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Grant Roster Adjustment Reason Codes

CODE	DEFINITION	COMMISSION ACTION/RESULT
FT	Recipient is <u>attending full-time</u> and payment is being increased to reflect full-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses full eligibility for the term. NOTE: This adjustment reason code is necessary only when a recipient's payment is adjusted up to the full-time amount. It is not necessary to use this code when there is no change to a recipient's full-time status.
TT	Recipient is <u>attending three quarter-time</u> , and payment is being adjusted (increased or decreased) to reflect three-quarter-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated three-quarter-time amount when applicable, based on the payment proration requirements for the school. The recipient uses three quarters of the full eligibility for the term.
HT	Recipient is <u>attending half-time</u> , and payment is being adjusted (increased or decreased) to reflect half-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount when applicable, based on the payment proration requirements for the school. The recipient uses half of the full eligibility for the term.
AF	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending full-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use full eligibility for the term.
AT	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending three-quarter-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use three quarters of the full eligibility for the term.
AH	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending half-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than what is displayed on the roster, but no more than the maximum for which the recipient is eligible. The recipient will use half of the full eligibility for the term.

Grant Roster Adjustment Reason Codes

OF	<p><u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending full-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.</p>	<p>The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C.. The recipient will use full eligibility for the term.</p>
OT	<p><u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending three-quarter-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.</p>	<p>The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C.. The recipient will use three quarters of the full eligibility for the term.</p>
OH	<p><u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending half-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.</p>	<p>The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C.. The recipient will use half of the full eligibility for the term.</p>
RF	<p><u>The RF code indicates a renewal recipient has a revised need and is attending full-time.</u> The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>

Grant Roster Adjustment Reason Codes

RT	<p><u>The RT code indicates a renewal recipient has a revised need and is attending three-quarter-time.</u> The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award.</p> <p>Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use three quarters of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
RH	<p><u>The RH code indicates a renewal recipient has a revised need and is attending half-time.</u> The school has made a revision to a renewal recipient's unmet financial need and the current Grant Roster does not reflect the new need, amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when change to the previously reported need affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use half of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
LA	<p><u>Recipient is taking a leave of absence from the Cal Grant program.</u> The school must enter a \$0 amount in the term adjustment field. The school should not use the LA code when a payment greater than \$0 is reported for a term.</p>	<p>The Commission will place the recipient in a leave status for the term. The recipient will not use any eligibility for the term. The subsequent updated Grant Roster will reflect a \$0 term payment and a LA code in the Pay Status field. NOTE: Payments reported by any school for a term for which one school has reported a leave of absence will override the recipient's leave status for the term.</p>

Grant Roster Adjustment Reason Codes

NP	<p><u>Recipient is not making satisfactory academic progress.</u> The school must enter a \$0 amount in the term adjustment field.</p>	<p>The Commission will place the recipient in an unsatisfactory progress status for the term, and the recipient will not use any eligibility for the term. The school must report a recipient's unsatisfactory progress for every term affected. The subsequent updated Grant Roster will reflect a \$0 term payment and an NP code in the Pay Status field. To clear a recipient's unsatisfactory progress status for a term, the school should report a payment adjustment for the term.</p> <p>Recipients who have an unsatisfactory progress status for consecutive terms beyond one academic year will be withdrawn from their program. (Example: A recipient who is reported as "NP" for both the fall and spring semesters must activate his or her award by re-establishing satisfactory progress during the subsequent term or the award will be withdrawn.)</p>
LD	<p><u>School is aware that the recipient is in default on an educational loan,</u> and therefore, cannot disburse funds.</p>	<p>Recipient's award will be withdrawn.</p>
GR	<p><u>School is aware that the recipient owes a refund on a federal or state grant,</u> and therefore, cannot disburse funds.</p>	<p>Recipient's award will be withdrawn.</p>
IA	<p><u>Ineligible course for Cal Grant A:</u></p> <ul style="list-style-type: none"> • Recipient is enrolled in an instructional program that is less than two academic years in length. 	<p>Recipient's award will be withdrawn.</p>
IB	<p><u>Ineligible course for Cal Grant B:</u></p> <ul style="list-style-type: none"> • Recipient is enrolled in an instructional program that is less than one academic year in length. 	<p>Recipient's award will be withdrawn.</p>
IP	<p>For more information, please call the Commission.</p>	
SR	<p>(Tuition/Fees only) <u>Recipient is a graduating senior enrolled less than full-time (three-quarter time, half-time or less than half-time).</u> Actual tuition/fee charges, up to the maximum term award, should be entered in the term adjustment field.</p>	<p>The Commission will pay up to the amount charged by the school, but no more than the maximum amount the recipient is eligible to receive, based on the recipient's remaining eligibility in the program. The recipient will be withdrawn from the program after payment is made.</p>
ST	<p>(Subsistence only) <u>Recipient is a graduating senior enrolled three quarter-time.</u></p>	<p>The Commission will pay the adjusted amount reported in the term adjustment field, but will not pay more than a prorated three-quarter-time amount. The recipient uses three quarters of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.</p>
SH	<p>(Subsistence only) <u>Recipient is a graduating senior enrolled half-time.</u></p>	<p>The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount. The recipient uses half of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.</p>

