

INSTRUCTIONS FOR UPDATING THE DATA SPREADSHEET

STEP 1

Check for the latest year in the Data Spreadsheet

Option 1: Check the Workbook Overview sheet. The text circled in red below will show the latest data included in the tool.

This workbook also contains federal Pell data that must be updated annually:

Data Spreadsheet

Data Spreadsheet Instructions

Since this tool was published in 2019, the underlying data must be updated annually starting in 2020. Detailed instructions are available by clicking the button to the left. The bolded number below will automatically update to show the latest year on the tool so that all members of a team can easily see when data are out-of-date.

Latest data in current spreadsheet **2019 - 2020 FA year**

Option 2: Check the bottom row in the Data sheet.

| | A | B | C | D | E | F | G |
|-----|----------------|----------------|----------------|------------------|-----------------|-----------------|---------------------|
| 3 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 166 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 167 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 168 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 169 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 170 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 171 | | | | | | | |
| 172 | | | | | | | |
| 173 | | | | | | | |
| 174 | | | | | | | |

Note: If your data are already up to date, disregard all the steps listed below.

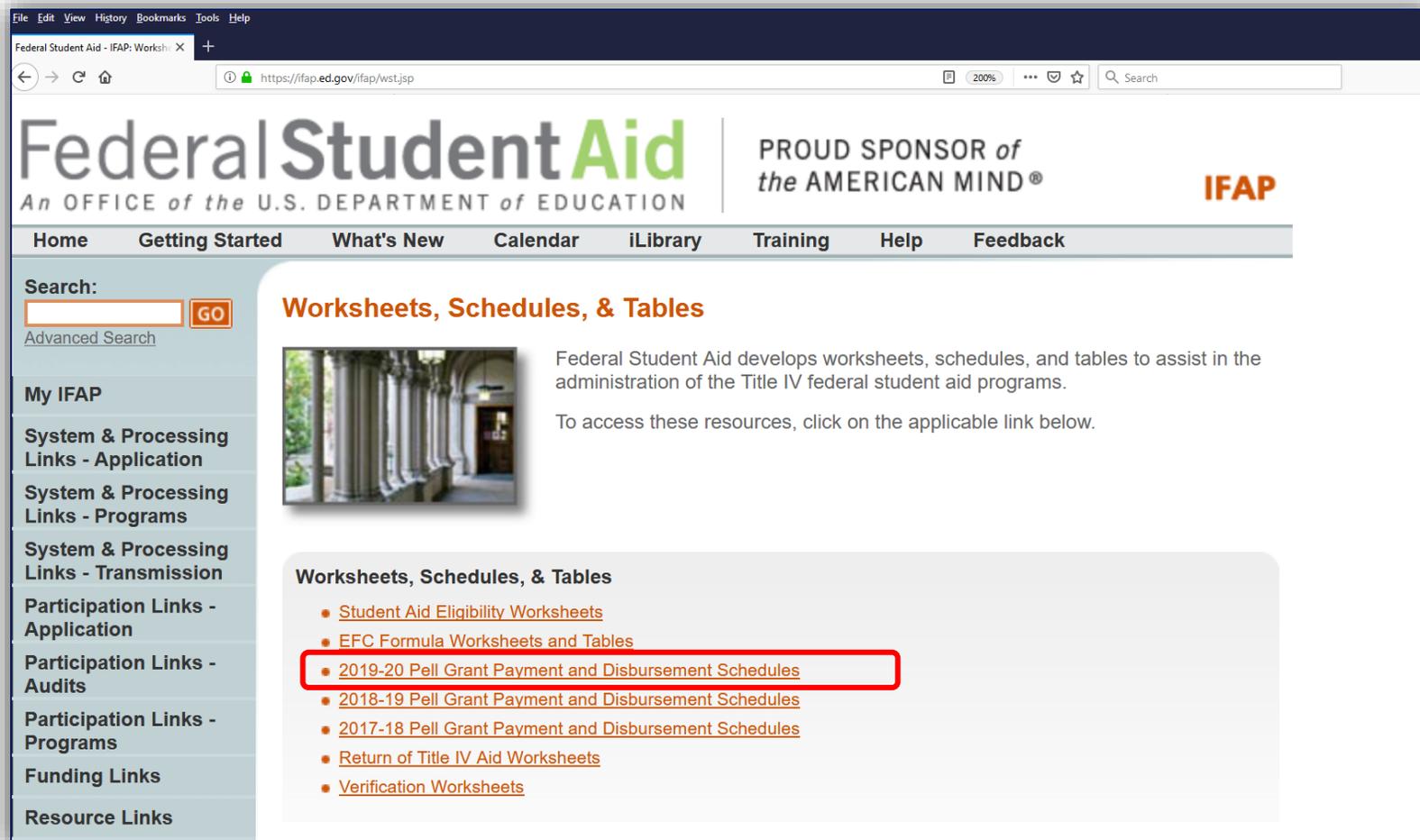
STEP 2

Download the newest Federal Student Aid data

Step 2.1: Navigate to the Federal Student Aid website for Pell Grant Worksheets, Schedules, and Tables.

As of this publication, this page is at the following hyperlink: <https://ifap.ed.gov/worksheets-schedules-tables>.

Step 2.2: Click on the appropriate year.

