



CALIFORNIA
STUDENT AID
COMMISSION

Cal Grant Handbook

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Introduction

History of the Commission

History of the California Student Aid Commission

One of the earliest proposals for the development of a California state scholarship program was in the 1948 Strayer Committee report on the Needs of California in Higher Education. This proposal contained a plan for a series of subsistence scholarships to be awarded to deserving applicants throughout the state on the basis of academic ability and potential for success in college. In the spring of 1955, the Legislature passed Assembly Bill 1546, known as the Hegland-Shell-Donahoe and Donald D. Doyle Act, and the Governor signed the bill on July 8, 1955. The Act provided for a series of competitive undergraduate scholarships, which were to be used for payment of tuition and fees. The awards were to be granted on the basis of a competitive examination, demonstrated financial need, and additional requirements pertaining to residency and citizenship.

The law required that the program administration be assigned to a State Scholarship Commission, whose members were to be appointed by the Governor and that each scholarship be used for undergraduate study at an accredited collegiate institution within the state. Each awardee was eligible to renew the award; however, the award could not exceed a maximum of four years or the completion of the undergraduate program.

Eventually, legislation changed the name of the State Scholarship Commission to the California Student Aid Commission (Commission), expanded its membership, and the rest is history:

- The State Scholarship became the Cal Grant A program.
- In 1968 the College Opportunity Grant was created and later changed to the Cal Grant B program.
- In 1973 the Occupational Education and Training Grant was created and later changed to the Cal Grant C program.
- In 1977 legislation authorized the Commission to be California's designated guarantor for the Guaranteed Student Loan Program, which later changed to the Federal Family Education Loan (FFEL) Program.
- In 1996 legislation authorized the creation of a non-profit, public-benefit, auxiliary Corporation to assist the Commission in administering FFEL Programs. Following the passage of this legislation, the Commission founded EdFund as its loan auxiliary on January 1, 1997.
- Upon cessation of the FFEL program in 2009, the Commission's loan portfolio was transferred to a private, non-profit servicer, Educational Credit Management Corporation (ECMC), thus ending the Commission's participation in the federal loan programs.
- Cal Grant Entitlement awards began with the 2001-02 year. Senate Bill 1644, Statutes of 2000 (Chapter 403), created a new Cal Grant Program with guaranteed Entitlement awards for recent high school graduates. This legislation represented the greatest expansion of access to higher education in California since the federal government implemented the G.I. Bill.

- Assembly Bill (AB) 540 passed in 2001 to allow non-resident California students to pay the lower resident fees at California's public colleges and universities. In July 2011, AB 130 was signed into law to allow AB 540 students to apply for private scholarships for use at California's public higher education institutions. In October 2011, AB 131 was signed into law to allow AB 540 students to apply for California state financial aid such as the University of California Grants, State University Grants and Board of Governor's fee waivers, Cal Grants, and other State-administered financial aid. Together, these two bills comprise the California Dream Act. AB 2000 was passed in 2014 and extended Cal Grant eligibility for AB 540 students to include years spent at elementary and middle school. In 2017 Senate Bill (SB) 68 was passed which further extended Cal Grant eligibility to include time spent at adult school, and community colleges.
- In April 2012, the California Dream Act Application (CADAA) was created to collect data from Dream Act students not eligible to file the Free Application for Federal Student Aid (FAFSA). The CADAA is used by institutions in the awarding of financial aid/fee waivers to eligible AB 540 students, and by the Commission in awarding Cal Grants. Other than the residency exception made by AB 540, the Commission makes no distinction between Cal Grant awards resulting from either application. Likewise, verification of most Dream Application elements are the same as for students who filed the FAFSA, with differences outlined in this handbook.
- The Middle Class Scholarship (MCS) was established in the 2014-15 academic year to serve University of California (UC) and California State University (CSU) students with family income up to \$150,000 and whose family assets do not exceed \$150,000. The MCS is for those who are not already served by the federal Pell Grant, institutional grants, or the Cal Grant program.
- Over the years, several Specialized Programs have been created, and some have been phased out, in order to best serve specific student populations. Specialized Programs may include grants, scholarships, or loan repayment assistance, and the Commission administers some of them on behalf of other state agencies using state and federal funding.

In the year 2017 the Commission administered approximately \$2.2 billion in local assistance funding to approximately 400,000 students.

Since its creation by the Legislature, in 1955, the Commission continues to operate as the principal state agency responsible for administering state financial aid programs for students attending public and private universities, colleges, and vocational schools in California.

The Commission has never wavered from its central mission to ***make education beyond high school financially accessible to all Californians or our vision toward a California that invests in educational opportunity, fosters an active, effective citizenry, and provides a higher quality of social and economic life for its citizens.***

The Commission provides financial aid policy analysis and leadership, in partnership with California's colleges, universities, financial institutions, and financial aid associations.

The Commission includes [fifteen appointed Commissioners](#). Eleven of the commissioners are appointed by the Governor and represent students, segments of the State's higher education community, and the general public. The Chair of the Senate Rules Committee and the Speaker of the Assembly each appoint two members.

This handbook refers most specifically to the Cal Grant programs and provides guidance and direction for student eligibility, institutional eligibility, and the application, awarding, disbursement, and reconciliation processes. Other Specialized Programs are mentioned, but no specific guidance for administration is given in this handbook.

California Student Aid Commission Cal Grant Handbook Chapter 1 Institutional Participation Agreement

This Chapter discusses the Institution Participation Agreement (IPA), a contract between the California Student Aid Commission and Cal Grant participating institutions.

Chapter Highlights

- ⇒ IPA Articles
- ⇒ Types of Qualifying Institutions
- ⇒ Title IV Participation
- ⇒ Eligibility Qualifications for New Institutions
- ⇒ Renewal IPA Requirements
- ⇒ Required Documents & Criteria for All Institutions

Institutional Participation Agreement (IPA)

IPA Articles

The sections of the IPA are called Articles. The titles of the IPA Articles are:

Article I:	Participation
Article II:	General Provisions
Article III:	Account Maintenance – Institutional Responsibilities
Article IV:	Disbursement – Institutional Responsibilities
Article V:	Cal Grant Administration – Commission Responsibilities
Article VI:	Cal Grant Program Administration – Information Security
Article VII:	Corrective Measures
Article VIII:	Agreement Duration
Article IX:	Certification

Qualifying institutions of higher education must fulfill the statutory and regulatory requirements to participate in the Cal Grant Programs. [CCR 30009](#)

Qualifying institutions must also demonstrate the administrative capability to administer Cal Grant funds as well as meet such other standards as adopted by Commission regulation, in consultation with the California Department of Finance.

An institution, or a specific site of an otherwise qualifying institution, shall be deemed disqualified if it no longer possesses all of the requirements for a qualifying institution.

Branch campuses are not Cal Grant eligible unless they also meet all of the requirements listed above.

An institution disqualified from participating in the Title IV federal student aid programs will no longer qualify for Cal Grant participation.

An institution disqualified pursuant to this section may later become, upon approval by the Commission, a “qualifying institution” by complying with the California Education Code, this handbook and the Institutional Participation Agreement.

Cal Grant Qualifying Institutions

California Public Postsecondary Education Institutions

This category includes:

- University of California institutions
- California State University campuses
- California Community Colleges

California Private or Independent Postsecondary Educational Institutions

These institutions must have federal Title IV participation that includes the Pell Grant Program and at least two of the following federal student aid programs: (i) Federal Work-Study, (ii) Federal Stafford Loan Program, (iii) Supplemental Educational Opportunity Grant (SEOG) Program.

Participation means the institution has been allocated and is disbursing those Title IV funds to students.

Cal Grant Qualifying Institutional Criteria

California postsecondary schools participating in the Cal Grant Program must meet the statutory and regulatory requirements to be a qualifying institution.

The IPA sets the terms and conditions for those California postsecondary schools to be eligible to participate in the Cal Grant Programs.

A Cal Grant qualifying institution must meet the following state required criteria:

- Be located and providing instruction in California;
- Be approved by the U.S. Department of Education to participate in the Pell Grant program and at least two of the following Title IV programs: Federal Work-Study, the Federal Stafford Loan program and the Federal State Equal Opportunity Grant Program*;
- Receive and disburse federal funds at each California campus or location where Cal Grant recipients attend;
- Have proven administrative capability and financial responsibility in accordance with federal and state statutes and regulations;
- Maintain written policies and procedures governing the administration and processing of Cal Grant funds;
- Be in a degree granting institution that offers programs leading to award of an associate or baccalaureate degree or certificate;
- Have a current signed and approved IPA;
- Be compliant with applicable federal and state statutes and regulations;
- Be accredited by a nationally recognized accrediting agency;
- Maintain Western Association of Schools and Colleges accreditation;

- Participate in the Commission’s Grant Delivery System (GDS) WebGrants;
- Maintain the Commission’s Information Security requirements;
- Ensure adequate security of information used in the Cal Grants programs;
- Provide consortium and contractual agreements between eligible or ineligible institutions upon request;
- Provide the most recent year’s license passage exam rates on an Internet Web site;
- Have their latest three-year cohort default rate (CDR) below 15.5%**; and,
- Have a graduation rate of greater than 20%**.

* If an institution wishes to establish Title IV participation eligibility, they should contact the [U.S. Department of Education’s Case Management for California office](#) at (415) 486-5611.

** These CDR and graduation rate thresholds do not apply to qualifying institutions with 40 percent or less of their undergraduate students borrowing federal student loans.

The SB 70 (Chapter 7, Statutes of 2011) requires that institutions provide enrollment, persistence and graduation data for all students, including aggregate information on Cal Grant recipients. Provide job placement rate and salary and wage information for each program that is either:

- Designed or advertised to lead to a particular type of job; or
- Advertised or promoted with any claim regarding job placement.

Eligible Cal Grant recipients attending an ineligible institution will be notified that their award cannot be used at that institution. Cal Grant recipients must attend a Cal Grant eligible institution in order to use an award.

Renewal IPA Requirements

All Cal Grant qualifying institutions must renew their IPA when the current active IPA terminates, regardless of when that IPA was initiated.

Required Documents & Criteria for All Institutions

The documents required for an initial application to participate in Cal Grant programs are located on the [CSAC website](#).

The Institutional Participation Agreement (IPA) must be signed by the institution's President, Chancellor or CEO as reported to the U.S. Department of Education. Each document will require an original signature in blue ink.

The following additional forms are required and available on the Commission website and include:

- **Cal Grant College Cost Estimate:** Requests information regarding undergraduate and vocational/technical programs used to determine a student's cost of attendance at your institution. Please base the cost estimate on the most costly program offered at your institution.
- **Contact Information:** Lists the names of key staff responsible for different aspects of administering the Cal Grant program and disseminating pertinent student financial aid program information.
- **Information Security & Confidentiality Agreement:** Provides the names of staff agreeing to comply with the security requirements as a condition of accessing the WebGrants system and data.
- **WebGrants College System Administrator's Access Request Form:** Allows the System Administrator (SA) to grant users at the institution access to the WebGrants system. The form must be authorized by the school's authorized official (AO).
- **Electronic Fund Transfer Application:** Cal Grant funds are transferred directly from the State Controller's Office to the participating institution's specified account. This information allows institutions to receive funds electronically.
- **Program Review Survey:** This survey provides an overview of the institution and its existing financial aid practices.

Other campus documents that must be submitted include:

- **Current Institutional Catalog:** A current copy of the institution's campus catalog describing the length of the courses of study offered. This may be provided electronically or as a link to the online catalog.
- **Third Party Audited Financial Statement:** A copy of the institution's audited financial statements for at least the two (2) most recently completed fiscal years.

- **Financial Aid Disbursement Policy:** The institution is required to establish and maintain a written disbursement policy and schedule that includes the institution's enrollment/payment periods reported to the Commission. If this information is provided in the campus catalog, please mark that page.
- **Cal Grant Refund Policy:** The institution is required to establish and maintain a written refund policy that includes the Cal Grant Program. In the case of a refund (for example, if a recipient withdraws, drops out, or is expelled for a term for which a payment is made), the policy should specify how the institution calculates the refund based upon the institution's refund policy and how it determines the portion to be returned to the Commission on behalf of the State.

Commission Review and Verification of Submitted IPAs

The Commission will also use information collected from the U.S. Department of Education regarding the institution's Title IV eligibility, accreditation, and state authorization to verify and determine the institution's eligibility to participate in the Cal Grant program.

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Chapter 2

WebGrants (WG) Participation

WebGrants is the Commission's online database. This chapter includes general WebGrants information regarding access, use and security training.

Chapter Highlights

- ⇒ WebGrants Overview
- ⇒ Annual Update
- ⇒ Information Security Training
- ⇒ WG Help
- ⇒ WG Tools
- ⇒ WG Account Information - Getting Started
- ⇒ Passwords and Password Hints
- ⇒ Privacy and Security
- ⇒ WG Minimum Browser Information
- ⇒ WG Training Webinars

WebGrants Participation

WebGrants Overview

WebGrants is the Commission web-enabled access portal into the Grant Delivery system. It has access portals for colleges, high schools and students. Institutional districts and county offices may be granted access as well. WebGrants offers institutions real-time access as well as standardized reports.

To acquire access to WebGrants, the Commission requires a signed security form from a campus executive officer or Authorized Official (AO) stated in the IPA. Upon approval, the institution selects no more than two designated System Administrators (SA), who control WebGrants access at the campus level. The AO and the SA cannot be the same person. Only the Commission has the ability to add, change, or deactivate the institution's designated System Administrator. Access for campus staff is granted by the SA.

The institution's System Administrators use the User Access Request Form to add, change, or deactivate user IDs. These forms remain on file at the school.

The link to the WebGrants Access Forms is located [here](#).

Annual Update

Colleges are annually required to renew the "Information Security and Confidentiality Agreement" and "System Administrator's Access Request Form." This helps to ensure that access to WebGrants is limited to active campus employees.

All users, including the Authorized Official and System Administrator(s), will lose access to WebGrants on June 30 if the forms are not sent to the Commission.

Changes in the Authorized Official and System Administrator(s) require notifying the Commission.

The Contacts section of WebGrants is used by the Commission to contact appropriate institution personnel. Changes in staff should be noted here to allow for effective communication between the Commission and institutions.

Information Security Training

Information security training must be completed annually by college staff who have access to WebGrants. This training may be either Commission Supplied or institutional-supplied and must cover the areas of information security, privacy and confidentiality.

WebGrants Help

WebGrants Help has information under the following categories:

- General Information
- Publications
- User Guides

- Training Materials
- File Specifications
- Security

WebGrants Tools

The Commission has created several macro-enabled Excel spreadsheets to allow campuses to open certain data reports. Since many versions of Excel are in use at campuses, each report has several different tools based on the Excel version in use.

WebGrants Account Information – Getting Started

To get started, you need to contact your school's System Administrator.

If your school does not have a designated System Administrator already, you may submit the "Request for system Administrator Access" form located at <https://www.csac.ca.gov/post/webgrants-access-forms>.

Passwords and Password Hints

Your password helps keep the information you enter in your account private and secure, so passwords must contain at least 6 characters including both letters and numbers. Passwords are case sensitive and must be changed every 90 days. More details are provided on WebGrants regarding special character requirements needed in a password. It should be a word that's easy for you to remember.

If you forget your password, please contact your System Administrator to have it reset. If your System Administrator needs a password reset, he or she must contact the Commission Helpdesk (refer to Commission Contact Information.)

Reminder: According to the Security and Confidentiality Agreement, accounts are specific to the user and cannot be shared.

Privacy and Security

Your password and contact information in your WebGrants account is completely private and secure and is protected by SSL 128 Bit encryption.

WebGrants Minimum Browser Requirements

We strongly suggest that you use the latest browser versions available. For optimum results, please use the following browser(s) versions:

Mozilla Firefox version 10.0 and higher, or Microsoft Internet Explorer version 9.0 and higher

Students should be able to use any browser and device starting October 1st 20019.

WebGrants Training & Webinars

The Commission has committed to providing Cal Grant qualifying institutions with training and offers an ongoing series of webinars. Many recorded webinars and mini-trainings are available on the Commission's website. These trainings are constantly being updated to reflect the most up to date information. You can access these trainings [here](#).

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Chapter 3

Applications, Grade Point Average (GPA) and Deadlines

This chapter discusses the Free Application for Federal Student Aid (FAFSA), the California Dream Act Application (CADAA), the Cal Grant Grade Point Average; verification submission and the deadlines for submitting these forms.

Chapter Highlights

- ⇒ Application Process
- ⇒ GPA
- ⇒ Deadlines
- ⇒ Commission Draw Down of FAFSA/ISIR Data
- ⇒ The Student Aid Report (SAR)

Applications, GPA and Deadlines

Application Process

The first step for students in the application process is filing an on-time financial aid application. Chapter 6 discusses the application procedures for California Dream Act Application (CADAA), although some information is also provided in this Chapter.

Cal Grant program eligibility is determined by several levels of requirements. Before a new applicant can be considered for a Cal Grant, they must file an on-time Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA), whichever is applicable. Additionally, a verified Grade Point Average (GPA) must be received timely for all new applicants to be considered for an award. A new Cal Grant applicant is someone who is currently not receiving a Cal Grant award.

The FAFSA/CADAA collects financial and other information used to calculate the expected family contribution (EFC) and to determine a student's eligibility. For the FAFSA, this is done through computer matches with other agencies.

Documents such as tax forms, W-2 forms or academic transcripts should be sent to the institution as the Commission will not accept or evaluate these forms.

The Cal Grant application process ends when the student:

- Files a FAFSA **OR** a CADAA and;
- Ensures that their verified [Grade Point Average \(GPA\)](#) was submitted to the California Student Aid Commission

Other documents that show a student's or parent's income, such as tax forms or W-2 forms, will not be accepted or evaluated by the Commission.

The priority deadline for a Cal Grant Application is March 2nd of the application year. The following September 2nd secondary deadline only applies to competitive and Cal Grant B foster youth entitlement students attending California Community Colleges.

FAFSA

- Establishes financial need
- Is submitted online or by mail (paper form) to the U.S. Department of Education.
- If student submits a paper FAFSA, they can use FAFSA on the Web to view their FAFSA information and make corrections.

CADAA

- Establishes financial need
- Is submitted online or by mail (paper form) to the Commission
- No data matches with federal databases
- Corrections to a CADAA can be made using the online portal <https://dream.csac.ca.gov>

An applicant should not submit both the FAFSA and the CADAA for the same award year, unless their status changes and they are now eligible to file a FAFSA.

FAFSA Instructions

The FAFSA and CADAA are organized in steps, each consisting of a group of related questions, with a group of instructions on how to fill out each question. Federal financial aid can be offered to citizens and eligible non-citizens only. Dream Act applicants must meet AB 540 criteria.

As of the date that the financial aid application was signed (FAFSA or CADAA) it is considered a “snapshot” of the family’s information that can be updated only in certain circumstances and only particular items.

Assembling Materials

Before completing the FAFSA or CADAA, students and parents should assemble certain materials, including the following:

- The FAFSA on the Web Worksheet or CADAA Worksheet and any additional application materials required by the college or vocational school*;
- For the FAFSA, the student’s and parent’s Social Security Number (SSN).
- For the Dream Application, the student and parent’s DACA Social Security Number (SSN), if they have one, or Individual Taxpayer Identification Number (ITIN), if they have one.

*The FAFSA on the Web worksheet is not the financial aid application, nor is it part of the application. The worksheet is merely a tool or a guide to help complete the FAFSA on the Web and should not be submitted.

Students and parents should work carefully through the applications. Using the worksheet prior to completing the application can make the application process faster and easier. The purpose of the worksheet is to collect and document information before beginning the application process.

To complete the FAFSA or CADAA, students and parents may also need to reference family financial records, including the following:

- Prior-prior year U.S. income tax return (IRS Form 1040, 1040A, or 1040EZ);
- Federal Form 1099 – re: misc. income
- W-2 forms and other records of money earned in the prior-prior year;
- Records of untaxed income such as Social Security, TANF, AFDC and other low-income assistance programs and veterans benefits;
- Current bank statements;
- Current mortgage information on all family property, not including the primary family residence;
- Business and farm records; and
- Records of stocks, bonds, and other investments

At the FAFSA on the Web site, students can make live contact, online, by selecting the Chat button conveniently located within the pages of the application.

Before sending the application, students should make sure they do the following:

- Carefully complete the demographic information including mailing address and email address.
- List an eligible Cal Grant school in the school release portion of the applications.
- Complete all questions that are presented. Skip logic in the applications may not be present for all possible questions.
- Complete the question on the application regarding parents' education, if the student wishes to receive maximum consideration for a Cal Grant Competitive award.
- Verify that the names and Social Security numbers on the application are correct.
- Applicants should print out and save a copy of the submission "confirmation" page, which includes the application confirmation number. This number can be used to prove timely submission, if necessary.

Consequence

The consequences of incomplete, incorrect, or untimely submissions is that the awarding of a Cal Grant might be delayed or forfeited. Financial aid applications and the GPA must be completed timely and accurately for a student to receive Cal Grant consideration.

Students who become aware of an error or omission on their applications should submit corrections directly to the processor as early as possible. As long as the original FAFSA/CADAA was received by the deadline, the Commission will use the most recent FAFSA/CADAA information on record when running the March 2nd or September 2nd cycles.

Signatures Required

Applications - FAFSA (on the web or paper)	
Dependent Student	Student and one parent must sign with either signature or PIN
Independent Student	Student and, if applicable, spouse must sign with either signature or PIN

GPA

Though considered need-based financial aid, the Cal Grant program was designed to include an academic qualifier. A certified GPA establishes academic merit and is a critical component for a new applicant to be considered for a Cal Grant award. Once certified, the GPA may be submitted electronically by the school via WebGrants or the paper Cal Grant GPA Verification Form (G-4) may be submitted by mail. Public high schools must electronically submit their senior student's GPAs by October 1 prior to the applicable award cycle deadline. Private schools and colleges must submit student GPAs by the award cycle deadline (March 2 or September 2, depending on the award cycle).

If the student's GPA is higher than originally reported, they may update their GPA prior to the award cycle and the Commission will use the highest applicable GPA on file when the award cycle is run.

Types of GPAs

High School GPA

- High school GPAs should be based on completed classes.
- If student applies during senior year of high school, the GPA will be based on his/her sophomore and junior grades, including any summer terms after each of those years.
- If the student applies in the year following high school graduation or the equivalent ("one year out"), the GPA will be based on his/her sophomore, junior and senior grades.

Reestablished GPA

- Based on 16 to 24 community college transferable semester units

Community College GPA

- Based on at least 24 semester or 36 transferable quarter units

College GPA

- Based on at least 24 semester or 36 transferable quarter units, regardless of the grade received
- Does not include remedial courses

The majority of GPAs submitted for Cal Grant award consideration are uploaded directly from the student's former or current school. Electronic submission is encouraged and the preferred method for submitting GPAs.

If a paper GPA form is the only submission option, students and schools must complete the Cal Grant GPA Verification Form (G-4). Once completed, it should be mailed to the Commission, where it is manually entered into WebGrants (faxes are often not legible and therefore cannot be keyed). Report cards or transcripts, official or otherwise, *cannot* be accepted to meet the Cal Grant GPA submission requirements.

GPA Submission is a Student Responsibility

Since most colleges and high schools now submit GPAs electronically, the student should verify that the Commission received the GPA by checking the status in [WebGrants for Students](#) prior to the deadline. It is ultimately the student's responsibility to ensure that the Commission receives the verified GPA on time.

Exception: Per SB 2160, which began Fall 2015, CA public high schools, including charter schools, are required to submit a certified GPA electronically to the Commission for pupils that are enrolled in grade 12, unless the student (18 years of age or over) or parent of student (17 years of age or less) opts out. This information will be used in the 2016-17, March 2, Cal Grant award cycle.

Commission Mailing Recommendation

The Commission recommends that students mailing time sensitive items to the Commission obtain a U.S. Postal Service Certificate of Mailing and a copy of the document they are sending. More expensive mailing certifications, such as the use of UPS or FedEx are not necessary.

Should a Cal Grant application deadline fall on a weekend or state holiday, the Commission will accept G-4 forms postmarked or electronic GPA submissions dated through the next business day.

Academic Qualifiers

Test scores may be submitted by new applicants in lieu of a certified GPA in limited circumstances if:

- The applicant does not have a valid GPA; or
- The applicant's GPA was earned at a high school that does not meet the Commission's GPA standards (not WASC accredited, not regionally accredited, or does not have an approved a-g course list); or
- The applicant attended high school outside of the United States and cannot get their GPA converted to a 4.0 scale; or
- The applicant's GPA is more than 5 years old at the time of the application deadline. *A student who has a valid GPA may not submit a test score unless the GPA is more than five years old.*

3 - Applications, GPA and Deadlines

Acceptable test scores are limited to the following:

- American College Testing (ACT) -
The ACT is a national college admissions examination that consists of subject area tests in English, Math, Reading and Science.
- General Education Development (GED) -
The GED is a national test that may be taken by persons who are 18 years of age or older. Test topics include; reading, writing, math science and social studies.
- High School Equivalency Test (HiSet) -
The HiSet is a nationally recognized proficiency exam and consists of five core areas; reading, writing, math, science and social studies.
- Scholastic Aptitude Test (SAT) -
Reasoning Test (Part 1) - The SAT Reasoning Test is one of the most widely used standardized tests to determine college admission. This test has 3 major sections: math, reading and writing (which includes a written essay). Although Part II of the SAT may be required for college admissions, *Part I is the only portion of the SAT that the Commission will accept.*
- Test Assessing Secondary Completion (TASC) –
The TASC is a new test only offered in a few states nationally. Soon there will be testing facilities in California. The TASC is comprised of five subject areas; Reading, Writing, Math, Science and Social Studies.

Deadlines

The FAFSA and CADAA are available in October for the upcoming full academic year. New applicants enrolling at a qualifying baccalaureate degree granting institution must submit a completed FAFSA or CADAA by March 2nd. Students who are enrolling at a California Community College are eligible to submit their FAFSA or CADAA by March 2nd or September 2nd.