CAL GRANT PROGRAM COMPARISON

GENERAL ELIGIBILITY REQUIREMENTS			
GRANT CRITERIA	CAL GRANT A	CAL GRANT B	CAL GRANT C
General student eligibility:	Must: <ul style="list-style-type: none"> • Be a California resident • Be a U.S. citizen or eligible non-citizen • Meet U.S. Selective Service requirements • Attend an eligible California college or university in 2006-07 • Maintain at least half-time enrollment • Maintain satisfactory academic progress as defined at school of attendance • NOT be in default on any federal or state educational loan or owe a grant refund 		
Eligibility based on:	Financial need, income and asset ceilings, and GPA; cannot have completed a prior baccalaureate degree	Financial need, income and asset ceilings, and GPA; cannot have completed a prior baccalaureate degree	Financial need, income and asset ceilings, and GPA; Cal C Supplement; cannot have completed a prior baccalaureate degree
Application forms:	FAFSA, GPA Verification Form	FAFSA, GPA Verification Form	FAFSA, GPA Verification Form
Additional forms:	None	None	Cal C Supplement
Minimum program length:	Two academic years	One academic year	Four months
Eligibility time limit:	Eligible until completion of baccalaureate degree or completion of equivalent of four years full-time study (Exception: teacher credential or mandatory five-year programs)	Eligible until completion of baccalaureate degree or completion of equivalent of four years full-time study (Exception: teacher credential or mandatory five-year programs)	Eligibility limited to two years regardless of length of vocational program.
Minimum need for new recipients:	Maximum program award amount plus \$1,500	\$700	Maximum program award amount plus \$1,500
Type of assistance:	Tuition/fee assistance only	Only access costs in first year; tuition/fee and access costs thereafter	Tuition/fee and training costs (books and supplies)
These were the new recipient annual award amounts for 2005-06:	CSU.....\$2,520 UC.....\$6,141 Ind/Prop\$8,322* (*Not to exceed actual tuition charged)	In first year, student receives only access costs of \$1,551; in subsequent years, student receives access payment as well as tuition/fees in the same amounts as Cal Grant A	Up to \$2,592 tuition/fees; \$576 training-related costs
Special award category:	<u>California Community College Reserve:</u> Eligible students attending a CCC have their Cal Grant As placed in "reserve status" until they attend a four-year college or university	2% of new recipients are eligible for both access costs and tuition/fees in the first year	None
Renewal process:	File a FAFSA to determine continued financial need and make satisfactory academic progress	File a FAFSA to determine continued financial need and make satisfactory academic progress	Grant is awarded for the length of the program, up to two years, as long as student maintains satisfactory academic progress

For each program listed below, a student must meet all General Eligibility Requirements plus those applicable to his/her group.