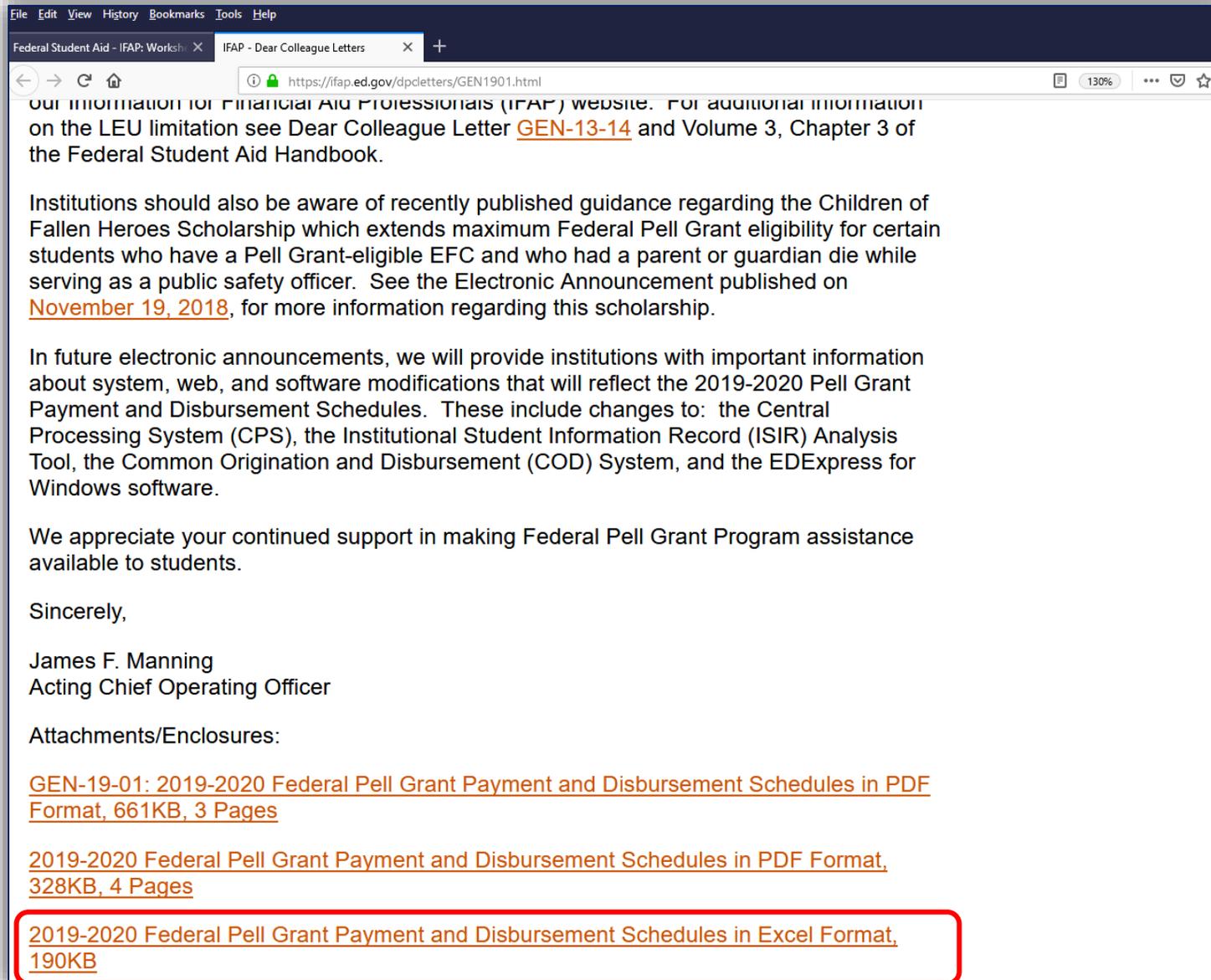


The screenshot shows a web browser window displaying the Federal Student Aid website. The browser's address bar shows the URL <https://ifap.ed.gov/worksheets-schedules-tables>. The website header includes the text "Federal Student Aid" and "PROUD SPONSOR of the AMERICAN MIND®". A navigation menu contains links for Home, Getting Started, What's New, Calendar, iLibrary, Training, Help, and Feedback. On the left side, there is a search bar and a "My IFAP" section with links for System & Processing Links (Application, Programs, Transmission) and Participation Links (Application, Audits, Programs). The main content area is titled "Worksheets, Schedules, & Tables" and features a photograph of a building interior. Below the photo, there is a list of links under the heading "Worksheets, Schedules, & Tables":

- [Student Aid Eligibility Worksheets](#)
- [EFC Formula Worksheets and Tables](#)
- [2019-20 Pell Grant Payment and Disbursement Schedules](#)
- [2018-19 Pell Grant Payment and Disbursement Schedules](#)
- [2017-18 Pell Grant Payment and Disbursement Schedules](#)
- [Return of Title IV Aid Worksheets](#)
- [Verification Worksheets](#)

The link for "2019-20 Pell Grant Payment and Disbursement Schedules" is highlighted with a red rectangular box.

Step 2.3: Scroll to the bottom of the page and download the Payment and Disbursement Schedules in Excel Format.



our information for Financial Aid Professionals (IFAP) website. For additional information on the LEU limitation see Dear Colleague Letter [GEN-13-14](#) and Volume 3, Chapter 3 of the Federal Student Aid Handbook.

Institutions should also be aware of recently published guidance regarding the Children of Fallen Heroes Scholarship which extends maximum Federal Pell Grant eligibility for certain students who have a Pell Grant-eligible EFC and who had a parent or guardian die while serving as a public safety officer. See the Electronic Announcement published on [November 19, 2018](#), for more information regarding this scholarship.

