

CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION AND SERVICES DIVISION

March 5, 2018



Bradley J. Davis, J.D.
President
West Valley College
14000 Fruitvale Avenue
Saratoga, CA 95070

RE: Program Compliance Review ID#81700133800

Dear Mr. Davis:

This letter is in reference to the response to the Program Compliance Review draft report. All required actions have been addressed satisfactorily. The institution may now consider the program review for the 2014-15 award year closed, with no further action required.

Thank you for the courtesy and cooperation extended to the Commission staff during the review. Your continued effort and consideration toward the Commission's programs will help produce an efficient and beneficial student financial assistance program.

Sincerely,

A handwritten signature in blue ink that reads "Catalina Mistler".

Catalina Mistler, Deputy Director
Program Administration and Services Division

Enclosure

- c. Martitza Cantarero, Director of Enrollment and Financial Services
Program Review File



***Program Compliance Office
Cal Grant Program Review Report***

2014-15 Award Year

**West Valley College
Program Review ID#81700133800**

**14000 Fruitvale Avenue
Saratoga, CA 95070**

Program Review Dates:

1/9/2017 - 1/13/2017

Auditors:

Paramjeet Singh
Melanie Wong

Report Approved by:

Catalina Mistler, Deputy Director
Program Administration and Services Division

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AUDITOR'S REPORT

SUMMARY We reviewed West Valley College's administration of California Student Aid Commission (Commission) programs for the 2014-15 award year.

The institution's records disclosed the following deficiency:

- Eligible Cal Grant awardee not paid

BACKGROUND The Commission performs institution compliance reviews to ensure program integrity and institution compliance with applicable laws, policies, contracts and institutional participation agreements as they pertain to the following grant programs administered by the Commission:

Cal Grants

B and C

The following information, obtained from the institution and the Commission's database, is provided as background on the institution:

A. Institution

- Type of Organization: Public
- President: Bradley J. Davis, J.D.
- Accrediting Body: Western Association of Schools & Colleges

B. Institutional Persons Contacted

- Lien Pham: Acting Assistant Director of Financial Aid
- Susan Hutton: Director of Accounting

C. Financial Aid

- Date of Prior Commission Program Review: September 2002
- Branches: None
- Financial Aid Programs: Federal: Direct Loan Program, Pell, Work-Study and SEOG
State: Cal Grants B and C,
- Financial Aid Consultant: None

AUDITOR'S REPORT (continued)

OBJECTIVES, SCOPE AND METHODOLOGY

The purpose of our review is to provide the Commission with assurance that the institution adequately administered Commission programs and complied with applicable laws, policies, contracts and institutional participation agreements as they pertain to the grant programs administered by the Commission.

The review focused on, but was not limited to, the following areas:

- A. General Eligibility
- B. Applicant Eligibility
- C. Fund Disbursement and Refunds
- D. File Maintenance and Records Retention
- E. Fiscal Responsibility for Program Funds

The specific objectives of the review were to determine that:

- Administration systems have adequate controls to ensure that grant funds received by the institution are secure.
- Administration systems have adequate controls to ensure that grant payments are accurate, legal and proper.
- Accounting requirements are being followed.

The procedures performed in conducting this review included:

- Evaluating the current administrative procedures through interviews and reviews of student records, forms and procedures.
- Evaluating the current payment procedures through interviews and reviews of student records, forms and procedures.
- Reviewing the records and grant payment transactions from a sample of 40 students who received a total of 37 Cal Grant B awards and 3 Cal Grant C award within the review period. The program review sample was randomly selected from the total population of 214 recipients.
- Reviewing the records of 35 unpaid Cal Grant recipients who appeared on the institution's roster but were not paid for the award year. The program review sample was selected to include all unpaid students.

The review scope was limited to planning and performing procedures to obtain reasonable assurance that Commission grant funds were administered according to the applicable laws, policies, contracts and institutional agreements. Accordingly, transactions were examined on a test basis to determine whether grant funds were expended in an eligible manner. The auditor considered the institution's management controls only to the extent necessary to plan the review.

AUDITOR'S REPORT (continued)

OBJECTIVES,
SCOPE AND
METHODOLOGY
(continued)

This report is written using the exception-reporting format, which excludes the positive aspects of the institution's administration of the Commission grant programs.

The names and social security numbers of the sample of students reviewed have been excluded from the body of this report and have been replaced by identifying numbers.

CONCLUSION

In conclusion, this report records the findings from our review and identifies the required actions necessary to improve controls and ensure the adequate administration of the Commission's grant programs. The matters raised in this report are only those which have come to our attention during the course of the compliance review and do not necessarily represent a comprehensive record of all the matters.

VIEWS OF
RESPONSIBLE
OFFICIALS

The finding was discussed with institution representatives in an exit conference on January 12, 2017. The institution staff concurred with the finding.

We appreciate the cooperation and assistance of the management and staff during the course of this review.

Catalina Mistler, Deputy Director
Program Administration and Services Division

FINDINGS AND REQUIRED ACTIONS

APPLICANT
ELIGIBILITY:

FINDING: Eligible Cal Grant awardee not paid

A review of 35 unpaid students disclosed 1 case where the student was eligible for Cal Grant funds and did not receive payment.

DISCUSSION:

The Commission provides reports such as the Unable to Determine Report, the Automatic Leave Report and the Unclaimed Awards Report to assist institutions in determining which students have potential Cal Grant Eligibility.

After reviewing the list of unpaid students that appeared on the institution's roster, the institution determined that student U24 was eligible for a Cal Grant award for the 2014-15 award year. The institution, however, did not disburse Cal Grant funds to the student and because the 2014-15 academic year has closed, the Institution cannot process a Cal Grant payment for this student.

REFERENCES:

California Education Code 69436
Cal Grant Manual, Chapter 7, October 2005
Cal Grant Handbook, Chapter 13, pages 107-108, 2/11/2016

REQUIRED ACTION:

The Institution is required to submit policies and procedures to ensure all potential Cal Grant recipients are awarded and paid.

INSTITUTION RESPONSE:

"During the 2014-2015 award year the processing of Cal Grants awards was 100% manual. The ERP system used at that time, DATATEL, was not set up to process automatic uploads of Cal Grant Rosters; therefore, every record needed to be posted manually. Having to enter information manually leads to unwanted errors.

Starting with the 2017-2018 award year we have implemented a new ERP system: Banner. During the implementation process, we worked closely with the financial aid consultant to ensure the automation of the Cal Grant process was a top priority. Please find attached the new procedures established to process Cal Grant awards."

COMMISSION REPLY:

The Institution's response and submitted policies and procedures are deemed acceptable. No further action is required.