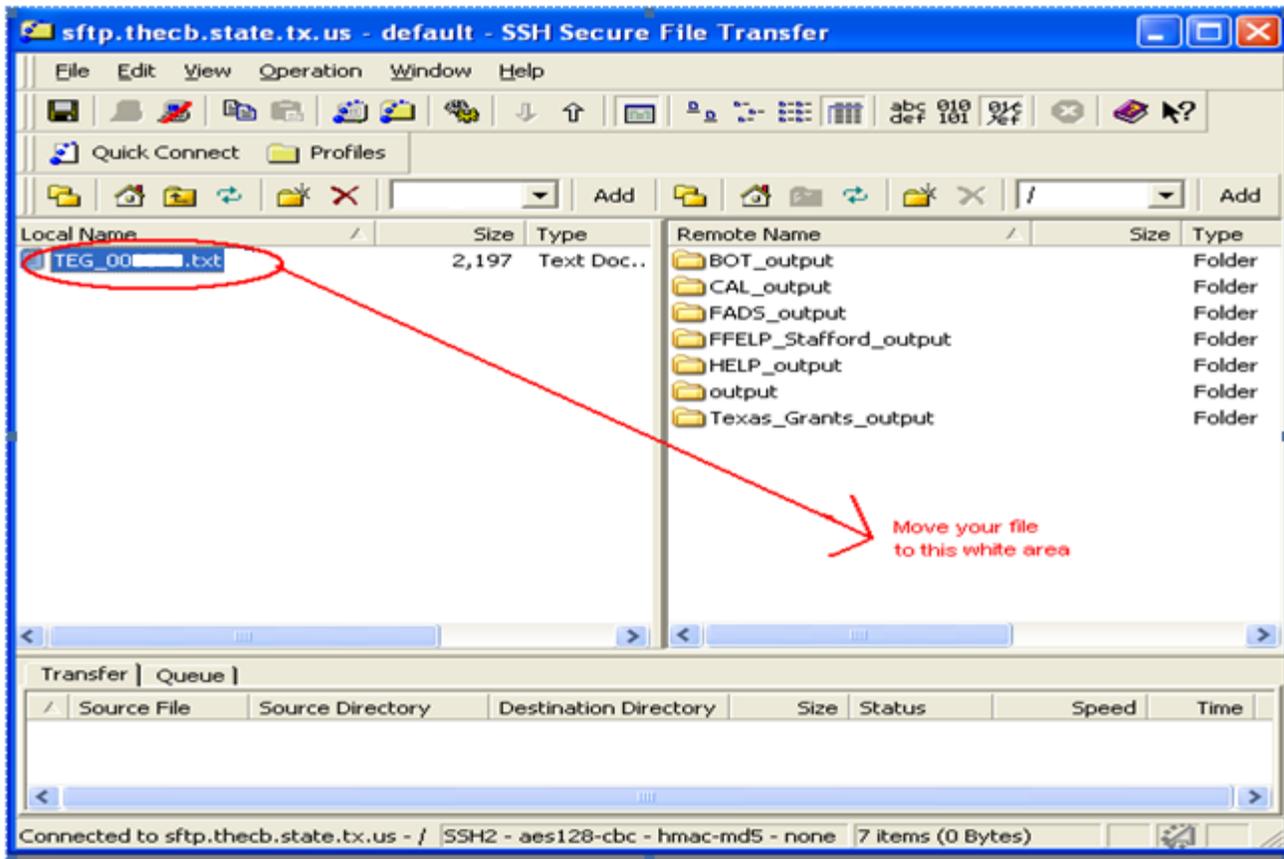
You should see a blinking ‘Add to Profile’ in the dialogue box above the OUTPUT folder in the right pane. Click it. Then change the name to something like “thecb-sftp,” and click ‘add to profile.’

After this you should be able to connect by clicking the Profiles tab on the menu bar, selecting your saved “thecb-sftp” profile, then entering your password directly without re-entering the hostname, username, port number, or the authentication method.

