



Cal Grant Regional Training Disbursements and Payment

- Sent to institutions at the start of each term
- Based on a percentage of previous year's reconciled term amount
- Fall term advance is set at 95%
- Schools not eligible to receive advance:
 - New to Cal Grant program
 - Previously ineligible in prior year
 - At-risk schools



Fall Term Advance Example

Fall Term Advance Rate: 95%

- Fall 2021, CSAC City College reconciled \$1,420,000
 $\$1,420,000 \times .95 = \$1,349,000$
- Fall Term 2022, the Commission sends a Term Advance of \$1,349,000



Supplemental Payments

Supplemental Payments

Weekly process

School's account is reconciled with the accepted payment transactions.

Result

If reconciled payments exhausts the advanced amount, supplemental payments are initiated.

Example:

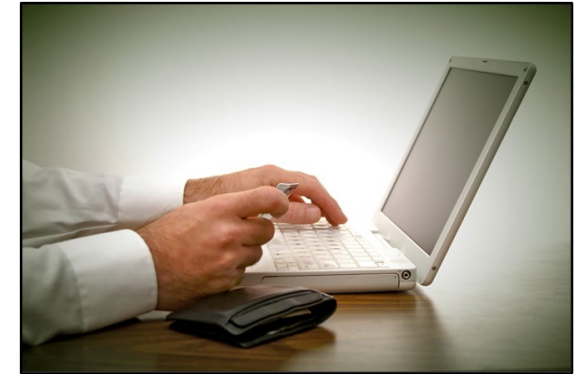
- City College Fall 2022 advance \$142,500
- City College posted payments total \$150,000
- Supplemental funds of \$7,500 will be sent

Payments

Reporting Payments

Directly on the Display Roster

- Convenient
- Real-time. No waiting!
- Commonly used by smaller schools



Upload Grant Roster Data File

- Upload large number of students at once
- Import/export data using Financial Aid Management Systems (FAMS)
- File specifications in WebGrants under “Help”

Weekly Process

Payment Reported

Reported payment accepted show:

- **AP** = accepted payment
- **AA** = accepted adjustment

Payment Processed

All accepted payments and adjustments are processed over the weekend

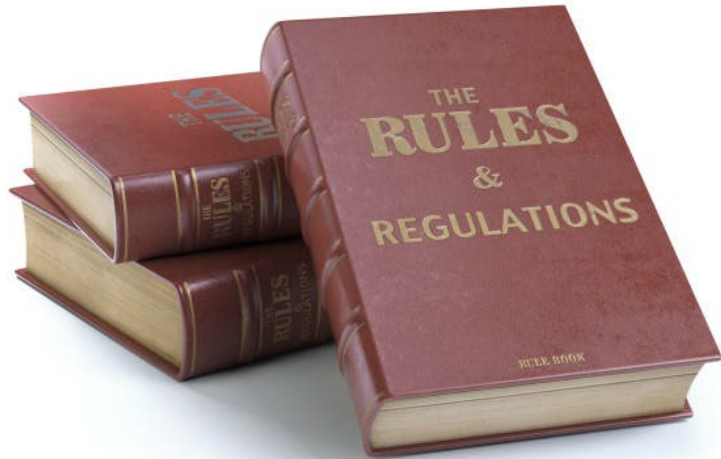
Payment Reconciled

Reconciled payment changes:

- AP to **RP** = reconciled payment
- AA to **RA** = reconciled adjustment

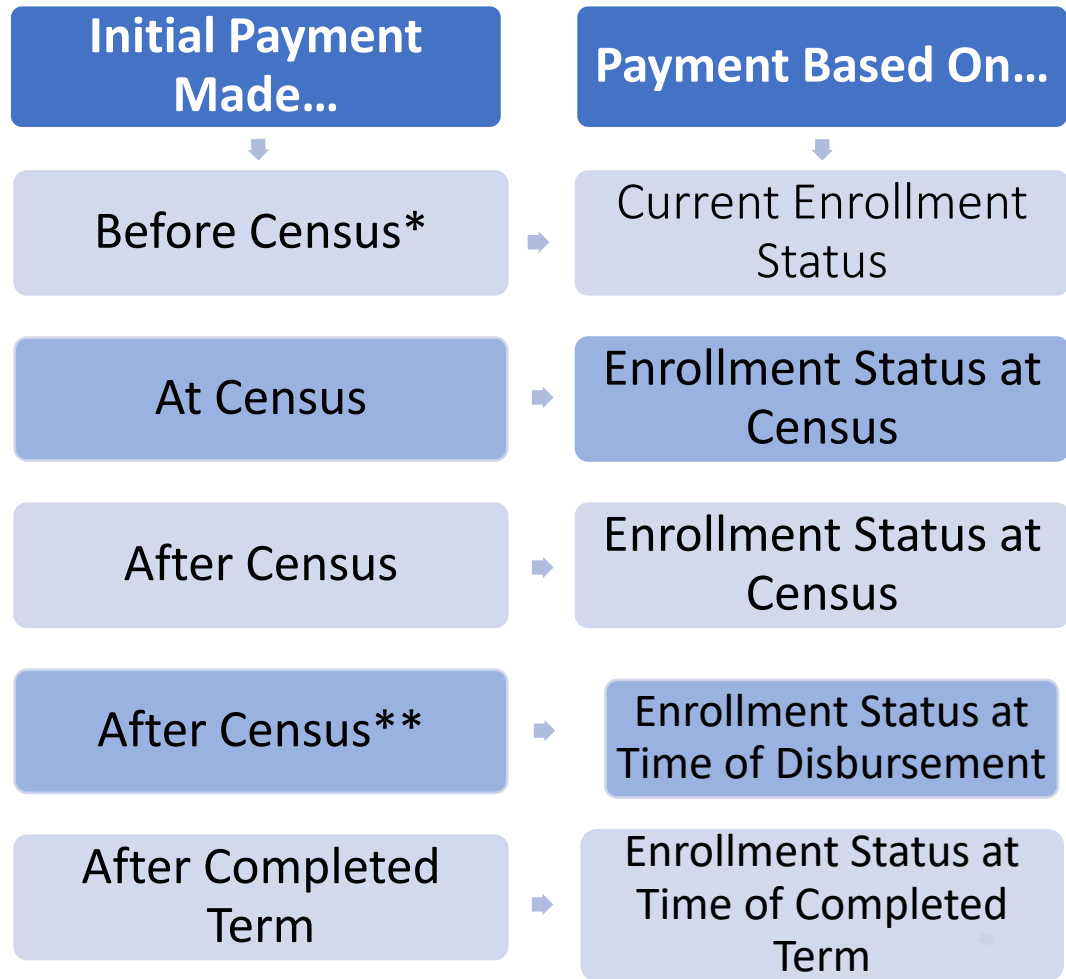
Payment and Adjustments Policies

General Rules



- Student enrollment status is locked in at census for payment.
- Payments should be disbursed based on enrollment status at census date or its equivalent.
- Institutions should follow their policy regarding census dates.

Payment & Census



Suggested Guidelines:

Institutions should follow their policy.

* Adjustment may be needed at census if enrollment status changes

** Situation occurs due to extenuating circumstance (late add to roster, recycled competitive award, file incomplete)

Repeat Courses

CSAC recommendation follows federal rules.
Schools should follow their policy and procedures.

Before passing a course, a student may receive a payment for repeating a course, until the course is passed.

After passing the course, the student may receive payment to retake the course once.

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/course.html>

Refund Policy

Institutions are required to:

- Establish and maintain a written refund policy that includes the Cal Grant Program.
- Specify how to calculate the refund and how to determine the portion to be returned to the Commission on behalf of the State.



REFUND

Adjusting Refunds Example

If you determine a student is eligible to keep funds:

Adjust the enrollment status that charges the least amount of eligibility (Half-time or Three Quarter time).

The dollar amount cannot exceed the tuition charge nor exceed the adjustment amount for enrollment.

Summer Enrollment



Summer term is a trailer for the academic year.

Summer payments will reduce remaining Cal Grant eligibility.

New Cal Grant awardees are eligible for a summer payment in the first year.

Summer Enrollment Options

Mandatory (year-round schools):

Requires the summer term attendance

Reported through the College Cost Estimate

Roster automatically programmed to allow summer payments

Discretionary (traditional schools):

Attendance is not required

Summer term can be added on the display roster to request payments

Mandatory Summer Enrollment

Cal Grant B Tuition and Fees

For terms that begin July 1 or later, a sophomore student may receive a summer Tuition and Fees payment.

Manual payment processed after Access is reported.

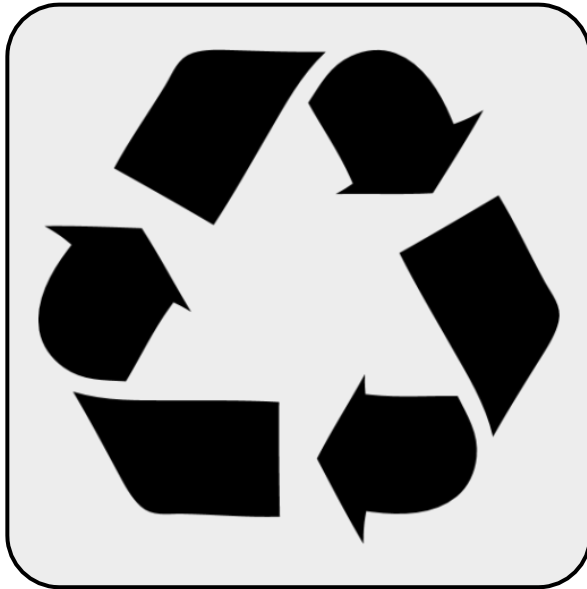
Cal Grant C Books and Supplies

Students may receive a summer payment preceding their first year as a Cal Grant awardee.

