February 16, 2023   **GSA 2023-09**

TO: Financial Aid Administrators

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SUBJECT: **Additional Updates to WebGrants G-21 Screen – SWD Certification**
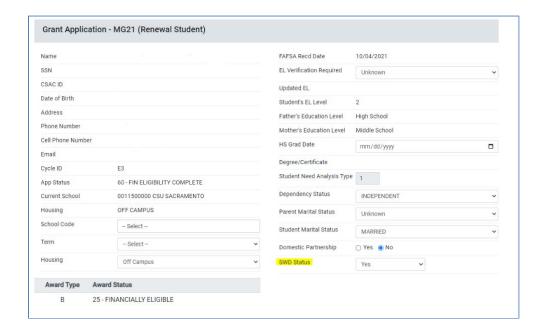
This Special Alert from the California Student Aid Commission (Commission) announces further updates to the Grant Application – MG21 screen in WebGrants. Institutions are now able to view and update Students with Dependent Children (SWD) program eligibility for individual students on the Grant Application – MG21 screen in WebGrants. This adds to the screen functionality as previously communicated in GSA 2022-48.

What is the new functionality for schools?

This feature will be helpful for those who need to certify a student as eligible for the SWD program who missed the cutoff date to self-certify (having the award amount withdrawn), to add the SWD award amount to the account for a student who marked themselves as ineligible by mistake, or to remove the SWD award amount for a student who certified themselves as eligible in error.

Follow these steps to make an update, or view the current SWD status:

- In WebGrants, go to Cal Grant > Student Info > Grant Application – MG21.

- Search for the student.

- There will be a dropdown menu for 'SWD Status' with 3 options:
    - Read-Only: will show as greyed out and cannot be updated. See note below.
    - Yes – student is flagged as eligible for the SWD award amount.
    - No – student is flagged as ineligible for the SWD award amount.

- To update the status, simply change the dropdown to the appropriate choice, if able, add a relevant comment in the comment section, and submit the change.

Note

This feature will only be available for student records that were initially flagged as eligible for the SWD program. If a student had to make updates to their financial aid application to indicate they have dependents _after_ being awarded a Cal Grant and are now requesting the SWD amount be added, institutions will still need to ensure a subsequent ISIR transaction has been processed by submitting a Grant Record change to CSAC. These students will have the 'SWD Status' section greyed out on the MG-21 screen.

Need to contact us?

- ➤ Institutional Support phone number: (888) 294-0153
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