California law does not allow a state filing deadline to fall upon a Saturday, Sunday or holiday. As a result, these deadlines may, in some years, be extended to the next business day. Students mailing their application are encouraged to obtain a US Postal Service Certificate of Mailing as proof of filing by the deadline date.

The second (C2) round of community college Cal Grant competitive awards uses the September 2 deadline.

Current or former foster youth students are eligible to receive Cal Grant B High School Entitlement Award consideration if they have not yet reached 26 years of age as of July 1 of the initial award year. Current or former foster youth students attending a California Community College are eligible to receive Cal Grant B High School Entitlement Award consideration if they apply no later than September 2 of the academic year for which funds will be applied.

The timeliness of a FAFSA or CADAA is determined by the Application Receipt Date. This is the date that the federal processor or the Commission receives the applications.

Commission Draw Down of FAFSA/ISIR Data

Institutional Student Information Reports (ISIRs) for the Commission are placed in a “mailbox” set up by the Central Processor. The Commission’s mailbox is populated with all ISIRs generated from FAFSAs that fit at least one of the following profiles:

- FAFSAs completed by California residents; and
- FAFSAs listing a California college on the FAFSA.

Without an ISIR, the Commission is not able to authoritatively determine whether an application is on time or Cal Grant eligible. If the errors are not corrected this could result in the student being excluded from receiving Cal Grant consideration.

Output Documents

When the FAFSA is processed, the Central Processing System (CPS) sends the applicant a confirmation in the form of a Student Aid Report (SAR) and creates an Institutional Student Information Report (ISIR) to send to schools and to state financial agencies, such as the Commission.

For Entitlement awards, the Commission draws down and evaluates the ISIRs continuously from mid-January through December 31, or until such time that the student is awarded. Once the student has been determined eligible and awarded, the Commission does not evaluate subsequent ISIRs. It is up to the school to notify the Commission if the student no longer meets eligibility criteria due to ISIR changes.

For Competitive awards, the most recent ISIR submitted on or before March 2nd or September 2nd, whichever applies, will be used.

The state requires new and renewal students to have family income and assets at or below the published Cal Grant Ceilings. The law provides a “simplified EFC” calculation for a student who meets certain income and tax filing requirements and automatically excludes assets from the EFC calculations.

California Student Aid Commission

Cal Grant Handbook

Chapter 4

General Cal Grant Requirements

This chapter discusses federal Title IV eligibility requirements, which are also required for Cal Grant eligibility, regardless of what type of Cal Grant the student receives (Entitlement or Competitive, new or renewal). Distinctions between the Free Application for Federal Student Aid (FAFSA) and California Dream Act Application (CADAA) are noted.

Chapter Highlights

- ⇒ Overview
- ⇒ General Title IV Requirements
- ⇒ Citizenship
- ⇒ Selective Service
- ⇒ Not Incarcerated
- ⇒ Not in Default or Overpayment of Federal Student Loans or Grants
- ⇒ Satisfactory Academic Progress
- ⇒ California Residency
- ⇒ No Prior Bachelor's Degree
- ⇒ Attend a qualified Institution

General Cal Grant Requirements

Overview

The Cal Grant program has general, financial and program requirements. A student must meet all these requirements to be eligible to receive an award. This chapter discusses the general requirements.

General Cal Grant Requirements

- Be a U.S. citizen/national or eligible noncitizen, or AB 540 eligible
- Have met U.S. Selective Service requirements
- Not be incarcerated
- Not in default on Title IV federal student loans and not owe a refund of any Title IV or state grant
- Maintain Satisfactory Academic Progress (SAP)
- Be a California resident
- Not have a bachelor's or professional degree before receiving Cal Grant (except for post baccalaureate students enrolled in teaching credential programs)
- Attend a qualifying institution participating in the Cal Grant programs at least half-time
- Be in a program leading to an undergraduate degree, certificate or first professional degree

Citizenship

A person is a United States citizen by birth or by naturalization. U.S. citizens (born in one of the 50 states, the District of Columbia, or abroad to a U.S. citizen) and nationals (citizens of Puerto Rico, the U.S. Virgin Islands, Guam and the Northern Mariana Islands and natives of American Samoa,) are eligible for most federal student financial aid. Citizens of the Federated States of Micronesia and the republics of Palau and the Marshall Islands are eligible only for Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work-Study.

An eligible noncitizen is a U.S. permanent resident with an Alien Registration Receipt Card (I-551), a conditional permanent resident (I-551C), or a noncitizen who has an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:

- "Refugee"
- "Asylum Granted"
- "Cuban-Haitian Entrant, Status Pending"
- "Conditional Entrant" (valid only if issued before April 1, 1980)
- Victims of human trafficking, T-visa holder (T-2, T-3, or T-4, etc.)
- "Parolee," and be paroled into the United States for at least one year with evidence from the USCIS that he or she is in the United States for other than a temporary purpose and that he or she intends to become a U.S. citizen or permanent resident

- A person who is a Battered Immigrant-Qualified Alien is also considered an eligible noncitizen.

Non-Eligible Statuses

- Persons residing in the U.S. on a J1 or J2 exchange visitor visa, or another non-immigrant visa, including those with work visas, are not eligible for federal or state financial aid. This includes foreign government officials and their dependents. Persons with the following visas or applications for visas are not federal or state financial aid eligible, either.
- Students who hold a T or U visa are eligible under AB 1899. T visa holders should file the FAFSA while U visa holders should file the CADAA.
- Non-Immigrant visa categories include: A, B-1, B-2, C, D-1, D-2, E, F-1, F-2, G, H-1, H-2, H-3, H-4, I, J, K, L, M-1, M-2, N, O-1, O-2, O-3, P-1, P-2, P-3, P-4, Q, R, S, TN, TD, V and TWOV and NATO. These persons are not eligible for federal or state financial aid assistance.

Selective Service Registration

Most male U.S. citizens and male immigrants living in the U.S. who are 18 through 25 are required to register with the U.S. Selective Service.

Persons who are not required to register with Selective Service include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission and their families. Almost all other male noncitizens are required to register, including undocumented immigrants, legal permanent residents, and refugees. The general rule is that if a male noncitizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service.

FAFSA provides a Selective Service option to male students between the ages of 18 – 25. This option, if selected, will register these students with the U.S. Selective Service system.

CADAA applicants must fill out a paper selective service form and mail it in.

Not Incarcerated

Students who are currently incarcerated are not eligible for Cal Grant benefits. However, a student may apply for program participation while incarcerated if they will be able to accept the award upon their release.

A student is considered to be incarcerated if serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if they are in a half-way house, if they are in home detention, if they are sentenced to serve only weekends, or if they are under the jurisdiction of the juvenile justice system in a juvenile facility.

Students will be withdrawn from the Cal Grant program when the Commission is notified of their incarceration.

Not in default or overpayment of student loans or grants

A student in default or who owes an overpayment on a Federal Student loan or grant cannot receive further Title IV Federal Student Aid until the default or overpayment is resolved by repaying the full amount or making acceptable payments.

Institutions are responsible for verifying that a grant recipient is not in default on any Title IV and that no refunds are owed a federal or state grant for overpayment.

Prior to payment, a school is required to verify, based on available information, that the student is not in default or does not owe a refund on a federal or state grant. Available information may be obtained from the National Student Loan Data System.

Satisfactory Academic Progress (SAP)

The recipient must maintain SAP as defined by the school in accordance with the federal requirements. Refer to the FSA Handbook for specific requirements [here](#).

California Residency

Only a resident of California is eligible for a Cal Grant award. In general, one year of residence as of the residency determination date, with the intent to make California the permanent state of residence, is required to meet state residency requirements, with the exception of those students eligible under California Education Code (CEC 68130.5). This notable exception to establishing California residency is found in the provisions of Assembly Bill 540 (AB 540).

The residency requirement is explained in the Institutional Participation Agreement (IPA) as such:

- a. The residence determination date may be established based on the following:
 - i. If the governing board of a public Institution has adopted by regulation or policy, a residence determination date [\[CEC 68023\]](#), that date shall be used for Cal Grant purposes.
 - ii. The first day of instruction of the term for the award year in which the student is enrolled as a Cal Grant recipient shall be the residence determination date for Cal Grant purposes.

- iii. In other cases, the residence determination date for Cal Grant purposes shall be:
 - Either the first day of instruction of the term for the award year in which the student is enrolled as a Cal Grant recipient, or
 - The date the Commission uses to make the preliminary determination of California residency for purpose of offering a Cal Grant.
- b. Public Institutions shall continue to use the procedures or rules and regulations instituted by the respective governing boards for determining California residency, including resolving conflicting information in the possession of the Institution [CEC 68044].
- c. Non-public Institutions may adopt the regulations in 5 CCR 54020 and 54024 or they may develop and document their own policy which is not inconsistent with 5 CCR 54020-54024 and CEC 68060-68062, including the resolution of conflicting information in the possession of the Institution.
- d. Conflicting information may include indicators on the Institutional Student Information Record (ISIR) such as:
 - Permanent mailing address in a state other than California
 - Driver's license issued by a state other than California
 - Date of residence not more than a year prior to residence determination date
 - If minor parent's state of address not California
 - If minor parent's date of residence not more than a year prior to residence determination date, or
 - Any other information available at the Institution, which shows inconsistency with a claim of California residency

As stated in the Institutional Participation Agreement, "CSAC acknowledges the validity of differing residency requirements among the segments of California postsecondary education. Nevertheless, the Commission strongly recommends that in the case of a student who has been determined to be a resident, has received a Cal Grant, and then transfers to another California postsecondary Institution, that Institutions NOT REESTABLISH residency requirements only in relation to the reception of the student's Cal Grant."

Generally speaking:

- Residency for unmarried students who are less than 18 years of age by the application deadline is based on the residency of their parent(s).
- All married students, regardless of age, and unmarried students 18 or older, must establish their own residency.
- If a minor student's parent(s) are in the U.S. Armed Forces; stationed in California and on active duty when the student enrolls, they are considered a California resident.

Per the Institutional Participation Agreement:

- ¹ Institutions shall apply the same residence determination date(s) to all their students uniformly.
- ²CSAC acknowledges the validity of differing residency requirements among the segments of California postsecondary education. Nevertheless, the Commission strongly recommends that in the case of a student who has been determined to be a resident, has received a Cal Grant, and then transfers to another California postsecondary Institution, that Institutions NOT REESTABLISH residency requirements only in relation to the reception of the student's Cal Grant.

Students with questions regarding their residency status should contact their campus admissions, registrar, or residency determination office, whichever is applicable.

No Prior Bachelor's or Professional Degree

Persons who already possess a baccalaureate degree are not Cal Grant eligible. Also, students with baccalaureate or professional degrees from unaccredited or foreign schools are ineligible for Cal Grant funds.

Exception to above: Cal Grant A and renewal participants who enroll in a post-baccalaureate teaching credential program within 15 months of the end of the term during which they last received a Cal Grant payment, may apply for one extra year (100%) of Cal Grant payments. Cal Grants may not be applied to graduate level degree programs.

Attend a Qualified Postsecondary Institution

Cal Grant participants must attend a California college at least half-time that has an active Institutional Participation Agreement with the Commission.

Program Leading to Degree or Certificate

The student must be in a program leading to an undergraduate degree, certificate or first professional degree.

A Cal Grant A Program recipient must be pursuing an undergraduate associate's (AA/AS) or bachelor's degree (BA/BS). A Cal Grant B Program recipient must be pursuing an undergraduate associate's (AA/AS) or bachelor's degree (BA/BS) or occupational training certificate. Cal Grant C recipients may only be pursuing an occupational training certificate or degree.

Institutional Policies and Procedures

As indicated in the Institutional Participation Agreement (IPA), institutions are required to develop and maintain written policies and procedures governing the administration and processing of Cal Grant funds.

In order to measure an institution's performance, it is necessary to evaluate and analyze the institution's implemented internal controls (procedures) for safeguarding the operations and fiscal integrity of the Cal Grant programs. A routine procedure of the program compliance review is to examine the institution's controls and written procedures.

It is imperative that institutions have written procedures so that in the event staff were to leave their positions, written procedures would be available to direct staff to continue the proper administration of the Cal Grant programs. An institution's procedural manual should include but not be limited to the following procedures:

- Administration of the Cal Grant programs
- Check disbursement
- Procedures by which Cal Grant funds are received, processed, disbursed, reconciled and returned to the Commission
- Interest calculation procedures
- Award packaging procedures
- Refunds and repayment
- Overaward resolution
- Confirmation of citizenship status
- Completion of the verification process
- Satisfactory academic progress
- Other written procedures that are deemed necessary as it relates to student and/or institutional eligibility

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Chapter 5

Cal Grant Financial Requirements

This chapter discusses the maximum household income and asset levels required for program participation for all new and returning recipients. It also discusses how to make corrections if the student was awarded and does not meet these thresholds.

Chapter Highlights

- ⇒ Overview
- ⇒ Income and Asset Ceilings
- ⇒ Income
- ⇒ Assets
- ⇒ Financial Need Thresholds
- ⇒ Corrections
- ⇒ Disqualification
- ⇒ Withdrawal

Cal Grant Financial Requirements

Overview

The Cal Grant program has general, financial and program requirements. A student must meet all these requirements to be eligible to receive an award. The Cal Grant has financial requirements as well, including income, asset and minimum need thresholds. This chapter discusses these financial requirements.

[SB 70](#) requires that all renewing Cal Grant recipients do not exceed the income and asset ceilings. This bill states that “the maximum household income and asset levels applicable to a renewing applicant would be the greater of the adjusted household income and asset levels or the maximum household income and asset levels at the time of the renewing recipient’s initial Cal Grant award, as specified.”

Additionally, the Institutional Participation Agreement (IPA) requires schools to confirm the recipient meets eligibility and program requirements. Specifically, as stated in the IPA, Article IV, B: 13 & 14, the school must confirm that:

IV, B: 13

The new and renewal recipient demonstrates the minimum financial need required for a new or renewal Cal Grant award at the Institution according to federal financial need methodology [CEC 69432.9(b)].

IV, B: 14

The recipient with a new or renewal award has family income and assets at/below the published Cal Grant ceilings [CEC 69432.7(k) and 69433.2]. Even though the Commission uses unalterable family income ceilings when selecting Cal Grant recipients, all students are encouraged to apply, even if their family income and assets are above the ceiling. Many things can happen between the time the student’s initial financial data is submitted and the start of school. Filing an on-time application allows a campus to consider events that happen after the application is submitted, such as loss of a job, family illnesses and natural disasters that can dramatically change a family’s financial situation.

Cal Grants are need based financial aid programs determined by the federal student aid formula (below) and other eligibility criteria. Expected Family Contribution (EFC) is a number calculated by a formula established in federal law. EFC determines a student’s eligibility for federal student aid.

$$\begin{aligned} &\text{Cost of Attendance (COA) minus} \\ &\text{Expected Family Contribution (EFC)} \\ &\text{equals Financial Need (FN)} \end{aligned}$$

The maximum income and asset levels are part of those other eligibility criteria, discussed in detail below. Eligibility for a Cal Grant is determined each year based on the family financial information submitted by the student, which includes income and assets. It is possible to lose eligibility for a Cal Grant if the student or student’s family income or assets increase in future years. The Commission adjusts the maximum household income and asset levels annually based on the percentage change in the cost of living as detailed in the California State Annual Budget Bill.

Income & Asset Ceilings

Each year the Commission publishes income and asset ceiling charts for the Cal Grant Programs. These ceiling are subject to change until the annual state budget is passed. The most recent [income and asset ceilings](#) are located on the Commission's website.

If a Cal Grant B recipient does not meet the income or asset or minimum need criteria to be eligible for a renewal award, but does meet the requirements for a Cal Grant A, they may be able to receive a Cal Grant A award if the student was eligible for a Cal Grant A in the year they entered the program. In other words, they must have met both the Cal Grant A and Cal Grant B criteria and were "Auto Accepted" into the Cal Grant B program in order for the student to switch programs in the renewal year.

If the Cal Grant program is switched from Cal B to A during the renewal process, the student is unable to switch back to Cal Grant B later in the year or in later years if a payment was already posted/reconciled under the Cal Grant A program. The student should remain in the Cal Grant A program.

Income

The Commission gets the income information directly from the FAFSA. This figure is derived from the [EFC Formula Worksheet](#).

Below is an example of how income is calculated:

Adjusted Gross Income (AGI) plus Untaxed Income* minus
Taxable Income Offsets** (15-16 FAFSA - # 93 for dep. and # 44 for ind.)
equals Total Income (TI)

* Untaxed income includes parent's pension payments, IRA payments, child support received, interest income, IRA distributions, untaxed pensions, military/clergy allowances, veterans non-education benefits and other untaxed income.

** Taxable Income Offsets include parent's education credits, child support paid, need-based employment, grants/scholarship aid, combat pay and co-op earnings.

If the student is dependent, only the parent's income is considered for purposes of awarding Cal Grant. If the student is independent, both the student's and spouse's (if married) incomes are considered for purposes of awarding Cal Grant.

For a student's Cal Grant to renew, they must file a FAFSA and continue to meet the income and asset ceilings every year. To determine eligibility for renewal, State law requires the Commission to use the higher of two income ceilings; either the income ceiling used during the initial year awarded (if not simplified methodology) or the income ceilings for the renewal year.

If the student qualified for the simplified needs test when they were first awarded, a Cal Grant is not assumed to have automatically met the asset ceilings in the renewal year.

On the Cal Grant roster, the income and asset year used for renewal participants is noted. The field indicates which year's income and asset ceilings were used for that student. The grant record layout also contains this information in the data field.

Assets

The asset figures that are compared to the Cal Grant asset ceilings are taken from a sub-calculation in federal needs analysis called the "Net Worth" (NW).

If the student is dependent, only the parents' assets are used and compared against the dependent student ceilings. If the student is independent, the student and spouses (if the student is married) assets are compared against the independent ceilings.

Exception: If the federal methodology is simple, the student's and parent's assets will not be used to determine their eligibility for a Cal Grant award.

Assets are the total of the sum of:

- 100% of reported cash, savings and checking accounts
- 100% of net worth of investments, including real estate other than the primary home
- Approximately 40% of business and farm assets per the amount from the federal EFC formula tables A4 and B3, not including family farms or family businesses with 100 or fewer full-time or full-time equivalent employees.

Total Assets (TA) are determined by adding the Discretionary Net Worth (DNW) to the Asset Protection Allowance (APA). Thus, $DNW + APA = TA$.

Due to the implementation of the asset skip logic on the FAFSA, in the years that the federal asset protection allowance exceeds the Cal Grant asset ceilings, a hold will be placed on the student's Cal Grant account. Until this hold is removed, the student will not be eligible for Cal Grant payments. If a hold is placed on the student's account, the Commission will send an Asset Verification Form (G-35) to ensure they meet the asset ceilings for Cal Grant. Only when the form is returned will the Commission be able to determine if the student meets the asset ceilings and if they will retain their Cal Grant eligibility. The form must be returned to the Commission for processing or the student will be disqualified from the Cal Grant program.

Financial Need (FN) Thresholds

Unmet financial need is determined by using the federal methodology formula:

$$\begin{aligned} & \text{Cost of Attendance (COA)} \\ & \text{minus Expected Family Contribution} \\ & \text{equals (EFC)_Unmet FN} \end{aligned}$$

- Cal Grant A: Must have a minimum financial need of at least the maximum Cal Grant A award amount plus \$1500
- Cal Grant B: Must have a minimum financial need of at least \$700
- Cal Grant C: Must have a minimum financial need of at least the maximum Cal Grant C award amount plus \$1500

Since the Commission has determined need through the renewal process, schools are not required to enter annual need on the payment roster in WebGrants. However, student expense budget changes that affect a student's Cal Grant eligibility can be reported individually to the Commission on the Grant Record Change screen. For example, this might include a higher budget used for a disabled student due to increased transportation costs.

Corrections

If renewal students fail to meet income or asset ceilings or minimum need after the completion of the federal verification process, the institutions should report the updated information to the Commission using the Grant Record Change screen.

Likewise, if a new entitlement applicant or a renewal recipient were initially found ineligible for a Cal Grant, however after the institution completes the federal verification process finds the student now does meet the income or asset ceiling or minimum need, they should report the updated information to the Commission using the Grant Record Change screen. Once this information is updated with the Commission, the student will be reconsidered for an award.

Disqualification

Applicants who do not meet Cal Grant program selection criteria are disqualified and notified of their status.

For student-specific disqualification reason(s), Cal Grant applicants can refer to their disqualification notification received from the Commission and compare that reason(s) to the description(s) below:

- Reported Assets Over the Ceiling means the assets reported exceed the maximum Cal Grant asset ceiling established by California law.
- Reported Income Over the Ceiling means the income reported exceeds the maximum Cal Grant income ceilings established by California law.
- Unmet Need below Minimum/Minimum Need Not Met means the student did not have enough financial need at the first California College listed on their FAFSA.

Withdrawal

Failing to meet the income or asset ceilings or minimum need for renewal of a Cal Grant will result in the withdrawal of the student's Cal Grant. However, if a student has not exhausted their program eligibility and has at least 100% remaining eligibility, the student may reapply for a Cal Grant for the next application year if the deadline has not yet passed. This is done by submitting both a Cal Grant GPA Verification Form and a Free Application for Federal Student Aid (FAFSA) or California Dream Act (CADAA) Application by the March 2 deadline.

A leave of absence is not allowed in situations where the student fails to meet the income or asset ceilings or minimum need. The student is not eligible for the award and the award will be withdrawn.

California Student Aid Commission

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Chapter 6

Cal Grant (CG) Programs & Requirements

This chapter provides information on the differences between the Entitlement and Competitive programs, describes the award cycles, and details the various award types and requirements for each.

Chapter Highlights

- ⇒ Overview
- ⇒ Cal Grant Programs
 - Entitlement
 - Competitive
- ⇒ Cal Grant Award Cycles
 - High School Entitlement
 - CCC Transfer Entitlement
 - Competitive (C1, C, C2)
- ⇒ Cal Grant Award Types and Requirements
 - Cal Grant A
 - Cal Grant B
 - Cal Grant C
- ⇒ New Cal Grant Criteria at a Glance
- ⇒ Five Year Programs

Cal Grant (CG) Programs and Requirements

Overview

The Cal Grant programs were enacted to assist students attending public and private colleges and universities as well as vocational schools in California. To be eligible for a Cal Grant, students must first meet the general Cal Grant eligibility requirements that were discussed in Chapter 4 and the financial requirements discussed in Chapter 5.

New and renewal Cal Grant offers made prior to the final California state budget for the award year are considered tentative. Some Cal Grant maximum award amounts are set in State statute and others are adjusted yearly through the budget. In all cases, the amounts authorized through the final state budget preempt other law, therefore, until the final budget is signed, the Cal Grant amounts are subject to change. Once the budget is signed, the Commission releases a Special Alert, which is a communication sent through our Financial Aid Administrator [list service](#), informing the community that the Governor has signed the budget and listing the maximum Cal Grant award amounts for that year.

There are two Cal Grant programs, Entitlement and Competitive. These programs were established in 2001 to serve the varying needs of California's college students.

Cal Grant Programs

Entitlement

The Cal Grant Entitlement program is guaranteed for all students who meet general, program and financial eligibility requirements. These awards can be used for tuition and fees and, in some cases, living expenses and books/supplies at qualifying public and private colleges, as well as some private career colleges.

Competitive

Students who don't meet the Entitlement Cal Grant program requirements can compete and may be eligible for an award through the Cal Grant Competitive program. The Cal Grants awarded under this program are not guaranteed because there are a limited number of awards for each award categories (C1 – including CG C and C2), which are detailed later in this chapter.

Each year, many more students apply for Competitive Cal Grants than there are awards. As a result, the Commission must score and rank the applicants. Award offers can be made only to those scoring highest in the award competition.

If the school does not pay the Competitive awards in a timely manner, the Commission will recycle the unused award offers to the next cohort of eligible students. This action was taken after lengthy collaborative discussions with stakeholders because many students were not being paid their Competitive awards. Thus, the paid rate and the take rate were at unacceptable levels. Prior to withdrawing award offers, students receive multiple informational and warning communications.

Cal Grant Award Cycles

There are three different Cal Grant award cycles as follows:

1. High School Entitlement (E1)
2. California Community College Transfer Entitlement (E2)
3. Cal Grant Competitive (C1, C, C2)

Each different Cal Grant program category has its own filing and eligibility requirements as well as specific award types, which are listed in detail below.

Cal Grant High School Entitlement Awards (E1) Program

E1 applicants are recent high school graduates or equivalent, meaning they are:

- Graduating in the academic year for which they apply for a Cal Grant; or
- Graduated in the year prior to the academic year for which they apply for a Cal Grant; and
- Meet all general, financial and GPA/Test Score criteria;
- Self-certify that they did graduate from high school online at webgrants4students.org

Students must also have a verified high school GPA of a 3.00 for Cal Grant A and 2.00 for Cal Grant B. E1 awards are only processed from complete applications submitted on or before the **March 2 deadline**. There is no limit to the number of E1 awards made each year.

***E1 Foster Youth Cal Grant B High School Entitlement Eligibility Expansion**

Current or former foster youth students are eligible to receive Cal Grant B High School Entitlement Award consideration if they have not yet reached 26 years of age as of July 1 of the initial award year.

Current or former foster youth students attending a California Community College are eligible to receive Cal Grant B High School Entitlement Award consideration as long as they apply no later than September 2 of the academic year for which funds will be applied.

California Community College Transfer Entitlement Awards (E2)

To qualify for E2, students must be transferring from a California Community College to an eligible baccalaureate degree granting institution (BDGI), and must:

- Have graduated from a California high school; and
- Be a CA resident at the time of high school graduation (unless student is AB 540); and
- Attend a community college in any term of the academic year prior to the year for which they apply for a Cal Grant; and
- Transfer to and attend a BDGI in the academic year for which they are initially awarded a Cal Grant (i.e., any term in the very next year); and
- Have a verified GPA of 2.40 on a 4.0 scale based on a minimum of 24 semester units or the equivalent; and
- Age must be less than 28 by 12/31 of the year of application; and
- Self-certify on WebGrants4Students that they meet the above criteria.

