

# Workforce Grant Recent Graduates File Layout Guide

This roster submission allows you to report the graduation date and personal email address of Workforce Grant recipients who graduated in the most recently completed semester via upload of a file created by your Financial Aid Management System.

1. Create file from your financial aid management software using the “File Layout Guide” on the following page.
2. Log in to <https://icaps.iowacollegeaid.gov>.
3. Click on “Send Roster File” (under the “Data File Transfer” menu).
4. Chose “Workforce Grant Recent Graduates”.
5. Click “Browse” or “Choose File” to attach your file.
6. Click “Upload File”.
7. Review the columns to ensure data elements are in the correct column.
8. Once confirmed, click “ Confirm File Format & Process”.
9. Once the file has processed you will receive an email.
10. Click on “File Transfer Results” (under the “Data File Transfer” menu).
11. Locate your file and click the “+” sign. You will see two different reports:
  - a. All Processed: Records processed successfully.
  - b. Exceptions: Records that did not process. The reason the record did not process is displayed in the last column of the file.
12. If you have students in the exception file adjust the original file to correct the error and resubmit, or change your file to only include those students who need updating and resubmit.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Academic Year	Academic Year Description	2025-2026	9
School Code	6-digit Federal School Code	123456	6
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Students Last Name		30
First Name	Student's First Name		30
Date of Birth	Student's Date of Birth	MM/DD/YYYY	10
Graduation Date	Graduation date of student that has received a Workforce Grant in the same academic year (academic year is considered the fall, spring, and summer semester, in that sequence)	MM/DD/YYYY	10
Email Address	Non-university email address that student will have access to after graduating	Must be a valid email address	30

#### Clarifications/Important Notes:

- A file should be uploaded after the conclusion of each semester, and should include the recently completed Workforce Grant recipients who graduated that semester.
- The graduation date MUST be in the past (prior to the date that you upload the file).
- Ensure the graduation date reported is ONLY for the eligible program that qualified the student for the Workforce Grant.
- Reporting a graduation date that is prior to a semester in which the student received the Workforce Grant will cause the student to become ineligible for the Workforce Grant. For example, if a student received a Workforce Grant disbursement in the fall of 2025, but the university reports a graduation date of 5/15/2025 in ICAPS, the student will become ineligible for the fall 2025 Workforce Grant in ICAPS.

The following dates are utilized for this validation:

- Fall semester recipient: graduation date must be on or after September 1 of the

fall semester in which the individual receives a Workforce Grant.

- Spring semester recipient: graduation date must be on or after January 2 of the spring semester in which the individual receives a Workforce Grant.
- The email address should be a non-university email address, preferably a personal email address on file for the student. Iowa College Aid will utilize the email address to inform graduates of the Workforce Incentive Payment and the corresponding application process.
- ICAPS supports ASCII file encoding.
- Output file must be in CSV file format with the first row being the column names (i.e. academic year, school code, SSN, etc.).