OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA

May 19, 2022   **GOM 2022-15**

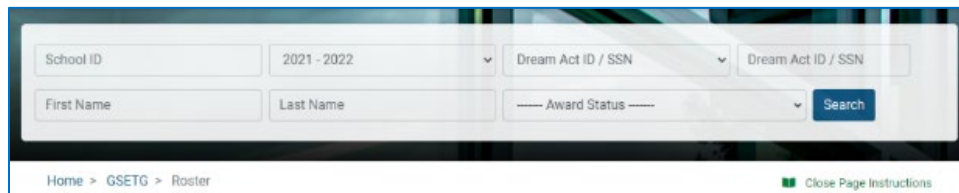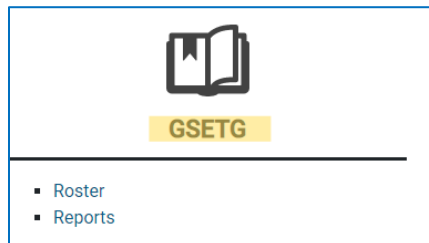TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*
             Deputy Director, Program Administration & Services Division

SUBJECT: **Golden State Education and Training Grant Program Roster Online**

This Operations Memo from the California Student Aid Commission (Commission) announces updates to WebGrants related to the Golden State Education and Training Grant Program (GSETGP) that was established in the 2021-22 state budget. As announced in [GSA 2022-16](), this new program offers one-time grants to eligible California resident workers who lost their jobs due to the COVID-19 pandemic and are enrolling in a public institution of higher learning, or an approved training program to learn new skills and get back into the workforce.

Roster Process

Institutions can now access a roster for this program through WebGrants to confirm enrollment status and payment status. The system administrators will be able to give additional users at their institution access to the GSETGP roster.

Once the roster for GSETG is chosen, institutions will be able to search for eligible students. The roster will show students who have passed prior eligiblity checks (income, displacement date, and program start date). Students at extension, continuing education and main campuses are eligible for this program and will populate on the roster. The Commission is asking campus administrators to verify enrollment.

This enrollment should be based off of any term within the 2021-2022 academic year, as some students who had applied when the application first opened have already finished their classes for the academic year.

Prior to the student's enrollment being confirmed, their status will read "PENDING." Since students could be at extension, continuing education and main users should not mark if a student is not enrolled at their specific institution. It may be the case that the student is enrolled at a different campus, and only viewable as a student in the specific campus's records.

Once a student's enrollment is confirmed, the payment process is triggered, and their status will read "PAID." If the student's enrollment is confirmed as a no, their status will read "NOT ENROLLED." The payment request date will populate with the date enrollment was confirmed.

For more information about a specific student, click the icon in the view column.

Payment Process

Once a student's enrollment is confirmed through the roster, the payment will process on the following Monday. Payments will be distributed via check mailed to the institution's financial aid office. Institutions should coordinate distribution of the check to the student. The student will be informed via email that they are eligible for the GSETGP grant and to pick up their checks at the financial aid office. The Commission is requesting campuses to help facilitate the check pick-up process for the GSETGP student.

Though the 2021-2022 academic year may have concluded, institutions should still facilitate the check pick-up process, so eligible students can receive their retroactive payment.

In summary, the Commission is requesting campuses:

- Verify enrollment for your students at your campus in WebGrants
- Facilitate the check pick-up process

For more information about the Golden State Education and Training Grant Program, please view the frequently asked questions (FAQs). The FAQs have been recently updated with the most current information regarding the program.

Need to contact us?
- E-mail: GSETGP@csac.ca.gov
- Website: gsetg.csac.ca.gov

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