In future electronic announcements, we will provide institutions with important information about system, web, and software modifications that will reflect the 2019-2020 Pell Grant Payment and Disbursement Schedules. These include changes to: the Central Processing System (CPS), the Institutional Student Information Record (ISIR) Analysis Tool, the Common Origination and Disbursement (COD) System, and the EDEXpress for Windows software.

We appreciate your continued support in making Federal Pell Grant Program assistance available to students.

Sincerely,

James F. Manning
Acting Chief Operating Officer

Attachments/Enclosures:

[GEN-19-01: 2019-2020 Federal Pell Grant Payment and Disbursement Schedules in PDF Format, 661KB, 3 Pages](#)

[2019-2020 Federal Pell Grant Payment and Disbursement Schedules in PDF Format, 328KB, 4 Pages](#)

[2019-2020 Federal Pell Grant Payment and Disbursement Schedules in Excel Format, 190KB](#)

STEP 3

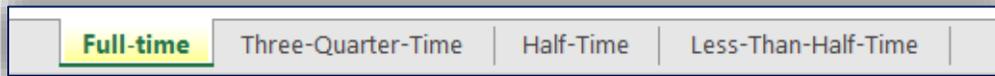
Transpose the relevant cells onto the Data sheet of the Pell calculator.

Note: In the Pell Payment Schedule file, only the cells highlighted in yellow below are relevant. This is because the full Pell schedule contains information for schools with Costs of Attendance (net costs for tuition, fees, rent, food, and other living expenses) ranging from \$0 to an annual maximum (in 2019, this was \$6,195). However, this Pell calculator simplifies the information to only show awards for the maximum cost of attendance, because most colleges allow students to receive Pell grants in accordance with the maximum cost of attendance.¹

Step-by-step directions are included below, so it is not necessary to zoom in on the cells in this screenshot.