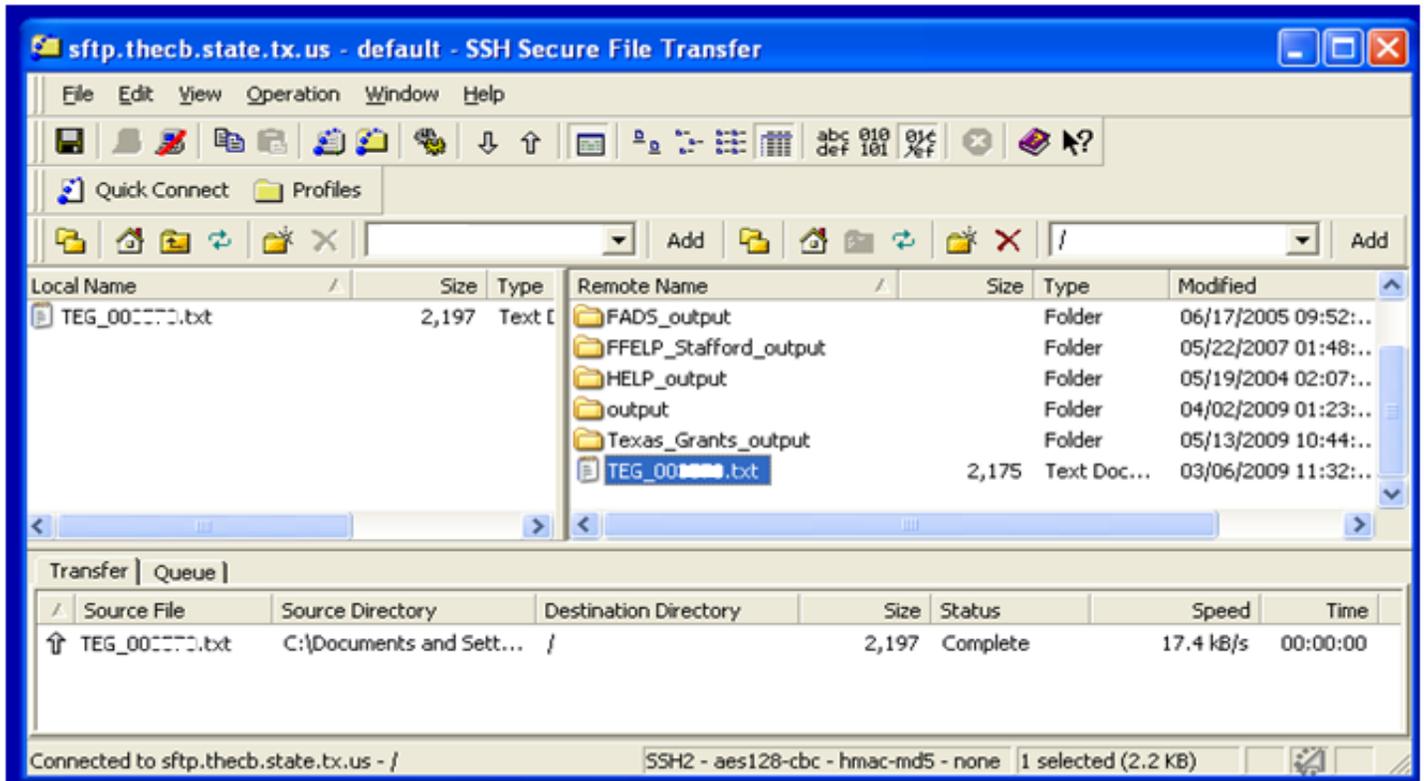
Submitting Your Data File

To submit your fixed-length text data file, you will need to “drag and drop” your file from your computer into the server.

Depicted below, the highlighted file on the left pane in this screenshot represents a file which is intended to be “submitted” to the THECB SFTP server. The file must be “dragged” (with the left mouse button depressed) over to the empty white space (input folder/ root directory) in the right pane and then “dropped” (release the mouse button). This will place a copy of the file on the SFTP server.