E2 awards are only processed from completed applications (FAFSA or CADAA and GPA) are received on or before the March 2 deadline. There is no limit to the number of E2 awards made each year.

Competitive

Students who are not awarded a Cal Grant Entitlement award, are considered for a Cal Grant Competitive award. Although students who just graduated high school are considered for entitlement, this program is geared toward nontraditional students. This includes those students who didn't go to college right after high school, don't depend on their family for financial support or are returning to college for career training. These awards are scored and the methodology takes into account not only GPA, but also time out of high school, family income, parents' education levels, high school performance standards and other factors. You may view a student's score on the WebGrants Student Award Detail screen by clicking on Score Detail.

Cal Grant Award Types and Requirements

There are three different Cal Grant award types; Cal Grant A, B and C.

Cal Grant A

The Cal Grant A award is tied to the following Cal Grant award cycles:

1. High School Entitlement (E1)
2. California Community College Transfer Entitlement (E2)
3. Cal Grant Competitive (C1, C, C2)

Cal Grant A awards assist with tuition and fees only at Cal Grant qualifying institutions. This means that students whose tuition is being paid by another source cannot also receive a Cal Grant A payment.

For year 2018-19, a Cal Grant A paid \$12,570 at the University of California, \$5,742 at California State University, \$9,084 at private, non-profit colleges, \$8,056 at for-profit Western Association of Schools and Colleges (WASC) accredited schools and \$4,000 at all other qualifying for-profit colleges. If the student is enrolled less than full-time or has less than 100% remaining eligibility, their award will be pro-rated or reduced accordingly.

The Cal Grant A award does not payout most students at a California Community College (CCC). Community College students awarded a Cal Grant A award will most likely have their award held in California Community College (CCC) Reserve status, and can be held in that status for up to three years.

*Exception: Cal Grant A may be used if a student is enrolled in a bachelor program at select Community Colleges, which offer bachelor degrees.

Upon transfer to a non-community college, the Cal Grant A can be activated if the student meets all the renewal requirements at the time of transfer. At the University of California and the California State University, the Cal Grant A award covers up to full tuition and system-wide fees. At a private college, the Cal Grant A award may not cover the full tuition & fee charges. When a student transfers from a CCC, they must update their school of choice on [WebGrants for Students \(WGS\)](#)

The minimum need for a Cal Grant A award is the fee amount being charged plus \$1,500.

Cal Grant A High School Entitlement Award (E1)

Students meeting all Cal Grant eligibility requirements (general, financial, program, 3.00 GPA, apply by March 2 of the year graduating from high school or the following year) are guaranteed a Cal Grant A entitlement award.

The Cal Grant A award provides for tuition and fees for the California State University and the University of California, as well the non-public Cal Grant eligible institutions.

Cal Grant A Community College Transfer Entitlement Award (E2)

California Community College students who meet all the Cal Grant general, financial and program eligibility requirements, have at least a 2.40 community college GPA, and meet the awards specific requirements are guaranteed a Cal Grant to attend a four-year college once accepted and enrolled.

Cal Grant A Competitive Award (C1, C2)

Students who are not eligible for Cal Grant A or B Entitlement awards may be eligible for consideration and compete for a Cal Grant A or B Competitive award. These awards are limited to 41,000 available each year. One half of the awards (20,500) are awarded to undergraduate students attending any type of higher educational institution segment who apply by the March 2 application deadline (C1), with the other half reserved for California Community College students who meet the September 2 application deadline (C2).

Cal Grant B

The Cal Grant B award is tied to the following Cal Grant award cycles:

1. High School Entitlement (E1)
2. Community College Transfer Entitlement (E2)
3. Competitive (C1, C2)

Cal Grant B awards are designed for students who:

- Have very low income
- Are below Cal Grant B income and asset ceilings
- Have at least \$700 in financial need
- Enrolled in an associate, bachelor or certificate program
- Have a minimum 2.00 high school GPA or 2.40 college GPA

The Cal Grant B award comes with two payment components: Access and Tuition and Fees.

The access portion of the Cal Grant B for a full-time recipient pays \$1,672 at all schools if the student has at least 100% remaining eligibility. If the student is enrolled less than full-time or has less than 100% remaining eligibility, their award will be pro-rated or reduced accordingly.

Students beyond their first year of being eligible for also receive a tuition award equal to the Cal Grant A tuition and fee amount if attending a school other than a community college. Just like Cal Grant A, the Cal Grant B tuition and fee component for the academic year 2018-19 pays \$12,570 at the University of California, \$5,742 at California State University, \$9,084 at private non-profit colleges, \$8,056 at for-profit Western Association of Schools and Colleges (WASC) accredited schools and \$4,000 at for-profit colleges.

Education level one (EL1) students are not eligible for tuition & systemwide-fees component of the award unless selected as Cal Grant B Top 2% Entitlement award recipients. State law allows the Commission to offer the Cal Grant B tuition/fees component to newly awarded students scoring in the top 2% when ranked with other new Cal Grant B awardees on disadvantaged criteria.

Cal Grant B High School Entitlement Award (E1)

Students who meet all the Cal Grant general, financial and program eligibility requirements, have at least a 2.00 GPA and apply by March 2 of the year they graduate from high school or the following year are guaranteed a Cal Grant B.

Students awarded an Entitlement Cal Grant B must confirm their high school graduation at webgrants4students.org before funds can be disbursed to the school.

The Cal Grant B Entitlement provides an “Access” award for books and living expenses to students in their first year of college.

For the second and subsequent years, the award also provides for tuition and fees at the California State University and the University of California as well as tuition support at participating independent colleges and universities and career colleges.

Cal Grant B Community College Transfer Entitlement Award (E2)

California Community College students who meet all the Cal Grant general, financial and program eligibility requirements, have at least a 2.40 community college GPA and meet the awards additional requirements are guaranteed a Cal Grant to attend a four-year college.

To qualify, students also must have graduated from a California high school after June 30, 2000, have been a California resident at the time they graduated and be under the age of 28 as of December 31 of the year in which they first receive an award.

In addition, renewal students are not eligible for E2 awards.

Cal Grant B Competitive Award

During the selection of Cal Grant A or B Entitlement awards, students who are not eligible for one of those awards may be eligible and compete for a Cal Grant A or B Competitive award. Only a limited number of awards, 41,000, are available each year. One half of the awards (20,500) are awarded to undergraduate students attending any type of higher educational institution segment who apply by the March 2 application deadline (C1), with the other half reserved for California Community College students who meet the September 2 application deadline (C2).

Cal Grant C

The Cal Grant C award is tied to the Competitive program category and they assist with tuition and supplies costs for occupational, technical, and vocational programs. Funding is available for up to two years, depending on the length of the program. Once a student has used their initial award eligibility, they may apply and compete for a second Cal Grant C award.

To qualify, students must enroll in an occupational, technical, or vocational program that is at least four months in length, but no longer than twenty-four months, at a California Community College, an independent college, or a vocational/career school.

Cal Grant C participants must meet the Cal Grant general, financial and program eligibility criteria and be attending a school that has Cal Grant C eligible programs. Even though a GPA is not required to apply for a Cal Grant C, students are encouraged to submit theirs as it can only help their chances of receiving an award.

Initial Cal Grant C award selection is made from students not selected for Cal Grant A or B who are attending an eligible school and who have stated their degree goal on the FAFSA or Dream Act Application as "Occupational or Technical." The degree goal can either be an AA or AS or certificate.

To further ensure Cal Grant C selection is offered only to eligible students, the Commission requests supplemental information on the student's specific occupational or technical training goal. The student is notified by email or letter and is requested to complete the Cal Grant C Supplement online on WGS within 30 days of the date on the notification.

Upon acceptance of the Supplement data, the Commission will score and rank the selected students to determine the 7,761 authorized Cal Grant C awardees for the upcoming academic year. Scores are based on the applicant's work experience, educational history, vocational aptitude and occupational goals. Cal Grant C award offers are made by the end of July each year.

As of 2018-19 the award includes up to \$547 for books, tools and equipment, and up to \$2,462 more for tuition and fees attending a school other than a California Community College. If the student is enrolled less than full-time or has less than 100% remaining eligibility, their award will be pro-rated or reduced accordingly.

Cal Grant C Priority Occupations

Senate Bill 451 requires the Commission to give "priority" in granting Cal Grant C awards to students pursuing occupational or technical training in areas that meet two of the following three criteria: high employment need, high employment growth, and high wage. [Senate Bill 1028](#) modifies the criteria to qualify for a Cal Grant C award to also include social and economic factors. Additionally, the bill requires the Commission

to consult with several state agencies including the Employment Development Department (EDD) to publicize the program to the long-term unemployed and inform recipients of job search and placement services. The bill charges the Commission to utilize information developed by other agencies (Economic and Workforce Development Division of the California Community Colleges Chancellor's Office and California Workforce Investment Board) to assist with determining training priorities.

Through extensive consultation with the EDD and its subsidiary, Labor Market Information Data Library (LMID), the Director at the Center for Strategic Economic Research, and the Dean of the Industry Partnership Practices Unit at the Community College Chancellor's Office, the Commission used the occupational data and projections to determine which occupations met the requirements set forth by SB 451.

Students who select a priority occupation on the Cal Grant C Supplement Form (in WebGrants for Students or on the paper form) will receive 35 additional points in the scoring criteria. The latest version of this list is located [here](#).

New Cal Grant Award Criteria

Order Cycles are Run	Eligible Grant Type	Leave of Absence First Year	Application Deadlines	Required GPA	Important Facts
Entitlement (E1)	CGA and CGB	Yes - fall term has to be accounted for (by either payment, LH, or LA) before winter or spring will be paid	March 2 nd *September 2 nd for Qualified Cal Grant B CCC foster youth	HS or Test Scores ONLY CGA 3.00 CGB 2.00	<ul style="list-style-type: none"> Recent HS graduate Meets all the CA high school graduation requirements (including CAHSEE for students of public schools) Does not have to graduate from a CA HS (unless student is AB 540) Has to verify HS grad date by completing G-8 form before funds released (self-reported online or by school) *Under 26 years old as of July 1st of initial award year. *In foster care at least one day after turning 13 years old
Transfer Entitlement (E2)	CGA and CGB	Yes - Must be paid <i>at least</i> 1 term at a BDGI semester school or 1 payment and a LA at a BDGI quarter school during the academic year	March 2 nd	CC ONLY CGA 2.4 CGB 2.4	<ul style="list-style-type: none"> Graduate from CA HS Be a CA resident @ the time of high school graduation (unless student is AB 540) Be enrolled at a CCC any term of the previous academic year Must have 24 semester or 36 quarter completed CCC units Age < 28 by 12/31 of the year of application Transferring to a 4 year bachelor degree granting institution (BDGI) Verify they will be transferring from a CCC to a 4 year BDGI
March Competitive (C1)	CGA and CGB	Yes – fall term has to be accounted for (by either payment, LA* or LH) or the student will be withdrawn *School may not post an LA for a new Competitive recipient	March 2 nd	CGA 3.0 HS, 2.4 CC or 2.4 College CGB 2.0 HS, CC, College or Reestablished <u>Scored</u> (See C1 section for scoring criteria)	<ul style="list-style-type: none"> FAFSA or CADAA corrections accepted until cycle runs (approx. mid-April) Due to limited awards (20,500), no appeals approved unless admin error by CSAC Do not have to be a HS grad Students who were originally run for E2 but did not meet the eligibility requirements based on their G-6 answers or information received by college will be considered in a second run of the C1, nicknamed CI². <u>This is not a separate competition.</u> The awardees under this cycle are added to the C1 cohort. The same cutoff score is used from the first run of C1. It is not necessary to differentiate these students, except that their award notifications will come later than those for the first run of C1 awardees
Cal Grant C (C1)	CGC	Yes – fall term has to be accounted for (by either payment or LA) before winter or spring will be paid	March 2 nd	GPA not required but submission of GPA earns points <u>Scored</u> (See Cal C section for scoring criteria)	<ul style="list-style-type: none"> Cal C students must state on FAFSA/Dream applications that the program they are pursuing is vocational, technical or occupational Only 7,761 awards annually Scored using different criteria than C1 Award is for up to 2 years Applicant may submit a GPA (optional) for additional points in the scoring
September Competitive (C2)	CGA and CGB	Yes – fall term has to be accounted for (by either payment, LA* or LH) or the student will be withdrawn *School may not post an LA for a new Competitive recipient	September 2 nd	CGA 3.0 HS, 2.4 CC or 2.4 College CGB 2.0 HS, CC, College or Reestablished <u>Scored</u> (See C2 section for scoring criteria)	<ul style="list-style-type: none"> FAFSA or CADAA corrections accepted until award cycle runs (approx. mid-September) Due to limited awards (20,500), no appeals approved unless admin error by CSAC Be included on a CCC enrollment file Awards can be used at a qualifying institution Do not have to be a HS grad

6 - CG Programs and Requirements

Five Year Programs

Cal Grant Teaching Credential Program Benefits

Undergraduate Cal Grant A and B recipients who plan to enroll in a teaching credential program (TCP) after they complete their bachelor's degree may be eligible to **renew their Cal Grant award for an additional year (100%)**. The additional year of payment is provided to students who are seeking an *initial* teaching credential and cannot be used for other graduate level courses of study.

Cal Grant recipients are eligible for this additional year of Cal Grant for a teaching credential program if the student:

- Received at least one payment in the Cal Grant A or B program as an undergraduate; and,
- Has received a bachelor's degree, or completed all required coursework for their bachelor's degree; and,
- Is accepted and enrolled in a professional teacher preparation program at a California Commission on Teacher Credentialing approved institution within 15 months of the end of the term for which the recipient last received a Cal Grant payment; and,
- Has not received or submitted an application for an initial Teaching Credential, such as a Preliminary or Clear Credential; and,
- Maintains financial need for a Cal Grant renewal.

Students must submit a Request for Cal Grant Teaching Credential Program Benefits Form (G-44) to the Commission to determine if they are eligible for an extension.

Mandatory Five-Year Program

A mandatory five-year program is one which requires *all* participants in that program to complete more than four years of undergraduate study to obtain a degree. To be considered for this program, a student has to maintain financial need for a Cal Grant renewal award. If a student is enrolled in a mandatory five-year undergraduate program, they may submit a Request for Cal Grant Fifth Year Benefits (G-42) form to be considered for an additional year of Cal Grant.

California Student Aid Commission

Cal Grant Handbook

Chapter 7

California Dream Act

This chapter discusses the California Dream Act, as defined in legislation, relating to California in-state tuition and state financial aid for undocumented students. Additionally, it details the California Dream Act Application (CADAA) process and financial aid available to Dream Act Students (Dreamers).

Chapter Highlights

- ⇒ Overview
- ⇒ Legislation
- ⇒ California Dream Act Application
- ⇒ Grade Point Average Verification (GPA)
- ⇒ Selective Service Requirement
- ⇒ Processing the California Dream Act Application
- ⇒ File Layout and Descriptions
- ⇒ Financial Aid Available for Dreamers
- ⇒ Resources and Methods of Communications

California Dream Act

Overview

The introduction of the California Dream Act allows access to state funded financial aid for qualifying non-resident students. The California Dream Act of 2011, became law through the passage of two Assembly Bills, AB 130 and AB 131.

The Commission, with input from stakeholders, designed and developed the California Dream Act Application (CADAA) to mirror the FAFSA as closely as possible.

Unlike the FAFSA, Commission is the processor of the CADAA. Since no federal database matches are made, this allows for real-time processing of the CADAA.

Legislation

The California Dream Act consists of four separate pieces of legislation. Together, they allow undocumented students to participate in California's student financial aid programs.

AB 540

AB 540, signed into law on October 12, 2001, authorizes any student, including undocumented students, who meet specific criteria to pay in-state tuition at California's public colleges and universities (e.g. California Community College, California State University, and University of California).

The determination of an applicant's eligibility under AB 540 is a campus responsibility. This includes the following:

- Attended a CA high school for at least three years or graduated early from a CA high school with the equivalent of three or more years of credit*; and,
- Graduated from a CA high school, or pass the California High School Proficiency Exam (CHSPE), or obtained a Certificate of General Education Development (GED); and,
- Enrolled in an accredited and qualifying college or university; and,
- If applicable, completed an affidavit to legalize immigration status as soon as they are eligible; and,
- Meet all award eligibility criteria.

*If the student graduated early from high school under this provision, they must also have attended CA schools (elementary and secondary) for a cumulative total of three or more years. See AB 2000 information below for updates to statute.

Not to be confused with Deferred Action for Childhood Arrivals (DACA), which is a federal process that defers removal action of an individual by the U.S. Citizenship and Immigration Services for a specified number of years.

- It *is not* the same as financial aid
- It *does not* grant lawful immigration status or residency
- It *does* allow individuals to apply for an SSN and work authorization

CA Dreamers should still file a [CA Dream Act Application](#) instead of a FAFSA and submit a [Non-SSN GPA](#). If a student or their school submits a certified GPA using a student's DACA SSN, make sure they include that DACA SSN on their CA Dream Act Application.

Tip: The student's DACA SSN is separate from the Dream Act ID. The Dream ID is a 9-digit number assigned to the applicant by the Commission.

Since 2001, state schools have been confirming student eligibility and collecting the student affidavit required for establishing AB 540 eligibility.

Beginning with the 2013-2014 academic year, for the first time, eligible non-resident students attending private colleges in California were eligible to participate in the Cal Grant program. Thus, the college is responsible for collecting and retaining the Cal Grant student's AB 540 affidavit. State assistance for students attending private institutions is limited to the Cal Grant program.

Since its implementation in 2001, California public postsecondary institutions have determined whether a student qualifies as an AB 540 student in order to pay in-state tuition/fees. This function continues as an institution responsibility, with private schools added for Cal Grant program participation.

The confidential AB 540 affidavit is retained by the college at which the student is enrolled. All institutions that a student may attend must retain a signed affidavit in its records. The affidavit serves two purposes; one is to verify that the student meets the educational requirements, and the second is to certify the intent to establish residency.

AB 540 Restrictions

A person holding a U visa is not considered an eligible non-citizen and, therefore, is not eligible to complete the FAFSA. U visa holders should complete CADAA. A person holding a T visa should complete the FAFSA.

Non-Immigrant visa categories include: A, B-1, B-2, C, D-1, D-2, E, F-1, F-2, G, H-1, H-2, H-3, H-4, I, J, K, L, M-1, M-2, N, O-1, O-2, O-3, P-1, P-2, P-3, P-4, Q, R, S, TN, TD, V and TWOV and NATO. These persons are not eligible for federal or state financial aid assistance, therefore should not complete the financial aid applications.

Students who are home-schooled by a parent or other person who does not have a California teacher credential are not eligible, as home-schooling does not meet the definition of a high school in California.

Students cannot be living out of state and be enrolled in a private California “internet high school.” This does not meet the definition of a private high school in California.

AB 2000

AB 2000 assures that student who graduate early, or who graduate but did not attend all three years at a California high school can still be AB 540 eligible if they earn credit at the California high school. The provisions of AB 2000, passed in 2014, amend the school attendance requirement of AB 540 and designates that if a student has not attended a California High School for at least three years, that portion of the eligibility criteria may be replaced by the following:

- Attainment of three years’ worth of high school credits from a California High School (equivalent to 3 or more years of full-time high school coursework), and
- A total of 3 or more years of attendance in California elementary or secondary schools, or a combination of those schools (the years do not have to be sequential)

AB 130

AB 130 (July 2011) allows students meeting the AB 540 criteria to apply for and receive private scholarships administered by public colleges and universities. For more information about other scholarships for which AB 540 students might be eligible, please visit [Immigrants Rising](#).

AB 131

AB 131 (October 2011), the third part of the California Dream Act, allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as institutional grants, community college fee waivers and Cal Grants while attending a participating Cal Grant qualifying institution.

Additionally, this statute requires the Commission to establish procedures and forms that enable those students who are exempt from paying nonresident tuition under AB 540 to apply for state Cal Grants. Participating state institutions can also administer state funded student financial aid programs using data delivered from the Dream Act Application.

The authorizing legislation allows the awarding of High School Entitlement, Community College Transfer Entitlement and Cal Grant C awards. AB 131 stipulates that the number of financial aid awards received by California resident students may not be reduced because of this expanded eligibility.

AB 131 statute states, “A student who is exempt from paying nonresident tuition Section 68130.5 shall not be

eligible for Competitive Cal Grant A and B Awards unless funding remains available after all California students not exempt pursuant to Section 68130.5 have received Competitive Cal Grant A and B Awards for which they are eligible.”

However, per the 2019-20 State Budget, Cal Grant competitive awarding priority for FAFSA applicants has been removed from statute. Therefore FAFSA and CADAA applicants will be given equal consideration.

SB 68

On October 5, 2017, Governor Brown signed SB 68 which went into effect on January 1, 2018 and qualifies more students for in-state tuition. This bill also gives more students the ability to apply for financial aid through the California Dream Act Application (CADAA).

SB 68 makes the following changes:

Students are now able to attain the requirement of 3 or more years of credits or full-time hours through the following:

- An adult school (Full time attendance is a minimum of 420 hrs per school year)
- A California Community College
 - Credit Courses: 12 units/semesters or quarter equivalent and max 2 years Full Time attendance
 - Non-Credit Courses: Full Time attendance is a minimum of 420 hours per school year.
- A county office of education
- A unified school district or high school district
- The Department of Corrections and Rehabilitation

Students who don't graduate from a California High School can also:

- Attain an associate degree from a campus of the California Community Colleges,
- Or fulfill the minimum transfer requirements established for the University of California or the California State University when transferring from a campus of the California Community Colleges.

California Dream Act Application (CADAA)

The CADAA first became available in April 2012 for the 2012-13 academic year. With input from stakeholders, the Commission initially developed and has since enhanced both online and paper CADAAs. The applications are available in both English and Spanish. Additionally, the CADAA provides the California ISIR (Cal ISIR) data to the institutions listed by the student on the application (discussed later in this chapter in detail).

Beginning in January each year, the CADAA is available for the following academic year of attendance. Although March 2 may be the priority filing deadline for most state funded colleges and universities, it is the *absolute* deadline for submission of the CADAA and a school certified Non-SSN GPA for a student to receive Cal Grant program consideration. As with the FAFSA, the application remains open through June 30 of the award year, approximately 18 months. If students miss the March 2nd deadline, they may still apply during this time frame and be considered for other aid offered by their campuses.

The [CADAA](#) is used to determine the California state financial eligibility of students who meet the qualifications of AB 540 and is submitted online at the Commission's website. All information in the CADAA is confidential.

When beginning a CADAA, all students eligible to file a FAFSA will be redirected to fafsa.ed.gov. The CADAA *is not an application for federal financial aid*. Students who have a Social Security Number (unless the SSN was secured through DACA) must file the [Free Application for Federal Student Aid](#) (FAFSA). The FAFSA application is located online. Students should not complete both applications.

To be evaluated for a Cal Grant for use in the following academic year, AB 540 students must submit a CADAA and a Cal Grant Non-SSN GPA verification prior to the annual March 2 deadline.

Although, renewing a Cal Grant does not require a CADAA submission by the March 2 deadline, students must check with their college to make sure they meet any campus deadlines. Students, except those with non-immigrant status, are eligible under the provisions of AB 540 if they:

1. Satisfaction of either of the following:
 - A. High school attendance in California for three or more years, **OR**
 - B. Attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools. **OR**
 - C. Attainment of credits earned at a California adult school, **OR**
 - D. Credits earned at a California Community College, **OR**
 - E. A combination of the schools listed above
2. Graduated or will graduate from a California high school, **OR**
Attainment of General Education Development (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), **OR**
Attainment of an associate degree from a California Community College, **OR**
Fulfillment of minimum transfer requirements from a California Community College to a University of California or California State University, **AND**
3. Will register or enroll in an accredited and qualifying California college or university, **AND**
4. If applicable, complete(d) an affidavit to legalize immigration status as soon as you are eligible, **AND**
5. Do not hold a valid non-immigrant visa (F, J, H, L, A, B, C, D, E, etc.)*

For additional questions about state financial aid, or how to complete an electronic or paper application, students should contact their financial aid administrator (FAA) or call CSAC at (888) 224-7268.

If the CADAA and school certified Non-SSN GPA is submitted by the March 2 deadline, students should receive an email or letter from the Commission regarding their application status. If the student is not contacted, they should [email](#) the Commission or call (888) 224-7268.

Key Identifier: The Social Security Number (SSN) and Dream Act ID

The Commission's Grant Delivery System (GDS) uses SSN as the key identifier for each student who submits the FAFSA. The SSN is also used by the student to create a WebGrants for Students account at webgrants4students.org.

Although many AB 540 eligible students have obtained an SSN after completing the Deferred Action for Childhood Arrivals (DACA) process, these individuals should

not submit the FAFSA since that data cannot be used for Dream Act eligibility determinations.

The CADAA accepts student data without an SSN. Dream Act applicants are assigned a Dream Act ID number which acts as a unique identifier. The Dream Act ID contains nine digits and always begins with three or four zeros.

Assembling the Materials to Complete the CADAA

Before completing the CADAA, applicants should assemble certain materials, including the following:

- The CADAA Worksheet and any additional application materials required by the college or vocational school;
- For the CADAA, the parent's Social Security Number, if they have a SSN, and for the student and parent their Individual Taxpayer Identification Numbers (ITIN), if they have an ITIN.

Family Financial Records

Students and parents completing the Dream Act Application will also need family financial records, including the following:

- Prior-prior year U.S. income tax return (IRS Form 1040, 1040A, or 1040EZ);
- Federal Form 1099 – re: misc. income
- W-2 forms and other records of money earned in the prior-prior year;
- Records of untaxed income such as Social Security, TANF, AFDC and other welfare programs and veterans benefits;
- Current bank statements;
- Current mortgage information on all family property, not including the primary family residence;
- Business and farm records; and
- Records of stocks, bonds and other investments.

