



SPECIAL ALERT

STATE OF CALIFORNIA



Update from the California Student Aid Commission

July 19, 2022

GSA 2022-48

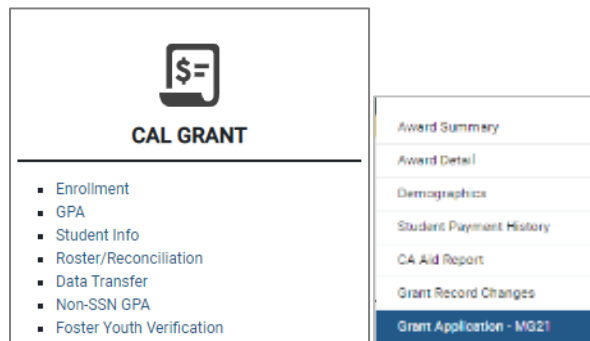
TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*
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SUBJECT: **Additional Updates to WebGrants G-21 Screen**

This Special Alert from the California Student Aid Commission (Commission) announces additional access for institutions to the Grant Application – MG21 screen in WebGrants.

Previously, the Commission announced in [GSA 2022-28](#), that institutions can view the status of a G-21 request using the G-21 Transaction Status screen. As of July 13, 2022, the Commission has made additional updates to institutional access by adding access to the Grant Application – MG21 screen from the Student Info menu in WebGrants. To navigate to the new screen, select Student Info, and then select Grant Application – MG21.



What is the new functionality for schools?

- Institutions will be able to view student information that was used in Cal Grant awarding
- Institutions will be able to make some standard changes to student information in real-time, bypassing the need to submit a G-21 to the Commission.

Which fields can be edited for Cal Grant awarding purposes?

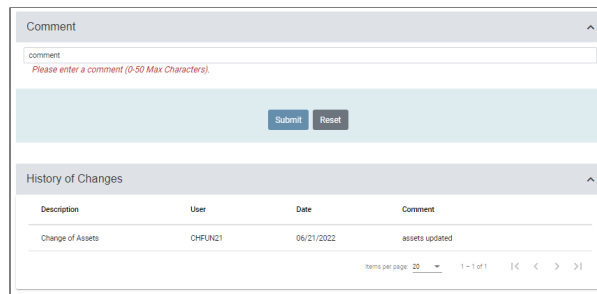
- Institutions are now able to edit domestic partnership status, parent and student state of residence, family size, number in college, total income, net worth, and total family contribution (EFC).

Who will have access to this screen?

- Users with “write” access will be able to make these changes.
- System Administrators at each institution can grant “write” access to their users.

How do schools submit changes to student information?

- Changes should be consistent with information on valid ISIR transactions in the school’s possession. Submitted information will be used to reprocess students for Cal Grant awarding purposes.
- Institutions will be required to input a comment once changes are made to the previously mentioned allowable fields. A brief comment is acceptable.
- Once a comment is provided, then the Submit button becomes active.
- When the transaction is submitted, and the page is refreshed, a History of Changes will become visible at the bottom of the screen.



Institutions should process standard changes using this new screen to reduce processing time. Institutions will still need to submit a G-21 form to the Commission to make changes to unmet need, unawarded competitive students, requests to add students with dependents award amount, dependency status updates, and withdrawal requests.

An online training video will be posted to [the Commission’s trainings page](#) shortly. An additional communication will be released when the video is available.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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