ENTITLEMENT REQUIREMENTS (Must be California resident at time of high school graduation)				
		CAL GRANT A	CAL GRANT B	CALIFORNIA COMMUNITY COLLEGE TRANSFER
2006-07	Application deadline:	March 2, 2006	March 2, 2006	March 2, 2006
	Population served:	2004-05 and 2005-06 high school graduates with minimum high school GPA of 3.00.	2004-05 and 2005-06 high school graduates with minimum high school GPA of 2.00.	Eligible to receive Cal Grant A or Cal Grant B; Must have graduated from a CA high school July 1, 2000 or later high with minimum community college GPA of 2.40 <u>and</u> transferring to a qualifying institution offering a baccalaureate degree; must be under the age of 24 by December 31 of award year
	Number of new awards:	All eligible	All eligible	All eligible
2007-08	Application deadline:	March 2, 2007	March 2, 2007	March 2, 2007
	Population served:	2005-06 and 2006-07 high school graduates with minimum high school GPA of 3.00.	2005-06 and 2006-07 high school graduates with minimum high school GPA of 2.00.	Eligible to receive Cal Grant A or Cal Grant B; Must have graduated from a CA high school July 1, 2000 or later high with minimum community college GPA of 2.40 <u>and</u> transferring to a qualifying institution offering a baccalaureate degree; must be under the age of 24 by December 31 of award year
	Number of new awards:	All eligible	All eligible	All eligible
COMPETITIVE REQUIREMENTS (Limited number of awards)				
		CAL GRANT A	CAL GRANT B	
Application deadline:	First deadline: March 2, 2006 for students enrolled at any type of institution who are not receiving an entitlement award Second deadline: September 2, 2006 for community college students only			
Population served:	Students from low- and middle-income families		Students from disadvantaged and low-income families	
Selection criteria:	<p>Special consideration given to disadvantaged students; factors to be considered include financial, educational, cultural, language, home, community, environmental, and other conditions that hamper a student's access to, and ability to persist in, postsecondary education programs</p> <p>Additional consideration given to students who:</p> <ul style="list-style-type: none"> • Are not recent high school graduates. • Are pursuing Cal Grant Bs and have reestablished their GPAs • Attended a disadvantaged high school 			
Number of new awards for 2006-07:	22,500 authorized awards: <ul style="list-style-type: none"> • 50% for students meeting March 2, 2006 deadline • 50% for community college students meeting September 2, 2006 deadline 			
OTHER AWARD REQUIREMENTS				
		CAL GRANT C		
Application deadline:	March 2, 2006			
Population served:	Vocationally-oriented students from low- and middle-income families			
Number of new awards for 2006-07:	7,400 funded			
Additional requirement:	None			

This document provides general guidelines for the programs. For detailed legal descriptions, please refer to the California Education Code.

Free Money for Career and Technical Training or College for Current or Former Foster Youth



Are you a current or former foster youth?



Do you want to get career and technical training or go to college? Then, read on—because a Chafee Grant is free money that can help you reach your educational goals.



Got questions? We've got answers.

What is a California Chafee Grant?

The California Chafee Grant Program gives free money to **current or former foster youth** to use for career and technical training or college courses. You don't have to pay this money back and you can use it for things like child care, transportation and rent. The Chafee Grant Program, also known as the Education and Training Voucher (ETV), is a federally funded program and is subject to availability of federal funds each year.

How do I qualify?

To qualify, you must:

- ◆ be eligible, or have been eligible, for foster care between your 16th and 18th birthday,
- ◆ not have reached your 22nd birthday as of July 1 of the award year

What do I need to apply?

You must be enrolled in:

- ◆ an eligible career or technical school or college
- ◆ a course of study at least half time
- ◆ a course of study that is at least one year long
- ◆ and maintain satisfactory academic progress -get good grades.

How do I apply?

File two forms:

- ◆ *Free Application for Federal Student Aid*, or FAFSA. File online at www.fafsa.ed.gov or get a paper form from your school. (Undocumented students may contact the Commission for further instructions.)
- ◆ *California Chafee Grant Program Application*, Submit a paper copy or an online application to the Commission.

What if I am undocumented?

You may be eligible to apply. If you find yourself in this situation, please contact the Commission for further assistance.

What happens after I apply?

- ◆ The Commission will review your award year FAFSA and your Chafee Grant Application.
- ◆ Then the California Department of Social Services will verify your Independent Living Program (ILP) status.
- ◆ Your school financial aid office will determine your financial aid eligibility.
- ◆ Once all of the above is completed, the Commission will send you a letter notifying you of your award status.

How will I get the grant?

Your grant will be sent to the career and technical school or college where you are enrolled. Talk to your school's financial aid advisor about how the school will distribute the grant.

How do I renew my Chafee Grant?

Its easy! All you need to do is complete the FAFSA for the award year. Renewal students do not need to submit another Chafee Grant application for each award year. The Commission will contact the Financial Aid Office of your career and technical school or college to verify you are enrolled at least half-time, you are maintaining satisfactory academic progress and you have financial aid need.

What kinds of schools or colleges can I attend in California?

You can attend participating campuses of the:

- ◆ California Community Colleges
- ◆ California State University
- ◆ Career and technical schools
- ◆ Independent colleges
- ◆ Private colleges
- ◆ University of California

Free Money for Career and Technical Training or College for Current or Former Foster Youth

The California Chafee Grant Program

Can I attend a school or college outside California?