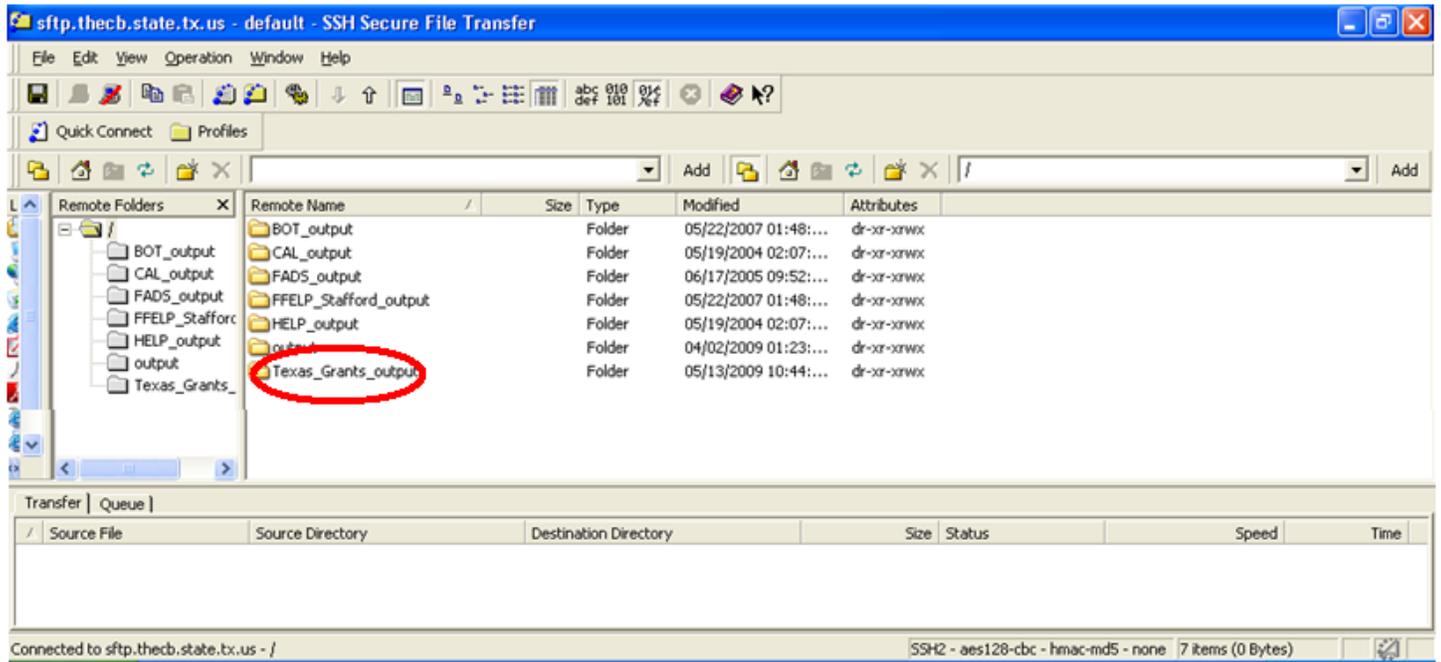
You will notice that the file you selected and highlighted is now present in the root directory. You have placed a copy of the file in your INPUT folder on the SFTP server, where it will be picked up and processed by the pre-edit application. Within 30 minutes of placing your file on the SFTP server, you should receive a "file receipt notification" email. If you notice that you have not received this notification email, please call your data analyst(s) to discuss this with them.



The file submission is complete. Select the "disconnect" icon (the third button from the left under the "File" menu; it looks like a computer monitor with a red line through it) in the menu bar to exit this SFTP application.

Retrieving Error Messages

Incoming data files that do not meet the “basic” file layout requirements will be rejected. If this happens, or if your file is accepted but errors are detected, THECB will send an email to your institution’s generic email address set-up for your TEXAS Grant Administrator(s) to notify you.