Using Worksheets

A CADAA worksheet, which fills the same role as the FAFSA on the Web worksheet, allows students to gather the information necessary to complete the CADAA. Applicants should use the worksheet to collect information before beginning their application session as it can make the completion of the CADAA faster and easier. The worksheets should not be confused with the actual CADAA, which must be submitted for an applicant to be considered for financial aid.

Note: The worksheets do not include all questions asked on the applications, just the ones that a student might not know off the top of their head.

Reviewing the CADAA

Before sending the application, students should make sure they do the following:

- Carefully complete the demographic information including mailing address and e-mail address.
- Complete all questions that are presented. Skip logic in the applications may not be present for all possible questions.
- Verify that the names, the SSNs and the Individual Taxpayer Identification Numbers (ITIN) on the application are correct.
- Applicants should print out and save a copy of the submission “confirmation” page, which includes the application confirmation number. This number can be used to prove timely submission, if necessary.

If the CADAA Cannot Be Completed

If an applicant cannot finish their CADAA in one session, the records can be saved, then completed and submitted later. Saved but not submitted Dream Act Application data will be secure and available to the applicant to retrieve and edit for 60 days. After the 60 days periods, the records are deleted and another application would have to be started.

Grade Point Average Verification

The GPA Verification required to establish merit is due to the Commission by the March 2 deadline. The September 2 deadline is only for Competitive Cal Grants students who will attend a California Community College. Per AB 2160, unless a high school student opts out, it is the high schools responsibility to submit GPAs electronically for all grade 12 pupils attending public schools, including charter schools.

Students completing the CADAA do not have a valid SSN, which is needed to apply for federal financial aid. Therefore, the Commission developed a Non-SSN GPA submission method to collect GPAs from high schools and colleges. All schools must submit GPAs for Dream applicants using the Non-SSN GPA submission process. GPAs for students with SSNs must be submitted in the standard GPA submission format. A Non-SSN GPA verification form is available for students without an SSN whose school cannot submit an electronic GPA.

Students are encouraged to submit their applications early to leave time to correct any errors and to maximize their financial aid package.

The Commission sends a communication reminder each academic year to high schools and institutions announcing the GPA deadline. Additionally, the Commission offers electronic GPA submission training sessions via webcast.

Selective Service Requirement

Male Dreamers, ranging in age from 18 – 25, may be required to register with the Selective Service. Many male Dreamers are afraid to register because they fear their information will be shared with other government agencies, for example U.S. Citizenship and Immigration Services. This is simply not the case.

As stated on the Selective Service website at www.sss.gov, the Selective Service has not now, or in the past, collected or shared any information which would indicate a male's immigration status, either documented or undocumented. The Selective Service System has no authority to collect such information, has no use for it, and it is irrelevant to the registration requirement. Consequently, there is no immigration data to share with anyone.

Similarly to residents, if a male Dreamer wants to be considered for financial aid they must register with the Selective Service. There is one way a male Dreamer may register with Selective Service as follows:

1. Selective Service "mail-back" registration forms are available at any U.S. Post Office. A male can fill it out, sign (leaving the space for his SSN blank, if he has not yet obtained one*), affix postage, and mail it to Selective Service, without the involvement of the postal clerk. Men living overseas may register at any U.S. Embassy or consular office.

Processing California Dream Act Application

When processed, an EFC is calculated using the same federal methodology used to calculate an EFC from FAFSA data. The use of federal methodology is a requirement of CA state law for the Cal Grant program and requires asking mostly the same questions as found on the FAFSA. Similar to the FAFSA, the CADAA uses skip logic to reduce the number of questions asked of the applicant.

For example, students affirmatively responding to any of the dependency determination questions are not asked questions on parental finances.

Applicants initially can release the CADAA data to up to 10 California campuses and can release the data to more campuses by replacing schools on subsequent Cal ISIRs.

Based on the production schedule, the annual date the application process opens to students may vary slightly from year to year, however usually is around the 6th of October.

For the future academic award year, similar to the FAFSA, the CADAA will request prior-prior year financial data from the applicant.

Also, like the FAFSA, between January 1 and June 30, CADAAs will be available for both the current and upcoming academic years.

Schools are advised to provide guidance to potential applicants to submit the correct application.

CADAA Real-Time Processing

Upon submission of the online CADAA the information is processed in real-time.

Incomplete applications, or those with inconsistent application information, are also processed real-time allowing the student to be informed before leaving the application of data elements that require either correction or reaffirmation.

After submission, the record is placed in a file that is posted to WebGrants on a weekly basis. All records processed for the week are placed into the California Dream Act ISIR file on the WebGrants Report Download Screen. This file contains only those Cal ISIRs processed.

California ISIR or Cal ISIR

The Cal ISIR is nearly identical to the federal ISIR sent to campuses from students completing the FAFSA. Mostly the same fields are used in the Cal ISIR and the Dream Act ID number is inserted in the same field as an SSN would be used. Cal Grant qualifying institutions will continue to verify that a student meets the AB 540 requirements. CADAAs are processed and the output document, the California ISIR or Cal ISIR, is sent to the colleges listed on the application.

This process begins in January preceding the award year and continues to June 30 at the end of the award year.

CADAA processing continues year-round since the filing deadlines for the Cal Grant program may not apply to the institutions that receive the CADAA data.

When processed, Cal ISIRs receive a Dream Act ID which functions as a unique identifier for the student's financial aid processing.

Use of the Cal ISIR Data

The file layout of the Cal ISIR very closely matches the federal ISIR. Choosing to replicate the federal ISIR was made at the request of segmental representatives during the CADAA design phase.

Since the Cal ISIR so closely matches the federal ISIR, campuses that have already implemented Cal ISIR processing have found that Cal ISIRs can be loaded to their system with little system enhancements.

The 2018-19 Cal ISIR differs from the federal ISIR in several fields, however, all fields that are on the federal ISIR are in the same positions on the Cal ISIR. Field 38, the California ISIR Indicator, is used to designate that record as a Cal ISIR.

Field 38 is a filler field on the federal ISIR so adding data to that field does not affect processing of the Cal ISIR.

The other significant difference between the federal and state ISIR is how the data is processed.

Since the Commission cannot perform federal database matches (examples: United States Citizenship and Immigration Services (USCIS) and the National Student Loan Database) when those ISIR fields that report on federal database matches contain no data.

File Layout and Field Descriptions

Complete record layouts, comment code descriptions and test files are available on the WebGrants Help page.

Please note that the file record layout may be different from year to year, as it is subject to change based on enhancements to the application.

Financial Aid Available for Dreamers

Any aid received can only be used at eligible California institutions.

Grants

Cal Grants
Chafee Grants
UC Grants
State University Grants
EOP/EOPS

Fee Waiver

California Community College Promise Grant
California Community College Promise Program

Scholarships

Middle Class Scholarships
Some University Scholarships
Some private scholarships administered by campuses

California DREAM Loan Program (CDLP)

Commenced with the 2015-16 academic year, SB 1210 (September 2014) established the California DREAM Loan Program, which authorizes any campus of the UC/CSU segments to participate by extending loans to students who:

- Meet the requirements established by AB 540
- Meet the general Cal Grant requirements
- Have established need
- Are enrolled in a program eligible to participate in the Cal Grant Program
- Affirms in writing that he or she satisfies these requirements

Additionally, as stated in statute:

- The loan may not exceed the financial need of the student.
- No student may borrow more than \$4,000 within a single academic year.
- No student may borrow more than \$20,000 in the aggregate from any one participating institution.
- The interest rate for loans issued shall be the same as the then-current interest rate for undergraduate loans under the William D. Ford Federal Direct Loan Program.
- The standard repayment term for a DREAM loan shall be 10 years. Repayment shall commence following a six-month grace period that begins when a student graduates or ceases to maintain at least half-time enrollment in a degree or certificate program

- Interest shall not accrue on a DREAM loan during periods of at least half-time enrollment in a degree or certificate program or during the six-month grace period.

Eligibility for deferment or forbearance of a DREAM loan shall be determined by the participating institution in accordance with the standards set forth in the William D. Ford Federal Direct Loan Program

Resources and Methods of Communication

There is a wealth of Dream Act resources available online at www.caldreamact.org some of which are:

- CADAA instructions (English and Spanish)
- CADAA worksheets (English and Spanish)
- California Law
- Selective Service Form
- Deadline Information
- FAQs

Students and parents requesting assistance with their CADAA or with questions about the program, may call the Commission's toll free number at (888) 224-7268 or by email to caldreamact.csac.ca.gov

California Student Aid Commission

Cal Grant Handbook

Chapter 8

Award Cycles

This chapter discusses award cycles for the Cal Grant Entitlement and Competitive awards and details the additional program requirements.

Chapter Highlights

- ⇒ Entitlement Overview
- ⇒ High School Entitlement (E1)
- ⇒ Community College Transfer Entitlement (E2)
- ⇒ Competitive Overview
- ⇒ Competitive 1 (C1)
- ⇒ Competitive 2 (C2)
- ⇒ New Cal Grant Criteria at a Glance

Award Cycles

Entitlement Overview

Cal Grant Entitlement Awards are a guarantee of financial aid funding for each California high school graduate who meets certain criteria. If an Entitlement student is not awarded based on the information on their initial FAFSA, but submits a subsequent FAFSA that makes them eligible, the Commission will reconsider them for an award.

High School Entitlement (E1)

The E1 cycle awards an unlimited number of Cal Grants to high school seniors or recent high school graduates having only one year between graduating high school and attending college.

Those high school graduates offered an E1 award must submit confirmation of their high school graduation to the Commission in WebGrants for Students. There is not an official deadline for satisfying this requirement, however students usually have until February of the awarding year before their award is withdrawn, which will give them time to reapply the following academic year. Schools cannot request payment until this confirmation is received. If the award is withdrawn, the student may appeal.

Students who meet the following requirements will be considered for an E1 award:

- Applies by March 2 of their senior year, or who applies the year following high school graduation; and,
- Meets all Cal Grant eligibility criteria, including timely submission of the FAFSA/CADA and the high school GPA or test scores (SAT, ACT, GED, TASC, HiSet), as well as general and financial criteria
- *Former or current foster youth who were in foster care anytime after the age of 13, who have yet to reach the age of 26 by July 1st of the initial award year, who apply by September 2nd, are attending a California Community College, and are financially and academically eligible for a Cal Grant B.

Community College Transfer Entitlement (E2)

The Entitlement guarantee extends to students under the age of 28 who attend a California Community College (CCC) and meet the Entitlement requirements when they're ready to transfer to a California Cal Grant qualifying four-year college. These Cal Grants are referred to as California community college Transfer Entitlement (E2) awards.

Those students who meet the general, financial and program requirements and have a California Community College GPA of at least 2.40 and meet the following requirements will be considered for an E2 award:

- Be enrolled at a CCC any term of the previous academic year,
- Graduate from a CA HS or the equivalent (unless military orders required out of state assignment at the time of graduation)

- Be a CA resident at the time of high school graduation (unless student is AB 540)
- Must have 24 semester or 36 quarter completed CCC units
- Age < 28 by 12/31 of the year of application
- Transferring from a CCC to a 4 year bachelor degree granting institution

California Community College students transferring to a four year college must complete the Transfer Entitlement Cal Grant Certification online in WebGrants for Students to verify their eligibility to receive a Transfer Entitlement Cal Grant award. There is not an official deadline for satisfying this requirement; however students usually have until the end of December of the awarding year before their award is withdrawn, which will give them sufficient time to reapply the following academic year. Schools cannot request payment until this requirement is satisfied. If the award is withdrawn, the student may appeal.

Failure to submit the required information will adversely impact the student's consideration for the Transfer Entitlement Cal Grant.

Competitive Overview

Due to the limited amount of awards allocated for each of these programs and the large number of applicants, there is no guarantee of an award. To receive initial consideration, the student must meet all Cal Grant eligibility criteria, including timely submission of the FAFSA/CADAA and GPA, as well as general and financial criteria. There are several different Competitive Awards as follows:

Competitive Overview		
Competitive 1 (C1)	Awarded during the March 2 cycle	20,500 new awards annually
Cal Grant C	Awarded during the March 2 cycle	7,761 new awards annually
Competitive 2 (C2)	Awarded during the September 2 cycle	20,500 new awards annually

Competitive C1 & C2 awards

Students who aren't awarded an Entitlement award can compete for Cal Grant Competitive awards. Only a limited number of new awards (41,000) are available each year—half set aside for students who apply by the March 2 application deadline, and the other half for California Community College students who meet the September 2 application deadline.

If a Competitive student is not awarded, based on the FAFSA/CADAA information on file at the time of awarding, and submits a subsequent FAFSA/CADAA that makes them eligible, the Commission will not reconsider them for an award for that cycle. This is due to the high demand and the low number of awards in this program.

Any applicant not meeting the Entitlement criteria will be considered for and scored on disadvantaged indicators. The most recent disadvantaged indicators are located [here](#):

Students that graduated from high school more than 2 years ago can earn points as a **late or re-entry** student. The number of assigned points varies based upon the number of years since the student has attended high school and the college grade level of the applicant. There is a maximum of 90 points assigned for this category. The more time that has elapsed since high school graduation and the lower the college grade level, the more points earned.

Competitive 1 (C1) Cycle

Any applicant not meeting the Entitlement criteria but who submitted a timely application for the March 2 deadline, will be considered for a C1 award. They will compete and be scored based on the criteria listed on the above link.

Cal Grant C Cycle

Those students who enroll in an occupational, technical, or vocational program at a California Community College, an independent college or a vocational/career college that is at least four month long and no more than 2 years will be eligible to compete for a Cal Grant C award.

The Commission will contact potential Cal Grant C participants to encourage them to submit a Cal Grant C Supplement online using WebGrants for Students. This supplemental information is required and will be used to score the student and, based on the score-cut off, will determine if the student is eligible for one of the 7,761 awards authorized in statute.

Competitive 2 (C2) Cycle

Any applicant who does not meet the Entitlement, Cal Grant C or C1 criteria will be considered for a C2 award if:

- 1) They submit timely applications* (FAFSA/CADAA and GPA) for the September 2 deadline; and,
- 2) Their FAFSA/CADAA reflects they are planning on attending a California Community College.

These applicants will complete and be scored based on the criteria listed on the previous page. C2 awarding begins annually in early October.

*If the student submitted applications for the March 2 deadline, they do not need to resubmit applications for the September 2 deadline. The Commission will use the information on file. However, if the student's GPA is higher than originally reported, they may update their GPA prior to the award cycle and the Commission will use the highest valid GPA on file when the award cycle is run.

Award Cycles

- E1: Awarded weekly through December 31 of the award year
- E2: 30 days after submitting the G-6, awarded weekly through December 31 of the award year.
- C1: Award run C1² after G-6s processed and prelim E-2s found ineligible
- Cal Grant C: 30 days after submitting C Supplement form awards are run.
- Renewal: Run weekly through December 31st of the award year.
- C2: Awards run cycle is run in October; notifications are sent out

Month by month break down

- October (Application year) – Application period opens (October 1); first E1 (HS Entitlement) award cycle is run toward the end of the month.
- November (Application Year) – First E1 award notifications sent; E1 award runs continue weekly until December of the award year
- March (Application year) – Application period closes (Mar 2); E2 cycle begins with G-6 forms sent to potentially eligible students.
- April (Application year) – G-6 forms keyed and E2 award runs begin; first E2 award notifications sent; E2 award runs continue weekly until December.
- May (Application year) – C1 Award cycle is run; C1 award notifications sent; Cal C cycle begins with Cal C Supplement forms sent to potentially eligible students.
- June (Application year) – Cal C Supplement forms keyed and Cal C award cycle is run; Cal C award notifications sent.
- July (Award year) – Renewal cycle begins; renewal notifications sent; renewal runs continue weekly.
- September (Award year) – Application period for C2 closes (Sept 2); receive enrollment files from CCs; C1².
- October (Award year) – C2 award cycle is run; C2 award notifications sent;
- November (Award year) – GPA collections begin for following award year; CC Reserve
- December (Award year) – Year-end for prior award year; conclude entitlement and renewal runs in anticipation of new application period approaching.

New Cal Grant Award Criteria

Order Cycles are Run	Eligible Grant Type	Leave of Absence First Year	Application Deadlines	Required GPA	Important Facts
Entitlement (E1)	CGA and CGB	Yes - fall term has to be accounted for (by either payment, LH, or LA) before winter or spring will be paid	March 2 nd *September 2 nd for Qualified Cal Grant B CCC foster youth	HS or Test Scores ONLY CGA 3.00 CGB 2.00	<ul style="list-style-type: none"> Recent HS graduate Meets all the CA high school graduation requirements (including CAHSEE for students of public schools) Does not have to graduate from a CA HS (unless student is AB 540) Has to verify HS grad date by completing G-8 form before funds released (self-reported online or by school) *Under 26 years old as of July 1st of initial award year. *In foster care at least one day after turning 13 years old
Transfer Entitlement (E2)	CGA and CGB	Yes - Must be paid <i>at least</i> 1 term at a BDGI semester school or 1 payment and a LA at a BDGI quarter school during the academic year	March 2 nd	CC ONLY CGA 2.4 CGB 2.4	<ul style="list-style-type: none"> Graduate from CA HS Be a CA resident @ the time of high school graduation (unless student is AB 540) Be enrolled at a CCC any term of the previous academic year Must have 24 semester or 36 quarter completed CCC units Age < 28 by 12/31 of the year of application Transferring to a 4 year bachelor degree granting institution (BDGI) Verify they will be transferring from a CCC to a 4 year BDGI
March Competitive (C1)	CGA and CGB	Yes – fall term has to be accounted for (by either payment, LA* or LH) or the student will be withdrawn *School may not post an LA for a new Competitive recipient	March 2 nd	CGA 3.0 HS, 2.4 CC or 2.4 College CGB 2.0 HS, CC, College or Reestablished <u>Scored</u> (See C1 section for scoring criteria)	<ul style="list-style-type: none"> FAFSA/CADAA corrections accepted until cycle runs (approx. mid-April) Due to limited awards (20,500), no appeals approved unless admin error by CSAC Do not have to be a HS grad Students who were originally run for E2 but did not meet the eligibility requirements based on their G-6 answers or information received by college will be considered in a second run of the C1, nicknamed CI². <u>This is not a separate competition.</u> The awardees under this cycle are added to the C1 cohort. The same cutoff score is used from the first run of C1. It is not necessary to differentiate these students, except that their award notifications will come later than those for the first run of C1 awardees
Cal Grant C (C1)	CGC	Yes – fall term has to be accounted for (by either payment or LA) before winter or spring will be paid	March 2 nd	GPA not required but submission of GPA earns points <u>Scored</u> (See Cal C section for scoring criteria)	<ul style="list-style-type: none"> Cal C students must state on FAFSA/Dream applications that the program they are pursuing is vocational, technical or occupational Only 7,761 awards annually Scored using different criteria than C1 Award is for up to 2 years Applicant may submit a GPA (optional) for additional points in the scoring
September Competitive (C2)	CGA and CGB	Yes – fall term has to be accounted for (by either payment, LA* or LH) or the student will be withdrawn *School may not post an LA for a new Competitive recipient	September 2 nd	CGA 3.0 HS, 2.4 CC or 2.4 College CGB 2.0 HS, CC, College or Reestablished <u>Scored</u> (See C2 section for scoring criteria)	<ul style="list-style-type: none"> FAFSA/CADAA corrections accepted until award cycle runs (approx. mid-September) Due to limited awards (20,500), no appeals approved unless admin error by CSAC Be included on a CCC enrollment file Awards can be used at a qualifying institution Do not have to be a HS grad

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Chapter 9

Renewing Cal Grant

This chapter discusses the requirements for a student's Cal Grant to renew.

Chapter Highlights

- ⇒ Overview
- ⇒ Renewal Criteria
- ⇒ Renewal Corrections
- ⇒ Communications

Renewing Cal Grant

Overview

The Commission automatically renews all active program participants who continue to meet program criteria and have a minimum of 10% remaining Cal Grant eligibility.

As students are renewed, they are added to the Cal Grant Roster of the school that they most recently attended. This process starts annually, no later than July and all students who renew will be notified via email. Schools are notified via an Operations Memo before the renewal cycle begins.

Since the Commission determines need through the renewal process, schools are not required to enter annual need on the payment roster in WebGrants. However, it is the institution's role to determine the student's actual payment eligibility prior to disbursing the funds.

Additionally, if the student's budget changes and those changes affect the student's Cal Grant eligibility, the school must update the Commission. These changes should be reported to the Commission on the WebGrants "Grant Record Change" screen. For example, this might include a higher budget used for a disabled student due to increased transportation costs or a lower budget due to change in housing status.

Renewal Criteria

Students do not need to submit their GPA re-verified to renew. However, they must file a new financial application (FAFSA or CADAA) each year. In addition to the General Cal Grant criteria that all recipients must meet, Cal Grant renewals must:

- CA resident;
- Attending at least half time;
- Meeting Satisfactory Academic Progress (SAP);
- Meet income and asset thresholds;
- Meet financial need requirements;
- Meet minimum award need criteria;
- Have at least 10% remaining eligibility; and,
- Have valid transaction for each term of the prior year.

Renewal Competitive recipients also must meet the criteria listed above but will not be rescored.

Income and Assets

California Education Code prescribes that the income ceilings used for students renewing a Cal Grant award will be the higher of: 1) the new ceilings for the year or 2) the ceilings in place when the participant entered the program.

Therefore, every year, the income and asset calculation criteria may change.

However, for the 2018-19 academic year, there are three categories as follows:

- 1) New Applicants initially awarded in the 2018-19 Academic Year
- 2) Renewing Applicants initially awarded in the 2018-19 Academic Year
- 3) Renewing applicants initially awarded prior to the 2018-19 year

If assets were not collected on the FAFSA/CADAA in the year the Cal Grant was first awarded (i.e., the student qualified for the simple needs test), the student is not automatically assumed to have met the asset ceiling in subsequent years.

Failure to meet the income and asset ceilings, will result in a student's withdrawal from the Cal Grant program. A student who loses eligibility for a Cal Grant may not take a leave of absence or leave from payment to avoid losing the award. Also, the award cannot be reinstated if the student qualifies in a later year. The student must reapply and qualify for a new award, which will require a financial application (FAFSA or CADAA) and a verified GPA to be submitted by the March 2 deadline.

Minimum Unmet Financial Need (FN)

Although the Commission's calculation to determine minimum unmet financial need did not change under SB70, the amount of unmet financial need to qualify for a renewal Cal Grant A and C was increased.

The federal unmet financial need calculations is:

$$\begin{array}{l} \text{Cost of Attendance (COA) minus} \\ \text{Expected Family Contribution (EFC)} \\ \text{equals Unmet FN} \end{array}$$

If a student initially qualified for both a Cal Grant A and a Cal Grant B, and does not meet the minimum program need to renew the Cal Grant B, he or she may be eligible for a Cal Grant A, if they continue to meet the Cal Grant A requirements.

Minimum unmet need for renewals is determined based on applying the unmet financial need calculation using the application (FAFSA or CADAA) information for the renewal year, not the initial year the student was awarded. Pell Grant and other forms of financial aid are not included in this calculation.

Minimum Need for Each Award Type

The minimum renewal need to receive a specific type of Cal Grant varies, depending on the program in which the student is renewing.

The state calculation takes the Cal Grant fee portion of the award and adds \$1500 to that figure to determine the unmet need a student must have to receive a Cal Grant award. For example, a student's fees are \$12,000 + \$1500 = the unmet FN a student must have to be eligible to receive a Cal Grant award. The minimum renewal need criteria for each award type are:

- Cal Grant A: Must have a minimum financial need of at least the maximum Cal Grant A award amount plus \$1500
- Cal Grant B: Must have a minimum financial need of at least \$700
- Cal Grant C: Must have a minimum financial need of at least the maximum Cal Grant C award amount plus \$1500.

Using the UC system and the 2018-19 academic year as examples, minimum need calculation equals federal UC system-wide fees plus \$1500 (Cal Grant A) or \$700 (Cal Grant B) or $\$12,570 + \$1,500 = \$14,070$ minimum need for Cal Grant A, and $\$12,570 + \$700 = \$13,270$ for Cal Grant B.

Now, let's assume this same student was initially awarded in 2016-17 with a \$12,630 Cal Grant A award, which means the student's minimum need for that year was $\$12,630 + \$1,500 = \$14,130$. However, in order to renew the student must meet the 2018-19 minimum need calculation: $\$12,570 + \$1,500 = \$14,070$ minimum need.

Keep in mind that when fees rise or decrease (e.g., \$12,630 to \$12,570), the cost of attendance (COA) decreases/rises accordingly. Institutions must submit accurate college cost estimates every January to establish the true costs of attending that college.

Failure to meet either the minimum unmet financial need or the minimum need for applicable program, will result in a student's withdrawal from the Cal Grant program.

Remaining Eligibility

All Cal Grant awards are awarded for a specific program length. The actual years of eligibility for Cal Grant is dependent on what the student's Education Level (EL) was when they received their first Cal Grant payment. To renew the student must have at least 10% remaining eligibility. If the student's Cal Grant is withdrawn and they want to reapply, they must have at least 100% remaining eligibility.

Example of remaining eligibility:

16/17 AY: Student initially awarded and paid a Cal Grant and has an Educational Level (EL) 2 (sophomore). Student has 300% of Cal Grant eligibility and use 100% for the AY.

17/18 AY: Cal Grant is renewed. Student used 100% eligibility for the AY.

18/19 AY: Student is ineligible for a renewal Cal Grant due to income/assets and is withdrawn from the program. Student can re-apply for a new Cal Grant for the 19/20 AY because they have at least 100% unused program eligibility.

Example of no remaining eligibility:

16/17 AY: Student initially awarded a Cal Grant and has an Education Level (EL) 3 (junior). Student has 200% of Cal Grant eligibility and used 100% for the AY.

17/18 AY: Cal Grant is renewed. Student used 93% eligibility for the AY (one term student received full payment and the other term the institution had to adjust the Cal Grant payment based on the federal Return of Title IV calculation.)