¹ All colleges in the EASE study exceeded the maximum cost of attendance. For reference, the [average cost of attendance](#) at public two-year colleges for the 2015-16 academic year was \$9,939, while the Pell schedule's maximum cost of attendance was \$5,775.

Step 3.1: Open the Pell Payment Schedule workbook to the “Full-time” sheet, as highlighted below.



Copy the minimum EFC, highlighted in yellow. Although only columns D through U are included in the screenshot, it is important to copy the full row of data. In the 2019-2020 workbook, this includes columns D through BI.

| | | | Expected Family Contribution | | | | | | | | | | | | | | | | | |
|--------------------|-----|-------|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|
| Cost of Attendance | | | 0 | 1 | 101 | 201 | 301 | 401 | 501 | 601 | 701 | 801 | 901 | 1001 | 1101 | 1201 | 1301 | 1401 | 1501 | 1601 |
| | | | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To |
| | | | 0 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | 1000 | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 |
| 5 | 0 | - 199 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 200 | - 299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 300 | - 399 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 400 | - 499 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 500 | - 599 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Navigate to the Data sheet in the Pell calculator and select the first blank cell under “Min EFC.” Paste and transpose your new data here. You can complete this by right-clicking on the selected cell and choosing the “Transpose” icon under “Paste Options.” The first few cells should match the screenshot below.

| | A | B | C | D | E | F | G |
|-----|---------|---------|---------|-----------|----------|----------|-----------|
| 1 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 164 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 165 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 166 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 167 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 168 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 169 | | 0 | | | | | |
| 170 | | 1 | | | | | |
| 171 | | 101 | | | | | |
| 172 | | 201 | | | | | |
| 173 | | 301 | | | | | |

Step 3.2: Navigate back to “Full-time” sheet in the Pell Payment Schedule file and copy the maximum EFC row, shown in the screenshot below.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
|---|---------------------------|---|-----|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|
| 1 | | | | Expected Family Contribution | | | | | | | | | | | | | | | | | |
| 2 | Cost of Attendance | | | 0 | 1 | 101 | 201 | 301 | 401 | 501 | 601 | 701 | 801 | 901 | 1001 | 1101 | 1201 | 1301 | 1401 | 1501 | 1601 |
| 3 | | | | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To | To |
| 4 | | | | 0 | 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | 1000 | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 |
| 5 | 0 | - | 199 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 200 | - | 299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 300 | - | 399 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 400 | - | 499 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 500 | - | 599 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Paste and transpose these data into column C of the Data sheet in the Pell calculator. The first few cells should reflect the screenshot below.

| | A | B | C | D | E | F | G |
|-----|----------------|----------------|----------------|------------------|-----------------|-----------------|---------------------|
| 1 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 164 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 165 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 166 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 167 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 168 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 169 | | 0 | 0 | | | | |
| 170 | | 1 | 100 | | | | |
| 171 | | 101 | 200 | | | | |
| 172 | | 201 | 300 | | | | |

Step 3.3: Navigate to the “Full-time” sheet in the Pell Payment Schedule file. Scroll to the bottom of the sheet. Copy the very bottom row, corresponding to maximum cost of attendance, highlighted below.

| | | | | | | | | | | | | | | | | | | | | | |
|----|------|---|--------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 64 | 6000 | - | 6099 | 6050 | 6000 | 5900 | 5800 | 5700 | 5600 | 5500 | 5400 | 5300 | 5200 | 5100 | 5000 | 4900 | 4800 | 4700 | 4600 | 4500 | 4400 |
| 65 | 6100 | - | 6194 | 6147 | 6097 | 5997 | 5897 | 5797 | 5697 | 5597 | 5497 | 5397 | 5297 | 5197 | 5097 | 4997 | 4897 | 4797 | 4697 | 4597 | 4497 |
| 66 | 6195 | - | 999999 | 6195 | 6145 | 6045 | 5945 | 5845 | 5745 | 5645 | 5545 | 5445 | 5345 | 5245 | 5145 | 5045 | 4945 | 4845 | 4745 | 4645 | 4545 |
| 67 | | | | | | | | | | | | | | | | | | | | | |
| 68 | | | | | | | | | | | | | | | | | | | | | |
| 69 | | | | | | | | | | | | | | | | | | | | | |