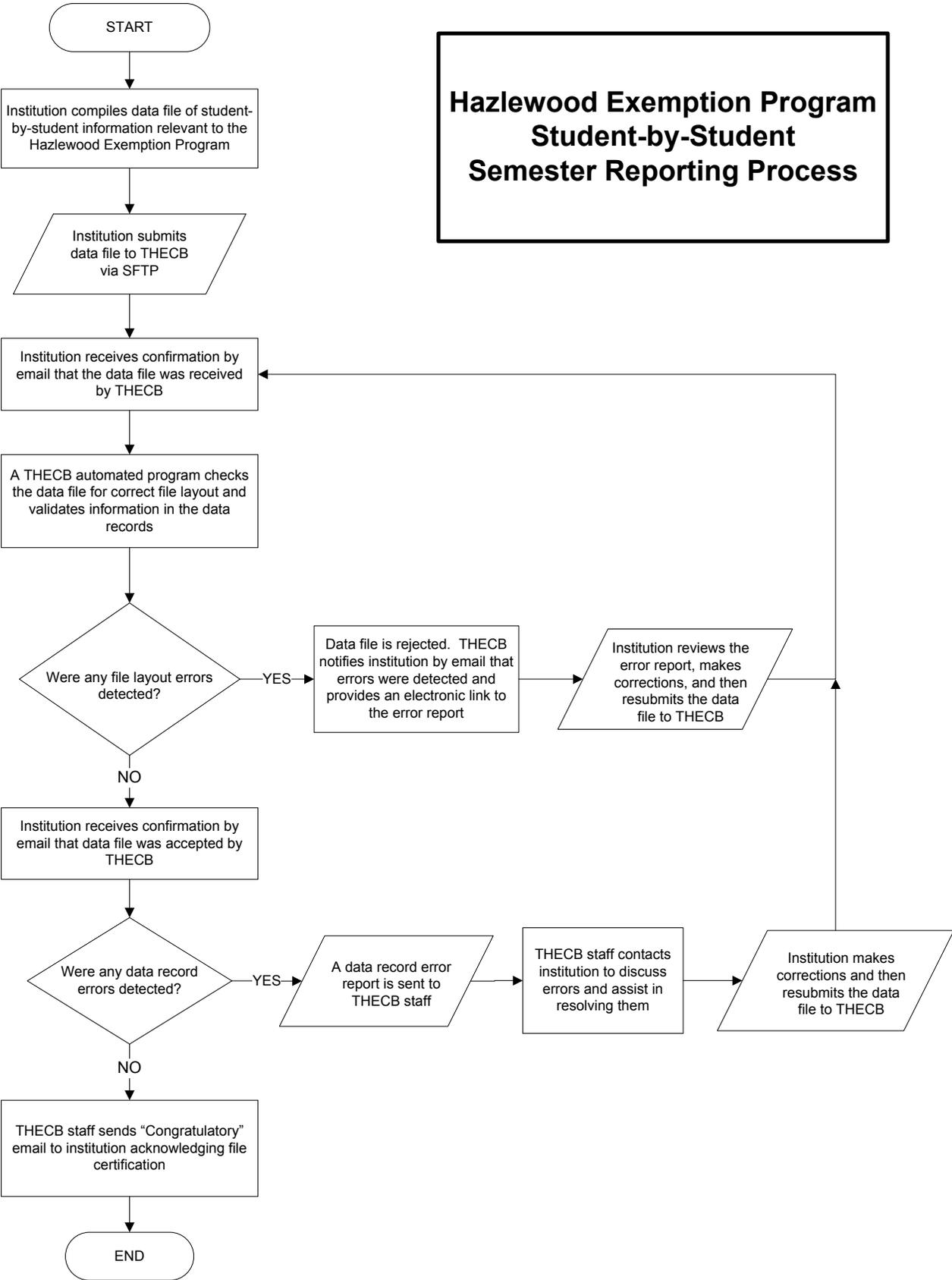


Grant-related error messages, reports, files, etc. created by THECB for any of our programs (including Hazlewood and TEXAS Grant) can be retrieved from the “Texas_Grants_output” directory by double-clicking on the Texas_Grants_output folder (see above).

Once there are no errors in your file, a message is sent to your generic email box indicating the file was certified.

If you have questions about submitting your data file, please send an email to Hazlewood@thecb.state.tx.us, or contact THECB by calling (800) 242-3062, options 3, 2.

Hazlewood Exemption Program Student-by-Student Semester Reporting Process



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 Recipient currently a Texas Resident?
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 Residency Requirements?

Hazlewood Exemption
Request for Payment – Data Record Format
EVERY DATA ELEMENT MUST BE INCLUDED IN EVERY RECORD OF YOUR FILE
YOUR FILE MUST BE IN A FIXED-LENGTH TEXT FORMAT