18/19 AY: Student applied for 18/19 Cal Grant but is not eligible because student only has 7% remaining eligibility and must have at least 10% to be renewed.

Prior Year Transactions

Cal Grant renewal recipients must satisfy all terms with a valid transaction for the previous year to be eligible for a renewal award. If attending a semester school they must have a transaction posted for both semesters and if they are attending a quarter school they must have a transaction posted for all 3 quarters. Summer term is not counted. If all terms of a year are not satisfied, the student will be withdrawn from the program. Valid transactions could either be:

- A Cal Grant payment, or
- A Leave of Absence posted by either the student or the school (unless the student is a new Competitive awardee, in which case the school cannot submit a leave request for a student, or
- Another payment type, such as not making SAP

Renewal Corrections

As indicated in the renewal disqualification letter, a student may be re-evaluated for the renewal process due to changing financial circumstances or an error on the FAFSA. For the renewal cycle, the Commission will only process ISIR corrections submitted by any school.

Renewal Corrections for All Non-UC Institutions

Students are instructed to contact the financial aid office of their school of attendance. Financial aid administrators who determine a FAFSA error has been made or approve professional judgment for disqualified Cal Grant students must make the ISIR correction for renewal consideration by the Commission. If an eligible Cal Grant recipient becomes ineligible as a result of this change, the school is required to submit this information to the Commission using either the WebGrants Grant Record Change screen or paper [Grant Record Change Form for Schools \(G-21\)](#).

Renewal Corrections for UC Institutions

Students are instructed to make the ISIR correction themselves on the www.fafsa.gov website and not contact the UC financial aid office. UC financial aid administrators will determine if the ISIR correction submitted by the student will impact their Cal Grant eligibility.

The UC financial aid administrator should submit a Grant Record Change for Schools in WebGrants for any disqualified students who need renewal re-processing. Complete the G-21 with the pertinent data, including which ISIR transaction number is to be processed in the “reason” section.

Communications

The Commission uses the student’s email address for notifications, whether the student’s Cal Grant award will be renewed or will not be renewed. If the student does not list an email address, the Commission will send a letter by mail through the U.S. Postal Service.

The Commission also has a [Disqualification Fact Sheet](#) for students located on WebGrants for Students.

The Commission uses Grant Operations Memos to notify institutions of awarding notifications sent to students.

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Chapter 10

Institutional Verification Responsibilities

This chapter provides guidance to institutions about their verification responsibilities to ensure the institution is in compliance and that the awardee is an eligible Cal Grant recipient.

Chapter Highlights

- ⇒ Overview
- ⇒ Institutional Policies and Procedures
- ⇒ Verification Resources
- ⇒ Verification Criteria

Institutional Verification Responsibilities

Overview

Prior to awarding a Cal Grant to a student, the Commission determines that the student meets general, financial and program criteria and is eligible to receive an award. It is the institutions responsibility to confirm that the recipient meets general, financial and program requirements specified in the IPA at the time Cal Grant funds are disbursed to the recipient or the recipient's account.

When verifying Cal Grant eligibility, institutions should use all existing information, including but not limited to the Institutional Student Information Record (ISIR), Cal ISIR, student self-certification, if applicable, verification documentation, and any other information in the possession of the institution such as academic transcripts, student accounting ledgers, etc.

Additionally, the Commission expects that the institution will not process Cal Grant recipients differently than non-Cal Grant recipients. Cal Grant payment eligibility is made based on institution certification of the student's enrollment in an eligible program.

Institutional Policies and Procedures

As indicated in the Institutional Participation Agreement, institutions are required to develop and maintain written policies and procedures governing the administration and processing of Cal Grant funds.

Verification Resources

Prior to disbursement of Cal Grant funds the Cal Grant qualifying institutions must verify the student eligibility as stated in the Institutional Participation Agreement (IPA). There are several keys to successfully verifying a student's eligibility to receive Cal Grants.

The Commission advises Financial Aid Administrators to take full advantage of the all forms of communication and training offered by the Commission.

- Use the Commission's website to access the latest information
- Sign up for [Trainings and Webinars](#)
- Read all the Commission's Grant Operations Memos, Special Alerts, and other notices
- Resolve all conflicting information
- Have knowledge of the Cal Grant statutes and regulations
- Contact School Support to resolve questions
- Sign up for a [list serve](#)

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Verification Criteria

The IPA describes the responsibilities of the institution which includes confirmation of eligibility and resolution of conflicting information.

An institution's disbursement of Cal Grant funds and the reporting of these disbursements on the Cal Grant roster constitute a certification of the eligibility of the student for payment. This certification acknowledges that, to the best knowledge of the institution, the student is eligible for the Cal Grant funds and the institution has taken reasonable steps to verify the student's eligible status.

Cal Grant eligibility is always dependent on the student meeting all general, financial and program requirements as stated in the Institutional Participation Agreement and in this Cal Grant Handbook, as well as any eligibility information the institution may have in their possession regarding the student.

Despite the student appearing as eligible on WebGrants, the institution must verify that the student is eligible before reporting or releasing a Cal Grant payment. Institutions are expected to review any documents that come into their possession that may affect a participant's eligibility and must ensure that students meet eligibility criteria in accordance with the requirements stated in statute, regulations and this handbook.

An institution must have a system of identifying and resolving discrepancies for all information received by any office at that institution. Further, the institution must resolve all discrepancies, and not just those for students selected for verification.

Per the FSA Handbook, this system must include a review of:

- “All student aid applications, need analysis documents, multiple reporting records, potential overawards from COD, statements of educational purpose, statements of registration status, and eligibility notification documents presented by or on behalf of each applicant.
- The Student Aid Report/ISIR for a student. Even if a school has already verified the information on a student’s SAR/ISIR, it must review all information on subsequent SARs/ISIRs.
- Any documents, including copies of federal tax return and tax account transcripts, that are normally collected by the school to verify information received from the student or other sources.
- Any other information submitted or normally available to the school regarding a student’s citizenship, previous educational experience, or Social Security number or other factors relating to the student’s eligibility for FSA funds.”

Just as the federal processor requires institutions to verify FAFSA data, verification for Dream Act Applicants is very similar. The Commission selects approximately 20% of the Dream Applications for verification. The standard federal V1 verification group is used for Dream Act applicants selected for verification.

Dream Act Applicants and their parents who file federal tax returns, should obtain their IRS Tax Return Transcripts as proof of income is needed. Students and parents who were not required to file a federal tax return are verified using other means as described in the Federal Student Financial Aid Handbook.

Since most Dream Act Applicants and their parents do file federal tax returns, IRS Tax Return Transcripts should be obtained by the student as proof of income is needed. Students and parents who were not required to file a federal tax return are verified using other means as described in the Federal Student Financial Aid Handbook.

Exempt Status

The recipient meets the requirements, or other similar requirements adopted by the Regents of the University of California for purposes of determining whether a student is exempt from paying nonresident tuition based on their attendance at a California high school, or equivalent thereof.

Certification of Eligible Course of Study

Cal Grant payment eligibility is determined based on institution documentation of the student's enrollment in an eligible program. Therefore, at the time of payment, an institution is certifying that the student is enrolled in an eligible program (course of study) based on the Cal Grant program in which the student is participating.

This determination is made based on the degree goal of the participant as follows:

- Cal Grant A requires that the course of study be a minimum of two years (48 semester units or the equivalent) and lead directly to an associate or bachelor's degree, or qualify the student to transfer from a Community College to a bachelor degree granting institution.
- Cal Grant B requires that the course of study to be a minimum of one year in length (24 semester units or the equivalent) and lead to an AS, BS or certificate.
- Cal Grant C requires the course of study be in an occupational or vocational program of no less than four months and no more than 2 years.

Since specific determination of participation in an eligible program at any particular time is not possible by merely looking at the student's coursework, many institutions will require documentation from the student, such as an academic plan as certification that the student is in the program. Another method would be by formal declaration of major.

Enrollment Status

The enrollment status for each recipient must be determined according to the recipient's attendance at the time funds are paid to the recipient or credited to the recipient's account. When making payment for a term that has ended, the institution must base the attendance status on the number of units completed for the term.

If a recipient registers for classes, never attends and never receives funds, the institution should report that the student is not in attendance using the "NA" code (not in attendance). However, if the recipient registers for classes, never attends and receives Cal Grant funds, it is the institutions responsibility to both report this to the Commission using the "NS" code (used to reverse previously reported Cal Grant payment) and to recover the funds from the student.

English as a Second Language (ESL)

Inclusion of English as a Second Language (ESL) courses or remedial courses is allowed in determining attendance status if the institution can also certify the student is enrolled in an eligible program. For example, the student may be taking 9 units in their major and 3 units in an ESL class and be paid as full-time (12 units).

Drop or Withdraw

The Commission requires that schools have a written Cal Grant refund policy that includes all Cal Grant programs and payment types (tuition/fees, access, B/S). This policy should take into consideration and be in compliance with any federal Title IV R2T4 requirements.

Under §484B of the HEA (20 U.S.C. §1091b), if a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the student began attendance, a participating institution must determine the amount of grant and loan assistance to be returned to the Title IV programs.

Similarly, institutions are required to determine the earned and unearned portions of the Cal Grant award based on the amount of time the student attended. Furthermore, if it is determined by the institution that a Cal Grant refund is due to the Commission, refer to the payment adjustments section of this Handbook.

Transfer Entitlement (E2)

California Education Code Section 69436(d)(3)(B) requires the Commission to select a minimum of 10% of the new and renewal Transfer Entitlement Awards for verification. Although E2 students are allowed to affirm in writing under penalty of perjury that they meet all the requirements for the award, prior to disbursement of funds, the institution must resolve all conflicting information. For example, a student certifies that they attended a CCC for the academic year prior to receiving the new E2 award, however the institutions transcripts show the student was enrolled at a BDGI and not a CCC. Therefore the student is not eligible for the E2 award.

A report of those students selected for verification is created for each institution and is available in the Data Transfer section of WebGrants.

Education Level

Recipients will initially be assigned program eligibility based on their grade level in college as reported on their FAFSA. Students who have never attended college begin with program eligibility of 400%.

The institution determines education level (EL) *at the time of initial payment* based on the number of units completed. The institution certifies the EL in the same manner for Cal Grant purposes as for other campus grade level or class level purposes and must ensure that if the EL changes during the academic year, the Cal Grant EL is not changed as required for loans. The EL is based on all accepted transfer units at the institution and established institutional policy.

For example:

1. EL 1 = 0 to 29.9 semester units or 0 to 44 quarter units, or the equivalent.
2. EL 2 = 30 to 59.9 semester units or 45 to 89 quarter units, or the equivalent.
3. EL 3 = 60 to 89.9 semester units or 90 to 134 quarter units, or the equivalent.
4. EL 4 = 90 or more semester units or 135 or more quarter units, or the equivalent.

For example:

A new student for 2019/20 has completed 40 units prior to fall of 2019. The school's policy shows:

- 0-30 = EL1
- 31-60 = EL 2
- 61-90 = EL 3
- 91+ = EL 4

In this example, the student should be reported as an EL 2 prior to posting their fall payment.

Despite any institution definition of half or three quarter-time, for Cal Grant purposes institutions must adhere to the CCR definition. *In order to ensure the percentage of total program eligibility assigned to a new recipient is correct, the institution at which the initial grant payment is issued is required to verify the recipient's educational level.*

Remaining Program Eligibility

When an institution reports a Cal Grant payment, the system automatically reduces the student's remaining program eligibility according to the tables below.

Eligibility Use Chart			
9-month (2 semesters or 3 quarters) Term Based Institutions			
Attendance Status	Per Semesters	Per Quarters	Per Academic Year
Full-time	50.00%	33.33%	100.00%
$\frac{3}{4}$ -time	37.50%	25.00%	75.00%
Half-time	25.00%	16.67%	50.00%

Example:

A new Cal Grant A recipient entering college as an EL 2, at the time of their first Cal Grant payment, will receive 300% eligibility because it is anticipated that it will take the student 3 more years to complete their program of study. Regardless of whether it takes the student less time or more time, the recipient's Cal Grant benefits will be limited to the 300% (3 years of full-time payment).

The yearly award amounts displayed on the Cal Grant rosters, on WebGrants and printed on the Student's California Aid Report (CAR) reflect an amount based on the normal attendance year for the institution the recipient is attending.

For example, students attending traditional 9 or 10-month term-based institutions will have award amounts displayed as 9-month payment amounts (two semesters or three quarters). These will match the Cal Grant award amounts established annually in the State Budget Act.

Cal Grants are paid on a term-by-term basis. All Cal Grant recipients start with the same program eligibility. Therefore, students at year round institutions use up eligibility faster because they are attending more terms per year.

In WebGrants, a year round institution is one with an 11 or 12-month budget established. Non-Term based institutions will be set up for quarterly disbursement of Cal Grant funds.

If the recipient's remaining eligibility is more than the eligibility that will be used during the term according to his/her enrollment status, the recipient has full eligibility for the term.

If the recipient's remaining eligibility is less than the eligibility that will be used during the term, the award will be prorated based on their remaining eligibility.

Summer Term Proration of Award and Eligibility: Cal Grant A, B and C

Payment for summer attendance is based on the recipient's grant award for the regular academic year (increased charges for summer term are not considered). If payment is made for summer attendance, an additional term of eligibility is used. To be eligible for summer payment, a recipient must be enrolled at least half-time.

A recipient's eligibility for Cal Grant benefits and proration of attendance for three-quarter and half-time attendance is calculated in the same manner as the regular academic year.

Example			
Semester		Quarter	
Fall	50%	Fall	33.33%
Spring	50%	Winter	33.33%
Summer	50%	Spring	33.33%
		Summer	33.33%
Total	150%	Total	133.3%

Five Year Programs

Cal Grant Teaching Credential Program Benefits

Undergraduate Cal Grant A and B recipients who plan to enroll in a teaching credential program (TCP) after they receive their bachelor's degree may be eligible to **renew their Cal Grant award for an additional year (100%)**. The additional year of payment is provided to students who are seeking an *initial* teaching credential and cannot be used for other graduate level courses of study.

Teaching credential participants must continue to meet Cal Grant A or B program requirements. This is a benefit extension to an existing Cal Grant program award. Students must submit a Request for Cal Grant Teaching Credential Program Benefits Form (G-44) to the Commission to determine if they are eligible for an extension.

Mandatory Five Year Program

A mandatory five-year program is one which requires *all* participants in that program to complete more than four years of undergraduate study to obtain a degree. If a student is enrolled in a mandatory five-year undergraduate program, they may submit a Request for Cal Grant Fifth Year Benefits (G-42) form.

The institution is required to verify that a recipient's participation in an eligible post-graduate teaching credential or mandatory 5th year program is approved by the

Commission.

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Chapter 11

Application and Status Changes

This chapter discusses application and status updates and corrections that may impact a student's Cal Grant award.

Chapter Highlights

- ⇒ Overview
- ⇒ Changes Made by Students
- ⇒ WGS Screens
- ⇒ Changes Made by Schools
- ⇒ WG G-21 Screen

Application and Status Changes

Overview

There are various changes that can be made either online or via forms. Some of these changes can only be made by students, some can be made only by schools and some can be made by either party.

Changes Made by Students

In the event that a student's demographic information changes at any time, it is the student's responsibility to make sure the Commission receives the updated information. Often students will change their demographic information with their college only, however they also need to update this information with the Commission.

We recommend students submit changes online using the secure WebGrants for Students (WGS) web site. WGS is the Commission's online access portal for students and is the fastest and most secure way to submit changes. Once the Commission has received either a FAFSA, or CADAA, the student can create a WGS account at www.webgrants4students.org

Students may make changes online or request a change be made on their account via paper or email. If there is an online option for submitting changes, this would be the preferred method.

The types of changes students can or cannot make and the ways these changes may be submitted are detailed here			
Type of Change	Online WGS	Grant Record Change Form (G-10)	Email
Demographic	Y	Y	Y
Change of School	Y	Y	Y
Change of Program	N	Y (requires school signature)	N
Request Leave of Absence (LA)	Y	Y	Y
Name	N	Y	N
Date of Birth (DOB)	N	Y	N
Social Security Number	N	Y	N
Request to Withdraw Award	N	Y	N
FAFSA and CADAA	N	N	N
GPA Changes	N	N	N

Demographic Changes - Demographic changes include changes to student's address, phone number or email address

Change of School - If the student makes a school change, the student may retain, gain or lose Cal Grant eligibility, depending on the Cost of Attendance (COA) at the new school. If the COA at the new school is higher and the student is a new

Entitlement Cal Grant recipient, this may make an ineligible student eligible for an Entitlement Cal Grant award. In contrast, if the COA at the new school is lower, the student's Cal Grant award may be reduced or withdrawn.

The California Aid Report (CAR) is the Cal Grant notification for new awardees. On the CAR the student will find the first 3 California colleges listed on their FAFSA, along with Cal Grant eligibility information for each of those colleges.

Students renewing their Cal Grant award, and wanting to attend a different school from that on the Commission's records, should access information about the school they wish to attend on [Cal Grant participating institutions list](#). Once they have this information, they can update their school choice on WebGrants for Students.

Change of Program – Students may initiate a Cal Grant program change by completing the G-10 form, however a signature from a financial aid officer at their college is required before this change will be processed.

Request Leave of Absence (LA) – Students may take a break from Cal Grant program by using a LA. This leave time might coincide with approved campus leaves or may occur upon withdrawal from a campus or during an off- term during transfer between campuses. Leaves can be approved only for periods of time for which the student would otherwise be eligible for payment. Therefore, leaves should not be granted for students who are:

- Financially ineligible
- Not making Satisfactory Academic Progress
- In default on federal loans or owe repayment of grants

Students may request a LA from the Cal Grant program, for a maximum of 200% (4 semesters or 6 quarters) for the lifetime of the Cal Grant award they are currently receiving. If a student is withdrawn from the program, reapplies and is awarded another Cal Grant, they will be able to request another LA, for a maximum of 200%.*

Extensions may be granted only for documented exceptional situations through the Commission's [appeal](#) process.

* If a new competitive Cal Grant student reports a LA for the entire award year, the student's award may be withdrawn so that other disadvantaged students can be considered for an award. If an award is withdrawn, the student will have to reapply as a new recipient.

Summer School: A student is not able to use the Cal Grant only for a summer term. For example, a student is not able to use their Cal Grant if they attend an out-of-state school during the regular academic year and attend a California school only for the summer. If a student's first term is summer and they will continue enrollment for fall term, then they are eligible for the summer payment.

Military Deferment Request Form - Students on active duty in the U.S. Armed Forces may have their Cal Grant deferred for up to three years. To request a deferment, students should complete a [Deferment Request Form](#) (G-12) or write to:

California Student Aid Commission
P.O. Box 419028
Rancho Cordova, CA 95741-9028

Name Changes – Most name changes require the student to complete and submit a G-10 form along with a copy of their new driver's license, SSN card or marriage certificate.

DOB – Students may request a correction to their DOB and must submit a copy of their birth certificate along with the request.

Social Security Number Changes – Social Security changes require the student to complete and submit a [G-10](#) form along with a copy of their SS card and picture ID. The student should also be advised to update their FAFSA to ensure future record matches.

Request to Withdraw – Requests to withdraw from the Cal Grant program should be made on a [G-10](#) form. If the student requests this change, their Cal Grant award will be withdrawn and reinstatement will not be possible. On the G-10, the student is asked to provide a reason why they want to withdraw from the program.

FAFSA or CADAA - The types of application changes that may be made by the student must be updatable fields on the application. Early filing of the FAFSA or CADAA allows the maximum time to review and correct submitted data corrections. If FAFSA or CADAA changes are made prior to awarding, they will be used for the award cycle. If these changes are made after the initial awarding cycle, they will be considered for Entitlement students (until such time that the student is awarded) but will not be considered for Competitive students.

GPA – GPA updates/corrections must be submitted by the school that submitted the initial GPA. See schools section below. School official signature and contact information.

Changes Made by Schools

Colleges may make some changes on behalf of their students and some changes may only be made by colleges. The following chart shows which changes may be made by colleges. Additionally, it details how schools may submit these changes, although, if applicable, the preferred method of submitting these changes would be using the WebGrants (WG) system. If WG is not available the next preferred method is email.

Changes that can be made by colleges			
Type of Change	Online WG	School Letterhead or Form	Email
Demographic	Y	Y	Y
Change of School	Y	Y	Y
Change of Program	N	Y	Y
Request Leave of Absence (LA) Except for new Competitive St.	Y	Y	Y
Name	N	Y	Y
Date of Birth	N	Y	Y
Social Security Number	N	Y	Y
Request to Withdraw Award	N	Y	Y
FAFSA and CADA	Y	Y	Y
GPA Changes	Y	Y	Y

Demographic Changes - Demographic changes include changes to the student's address, phone number or email address.

Change of School - If the school makes a school change, the student may retain, gain or lose Cal Grant eligibility, depending on the Cost of Attendance (COA) at the new school. If the COA at the new school is higher and the student is a new Entitlement Cal Grant recipient, this may make an ineligible student eligible for an Entitlement Cal Grant award. In contrast, if the COA at the new school is lower, the student's Cal Grant award may be reduced or withdrawn.

Change of Program – The School may initiate a Cal Grant program change, either on school letterhead, via email or by completing the student initiated G-10 form. No matter in what form this request is made, it will require either a school signature or e-signature.

Request LA – Schools may request a LA from the Cal Grant program on behalf of their students, *unless the student is a new Competitive recipient*. Students may have a maximum of 200% (4 semesters or 6 quarters) for the lifetime of the Cal Grant award they are currently receiving. If a student is withdrawn from the program, reapplies and is awarded another Cal Grant, they will be able to request additional LAs, for a maximum of 200%.

Name Changes – If the school determines that a student's name is incorrect and have supporting documentation of the correct name, the school may update the

Commission by submitting either a letter (on school letterhead) or an email. No supporting documentation is needed from the school.

DOB – Similarly to name changes, if a school determines that a student’s DOB is incorrect and have documentation of the correct DOB, they may update the Commission by submitting either a letter (on school letterhead) or an email. No supporting documentation is needed from the school.

Social Security Number – If a school determines that a student’s SSN is incorrect and has supporting documentation of the correct SSN, they may update the Commission by submitting either a letter on school letterhead or an email. No supporting documentation is needed from the school. It is important for the student to update this information on the FAFSA to ensure there are no future record mismatches.

Request to Withdraw – If a student decides they do not want their Cal Grant award, the school may submit either a [Grant Record Change Form for Schools](#) using the comment field or an email to the Commission, indicating the student no longer wants their award. No supporting documentation is needed from the school.

This should not be confused with the process for submitting corrections, which make the student ineligible for a Cal Grant. The preferred method to submit these change requests is using the WebGrants Grant Record Change screen. The alternate option is to submit the paper [G-21](#).

FAFSA or CADAA – All corrections made to the federal FAFSA will be applied by the federal processor and forwarded to the Commission via the student’s ISIR. All corrections made to the CADAA will be applied by the Commission. Early filing of the FAFSA or CADAA allows the maximum time to review and correct submitted data corrections.

The Commission will process FAFSA and CADAA corrections that are received prior to the application deadlines (March 2 and September 2). Once a student has been processed for an award, updates will not automatically be processed.

Once the award cycle has run, an applicant initially found ineligible for a High School Entitlement or Community College Transfer Entitlement award, will be reconsidered upon submission of new ISIR or Cal ISIR information. All financial changes that make these students eligible for Cal Grant must be made and reported by the Cal Grant qualifying institution financial aid office to either:

- The federal ISIR to the federal processor, OR
- Using the WebGrants Grant Record Change screen or paper G-21.

In contrast, once the award cycle has run, ineligible Competitive Cal Grant (A, B or C) applicants will not be reconsidered for an award if the application data changes.

If an eligible student, in any program, becomes ineligible for Cal Grant after being awarded (such as changes to family size, income/assets, budgets, financial aid offered) the school must submit the new financial information to the Commission using either the Grand Record Change Screen in WG or the [G-21](#). Once the G-21 form is processed by the Commission, the resulting changes will be reported on the institution's Grant Roster.

The following chart breaks down, by program, if schools should submit financial changes:				
	Entitlement Prior to Deadline	Competitive Prior to Deadline	Entitlement After Deadline	Competitive After deadline
Not Awarded –not impacting eligibility	Y	Y	N	N
Not Awarded – impacting eligible	Y	Y	Y	N
Awarded - not impacting eligibility	N	N	N	N
Awarded – impacting eligibility	Y	Y	Y	Y

GPA –

GPA updates/corrections must be submitted by the school that submitted the initial GPA. These adjustment requests must be submitted on school letterhead or from a school email address and contain the following:

1. Student information (name, ID, etc.)
2. Explanation of the error
3. Correct GPA information
4. School official signature and contact information

If the GPA corrections are made prior to awarding, they will be used for the pertinent award cycle. If these changes are made after the initial awarding cycle, they will be considered for Entitlement students (until such time that the student is awarded) but will not be considered for Competitive students.

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Chapter 12

Appeals

This chapter discusses the Cal Grant appeals processes for students and schools.

Chapter Highlights

- ⇒ Overview
- ⇒ Appeals Reviewed by the Commission
- ⇒ Institution Appeals

Appeals

Overview

If a student is disqualified, denied, withdrawn, received less than the maximum amount of the award eligibility or believes an administration error was committed by either the Commission or the Institution, they may submit an appeal. Some appeals are directed to the Commission, while others should be directed to the institution. All appeals should be sent within 12 months of the denial or withdrawal date or no later than the reconciliation for that year, whichever comes first.

Appeals Reviewed by the Commission

The Commission annually receives thousands of appeals from students for various reasons. Some appeals will be considered, while some cannot, due to statute or regulations. However, all appeals received will be reviewed. When reviewing appeals, the Commission considers the following:

- Type of appeal
- Deadlines
- Statute (FAFSA/CADAA & GPA filing dates, GPA appeal dates)
- Regulations
- Current policy
- Procedures
- Current practice (to ensure all appeal decisions are fairly and equitably made)
- Supporting documentation received with the appeal

Each appeal will be reviewed to ensure it meets criteria relevant to the appeal. Due to the high number of applicants, Competitive appeals will be considered up until the Competitive paid rate reaches 100%, after which appeals will no longer be reviewed.