Full-time | Three-Quarter-Time | Half-Time | Less-Than-Half-Time

Paste/transpose this row into the “Full Time” column of the Data sheet (Column D) in the Pell calculator.

| | A | B | C | D | E | F | G |
|-----|---------|---------|---------|-----------|----------|----------|-----------|
| 1 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 164 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 165 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 166 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 167 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 168 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 169 | | 0 | 0 | 6195 | | | |
| 170 | | 1 | 100 | 6145 | | | |
| 171 | | 101 | 200 | 6045 | | | |
| 172 | | 201 | 300 | 5945 | | | |

Step 3.4: Navigate to the “Three-Quarter-Time” sheet in the Pell Payment Schedule file. Again, copy the very bottom row.

| | | | | | | | | | | | | | | | | | | | |
|----|---------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 64 | 6000 - 6099 | 4538 | 4500 | 4425 | 4350 | 4275 | 4200 | 4125 | 4050 | 3975 | 3900 | 3825 | 3750 | 3675 | 3600 | 3525 | 3450 | 3375 | 3300 |
| 65 | 6100 - 6194 | 4610 | 4573 | 4498 | 4423 | 4348 | 4273 | 4198 | 4123 | 4048 | 3973 | 3898 | 3823 | 3748 | 3673 | 3598 | 3523 | 3448 | 3373 |
| 66 | 6195 - 999999 | 4646 | 4609 | 4534 | 4459 | 4384 | 4309 | 4234 | 4159 | 4084 | 4009 | 3934 | 3859 | 3784 | 3709 | 3634 | 3559 | 3484 | 3409 |
| 67 | | | | | | | | | | | | | | | | | | | |
| 68 | | | | | | | | | | | | | | | | | | | |

Full-time **Three-Quarter-Time** Half-Time Less-Than-Half-Time +

Paste it into the “3/4 Time” column of the Data sheet (Column E) of the Pell calculator.

| | A | B | C | D | E | F | G |
|-----|---------|---------|---------|-----------|----------|----------|-----------|
| 1 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 164 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 165 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 166 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 167 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 168 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 169 | | 0 | 0 | 6195 | 4646.25 | | |
| 170 | | 1 | 100 | 6145 | 4608.75 | | |
| 171 | | 101 | 200 | 6045 | 4533.75 | | |
| 172 | | 201 | 300 | 5945 | 4458.75 | | |

Steps 3.5 and 3.6: Repeat this process for the “Half-Time” and “Less-Than-Half-Time” sheets in the Pell Payment Schedule file. Paste and transpose the rows into columns F and G, respectively. The destination cells should reflect the highlighted cells below.

| | | | |
|-----------|--------------------|------------------|----------------------------|
| Full-time | Three-Quarter-Time | Half-Time | Less-Than-Half-Time |
|-----------|--------------------|------------------|----------------------------|

| | A | B | C | D | E | F | G |
|-----|----------------|----------------|----------------|------------------|-----------------|-----------------|---------------------|
| 1 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 164 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 165 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 166 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 167 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 168 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 169 | | 0 | 0 | 6195 | 4646.25 | 3097.5 | 1548.75 |
| 170 | | 1 | 100 | 6145 | 4608.75 | 3072.5 | 1536.25 |
| 171 | | 101 | 200 | 6045 | 4533.75 | 3022.5 | 1511.25 |
| 172 | | 201 | 300 | 5945 | 4458.75 | 2972.5 | 1486.25 |
| 173 | | 301 | 400 | 5845 | 4383.75 | 2922.5 | 1461.25 |
| 174 | | 401 | 500 | 5745 | 4308.75 | 2872.5 | 1436.25 |
| 175 | | 501 | 600 | 5645 | 4233.75 | 2822.5 | 1411.25 |
| 176 | | 601 | 700 | 5545 | 4158.75 | 2772.5 | 1386.25 |

STEP 4

Complete your Data worksheet in the Pell calculator by filling in the financial aid year. For the calculator to work correctly, you must include only the first year of the financial aid year. For example, the 2019-2020 payment schedule should be abbreviated as “2019.”