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
1. Record Code	xx	Alphanumeric; left justified; 2 characters <i>Enter “@D” for every detail record</i>	Error if left blank Error if <> “@D”	E: blank field E: invalid entry
2. Recipient SSN Number	xxxxxxxx	Numeric; right justified; 9 characters <u>Do NOT use dashes or slashes.</u> <i>You must enter the recipient’s SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.</i>	Error if left blank	E: blank field
3. Recipient’s Last Name	xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx	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	xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx	Alphabetic; left justified; 30 letters Upper- or Lower-case acceptable	Error if numeric Error is left blank	E: non-alphabetic
5. Recipient’s Middle Initial	x	Alphabetic; left justified; 1 letter Upper- or Lower-case acceptable	Error if numeric Error if left blank	E: non-alphabetic E: blank field
6. Recipient’s Zip Code of Address	99999999	Numeric; right justified; 9 digits <i>If last 4 digits are unknown, enter “0000”</i>	Error if not numeric Error if left blank	E: non-numeric E: blank field
7. Recipient’s Date of Birth	mmddyyyy	Numeric; right justified; 8 digits <u>Do NOT use dashes or slashes.</u> <i>Enter the 2-digit month, 2-digit day and the 4-digit year month range 01 through 12 day range 01 through 31</i>	Error if not numeric Error if left blank Error if mm is out of range of 1-12 Error if dd is out of range of 1-31	E: non-numeric E: blank field E: month out of range E: day out of range

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
8. Fiscal Year of Recipient's "AWARD"	9999	Numeric, right justified; 4 digits <i>Enter the four digit fiscal year in which the recipient received this award</i>	Error if alphabetic Error if left blank Error if <> "2010"	E: non-numeric E: blank field E: invalid entry
9. Semester of Recipient's "AWARD"	9	Numeric; right justified; 1 digit 1 = Fall 2 = Spring 3 = Summer I 4 = Summer II	Error if not numeric Error if left blank Error if < 1 or > 4	E: non-numeric E: blank field E: invalid entry
10. Hazlewood Hours Used	99	Numeric; right justified; 2 digits <i>Enter the number of enrolled hours covered by the Hazlewood Exemption</i> <i>Use a leading "0" if hours are fewer than 10</i>	Error if not numeric Error if left blank	E: non-numeric E: blank field
11. Federal Hours Used	99	Numeric; right justified; 2 digits <i>Enter the number of enrolled hours covered by a federal program</i> <i>Use a leading "0" if hours are fewer than 10</i>	Error if not numeric Error if left blank	E: non-numeric E: blank field
12. Type of Hours Used	9	Numeric; right justified; 1 digit 1 = Standard Hazlewood hours (Service Member is the Recipient) 2 = Transferred Hazlewood hours (i.e. "Legacy") 3 = Death of Service Member 4 = Disability (100%) of Service Member	Error if not numeric Error if left blank Error if < 1 or > 4	E: non-numeric E: blank field E: invalid entry
13. Value of Hazlewood Exemption	9999999	Numeric; right justified; 7 digits, including two decimal places <u>Do NOT use a decimal point.</u> Example: 0152400 (<i>This entry describes an exemption amount of \$1524.00</i>) <i>Enter the monetary amount exempted by the Hazlewood Exemption</i>	Error if not numeric Error if left blank	E: non-numeric E: blank field

Data Element (Field)	Field Layout	Instructions	Edit Checks	Error Listing Messages
14. Recipient's Relation to Service Member	9	Numeric; right justified; 1 digit 0 = Self (Recipient is the Service Member) 1 = Biological child 2 = Adopted child 3 = Step-child 4 = Spouse 5 = Claimed as dependent on taxes	Error if not numeric Error if left blank Error if < 0 or > 5	E: non-numeric E: blank field E: invalid entry
15. Is Recipient a Dependent of Service Member?	x	Alphabetic; right justified; 1 letter Y = Yes N = No	Error if numeric Error if left blank Error if <> "Y" or "N"	E: non-alphabetic E: blank field E: invalid entry
16. Is 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
17. Is Recipient Currently a Texas Resident?	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 <u>Do NOT use dashes or slashes.</u> <i>You must enter the service member's SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.</i>	Error if not numeric Error if left blank	E: non-numeric E: blank field
19. Service Member's Date of Birth	99999999	Numeric; right justified; 8 digits <u>Do NOT use dashes or slashes.</u>	Error if not numeric Error if left blank	E: non-numeric E: blank field
20. Service Member's Last Name	xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx	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	xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx	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 Error if left blank	E: non-alphabetic
23. Service Member's Zip Code of Address	999999999	Numeric; right justified; 9 digits <i>If last 4 digits are unknown, enter "0000"</i>		
24. Does Service Member Meet Initial Residency 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