Generally, students submit appeals to the Commission using the Cal Grant Appeal Form (G-18) with supporting documentation or by submitting a letter with supporting documentation. We do not accept appeals by email from students.

As stated on the G-18, the student must select one of the following requested actions and indicate a reason for their appeal:

Action
Additional Leave of Absence
Award Reconsideration
Reinstatement
Third Year CC Reserve
Other

Reason
Medical
Natural Disaster
Death in Family
Reinstatement
Dream App Application Issue
Other

Commission Appeals -

The following is a sample list of appeals the Commission receives from students and institutions. For each category listed, there are numerous reasons a student or institution submits appeals to the Commission, some examples are listed below:

- Extension of CC Reserve (examples: the student was unable to register for the classes needed at CCC in order to transfer to a BDGI in two years. The other example is a student who was not able to transfer to a BDGI because their program was impacted.)
- Leave of Absence Extension* (example: death in family)
- Failure to Return a Requested Form (example: G-6, G-8 or C supplement)
- Late GPA
- GPA Corrections (example: if a student's GPA was submitted incomplete or incorrect but timely, they have a ten day grace period to resubmit a corrected GPA after the Commission notifies them by email or letter. The resubmitted form must be postmarked within the 10 day time frame to be accepted.)
- Late FAFSA
- FAFSA Corrections
- No Prior Year Activity
- Transfer Entitlement (example: student did not transfer to BDGI the year directly after attending a CCC)
- SAP
- Competitive award withdrawn due to being *unclaimed*; an appeal will be considered if submitted within twelve months of the withdraw date. Appeals can be submitted for students who were unable to utilize their award in the award year due to circumstances beyond their control. Appeals can be submitted by either students or by schools on behalf of students. The process of submitting an appeal is specific depending on whom is submitting the request.

** Since 2015-16 year, a Leave of Absence request for a new Cal Grant Competitive recipient will only be accepted from students. This type of change will no longer be accepted from schools.*

Institution Appeals

Generally speaking, the institution works appeals that are related to the application, some of which were discussed in Chapter 11, Application and Status Changes. Schools should submit the following types of appeals or changes using the preferred method on the WebGrants Grant Record Change screen. The other option is to submit this change on the paper [Grant Record Change Form for Schools \(G-21\)](#):

- Income and Assets
- Minimum Need
- Changes to Number in Household
- Dependency Status (Overrides and Changes)
- Special Circumstances
- Additional Expenses
- Education Level
- Residency
- Changes to Federal or Institutional Aid

Only report information if it will impact a student's Cal Grant eligibility (making an eligible student ineligible or making an ineligible student eligible.)

Income and Assets

[Income and assets ceilings](#) are set by statute in the California budget bill and are posted on the Commission's website. The Commission does not have the authority to revise or override these ceilings.

Minimum Need

Both new and renewal recipients must meet the same minimum need criteria as follows:

- Calculation to determine Financial Need (FN)

$$\begin{array}{r} \text{Cost of Attendance (COA)} \\ \text{Minus Expected Family Contribution (EFC)} \\ \text{Equals Minimum Financial Need} \end{array}$$

Minimum Award Need	
New & Renewal Cal Grant A	Maximum award (system wide fees) + 1500 = Minimum Need
New & Renewal Cal Grant B	\$700.00
New or Renewal Cal Grant C	Maximum award (system wide fees) + 1500 = Minimum Need

Changes to Number in Household

If an institution determines that the number of household was reported incorrectly and it impacts the student's award, they should update report this information to the Commission.

Dependency Status

If there is a change in dependency status (dependent student should be considered independent or an independent student should be considered dependent) the institution must report this to the Commission.

Special Circumstances/Personal Hardship

Special circumstances related to the application data must be presented to the campus for review. The Commission does not have professional judgement authority to make changes to the application data.

Additional Expenses

If the school has made a professional judgement that impacts the student's eligibility, a G-21 must be submitted to the Commission. All G-21 information submitted must be reviewed and approved by the institution.

Education Level (EL) or Used Eligibility

If an error was made when the EL was initially reported by an institution *at the time the first Cal Grant payment* was made, which in turn reduced the student's program eligibility, the student must contact the institution where they received their first Cal Grant payment. That institution must review their records to ensure the education level was reported accurately and, if not, must send either a letter on school letterhead or an email from a school email address, to the Commission, stating the following:

- 1) Student's identifying information
- 2) Description of error
- 3) EL reported in error
- 4) Correct EL at the time of first Cal Grant payment

CA Residency

To receive a Cal Grant, the student must be a California resident for at least one year, unless AB540 eligible.

Federal or Institutional Financial Aid

If, after a student's federal or institutional aid is reduced or cancelled, and the student becomes eligible for an Entitlement Cal Grant, the school may submit an appeal on behalf of the student.

Withdrawn Competitive Award Reinstatement

A new section has been added to the [Grant Record Change Form \(G-21\)](#) to allow institutions to submit appeals requesting reinstatement for their Competitive recipients whose awards were withdrawn.

Grade Point Average Appeals

There are 2 categories for GPA appeals; late GPAs or corrections to GPAs submitted on time. It is ultimately the student's responsibility to ensure their grade point average or test scores are reported timely and correctly. All GPA appeals received by the Commission are reviewed on a case-by-case basis.

- Late GPA –

If the student had circumstances beyond their control that delayed or prevented the submission of a GPA, they may appeal as follows:

- Institutions have 75 days after the March 2 deadline to submit an appeal for a late Entitlement GPA. For appeals to be considered, they must be received by the Commission before or on the deadline date.
- Institutions have 22 days after the March 2 or September 2 deadline to submit an appeal for a late Competitive GPA. For appeals to be considered, they must be received by the Commission before or on the deadline date.

- GPA Corrections –

- The Commission will accept corrections to Entitlement GPAs throughout the school year, as long as the initial GPA was received by the deadline.
- The Commission will review corrections to Competitive GPAs on a case-by-case basis.

An appeal may be filed by the student either by letter or by completing and submitting the [Cal Grant Appeal Form](#) (G-18). If the school wants to submit an appeal, they must submit either a signed letter, on school letterhead, or an email, from a school official, to School Support detailing the student's information and the reason for the appeal.

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Chapter 13

The Grant Roster: Disbursing and Adjusting Student Payments

This chapter provides details about the Commission’s Cal Grant Roster, as well as information regarding making and adjusting student payments.

Chapter Highlights

- ⇒ Overview
- ⇒ Roster Views
- ⇒ Award Activation
- ⇒ Payment Reporting Options
- ⇒ Disbursing Tuition
- ⇒ Attendance Status
- ⇒ Codes
- ⇒ Overawards
- ⇒ Timelines

The Grant Roster: Disbursing and Adjusting Student Payments

Overview

The term “Grant Roster” (roster) refers to the comprehensive list of a qualifying institution’s Cal Grant recipients and their grant information for a particular academic year. The roster is a working list that is the primary means of exchanging grant information between the Commission and the institutions.

It is important to note that rosters cannot be used as confirmation of eligibility. It is always the institution’s responsibility to ensure students meet all Cal Grant requirements before disbursing a Cal Grant payment.

Due to the complexity of the roster, training is advised prior to using the roster’s update features. Training on the use of WebGrants is available on the Commission [training page](#).

Cal Grant award amounts can be changed by the California State Budget each year. Therefore, all Cal Grant awards created prior to the final state budget signing are estimates. Final award amounts will be adjusted after the budget is signed if necessary. Usually, by August the official award amounts have been determined and updated on the roster.

Be aware that any estimated Cal Grant award amounts listed on California Aid Reports (CARs) or school award letters may differ from the final payment amount.

In the case of later legislation, which impacts award amounts after the final California State Budget it passed, the Commission and schools must make appropriate adjustments to ensure that students receive the appropriate award amount.

To facilitate early awarding, many institutions estimate student Cal Grant awards prior to the confirmation of official award amounts. It is important to note that an institution bears all responsibility for problems students encounter from school estimates that end up not being correct. Any funds credited or paid to the student by a school prior to budgetary authorization are done so at the school’s own risk.

Roster Views

The online display roster can be customized so that information is filtered based on the needs of the viewer. By customizing the roster, the user can select which data elements are displayed and the order of display. Customized roster filters are specific to user account, so each user will create the customized roster filters he or she needs.

Award Activation

New awards for Cal Grant A and B begin eligibility for payment in the fall term of the award year. Under no circumstances can any new Cal Grant award be paid for periods of enrollment that begin prior to July 1 of the award year. New Cal Grant C awards can be paid for Summer periods that begin July 1 or later of the award year.

A Cal Grant award must be activated to establish the awardee as a participant. Activation means that the Cal Grant recipient has taken all necessary steps to establish his or her eligibility. Some examples of activation include:

- Satisfying outstanding requirements
- Attendance at an eligible California institution
- Submission of a Leave of Absence for a valid reason*
- Submission of an LH code by the school on the roster which is effectively the same as a leave of absence code*

* An LA or LH code will hold an award for an otherwise eligible student. Therefore, the school does have to verify eligibility prior to using one of these codes. It is also important to mention that, as stated in statute, 69433.6 (a), Renewal of Awards, "Commencing with the 2001-02 academic year, the total number of years of eligibility for grants pursuant to this section shall be based on the student's educational level in his or her course of study as designated by the institution of attendance when the recipient initially receives payment for a grant."

In order to appear on a roster as a renewal recipient, all terms of the prior academic year had to have been accounted for by the reporting of a payment, leave of absence, less than half time or a not making satisfactory academic progress transaction. The student may also have been on CC reserve for the prior year.

Students who have not had their grant renewed due to a missing term transaction from the prior year will appear on the Unable to Determine Renewal Eligibility Date File. This data file is generated at least once per month beginning in August and displays the terms that were not satisfied.

Without activation, a student offered a Cal Grant award remains a non-participant and will eventually have the award offer withdrawn. Withdrawal of the Cal Grant award occurs when the conditions of the Cal Grant eligibility have not been met. The timing of the activation information is not critical as long as the participant's award has not already been withdrawn for lack of response or proper notification to the Commission. For example, a student may have attended and been eligible for payment but the school did not pay the student timely, thus the Commission did not become aware of the participant's payment eligibility until payment was reported late in the academic year.

Those students whose award has not been activated by the end of the academic year will appear on the Unable to Determine report. If the student was in attendance, the institution must verify eligibility and, if the student is eligible for payment, update the Cal Grant roster accordingly. If no action is taken for a student on the Unable to Determine report, their award will eventually be withdrawn and will appear on the WebGrants "Withdrawn Student Report."

Cal Grant qualifying institutions are required to establish and publish a policy that informs students of their options regarding receipt of their Cal Grant B Access award and, if applicable, Cal Grant C books and supplies. The terms and conditions must be provided in writing to all Cal Grant participants. Although this situation may be rare, if a student chooses to directly receive Cal Grant B Access award funds or Cal Grant C books and supply payments, then the funds must be presented to the student. An institution would not be required to return any funds credited to the student's account, prior to the student's notification. Students have the right to rescind the authorization at any time up to the date the fund transaction actually occurs.

Institutions may establish a policy to credit all Cal Grant funds to any outstanding campus charges. However, the campus must notify or post their campus Cal Grant payment policy and, if requested, allow student to directly receive their Access or books and supplies funds, if they request them.

Payment Reporting Options

The roster allows campuses to report Cal Grant payments on a student-by-student basis. WebGrants also accommodates batch processing of payments via standard import and export record layouts. Campuses using roster batch processing usually have programmed their Financial Aid Management system (FAM) to create the batch for reports that are sent to the Commission. Likewise, data files from the Commission are imported directly into the FAM system such as payment and reconciliation confirmations.

Institutions are required to notify the Commission continuously during the academic/award year of payments that are disbursed to students. Payments may be either posted directly or uploaded to the Roster in WebGrants.

Post payments directly to the Cal Grant Roster in WebGrants

- Convenient for those last minute payments or adjustments
- Most transactions process in real-time.
- Commonly used by institutions with less than 100 students

Upload the full Cal Grant roster to WebGrants

- Makes it easy to report payments for hundreds or even thousands of students
- Use your Financial Aid Management system (FAM) to import and export Cal Grant Roster data to the WebGrants system
- Grant Roster file specifications are available in the “Help” menu of Web Grants.

Year Round or Non-Term Based Institutions that Disburse Funds three times per Academic Year

Year round or non-term based institutions that pay three times per year are considered trimester institutions.

To calculate the annual award amount:

1. Divide the regular annual award amount by two (to obtain the term award amount)
2. Multiply the term award amount by 3 (to adjust for the additional term or pay period)

Example of 12-Month Academic Year

An Independent college with a 12-month academic year that disburses funds to recipients 3 times per year. The recipient’s regular annual award amount is \$9,084:

$\$9,084 \div 2 = \$4,542$ (term payment amount) $\$4,542 \times 3 = \$13,626$ (12 month payment amount if the student attends fall/spring/summer.)

Year Round or Non Term Based Institutions that Disburse Funds Four Times per Academic Year

Year round or non-term based institutions that pay four times per year calculate the annual award in a similar manner. To calculate the annual award amount:

1. Divide the regular annual award amount by three (to obtain the term award amount)
2. Multiply the term award amount by 4 (to adjust for the additional term or pay period)

Example:

A non-term based academic year that disburses funds to recipients 4 times per year.
The recipient's regular annual award amount is \$9,708.

$$\$9,084 \div 3 = \$3,028 \text{ (regular term payment amount)}$$

$$\$3,028 \times 4 = \$12,112 \text{ (12 month payment amount)}$$

Payment Chart for Community Colleges			
Grant Type	Tuition and systemwide fees	Access Award	Books and Supplies
Cal Grant A	No	Only for parents with children under 18 yrs old	No
Cal Grant B	No	Yes	No
Cal Grant C	No	Only for parents with children under 18 yrs old	Yes

Payment Chart for Cal Grant Qualifying Institutions Other Than California Community Colleges			
Grant Type	Tuition and Fees	Access	Books and Supplies
Cal Grant A	Yes	No	No
Cal Grant B	2nd year & higher students, Entitlement top 2%	Yes	No
Cal Grant C	Yes	No	Yes

An institution new to the Cal Grant program will establish their terms in coordination with Commission staff during the Institutional Participation Agreement (IPA) process. All other schools will designate their selected payment terms annually on the College Cost Estimate. Payments delivered to students will be based on attendance during the selected pay periods. The College Cost Estimate is an annual requirement and may be completed online on the WebGrants Cost Estimate page on the School Info menu. All schools have the capability of selecting their own terms, commonly known as “institutionally selected payment terms.” Institutional selected payment periods are approximately three-month periods of time.

The Commission pays out Cal Grant funds to all schools based on a quarterly or semester basis, including trimester schools.

Payment Terms

A traditional school’s selected payment terms would always include only 3 quarters with optional summer quarters or 2 semesters with optional summer during a twelve-month period. The chosen dates can include or exclude periods when school happens to not be in session, such as during a Winter break or the Spring break.

Although a non-term based or non-traditional school does not have terms, the school's Cal Grant payments must be spread out over the year with attendance required during each payment period. Cal Grant funds will only be paid to a student who is enrolled and in attendance for at least one half of an institutionally selected payment period.

Disbursing Tuition

At some schools, the student's tuition and fees will be fully due and payable at the beginning of the student's educational program. Cal Grant payments, however, will be made over the length of the program on a term by term basis.

In order to determine how much tuition can be attributed to a particular payment quarter, take the total tuition and fees for the program and divide them by the normal number of months of the program. The amount calculated is used then to calculate how much tuition/fee money the school can retain in the event the student leaves the program prior to completing the program.

Tuition Example:

The maximum annual Cal Grant tuition award is \$9,084. The institution disburses Cal Grants quarterly (Fall, Winter, Spring and Summer). The maximum term tuition award is calculated as \$3,028 per quarter ($\$9,084 \div 3$ quarters). Student's tuition charges for the AY equals \$13,200. The term tuition charges equals \$3,300 ($\$13,200 \div 4$). The student would be eligible for \$12,112 if they attended full-time for the entire AY ($\$3,028 \times 4$):

	Fall	Winter	Spring	Summer	Total
Tuition Charged	\$3,300	\$3,300	\$3,300	\$3,300	\$13,200
CG Tuition Allowed	\$3,028	\$3,028	\$3,028	\$3,028	\$12,112
Enrolled	3 months	3 months	3 months	3 months	

If the student, withdraws after 2 months, the student is only eligible for \$8,672 ($\$3,236 + \$3,236 + \$2,200$):

	Fall	Winter	Spring	Summer	Total
Tuition Charged	\$3,300	\$3,300	\$2,200	\$0	\$8,800
CG Tuition Allowed	\$3,028	\$3,028	\$2,200	\$0	\$8,256
Enrolled	3 months	3 months	2 months	3 months	

It must be noted that the disbursed amount of a Cal Grant tuition award in the Cal Grant A, B, and C programs cannot exceed the amount of tuition charged to the student per payment period/term. Cal Grant payments should be disbursed based on the recipient's enrollment status using the institution's add/drop date, financial aid census date, or its equivalent.

The Commission requires that schools have a written Cal Grant refund policy that includes all Cal Grant programs and payment types (tuition/fees, access, books/supplies). This policy should take into consideration and be in compliance with any federal Title IV R2T4 requirements.

Under §484B of the HEA (20 U.S.C. §1091b), if a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the student began attendance, a participating institution must determine the amount of grant and loan assistance to be returned to the Title IV programs.

If it is determined by the institution that a recipient withdraws and a Cal Grant refund is due to the Commission, refer to the payment adjustments section of this Handbook.

All award and payment amounts are rounded to the nearest whole dollar amount (\$.49 and under are rounded down and \$.50 and over are rounded up). The final term payment for the award year is adjusted either up or down to the nearest dollar to ensure that the total term payment equals the annual award.

In instances where the maximum award amount is not evenly divisible by the number of terms, the Commission determines the distribution of maximum term award amounts.

Attendance Status

For each term the recipient receives a grant payment, the total program eligibility is reduced. Students may use more or less than the 100% eligibility in a calendar year based on their attendance status and number of terms in the institution's academic year. For example, a recipient attending half time at a semester campus will only use 50% eligibility per year.

Eligibility Chart 9-months (2 semesters or 3 quarters) Term Based Institutions			
Attendance Status	Per Semesters	Per Quarters	Per Academic Year
Full-time	50.00%	33.33%	100.00%
³ / ₄ -time	37.50%	25.00%	75.00%
Half-time	25.00%	16.67%	50.00%

Eligibility Use Chart				
Year Round (3 semesters or 4 quarters) or Non-term Based Institutions				
Attendance Status	Per Semester	Semester Academic Year	Per Quarter	Quarter Academic Year
Full Time	50%	150%	33.33%	133.3%
¾ Time	37.5%	112.5%	25%	100%
Half Time	25%	75%	16.67%	67%

Full-Time Attendance

The amount presented on the roster by the Commission under each term (FL=fall, WN=Winter, SP=Spring, or SU=Summer) is the amount the Commission expects the school to disburse, unless it is determined by the school that an adjustment is necessary. Review the total term award payment amount listed for the term to be paid. If the recipient is eligible for the total term payment amount as listed on the roster, and no payment adjustment is necessary.

Tuition and Fees –A recipient attending full-time at an independent college with a 3-quarter academic year. The recipient’s annual award amount is \$9,084. Example: $\$9,084 \div 3 = \$3,028$ per term (full time term payment amount)

Access Costs - A recipient attending full-time at a community college with a 2 semester academic year. The recipient’s annual award amount is \$1,672. Example: $\$1,672 \div 2 = \836 (full time fall term payment amount. Spring would be \$836).

Less than Full-time Attendance

Follow these two simple steps:

Equally divide the recipient’s annual award amount by the number of terms in the academic year to determine the full-time term payment amount. Example: $\$12,570 \div 3 = \$4,190$ (full-time term payment amount)

If the recipient is attending three quarter time, multiply the full-time term payment award amount by .75 if the recipient is attending three quarter time or by .50 if the recipient is attending half time. Example: $\$4,190 \times .75 = \$3,142.5$, (three-quarter time term payment amount)

Limited Eligibility

Divide the recipient’s remaining eligibility by the percentage of eligibility associated with full-time enrollment status for the term.

Multiply the resulting ratio by the recipient's prorated term award amount based on attendance. Carry out all calculations to five decimal places to assure amount matches the Commission calculated amount.

Example:

Access Costs - A recipient with 16.67% remaining eligibility attends three- quarter time at a community college with a 2 semester academic year. The recipient's full time term award amount is \$828.

$16.67\% \div 50\% = .3334$ (limited eligibility ratio)
 $\$828 \times .3334 = \276 (limited eligibility term payment amount)

Summer Term Disbursements

Summer payments are reported in the same manner as other terms. Please be aware of the following when reporting payments:

First year Cal Grant A and B participants become eligible for summer term payment only beginning with the summer following their first year in the Cal Grant program. First year Cal Grant C awardees can be paid in the summer prior to the fall term. Students should be reminded that if they accept Cal Grant payments for attending a summer term, those payments will reduce their remaining Cal Grant eligibility.

Therefore, the same care taken to assure that course units are degree applicable applies to summer term units. Otherwise, the student may not have enough Cal Grant eligibility remaining to carry them through graduation.

Codes

Payment Codes	
Pay Code	Description
PD	Report Maximum Term Amount only (Full-Time)
NA	Recipient is not in attendance at this institution. Recipient will be moved to 'Not in Attendance' section of the roster.
YA	Use to move student from 'Not in Attendance' section back to the 'Eligible' section of the roster.
SC	Report a School Change. Recipient will be added to your institution's roster.
IT	Report that the student does NOT meet the Cal Grant Transfer Entitlement program requirements. (Code will only appear on BDGI Cal Grant Rosters)

SC codes - New Cal Grant recipients will only appear on the roster of the first California institution listed on their FAFSA or Dream Act Application. Likewise, renewal recipients will only be listed on one roster.

In instances where a Cal Grant recipient will be attending your institution, but they are not listed on your institution's roster, a school change must be entered either before, or at the same time as the payment in order for the payment to update on WebGrants correctly. Once the SC has been requested, the Commission will verify the recipient still meets CG eligibility requirements at the new school.

To access your institution's Display Roster Page on WebGrants, click on the Roster link on the WebGrants Home Page, and then click the Display Roster link on the Roster Main Page. Enter the payment code under the section that says 'Pay Code'.

Enter the data and click on save. If the entered data is valid, the change will save and the updated field will become text.

Payment Adjustments

In some instances, students may not be eligible for a full-term payment. Some examples are, if the student is enrolled part-time, the need amount has been changed (which subsequently affects the payment) or the student has limited eligibility for the term. *You cannot modify payment activity for awards years that have already passed final reconciliation.*

If student is not eligible for the full-term amount, the reported payment must be adjusted.

Example of a Payment Adjustment

John Smith was awarded a Cal Grant B. He was initially enrolled full time at a semester campus and the institution reported his enrollment status in WebGrants on day 1 of term.

John drops from full time to half time on day 2 of the term (before census).

To adjust the award:

1. Adjust the enrollment status and tuition and fees payment amount on the WebGrants roster from full time to the pro-rated half time amount.
2. Adjust the Access award amount on the WebGrants roster to the pro-rated half time amount.

If John dropped from full time to half time any day after census, an adjustment would not be required unless otherwise stated in the institution's refund policy.

Posting an adjustment could increase the payment (if still less than the maximum) if a recipient has a higher need than reflected on the roster. An adjustment code could also decrease the payment if the recipient is attending less than full-time. Institutions are required to provide adjustment reason codes when payment adjustments are made.

To adjust a payment on the roster, first you will need to enter the Adjustment Reason code in the field labeled 'Adj Reason'.

An adjustment reason code is required for each award type for which a school has entered an adjusted payment amount. Conversely, an adjusted payment amount is required for every adjustment reason code entered. If an appropriate adjustment reason code is not entered, the transaction for the term will reject.

Next you will enter an adjusted payment amount under the 'Adj Amount'.

The following is a list of the Payment Adjustment Reason Codes with resulting actions

Adj. Reason Code	Description	Resulting Action
FT	Report full-time payment	Uses eligibility.
TT	Report three-quarter time payment	Uses eligibility.
HT	Report half-time payment	Uses eligibility.
SR *	Report last payment for graduating senior	After last payment posts, CG is withdrawn immediately.
OF	Recipient is full-time and receiving outside funding	If amount = 0, does not use eligibility. If \$ amount posts, uses eligibility.
OT	Recipient is three -quarter time and receiving outside funding	If amount = 0, does not use eligibility. If \$ amount posts, uses eligibility.
OH	Recipient if half-time and receiving outside funding	If amount = 0, does not use eligibility. If \$ amount posts, uses eligibility.
LA**	Recipient is on a Leave of Absence from school and will be returning	Does not use eligibility.
LH	Recipient is enrolled less than half-time and is eligible for payment this term	Does not use eligibility.
FI	Unable to report payment at this time due to incomplete student documents	Cal Grant is withdrawn at year end of status remains.
IG	Recipient is ineligible for Cal Grant (A, B, or C) because of invalid program length	Cal Grant is withdrawn immediately.
LD	Recipient is ineligible for Cal Grant due to loan default/grant repayment program	Cal Grant is withdrawn immediately.
TV	Recipient is ineligible for TCP/5th Year Benefits	Cal Grant is withdrawn immediately.
NP	Recipient is not making Satisfactory Academic Progress	After code used 3 consecutive times, CG withdrawn.
NS	Use to reverse previously reported Cal Grant payment	Does not use eligibility.

*SR – For seniors who are on their final term of a baccalaureate degree program and are attending less than full-time and still have remaining eligibility, the Commission will make a payment regardless of the number of units the student enrolls in, even if the student is less than half-time.