20192020PellPaymentSchedule.xlsx - Excel

| | A | B | C | D | E | F | G |
|-----|---------|---------|---------|-----------|----------|----------|-----------|
| 3 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 166 | 2018 | 5001 | 5100 | 870 | 652.5 | 0 | 0 |
| 167 | 2018 | 5101 | 5200 | 770 | 0 | 0 | 0 |
| 168 | 2018 | 5201 | 5300 | 670 | 0 | 0 | 0 |
| 169 | 2018 | 5301 | 5328 | 606 | 0 | 0 | 0 |
| 170 | 2018 | 5329 | 999999 | 0 | 0 | 0 | 0 |
| 171 | 2019 | 0 | 0 | 6195 | 4646.25 | 3097.5 | 1548.75 |
| 172 | 2019 | 1 | 100 | 6145 | 4608.75 | 3072.5 | 1536.25 |
| 173 | 2019 | 101 | 200 | 6045 | 4533.75 | 3022.5 | 1511.25 |
| 174 | 2019 | 201 | 300 | 5945 | 4458.75 | 2972.5 | 1486.25 |
| 175 | 2019 | 301 | 400 | 5845 | 4383.75 | 2922.5 | 1461.25 |
| 176 | 2019 | 401 | 500 | 5745 | 4308.75 | 2872.5 | 1436.25 |
| 177 | 2019 | 501 | 600 | 5645 | 4233.75 | 2822.5 | 1411.25 |
| 178 | 2019 | 601 | 700 | 5545 | 4158.75 | 2772.5 | 1386.25 |
| 179 | 2019 | 701 | 800 | 5445 | 4083.75 | 2722.5 | 1361.25 |
| 180 | 2019 | 801 | 900 | 5345 | 4008.75 | 2672.5 | 1336.25 |
| 181 | 2019 | 901 | 1000 | 5245 | 3933.75 | 2622.5 | 1311.25 |
| 182 | 2019 | 1001 | 1100 | 5145 | 3858.75 | 2572.5 | 1286.25 |
| 183 | 2019 | 1101 | 1200 | 5045 | 3783.75 | 2522.5 | 1261.25 |

STEP 5

Run checks to confirm your Data spreadsheet is complete:

- Max EFC:** The maximum EFC in the last row should be 999999.
- Pell award of \$0 for Full Time:** The Pell award for Full Time students in the last row should be \$0.
- Pell awards of \$0 for other groups:** The columns for “< 1/2 Time”, “1/2 Time”, and “3/4 Time” should show \$0 in the last few rows.

| | A | B | C | D | E | F | G |
|-----|---------|---------|---------|-----------|----------|----------|-----------|
| 1 | FA year | Min EFC | Max EFC | Full Time | 3/4 Time | 1/2 Time | <1/2 Time |
| 221 | 2019 | 5101 | 5200 | 1045 | 783.75 | 0 | 0 |
| 222 | 2019 | 5201 | 5300 | 945 | 708.75 | 0 | 0 |
| 223 | 2019 | 5301 | 5400 | 845 | 633.75 | 0 | 0 |
| 224 | 2019 | 5401 | 5500 | 745 | 0 | 0 | 0 |
| 225 | 2019 | 5501 | 5576 | 657 | 0 | 0 | 0 |
| 226 | 2019 | 5577 | 999999 | 0 | 0 | 0 | 0 |
| 227 | | | | | | | |

APPENDIX

The table below summarizes how the 2019 - 2020 Pell Payment Schedule data were transposed into the Pell calculator workbook.

| Origin in the 2019 Federal workbook | | Destination in Pell Calculator | |
|-------------------------------------|----------|--------------------------------|----------------|
| Sheet | Cells | Sheet and column | Column heading |
| Full-time | D2:BI2 | Data column B | Min EFC |
| Full-time | D4:BI4 | Data column C | Max EFC |
| Full-time | D66:BI66 | Data column D | Full time |
| Three-Quarter-Time | D66:BI66 | Data column E | 3/4 time |
| Half-Time | D66:BI66 | Data column F | 1/2 time |
| Less-Than-Half-Time | D66:BI66 | Data column G | <1/2 time |