



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**July 10, 2019**

**GOM 2019-22**

TO: Financial Aid Administrators

FROM: Catalina G. Mistler   
Deputy Director, Program Administration & Services Division

**SUBJECT: 2019-20 September 2 Competitive Cal Grant Reminder**

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges (CCC) regarding the 2019-20 September 2 enrollment submission and Grade Point Average (GPA) processes for the Competitive Cal Grant A and B programs. These awards are for students attending an eligible CCC during the 2019-20 Fall term.

Students who will be considered in the 2019-20 Cal Grant CCC competition are those who:

- Did not receive a March 2<sup>nd</sup> Cal Grant award.
- Applied after the March 2<sup>nd</sup> deadline.
- Completed a 2019-20 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 3\*, 2019.
- Submitted a verified GPA to the Commission for the 2019-20 award year by September 3\*, 2019.
- Are listed on a 2019-20 CCC enrollment file.

### **CCC Enrollment Verification and Submission**

- Upload enrollment data files directly to the Commission through WebGrants. Users have the option to upload a complete data file or to enter individual records. The [Enrollment Record Layout Specifications](#) are the same as last year.
- CCCs should report all students enrolled for Fall 2019, regardless of the number of units in which the student is enrolled.
- Both semester and quarter community college campuses must submit enrollment data no later than **September 13, 2019 before 5pm.**
- The Commission anticipates processing the September 2 Competitive Award cycle after all enrollment files are submitted.

**Cal Grant GPA Verification and Submission**

- Refer to the [College GPA Calculation](#) instructions for complete details on how to calculate a community college GPA or re-established GPA.
- Authorized school officials are encouraged to submit verified GPAs by uploading data files through WebGrants using the SSN GPA upload option. Refer to the [SSN GPA Upload User Guide Record Layout](#) for the file specifications. The deadline for GPA submission is September 3\*, 2019.
- Identify CCC re-established GPAs by choosing the re-established check box before uploading. When uploading both regular and re-established GPAs, each requires a separate data file upload.
- If submitting the paper [Cal Grant GPA Verification form](#), advise students to keep a copy for their records and obtain a U.S. Postal Certificate of Mailing, which must be postmarked no later than September 3\*, 2019.
- If completing a paper GPA Verification Form, fill in the oval that identifies the verified GPA as a re-established GPA, if applicable.

**Leave of Absence**

- Schools are reminded that functionality to report Leaves of Absence (LA) for Competitive awardees is disabled
- Students may self-report a Leave of Absence via their WebGrants for Students portal.

*\* Due to September 2, 2019, falling on the Labor Day holiday, FAFSA applications submitted through September 3, 2019, will be considered as on-time. Likewise, 2019-20 Cal Grant GPA paper verification forms will be accepted if postmarked no later than September 3, 2019.*

**Need to contact us?**

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