The payment will be the lesser of either tuition/fees charged by the institution, the recipient's tuition/fee term award, or the amount the recipient is eligible to receive, based on the recipient's limited remaining eligibility. For the tuition/fees payment adjustment, indicate the adjustment reason code "SR" for graduating seniors. *Access grants for graduating seniors in a baccalaureate program will be prorated based on the student's actual attendance status.*

****LA** - Only students who are otherwise eligible for a Cal Grant program award may take a leave of absence. LA is limited to a maximum of four semesters, or six quarters (200%). This maximum time is cumulative, not consecutive and WebGrants tracks total leave time for the student and, upon exceeding the maximum leave time, the student's award offer is withdrawn. *If the student is a newly awarded Competitive recipient only the student is able to update their school of attendance.*

A student or institution may not request a leave of absence from the program if the following conditions exist:

1. The student will be attending a college outside of California;
2. The student selected for an Entitlement Cal Grant will not be graduating high school until spring of the next year (that is, they applied a full year early). If the student graduates high school a semester early, they may take one semester or one quarter of leave of absence.
3. The Cal Grant participant does not show sufficient financial need for program participation;
4. The student is not making Satisfactory Academic Progress;
5. The student does not meet California residency, U.S. citizenship requirements or AB 540 requirements.
6. The student does not meet any other program requirements (with the exception of insufficient units).

*****NP** – Institutions should *only* report an NP code for students enrolled and attending their campus. If a student is not attending your campus, you should use the NA payment code.

If a recipient has more than one component to his or her award (i.e., tuition and fees and Access or books and supplies) and one component is affected by a payment adjustment and the other is not, enter the adjustment amount and adjustment reason code for the affected one and complete the instructions listed above for the maximum term award payment for the other component.

Several adjustment reasons require the school to enter \$0 for the adjustment amount. For example, the use of such adjustment reasons codes as LA, LH, and NP. If adjusted amounts are left blank when using these codes, the payment transaction will reject. WebGrants will not assume \$0 if the field is left blank. However, when you chose an NS code, the system will auto populate the adjusted payment amount to \$0.

Overawards

Schools are responsible to ensure that Cal Grant recipients are not overawarded. The total of the Cal Grant award and all other types of Estimated Financial Assistance (EFA) may not exceed the student's Cost of Attendance (COA) or budget less the calculated Expected Family Contribution (EFC).

Some examples of EFA are Pell Grant, SEOG, Perkins, Direct and FFEL Loans, other education loans, grants, tuition and fee waivers, scholarships, fellowships, assistantships, and net earnings from need-based employment that will be received during the award year.

If the institution becomes aware of an overaward, the institution must correct the overaward by adjusting other financial assistance (excluding tuition waivers) offsetting subsequent term payments within the same academic year, or, if necessary returning the overage to the Commission. Furthermore, all overawards, regardless of the dollar amount, must be resolved and no tolerance amount is allowed. Institutions must report the overaward to the Commission through the "Grant Record Changes" screen on WebGrants or by completing the Grant Record Change Form for Schools (G-21).

Timelines

Each Cal Grant rosters is academic year specific. The Commission will begin creating rosters in the January preceding the award year. After the roster is created, institutions can then view their roster through WebGrants or download the roster as a data file. After any submitted transactions are processed by the Commission during weekly processing, the results of accepted and reconciled transactions will appear on WebGrants.

The following table illustrates when recipients will be added to the roster	
New A & B Entitlement Recipients	As soon as they are awarded and throughout the award year as corrections are processed (no earlier than the January preceding the award year).
New competitive A & B recipients for March 2 nd award cycle.	Approx mid-April*
Renewal A, B & C recipients	Approx mid-June*
New Cal Grant C Recipients	Approx early August*
New competitive A & B recipients for September 2 nd award cycle	Approx early October*

*The actual dates are dependent on Commission processing cycles and the signing date of the year's state budget.

Weekend Processing

After a final state budget is passed, but never prior to early August, the roster will be available for payment update. Check the latest Operations Memos for actual dates. Institutions may access Commission communication through WebGrants on the WebGrants Help page.

The roster is continually updated throughout the award year on a weekly basis as grant status information is reported to the Commission by the students and by the institution. All roster updates entered by the institution or by the Commission on behalf of the student or institution the previous week will be processed by the Commission each weekend.

Reported transactions are either accepted or rejected through the weekend processing. Accepted transactions are processed and reconciled and will appear on the institution's roster beginning the first day following the weekend processing (usually the following Monday). Whereas rejected transactions will not be processed and will appear on the Accept/ Reject report with a description of why the transaction was rejected. Institutions should review and correct these rejected transactions weekly. These accepted and rejected transactions will be itemized on the weekly Accept/Reject report that is created for institutions each week.

If weekend processing results in a total amount paid out to recipients being greater than the amount advanced to the institution, the Commission will generate a claim to the State Controller's Office for the additional funds. *Records are not permanently updated until after the Commission's weekly processing cycle.*

Monthly Processing

Processing of transactions reported for the Cal Grant programs occurs each month in the Commission's Grant Delivery System (GDS). The system job takes approximately two days and is usually scheduled for the last weekend of each month.

WebGrants transactions made prior to the start of these system jobs will be included with that roster. This can even be minutes before the jobs are started. Paper rosters sent to the Commission must be keyed into the GDS before the month-end processing begins.

It is recommended that online transmissions of payment transactions be made two days prior to the start of month-end processing. This is advised so that any errors or problems that occur when submitting the updates can be resolved.

Deadlines

Institutions are encouraged to report each term's payment transactions often throughout the term but no later than the end of the term. Timely reporting of transactions ensures timely advancement of funds and prevents fund offsets. However, the deadline date to make payments to recipients is September 30 of the year following the award year. For example, for the 2018-19 award year, the date would be September 30, 2019.

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Chapter 14

Payments to Schools and Adjustments

This chapter discusses the Commission's advancement of funds to Cal Grant qualifying institutions prior to the beginning of a payment period as well as the supplemental payment process.

Chapter Highlights

- ⇒ Overview
- ⇒ Cal Grant Fund Advances
- ⇒ Supplemental Payments
- ⇒ EFT Application Process
- ⇒ Interest Earned on Cal Grant Funds
- ⇒ Summer Term Enrollment

Payments to Schools and Adjustments

Overview

For most school terms, schools will receive a partial advance of funds to allow an initial payment of eligible Cal Grant recipients. There are two types of payments a school may receive: Term Advances and Supplemental Payments. Many schools will receive an advance of funds at the start of each term. These funds are based on the prior year reconciled payments for the same term and are a percentage of that amount. New institutions, those who have not participated recently, or those with a provisional participation status will not receive advances.

Cal Grant Fund Advances

The fall advance generally occurs in August. The initial fall advance is calculated based on a percentage of the amount of Cal Grant payments that the school reconciled for the fall term of the previous year. For example, for the 2018/19 fall term advance, the Commission was able to advance 95% of the funds used by an institution for the fall term of the 2017 school term. Recent California state cash flow issues limited the spring 2018-19 advance to 50% of the prior spring payments. As institutions work their rosters, supplemental payments may be requested by institutions on a weekly basis or as needed.

Term Advance Examples

- **Fall Advance Example**

At a 95% advance rate, if the institution reconciled \$100,000 in Cal Grant payments for the 2018-19 fall term, the fall term advance for the 2019-20 award year would be \$95,000.

The advanced amount for the subsequent terms of the award year are calculated in the same manner. However, the advance amounts will vary based on the funds available as determined by the State Controller's Office.

Within the award year, if there are undisbursed funds from a prior term, the advance for the next term will be reduced by the same amount.

- **Spring Advance Example**

Spring advances (and winter for quarter schools) are different than fall advances in that they are reduced by the amount of unused funds from the prior term.

If a semester-based school is advanced \$100,000 for the Fall Advance, but only has \$80,000 in reconciled fall payments, the Spring Advance will be reduced by the \$20,000, which still remains from the fall Advance.

Institution Example Over an Academic Year

In the 2018-19 academic year, a college reconciled:

\$150,000 in Fall 2018
\$130,000 in Spring 2019

In August of 2019 (start of the 2019-20 AY), the institution is eligible for a Fall Term Advance in the amount of \$142,500 (95% of \$150,000), however the institution only disburses \$130,000.

In January of 2020 (start of the Spring 2019-20 Semester), the Spring Term Advance would be \$65,000 (50% of \$130,000) minus the \$5,000 that was not disbursed in fall equals \$60,000 Spring Term Advance.

If the school does not disburse the full amount of fall advance, the spring advance will be reduced by that amount.

Supplemental Payments

At the end of each week, the school's grant account is reconciled with the accepted payment transactions submitted during the week. Once the reconciled payments exceed the advanced amount, supplemental payments are initiated.

Institutions may receive supplemental disbursements within a week of any advance by immediately reporting eligible payments in WebGrants. Funds will be sent when payments have been reported that exceed the previous advances and funds transmittals for that term.

Unused Cal Grant Funds

If funds remain undisbursed at the end of the academic year, an invoice will be generated by the Commission after final reconciliation requesting the return of those funds.

EFT Application Process

The Commission encourages schools to use electronic funds transfer (EFT) for delivery of funds but each school may select the method of funds delivery that best meets their needs.

The [EFT application](#) is part of the initial Institutional Participation Agreement so that Cal Grant funds may be transferred directly from the State Controller's Office to the participating institution's specified account. This information allows institutions to receive advances electronically.

Once the Commission has received the EFT Application, a "pre-note" test will be conducted to validate the bank routing and account numbers submitted. This test must be satisfactorily completed prior to sending any Cal Grant funds to the institutions bank account. The institution will be notified when the pre-note test is conducted.

Once the institution's bank numbers have been verified, and Cal Grant funds are scheduled to be electronically transferred to the institution's bank, an email notice from the Commission will be sent.

The email notice will indicate the dollar amount of funds scheduled to be issued and the day you may expect funds to be deposited. As a convenience, the email notice may be sent to multiple addresses.

The EFT account will be activated approximately one month after the Commission's receipt of the banking information. A paper warrant will be used for any Cal Grant payments issued prior to the activation of the EFT account.

It is important that schools notify the Commission as soon as possible to update any changes in EFT contact, bank or email information. You may [email](#) the Commission regarding EFT transactions or to request information.

Interest Earned on Cal Grant Funds

As stated in the Institutional Participation Agreement, the account in which Cal Grant funds are held must be an interest-bearing account or an investment account at a financial Institution with a presence in California whose accounts are insured by the Federal Deposit Insurance Corporation.

Annual interest earned on Cal Grant funds constitute State funds and must be remitted to the Commission on behalf of the State no later than March 1 following the calendar year for which the interest accrued (e.g. March 1, 2019, for calendar year 2018).

Institutions shall calculate interest on Cal Grant funds in the same manner used by its financial institution or investment pool. If a negative balance exists as a result of the Institution paying recipients in excess of the Cal Grant funds available for disbursement, the Institution shall not adjust or otherwise offset its Institutional expenses against interest earned on Cal Grant funds.

No bank fees, unearned interest on Institutional funds (i.e. “negative interest”), or other cost shall be deducted nor offset against the interest earned by the advance of State funds for the Cal Grant Programs.

Summer Term Enrollment

Two categories of summer enrollment exist: mandatory and discretionary.

Mandatory Summer Term refers to programs that require summer term attendance in addition to all other terms. Schools with mandatory summer terms will use the College Cost Estimate to indicate this fact. The rosters for mandatory summer schools are already set up to automatically accept summer term payments entered by the school. Summer term payment is reported the same way as any other term.

If a school has a discretionary summer term, no payment must be reported for this term, but a student has the option to use his or her Cal Grant during a summer term. Students who choose this option will use additional eligibility during the extra term.

The rosters for mandatory summer schools are already set up to automatically accept summer term payments entered by the school. Summer term payment is reported the same way as any other term.

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Chapter 15

WebGrants

WebGrants (WG) is the Commission's internet-based data system. This chapter provides an introduction to the WebGrants system. Additionally, this chapter discusses the Commission's WebGrants reports, which are generated as a resource for institutions.

Chapter Highlights

- ⇒ Overview
- ⇒ Institution Screens
- ⇒ Student Screens
- ⇒ Reports
- ⇒ Tools
- ⇒ Help

WebGrants

Overview

WebGrants (WG) is the Commission's internet-based access for high schools and colleges. On WG, some of the information schools have access to:

- Their institution's information
- Student Cal Grant information
- Reports
- Tools
- Help

WG – Institution Demographics

Changes to institution demographics can be entered on this screen. The Comments field can be used for additional information (like an extension on the phone number). Please remember to press the 'Submit Changes' button once update has been made.

WG – Contact Information

It is very important to keep contact information updated in WebGrants. This is how the Commission knows who to contact when there are questions. Please update contact information as soon as possible, and use the Comments field to add extensions for the phone numbers. Whenever possible, please list direct numbers for institution staff.

There are specific contact fields for:

Fiscal Officer, Financial Aid Officer, Chafee Program Coordinator, National Guard EAAP Program Coordinator, Registrar, and EFT Coordinator.

The comment field can also be used to indicate alternate phone numbers or alternate contacts for any of these positions.

WG – College Cost Estimate

The College Cost Estimate is updated in January for the following academic year. The cost estimate is used to determine need in the awarding process, therefore the cost estimate must be updated prior to beginning the awarding cycle. Once awarding begins, cost estimates cannot be updated.

WG – Sample of Student Screens

Below you will find examples of WG screens that contain student information.

- WG - Student Award Detail Screen
 - This screen provides details regarding a student's award consideration
- WG - Student History Screen
 - This screen reflects the history of payments and other transactions like school changes and leaves of absence.
- WG - Dream Act ISIR Search Screen
 - This screen is found in the Dream Act Application section of WebGrants and allows access to Dream Applications. An application can be looked up using the Dream ID or by providing certain student information to search by. Only applications for students who have listed your school on the application will be available to you.

WG Reports

The Commission generates a variety of reports to assist colleges in managing their Cal Grant programs. Below is a list of reports frequently accessed by institutions.

Accept / Reject Report

This is a weekly report that provides status of payments and adjustments reported in the prior week. The report is divided into Rejected Transactions (if applicable) and Accepted Transactions. Best Practice is to review this report at the beginning of each week to identify any situations which require further action.

Award Status Extract Report

This reports is generated only after an institution uploads an award status extract file. Two reports are created in response to the request: Awarded and Not-Awarded. Awarded shows those students from the file who have been awarded a Cal Grant and gives details of that award. Not-Awarded is simply a list of SSNs which do not belong to a Cal Grant recipient.

Cal C Supplement Recipient Report

Shows the name and address of all students who were found potentially eligible for the Cal Grant C, and lists whether or not the C Supplement Form has been completed by the student. This report is generated after the Commission processes the Competitive Cal Grant Award cycle, which occurs in the spring.

E2 Verification (EL) Report

This report lists students at your institution who have been awarded a Transfer Entitlement Award (E2) and require verification of E2 eligibility. This report is only created for Bachelor Degree Granting Institutions.

Education Level Verification Report

This report lists students whose grant is on hold awaiting education level (EL) verification. EL must be verified prior to posting the first payment on a new award because EL is used to determine how many years of Cal Grant the student can receive.

All segments are required to verify EL. Often a four year school will verify EL for a student who has already received payments at a community college. Please keep in mind that when determining EL for a transfer student only degree applicable units are counted in the EL calculation.

Education Level Verification Accept/Reject Report

This report provides feedback after an institution submits an EL Verification Report. There is a rejected section, which details the reason the record was rejected and an accepted section.

Grant Roster Report

The Grant Roster report file contains the same information as the online Display Roster, but in a txt format that can be downloaded and manipulated as desired. Specifications for this file can be found in the WG Help menu.

Grant Roster Upload Summary Report

This report only shows whether or not the uploaded records have met the required file specifications. Evaluation of the Grant Roster Transactions will be reflected on the Accept/Reject the next week.

Monthly Payment Activity Report

This report is run weekly and provides a summary of an institution's payment activity between the Commission and the institution and also gives Year-To-Date total for all money reconciled.

School Change Upload Report

This report is generated when a School Change data file is uploaded and provides a list of rejected transactions and a summary of records uploaded and rejected.

Student Overlap Report

This report provides a list of Cal Grant awardees who have qualified for multiple Cal Grant programs. The institution will help to determine which of the awards is best for the student prior to the first payment. Only one award may be accepted.

Unclaimed Awards Report

This report can be generated periodically between October of the award year and the final reconciliation for that year.

Cal Grant recipients who had no payments reported during the selected academic year at any of the institutions listed on the student's FAFSA application.

Customizing Roster Views

Depending on your needs, Cal Grant qualifying institutions may find it useful to view rosters by customizing the data displayed. This WebGrants function allows institutions to save time by creating rosters that meet specific criteria. The customized view can include or exclude certain data elements, as well as modify the filtering and sorting of records. For example, you could customize your roster to identify your school's unpaid records, display student records missing high school graduation verification, to list all Dream Act students and much more.

WebGrants Tools

Tool	Description
Roster Data File Compare	Provides comparisons between a previous roster data and the current file
Excel Grant Roster Templates (various templates for different Excel versions)	Formats roster data files into a MS Excel spreadsheet
Excel Reconciliation Templates (various templates for different Excel versions)	Formats reconciliation data files into a MS Excel spreadsheet
Excel EL Verification Templates (various templates for different Excel versions)	Formats EL Verification data files in a MS Excel spreadsheet
Excel Unclaimed Awards Templates (various templates for different Excel versions)	Formats Unclaimed Awards data files into a MS Excel spreadsheet
Excel GPA Templates (various templates for different Excel versions)	Formats GPA data files into a MS Excel spreadsheet
Excel Non-SSN GPA (various templates for different Excel versions)	Formats Non-SSN SPG data files into a MS Excel spreadsheet
2015-16, 2016-17, 2017-18, 2018/19 Cal ISIR Tool (templates come in Excel versions 2010 and 2013)	The Cal ISIR tools are used to open and view Cal ISIRs in a friendly format.

WG Help Menu

On the WG Help Menu you will find assistance with:

General Information such as a list of adjustment reason codes, how to change passwords, and help with your account.

Publications includes Operations Memos, Special Alerts.

User Guides are available for many screens and processes used in interactions with WebGrants. The user guides provide colleges with all types of information about WG, including how to log on, information on various screens, data transfer, Transfer Entitlement, reports and much, much more!

Training Materials about the Chafee program, enrollment files, education level verification and the award status extract process.

File Specifications are available for the various files uploaded to and download from WebGrants. These specs detail the field names, the field description, the field lengths, the positions and other important information.

Security includes information on secure data transfers and IPA Information Security Training as well as access forms.

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Chapter 16

Fiscal Administration

This chapter discusses the reconciliation process, steps to follow and online tools available to assist institutions with the reconciliation process.

Chapter Highlights

- ⇒ Overview
- ⇒ Fiscal Administration Basics
- ⇒ Five Easy Steps to Accurate Reconciliation
- ⇒ Reconciliation Tools

Fiscal Administration

Overview

Reconciliation is the process of comparing the transactions reported by the school with transactions accepted and reconciled by the Commission. Reconciliation verifies that all Cal Grant funds have been disbursed to each student in the correct amounts and that all payments have been properly reported to the Commission in accordance with the Institutional Participation Agreement. Reconciliation is not complete until the school's records match the Commission's records exactly and is an ongoing process throughout the year, not just an end-of-the-year function.

The Commission requires that the Cal Grant qualifying institution have a written reconciliation policy detailing the procedures for reconciliation and disbursement. The Commission requires both payment period reconciliation and final reconciliation.

The confirmation and verification of Cal Grant student payment eligibility and the accurate reporting of that eligibility by schools to the Commission is an important process and requirement in the Cal Grant payment process.

Accurate reporting of that eligibility by schools to the Commission is key in the Cal Grant payment and reconciliation process. Accurate and on-time reporting of payment ensures that schools are delivered enough funds to pay their Cal Grant students.

The Cal Grant Program payment cycle requires schools to verify a student's eligibility before the release of Cal Grant awards and the subsequent reporting of payments and adjustments.

The Commission's WebGrants system offers an automated process to report transactions through the use of online reports and rosters. The confirmation and verification of Cal Grant student payment eligibility and the accurate reporting of that eligibility by schools to the Commission is an important process and requirement in the Cal Grant payment process.

A successful reconciliation process requires all offices that award, disburse or receive Cal Grants working together. Examples of institutional offices include Financial Aid, Registrar, Bursar and Accounting. Coordination between offices is essential to ensure that student records are consistent and that all systems are in balance.

Reconciliation Basics

Reconciliation Time Line	
Description	Month
Award Year	August - July
Last Month for Reports*	August
Last Month for Payments*	September
Correction Period*	October - November
Final Reconciliation*	December
Invoices Sent for Excess Funds	January (following year)
Beginning of Penalty Letters	February (following year)
* For Prior Academic Year (example: 2018/19 award year, reconciled by December 2019 or later, invoices are sent and penalties are accessed)	

Good Practices

The following is a list of good practices for schools to follow to ensure an efficient and accurate reconciliation process:

- The institution must establish a separate accounting ledger for Cal Grant funds.
- The institution must have documented procedures for transferring information between the Commission's database and the institution's data-base.
- Each institution must develop a system of accounting for Cal Grant funds. The reported attendance status and payment amount for each student must be the same on the Commission's records as it is on the institution's records.
- When adjusting payments on either the school's system or in WebGrants, the institution must ensure that a corresponding adjustment is made to the other. For example, if a student drops from full-time to half-time and his/her Cal Grant payment is adjusted; the adjustment must be reported to the Commission and also entered into the institution's database.
- The Institution agrees to reconcile Cal Grant expenditures for each award year on a student-by-student basis.
- The Institution certifies that it has paid each student an amount that reconciles to the Commission's records for both Cal Grant funds expended and student attendance.
- The total number of transactions and the total dollar amounts included in the summary should match the institution's records.

Common Payment Errors

The Reject Reasons Table, included in the Appendix, helps institutions resolve rejected transactions, including:

- No transaction was reported for the initial fall term
- Student was already paid at another institution
- Student not in an eligible award status
- Payment exceeded prorated amount

Both sections of the report are produced regardless of whether or not the institution reported transactions during the previous month.

Year End Reconciliation Process

The Cal Grant participation agreement requires schools to make all disbursements for the year no later than September 30 following the award year. (e.g., the deadline to make payments for the 2017-18 award year was September 30, 2018.)

The Commission expects schools to also report all payment transactions for the year by that date, but preferably much earlier. To resolve any subsequent payment transaction problems, Commission staff is available to work with financial aid administrators to help complete October through December processing and to assist schools with the reconciliation process.

Return of Excess Funds

In January, following the award year, institutions that owe funds as a result of the Commission's final reconciliation will be sent an invoice. Payment of any invoice is due to the Commission within thirty (30) days of the invoice date. However, the Commission encourages institutions to return unused Cal Grant funds as soon as they have fully reconciled their Cal Grant account.

If an institution has a pending Cal Grant disbursement or has a zero balance, an invoice will not be mailed.

Accounting for Funds Received by the Institution

Institution Grant funds are delivered to a campus via Electronic Funds Transfer, or EFT. Some schools will receive paper warrants.

The Commission produces the Monthly Payment Activity report during the weekly reconciliation process. This report provides a campus with a weekly accounting of the Cal Grant payments reported to the Commission and the payments sent to the campus from the Controller's Office. It is the first step in performing a reconciliation of Cal Grant funds.

Campuses are responsible for verifying whether the funds reported as sent to the campus were actually received and accounted for on campus ledgers. This action is one that should be performed regularly, and not be left until the end of a term.

The office that is in control of the account to which Cal Grant funds are delivered should be asked to confirm receipt of all EFT disbursements sent to the school.

Interest Bearing Account Requirements

As stated in the Institutional Participation Agreement (IPA), "The account in which Cal Grant funds are held must be an interest-bearing account or an investment account at a financial institution with a presence in California whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC). Additionally, "Annual interest earned on Cal Grant Funds constitute State funds and must be remitted to the Commission on behalf of the State no later than March 1 following the calendar year for which the interest accrued.

Calculating Interest

In accordance with the IPA, the institution must calculate interest on Cal Grant funds in the same manner used by its financial institution or investment pool. For additional information about an institution's fiduciary responsibility, click on the Cal Grant IPA located [here](#).

Interest Remittance Form

The updated [interest remission form](#) is available on our main home page

Institutions should send excess funds to:

Management Services Division
California Student Aid Commission
Fiscal and Administrative Services Branch
P.O. Box 419026
Rancho Cordova, CA 95741-9026

Five Steps to Accurate Reconciliation

1. Accounting for funds received by the institution
2. Verifying accuracy of disbursement amounts for each student
3. Ensuring payment transactions and student statuses are reported to the Commission correctly
4. Verifying that actual disbursements match payments reported to the Commission
5. Ensuring that any remaining funds are returned to the Commission after Final Reconciliation

Step 1: Account for Funds Received

The first step to successfully managing Cal Grant funds is ensuring that the cash management procedures are followed, Institutions should:

- Check with their Business Office for funds received
- Check their Payment Activity Report for funds received

Important payment information schools should know are:

- Reconciled payments (RP) or reconciled adjustments (RA) are checked on a weekly basis.
- The Commission processes payments at the end of each week. All payment transactions, including school changes, submitted during the week are processed.
- Each week a new Monthly Payment Report is created, which triggers the Roster and Reconciliation screens on WebGrants to update. Additionally, a summary of all transactions for each institution is produced as a result of this weekly cycle. This summary is called the Accept/Reject report and is discussed later in this chapter under Step 4.
- When an institution has disbursed all Cal Grant funds, the following occurs:
 - The California State Controller's Office SCO is automatically contacted
 - Additional funds are sent via EFT or warrant to the institution
 - The next Payment Activity Report shows the supplemental payments made

Step 2: Verifying Accuracy of Student Disbursement Amounts

To ensure accuracy of payment amounts disbursed:

- Report changes that affect the eligibility for new and renewal students
- Adjust payments for attendance status [half time or (HT) and Three quarter-time (TT)]
- Watch for limited eligibility situations where a payment is prorated

In addition, all RP/RAs are deducted from the running Cal Grant cash balance for each institution.