Eligibility adjustments are reflected in WebGrants.

Schools must provide manual payment process claim form

Competitive Recycle



Awards are recycled if:
No applicable transaction for any terms

Awards are not recycled if the following codes
are reported:

NP, OH, OF, OT, FT, TT, HT, LH, LA

**FI is no longer a place holder and awards with FI will
be withdrawn.*



Reporting Payments

Best Practices

Clear verification flags prior to reporting payments:

- Education level verification (for all new awardees)
- AB 840 verification (10% of transfer entitlement students)

If payments are attempted prior to clearing verification flags:

- Payments may be rejected, but verification flags will process
- Must wait until after weekend processing to report payment

Only report payment once for a student per term unless there needs to be an adjustment.

- Schools that upload payment files should remove students that already have a payment reported in previous files.
- Review the Accept/Reject report weekly.

Education Level Verification

Education Level Verification

Institutions will verify EL at the time of student's first Cal Grant payment.

EL should be verified for new recipients prior to making first Cal Grant payment, except for:

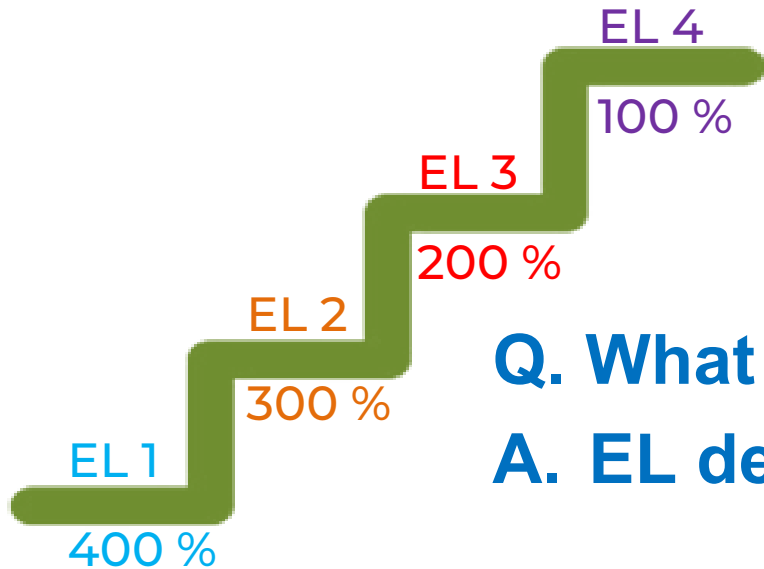
- First time, never attended college
- Cal Grant C participants

Each institution implements their own policy:

- Completed units
- Transfer units



Why do we Verify EL?



Q. What is the relationship between EL and Cal Grant?

A. EL determines % lifetime eligibility of Cal Grant.

Q. Why does CSAC require colleges to verify EL?

A. The purpose of EL verification is to ensure that students receive the maximum duration of Cal Grant eligibility.

Education Level Criteria

EL level is based on the number of units completed at the time of first Cal Grant payments.

Sample EL policy:

Education Level	Semester Units	Quarter Units	Cal Grant Eligibility
1	0 – 29	0 – 44	400%/4 years
2	30 – 59	45 - 89	300%/3 years
3	60 – 89	90 - 134	200%/2 years
4	90+	135+	100%/1 year

Annual Eligibility Used

Semester Usage

Full-Time (FT): 50%
 $\frac{3}{4}$ (TT) Time: 37.5%
 $\frac{1}{2}$ (HT) Time: 25%



Semester Max Term Usage

Fall Term: FT 50%
Spring Term: FT 50%

Total Annual Eligibility Used: 100%

Quarter Usage

FT: 33.33%
TT: 25%
HT: 16.67%



Quarter Max Term Usage

Fall Term: FT 33.33%
Winter Term: FT 33.33%
Spring Term: FT 33.33%
Summer Term: FT 33.33%

Total Annual Eligibility Used: 133.32%





Education Level Verification

Scenario: Cal Grant B awardee self-reported EL 2 on the FAFSA or CADAA

- School disbursed fall payment (T/F + Access) *prior* to verifying EL
- In spring term, the school attempts to report a payment. Payment is blocked because *WebGrants requires EL to be verified before a spring payment can be reported*

Issues:

1. Students are only given 300%/3 years of Cal Grant eligibility vs. 400%/4 years
2. When school corrects EL 2 to EL 1, *the school must also back out T/F payment* because **CG B awardees are only eligible for the Access award in Freshman year**- not the Tuition & Fees component (EL 2-4 receive both the T/F and Access awards)



Best practice: Certify EL before posting 1st payment!