Step 3: Ensuring Payment Transactions and Student Statuses are Reported Correctly to the Commission

Here are some common reporting errors:

- Reporting a transaction for a student who is not in attendance at a school
- Reporting a transaction or making a school change for a student when the record is set on the wrong year
- Users must make sure to select the correct academic year when using any WebGrants screen.
- Reporting the wrong dollar amount disbursed to part-time students
- Using incorrect adjustment reason codes

Step 4: Verifying that the Actual Disbursements Match Payments Reported to the Commission

- Example of when the number of students is different:
 - The payments reported to CSAC indicate that Dan Marino was paid \$775, Marvin Bagley was paid \$5,000, and Harry Giles was paid \$6,000... However, the actual payment disbursed to students were \$775 paid to Dan Marino, \$5,000 paid to Marvin Bagley, \$5,000 paid to Harry Giles, and \$1,000 paid to Willie Caulestien. In this scenario both totals match \$11,775, but the number of students paid was different and their amounts were different as well.

- Example of when the total amounts reported are not matching:
 - The payments reported to CSAC indicate that Dan Marino was paid \$775, Marvin Bagley was paid \$5,000, and Harry Giles was paid \$5,000... However, the actual payment disbursed to students were \$775 paid to Dan Marino, \$5,000 paid to Marvin Bagley, and \$10,000 paid to Harry Giles. In this scenario Harry Giles received \$5,000 more than was reported to CSAC.

- Example of a correct reconciliation:
 - The payments reported to CSAC indicate that Dan Marino was paid \$775, Marvin Bagley was paid \$5,000, and Harry Giles was paid \$5,000... The actual payment disbursed to students were \$775 paid to Dan Marino, \$5,000 paid to Marvin Bagley, and \$5,000 paid to Harry Giles. In this scenario Harry Giles received \$5,000 more than was reported to CSAC.

Create a Summary Report

In WebGrants, select roster/Reconciliation. Under the reconciliation list, select Display Reconciliation..

Create a Detailed Report

In WebGrants, select Roster/Reconciliation. Under the reconciliation list, select Display Reconciliation.

Accept/Reject Report

The Accept/Reject report shows payment transactions submitted through a data file, keyed directly into WebGrants or entered by the Commission. It represents weekly activity and *is not cumulative*. This report is available on WebGrants in both a data file and a report format. When working this report, institutions should regularly check the Rejected Section for transactions that were not accepted and should review reject reasons and make the appropriate corrections.

This report is divided into two sections:

1. The Accepted section lists transactions that were successfully submitted and have been accepted.
2. The Rejected section contains a list of transactions that rejected during the payment processing cycle. The reject reason is indicated on the report, along with the transaction details.

Step 5: Ensure Remaining Funds are Returned to the Commission After Final Reconciliation

Closing out the award year is done in December following the award year. For example, for 2018-19, the close out date was December 2019.

All Cal Grant Roster payment adjustments and corrections should be done prior to September 30 following the award year. For example for the award year 2018-19, the due date for adjustments and corrections is September 2019.

Excess funds must be returned to CSAC and:

- May not be applied to any other student, and
- May not be carried over to the next award year.

The Commission sends out invoices to institutions in January. These invoices are due within 30 days. Any dispute over an invoice is not reviewed until payment in full is made.

Best Practice When Returning Funds:

1. Do not send refunds to the Commission when the award year is still open.
2. Additional Reasons NOT to send a refund check:
 - Sending a refund check early in the award year creates confusion and may throw off your institution's Cal Grant balance.
 - Sending a refund check may incur an extra cost to the institution.
 - In most cases, the Commission may return any check sent during an open year.
 - The Commission accounting unit may have to send a refund check back to the institution and may incur an extra cost.
 - Attach proper documentation to any Cal Grant refunds to ensure funds are correctly applied.
3. Make the necessary adjustment on WebGrants while the award year is still open

Reconciliation Tools

Reconciliation Tools, found on WebGrants under the Tools menu, enable institutions to track and view:

- Students who are on leave
- Students who have been withdrawn

The basic steps for the Excel Reconciliation Tool are:

1. Save Recon Data File
2. Save Recon Tool to Desktop
3. Open Data File with tool
4. Use Excel to Sort records

In addition, WebGrants has Excel templates that can be used to format reports. This includes filtering and sorting for:

- Education Level
- Unclaimed Awards
- On Leave
- Withdrawn
- Pay Stat Code
- Award Type
- New / Renewal Students

Monthly Payment Activity Report

This valuable report shows the date, activity, funds disbursed to the institution, the payment transaction and the balance.

If an asterisk (*) appears on the Monthly Payment Activity Report, it means that the reconciled payments are not yet payable.

WebGrants Tools

The Excel Templates and Tools are in the Tools link in WebGrants while all User Guides are located in the Help Link in WebGrants.

Informational Report for Institutions

The following reports are intended for colleges and are informational only, therefore should not be returned to the Commission:

- Detail Reconciliation Report
- Summary Reconciliation Report
- Detail Reconciliation Data Report

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Chapter 17

Institutional Program Compliance

This chapter discusses the general compliance review process performed by the Commission to evaluate, assess and report on the Cal Grant qualifying institutions' administration of the Cal Grant programs.

Chapter Highlights

- ⇒ Purpose and Methods
- ⇒ Ten Most Common Findings
- ⇒ Audit References
- ⇒ Process and Methodology
- ⇒ School Selections for Compliance
- ⇒ Compliance Review Types
- ⇒ Institutional Policies and Procedures
- ⇒ Areas of Review
- ⇒ Review Process
- ⇒ Compliance Report
- ⇒ Administrative Action

Institutional Program Compliance

Purpose and Methods

The Commission's Compliance Office conducts compliance reviews of participating Cal Grant schools to:

- Evaluate and report on the institution's administration of the Cal Grant programs
- Ensure Cal Grant program compliance by institutions
- Determine whether or not Cal Grant program disbursements were:
 - In compliance with federal and California state laws regulations, the Institutional Participation Agreement, Cal Grant Handbook, and the Commission communications
 - Timely and accurate, and if not, were adjusted or corrected systematically and consistently according to the institution's accounting processes, procedures and controls
- Provide information and feedback to institution staff to assist them in taking corrective action(s) or implementing improvement(s).

Ten Most Common Audit Findings

1. Cal Grant Reconciliation Process – done incorrectly or not done
2. Education Grade Level - not verified and/or not reported correctly
3. No written Cal Grant specific policies and procedures
4. Satisfactory Academic Progress Policy (SAP) not in compliance with federal Title IV requirements
5. Noncompliance with Information Security & Confidentiality Agreement -
 - a. Changes in employees are not kept current, including Authorized Officials and System Administrators and, former employees access is not disabled
 - b. Annual training for new and current employees does not occur
6. Ineligible Cal Grant Student or Program - does not meet the Cal Grant eligibility criteria and discrepancies were not reported or resolved by the institution
7. Income and/or Assets exceed threshold and not verified
8. Incorrect Cal Grant Payment Amounts Related to Enrollment Status - Cal Grant payments not verified and / or prorated according to enrollment status (full-time, three-quarters time and half-time)
9. Cal Grant Tuition Disbursement - exceeds the institution's tuition charges
10. Conflicting Information Not Resolved or Not Documented - conflicting information is not resolved as stipulated in the Institutional Participation Agreement

Audit References

The Commission uses the following references in audits:

Legal References -

- Higher Education Opportunity Act (Public Law 110-315) (HEOA), reauthorized 2008
- Title 20, Chapter 28, Subchapter IV, United States Code 1070, et seq.
- 34 Code of Federal Regulations, Sections 600, et seq.
- Federal Student Aid Handbook
- California Education Code, Part 42, Chapter 1, 69400 et seq.
- California Code of Regulations, Title 5, Division 4, Chapter 1, 30000, et seq.
- California Student Aid Commission Institutional Participation Agreement 2012-16
- Commission Communications: Grant Operations Memos (GOM), Grant Policy Bulletins (GPB), Grant Special Alerts (GSA)
- Cal Grant Handbook
- Institution's Policies, Procedures and Catalogs

Accounting References -

- AICPA Industry Audit Guide on Audits of State and Local Government Units
- Generally Accepted Auditing Standards Guide
- Generally Accepted Accounting Standards Guide
- Government Auditing Standards by the Comptroller General of the U.S.
- Governmental Accounting, Auditing and Financial Reporting
- Governmental GAAP Guidelines

Process and Methodology

Through interviews and reviews of records, the auditor analyzes the adequacy and enforcement of school-established internal controls. These controls help safeguard the operational and fiscal integrity of the Cal Grant program.

Therefore, the absence of compliance items here does not relieve the school of its obligation to comply with all applicable federal and state laws and regulations, the Institutional Participation Agreement, this Cal Grant Program Handbook or any other written procedures and policies issued by the Commission.

School Selection for Compliance Review

Schools participating in the Commission's Cal Grant program are scheduled for compliance reviews based upon, but not limited to, the following factors:

- No prior review
- Time elapsed from prior review
- Number of and severity of findings noted in a prior review
- Dollar volume and number of Cal Grant recipients at the school
- Non-payment of invoices
- Reconciliation issues
- Referral, such as from other Commission divisions, or any other state or federal agency, or a pattern of inquiries about the school's financial aid or accounting practices

Compliance Review Types

The Commission audit staff conducts two types of compliance reviews: general assessment or focused.

General Assessment Review

Conducted to evaluate the school's overall performance in administering the Cal Grant Program and determining if the school meets Federal and State administrative and financial requirements. The areas of review are detailed below.

Focused Review

A focused review is conducted to determine if the school is in compliance with a specific area of Cal Grant program administration. As required for proper administrative oversight, the Commission may select one topic for review and request documentation to be submitted from numerous institutions simultaneously.

For example, to determine if Cal Grant funds are maintained in an interest-bearing account, the Commission may request bank statements and supporting documents to be sent in for review from all institutions for a given award year.

Institutional Policies and Procedures

As indicated in the Institutional Participation Agreement, institutions are required to develop and maintain written policies and procedures governing the administration and processing of Cal Grant funds.

In order to measure an institution's performance, it is necessary to evaluate and analyze the institution's implemented internal controls (procedures) for safeguarding the operations and fiscal integrity of the Cal Grant programs. A routine procedure of the program compliance review is to examine the institution's controls and written procedures.

It is imperative that institutions have written procedures so that in the event staff were to leave their positions, written procedures would be available to direct staff to continue the proper administration of the Cal Grant programs. An institution's procedural manual should include but not be limited to the following procedures:

- Administration of the Cal Grant programs
- Check disbursement
- Procedures by which Cal Grant funds are received, processed, disbursed, reconciled and returned to the Commission
- Interest calculation procedures
- Award packaging procedures
- Refunds and repayment
- Overaward resolution
- Confirmation of citizenship status
- Completion of the verification process
- Satisfactory Academic Progress (SAP)
- Other written procedures that are deemed necessary as it relates to student and/or institutional eligibility

Areas of Review

The principal purpose of a compliance review is improved overall administration of the Cal Grant programs. The review encompasses the following general areas:

General Eligibility

The objective is to determine whether the institution has complied with all the legal requirements to remain a Cal Grant qualifying institution. The auditor reviews:

- The institution's policies and procedures
- The Fiscal Operations Report & Application (FISAP)
- The independent auditor's report
- Educational Programs
- California Student Aid Commission Institutional Participation Agreement
- Cal Grant Information Security and Confidentiality Agreement

Applicant Eligibility

The objective is to determine whether the Cal Grant program participating institution verified student eligibility according the California statutes, regulations, the Commission policies and Cal Grant Handbook.

The auditor reviews:

- Income and Asset Ceiling
- Citizenship requirements
- California Residency
- No prior baccalaureate degree
- Valid and Completed Institutional Student Information Record (ISIR)
- Enrollment Status
- Satisfactory Academic Progress
- Cal Grant Eligibility

Fund Disbursement and Refunds

The objective is to determine whether the disbursements of the awards to student complies with the applicable California Education Code, California Code of Regulations, and the Cal Grant Handbook.

The auditor reviews that the:

- Student's Enrollment Status (number of units per term) aligns with disbursement
- Institution's Disbursement Policy and dates of disbursement are clear and complied with
- Institution's Cal Grant Refund Policy is followed
- Cal Grant Overaward Policy and Process is followed
- Cal Grant Tuition award amounts do not exceed actual tuition
- Cal Grant B and C Access Award authorization is in place

Completion of Rosters and Reports

The objective is to determine whether the institution completed those reports, rosters, and forms required and used to administer the Cal Grant programs in an accurate and timely manner.

The auditor reviews:

- Renewal Student's Unmet Financial Need, using the formula COA- EFC-Pell
- New Cal Grant Student's Grade Level (Cal Grant A and B recipients) excluding California Community College students

File Maintenance and Record Retention

The objective is to determine whether the institution has a system for filing documents and has a method of file/record retention. The auditor reviews the:

- Institution's Authorization Form and Policy for Record Retention
- Institution's Award Renewal Notification Policy
- Institution's Document Retention Policy, including:
 - Length of time from end of award year (3 years minimum)
 - Type of Media Storage (hardcopy, electronic devices)

Fiscal Responsibility for Cal Grant Program Funds

The objective is to assess the accounting process, procedures, and controls on the Cal Grant program funds and ensure that the appropriate accounting records support all Cal Grant program activities.

The auditor reviews:

- Accounting Documents (debit and credit ledgers) and supporting documentation
- Cal Grant Reconciliation, student by student
- Reconciliation Processes and Discrepancies (excess funds, unreported payment(s), and undisbursed funds)
- Cal Grant Interest (calculations)

Review Process

The review Process encompasses the following:

School Notification

Schools are contacted to schedule a review date and establish a school contact person. An Engagement Letter is sent to the school to confirm the date, provide the name of the auditor who will perform the review, and request:

- Policy and procedural material
- Student records, and
- Other information required for the review

The Commission reserves the right to perform unannounced program reviews when deemed necessary.

Sample Size Determination

- A sample size of 40 students is developed for schools with 40 or more Cal Grant recipients (used primarily for field reviews)
- All students are examined for a school with 39 or fewer Cal Grant recipients

Review Preparation

Engagement Letter

The Engagement Letter requests certain written material from the school prior to the review to allow the auditor to become familiar with the school's operations in preparation for the review.

Field Work

Entrance Interview

The review begins with an entrance interview. The auditor conducts an entrance interview with school staff that describes the Cal Grant program administration compliance review process. The auditor also collects additional information on school policies and procedures to be used in conducting the review.

Document the Review

The school must be prepared to provide any paper or electronically stored institutional records required by the auditor.

The auditor may review documents at the institution (onsite/field review) or may request that all documents be sent to the Commission for review (desk review).

During this phase of the review, the auditor analyzes the records and compiles review findings. Documents reviewed include but are not limited to:

- Academic records
- Attendance records
- Canceled checks (access and books & supplies)
- Citizen or eligible non-citizen documentation
- Class schedules and catalogues
- Disbursement policy and disbursement schedules
- Enrollment records
- Documentation of interest earned on Cal Grant funds
- Grant Roster transactions, Education Level Verification reports, and any other Commission reports that contain information the school reported to the Commission

- Individual student files
- Institutional refund policies
- Satisfactory Academic Progress documentation
- Student access and book & supplies authorizations
- Student account records
- Verification documentation
- Written policies and procedures describing the school's administration of the Cal Grant program
- Any other files the compliance staff deems necessary to conduct the review

School Offices Contacted

The following school offices are contacted during the compliance review:

- Financial Aid
- Admissions
- Registrar
- Accounting, and
- Additional offices and staff as necessary

Compliance Report

Written Pre-Exit Document

The auditor provides a written “pre-exit” document that lists questions, comments and a draft of non-compliance issues to the school contact. The school contact person will have an opportunity to provide a written explanation and any necessary supporting documentation prior to the exit interview.

Exit Interview

The auditor conducts an exit interview with school staff to discuss findings, recommend corrective actions, and convey potential liabilities. The school is also given a preliminary timeframe for receipt of the Commission's draft report.

Compliance Draft Report

The Commission issues a written draft report after the compliance review is completed. The report summarizes the auditor's examination of records and procedures, and identifies specific findings, required actions, and recommendations. The school must respond to the report by:

- Indicating the corrective actions taken,
- Submitting payments, if required,
- Providing clarifying responses to findings, and
- Providing updated policies and procedures.

Recovery of Liabilities

The Commission will assess liabilities against the school due to errors or omissions resulting from the disbursement of Cal Grant funds to students who do not meet program requirements or specific conditions of eligibility. The school is required to pay any school liability determined as a result of the compliance review.

Final Report

Once the school has responded satisfactorily to all the draft report findings, and any liabilities have been paid, the Commission issues a final report to the school that includes the school's response to each finding, closing the review.

Administrative Actions

Non-compliance with any of the provisions of the Institutional Participation Agreement and the requirements set forth in the Cal Grant Program Handbook may result in the termination of the Institutional Participation Agreement and privileges that are afforded under it.

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Chapter 18

Specialized Programs Overview

This chapter provides high level information about the Specialized Programs that the Commission administers. These programs are created by the California Legislature to meet the needs of specific student populations and may be funded or defunded as needs change.

Chapter Highlights

- ⇒ Overview
- ⇒ Eligibility for Specialized Programs
- ⇒ Child Development
- ⇒ National Guard
- ⇒ Law Enforcement
- ⇒ John R. Justice
- ⇒ CA Chafee Grant
- ⇒ Middle Class Scholarship (MCS)
- ⇒ Assumption of Loan Programs (APLE)

Specialized Programs Overview

Overview

In addition to the flagship Cal Grant program, state and federal funding support several “Specialized” programs administered by the Commission.

Currently funded Specialized programs include the:

- California National Guard Education Assistance Award Program (CNG EAAP),
- Law Enforcement Personnel Dependents Scholarship Program (LEPD),
- John R. Justice Program (JRJ)
- California Chafee Grant Program
- Middle Class Scholarship

Eligibility for Specialized Programs

Most of the Specialized Programs follow similar general requirements as the Cal Grant Programs as follows:

- Timely application
- California residency (or AB 540 eligibility)
- No prior bachelor’s or professional degree
- Attend a qualified California postsecondary institution

However, each program was created to provide assistance to participants in specific educational situations. Because each program serves a particular student population, administrators should refer to the Commission’s [Financial Aid Programs](#) page.

The California National Guard Educations Assistance Award Program (CNGEAAP)

This program was established for qualifying members of the National Guard, the State Military Reserve, or the Naval Militia who seek to, or who have completed, baccalaureate degrees at institutions of higher education within the State of California.

The enrollment period for initial applicants is April 15 through April 14 of the following year. The priority application deadline is June 15.

After June 15, applications will continue to be accepted through April 14; however, entry into the program will be granted on a “first come-first serve” basis until all awards are exhausted.

The Law Enforcement Personnel Dependents Scholarship Program (LEPD)

The Law Enforcement Personnel Dependents (LEPD) Scholarship Program provides college grants equivalent to Cal Grant amounts to dependents of: California law enforcement officers, officers and employees of the Department of Corrections and Rehabilitation, the Division of Juvenile Justice, and firefighters who have been killed or 100% permanently disabled in the line of duty.

This program is funded from the General Fund.

John R. Justice Program (JRJ)

The John R. Justice (JRJ) Program provides loan repayment assistance to eligible recipients employed as local, state, and federal public defenders or local and state prosecutors who commit to continued employment as public defenders and prosecutors for at least three (3) years. This program is federally funded and subject to the availability of federal resources each year.

Recipients may receive up to \$5,000 of loan repayment disbursed biannually to their lending institutions.

An attorney must not be in default on repayment of any federal student loans. State agencies administering the JRJ Program must ensure that funding for local repayment is allocated equally between prosecutors and public defenders.

The JRJ Program is administered by the U.S. Department of Justice, and the California Emergency Management Agency is the elected State Administering Agency.

California Chafee Grant

The program was established in 2001 by Congress as part of a reauthorization of the Promoting Safe and Stable Families Act.

The Act amended the Foster Care Independence Act (FCIA) of 1999 by adding the Chafee Educational and Training Voucher (ETV) Program as the sixth purpose of the Chafee Foster Care Independence Program (CFCIP).

The Chafee Grant (ETV) is federally and state funded with a current maximum award amount of \$5,000 per academic year, not to exceed cost of attendance.

The final award amount will be determined based on the college of attendance and enrollment status.

California's Chafee ETV Program, known as the Chafee Grant Program, is implemented through an interagency agreement between the California Department of Social Services (CDSS) and the Commission.

Middle Class Scholarship

The Middle Class Scholarship (MCS) was established in 2013 with first payments made for the 2014-15 school year. MCS serves students attending the University of California or California State University who:

- Have family income of \$177,000 or below
- Have family assets of \$177,000 or less
- Are receiving less than 40% of their mandatory statewide fees in federal or institutional aid
- Apply using the FAFSA or Dream Act application by the March 2 deadline

Common Financial Aid Acronyms

AGI	Adjusted Gross Income
AI	Available Income
AO	Authorized Official
CADA	California Dream Act Application
CAR	California Aid Report
COA	Cost of Attendance
DA	Dream Act
DACA	Deferred Action for Childhood Arrivals
DL	Direct Loan
DOB	Date of Birth
EFC	Expected Family Contribution
EIC	Earned Income Credit
FAFSA	Free Application for Federal Student Aid
FAO	Financial Aid Office
FERPA	Family Education Rights and Privacy Act
FT	Full-time
GED	General Educational Development
GPA	Grade Point Average
ACT	American College Testing
HiSET	High School Equivalency Test
SAT	Scholastic Aptitude Test
TASC	Test Assessing Secondary Completion
HT	Half-Time
IPA	Institutional Participation Agreement
ISIR	Institutional Student Information Record
LA	Leave of Absence
LH	Less than Half-Time
MPN	Master Promissory Note
PC	Parental Contribution
PIN	Personal Identification Number
R2T4	Return of Title IV Funds
SA	System Administrator
SS	Selective Service
SAP	Satisfactory Academic Progress
SAR	Student Aid Report
SC	Student Contribution
SNT	Simplified Needs Test
SSA	Social Security Administration
SSN	Social Security Number
TANF	Temporary Assistance for Needy Families
TT	Three-quarter time
USCIS	U.S. Citizenship and Immigration Services in Department of Homeland Security
YTD	Year to Date

[American College Testing \(ACT\)](#)

[California Code of Regulations](#) - On this site you want to select, “California Code of Regulations”, then “Education” and finally “California Student Aid Commission.”

[California Department of Education](#)

[California Education Code](#)

[California State Bill Information](#)

[College Board](#)

[Commission Main Website](#)

[Commission School Support Unit](#)

[Commission’s Cal Grant and Specialized Programs](#)

[Dream Act](#)

[Immigrants Rising](#)

[Free Application for Federal Student Aid](#)

[General Education Development \(GED\)](#)

[High School Equivalency Exam \(CHSPE\)](#)

[High School Equivalency Test \(HiSET\)](#)

[Information for Financial Aid Professional \(IFAP\)](#)

[National Student Loan Data System \(NSLDS\)](#)

[Scholastic Aptitude Test \(SAT\)](#)

[Selective Service](#)

[Test Assessing Secondary Completion \(TASC\)](#)

[The Institute for Collage Access and Success \(TICAS\)](#)

[Commission Training](#) - There is a wealth of information about the programs the Commission administers online. These online training modules are for both high schools and institutions and can be located at

[WebGrants for Students](#)

[WebGrants](#) - Once you log into WebGrants you will see the “Help” link located in the top right hand corner to find valuable information about the WebGrants system and answers to your questions.

Students and Parents

Questions about Cal Grants or how to apply? Visit www.calgrants.org or e-mail [Customer Relations](#).

Questions about the California Dream Act, California Chafee Grants for foster youth, the Assumption Programs of Loans for Education (APLE), or how to apply? E-mail [Customer Relations](#).

Questions about Child Development Grants, Law Enforcement Personnel Dependents Grant Program (LEPD), State Nursing Assumption Program of Loans for Education Nursing Faculty (SNAPLE NF), or California National Guard Education Assistance Award Program (CNG EAAP) or how to apply? E-mail [Specialized Programs](#).

[WebGrants4Students](#) can help you track your Cal Grant or Chafee Grant application.

You may also call us toll free at (888) CA GRANT (888-224-7268) or fax us at (916) 464-8002.

Our TTY number is: California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice).

Appeals

If you believe you qualify for one of our grant or loan assumption programs — Cal Grant, California Chafee Grant, Child Development Grant, Law Enforcement Personnel Dependents Grant (LEPD), Assumption Program of Loans for Education (APLE), State Nursing Assumption Program of Loans for Education NF (SNAPLE NF) or California National Guard Education Assistance Award Program (CNG EAAP) — and you have a valid reason to appeal, you may submit a written appeal to the California Student Aid Commission (CSAC). Learn more by selecting [Cal Grant Appeals](#) or [Specialized Program Appeals](#).

Complaints?

If you have a complaint concerning Cal Grants, please let us know by e-mailing [Customer Relations](#), or writing to us at the mailing address listed below.

If you have a complaint concerning one of our other grant or loan assumption programs, please e-mail us at Specialized Programs or write to us at our mailing address.

Technical Support

If you have technical questions about any of our Web sites, please call CSAC toll free at 888-294-0148 or 916-464-7222, or e-mail CSACITServiceDesk@csac.ca.gov.

If you would like to notify us of technical difficulties while using this Web site, please contact the Webmaster at webmaster@csac.ca.gov.

Our Addresses

Our mailing address:

California Student Aid Commission

Attn: (Insert Name of Branch)

P.O. Box 419027

Rancho Cordova, CA 95741-9026

For UPS or overnight delivery only:

California Student Aid Commission

Attn: (Insert Name of Branch)

11040 White Rock Road

Rancho Cordova, CA 95670