Yes, you can attend the same types of schools or colleges as listed in "What kinds of schools or colleges can I attend in California" as long as they meet certain criteria.

If you have a question regarding a college, contact the Commission. (See next column)

Could I lose California Chafee Grant benefits?

Yes, if your enrollment falls below half-time in the term(s) awarded, or if you fail to maintain satisfactory academic progress.

Can others help me learn about Chafee Grants for current or former foster youth?

Yes, you can contact your:

- ◆ college counselor
- ◆ college financial aid office
- ◆ county/collegELP Coordinator
- ◆ One-Stop Career Centers
- ◆ social worker/probation officer
- ◆ www.chafee.csac.ca.gov

How can I contact the Commission?

If you have questions regarding the California Chafee Grant Program:

 **Visit** the Commission's Chafee Grant Web site at: www.chafee.csac.ca.gov.

 **Email** your questions to the Commission at: studentsupport@csac.ca.gov. (In the email subject line enter: Attn: Chafee)

 **Call** the Commission at: 1-888-224-7268 Monday through Friday from 8:00 a.m. to 4:55 p.m.

 **Write** the Commission, *or mail your application to:*
California Student Aid Commission
Specialized Programs
Attn: California Chafee Grant Program
P.O. Box 419029
Rancho Cordova, CA 95741-9029

Let's Keep in Touch-

Make sure you contact us whenever there are changes in your:

- ◆ Email addresses
- ◆ Enrollment status
- ◆ Name Mailing address
- ◆ School of attendance
- ◆ Enrollment status
- ◆ Name
- ◆ Social Security number (SSN)
- ◆ Telephone number



CALIFORNIA
STUDENT AID
COMMISSION

Financial Need Analysis Report

- ⇒ The following information is needed so an award amount can be determined for the Chafee Grant Program applicant.
- ⇒ Awards in the amount of up to \$5,000.00 will be available for eligible foster youth to pursue and/or continue postsecondary education and training goals.

Federal School ID #: Acad Year = 2005 Program/Course = 

School Name:
CSAC ID #: DOB:
Last Name: First Name: MI:

Student has not been enrolled half-time Student has an Incomplete Financial Aid Package Student has not Maintained Satisfactory Progress
If you checked any of the preceding boxes, please sign below and fax to (916) 526-7977

Living Arrangements: On Campus Off Campus With Relatives
Expected Enrollment (minimum 1/2 time): Fall Winter Spring Summer
Academic Year Term Semester Quarter

Total Cost of Attendance:
Tuition and Fees: Books and Supplies: Personal:
Room and Board: Transportation: Other:

Expected Family Contribution:
Financial Need:

Expected Award for Academic Year 2005-2006:
Pell Grant: SEOG: Cal Grant:
Work Study: Loans: Tuition/Fee Waiver:
Other:

Unmet Need:

Educational Level:
Title IV eligible program? Yes No

Expected Graduation Date:

I declare under penalty of the laws of the State of California and of the United States that this form has been examined by me and to the best of my knowledge and belief is true, correct and complete.

I agree

Name of Financial Aid Official: _____ Title of Financial Aid Official: _____

Signature: _____ Phone Number: _____ E-Mail Address: _____

CALIFORNIA CHAFEE GRANT PROGRAM (CCGP)
MAIL TO: PO BOX 419029 * RANCHO CORDOVA, CA 95741-9029
FAX TO: (916) 526-7977

Grant Record Change Form For Students Cal Grant Program

Award Year

_____/_____
(e.g.) 2004 / 2005)



Please read instructions on the reverse side before completing. Print or type all information.

Complete this form to notify the California Student Aid Commission (Commission) of any changes in your name, social security number, address, school, or to request a leave of absence.

SECTION 1. STUDENT INFORMATION

1. Student's name (Current last, first, middle initial)

Last Name

First Name

MI

If this is a name change, please print **PREVIOUS name in shaded box** and attach a copy of the driver's license, SSN card or marriage certificate.

Last Name

First Name

MI

2. Social security number - If submitting a correction, please print the **INCORRECT NUMBER in the shaded box** and attach a copy of the correct SSN card.

3. Date of birth

4. Telephone number - where you can be reached during the day

5. Address: Is this an address change? Yes No

Street address

City

State

Zip code

SECTION 2. SCHOOL CHANGE

6. Change of school: I wish to change my school of attendance. Indicate the date for which you are requesting a school change (e.g. August 2005).

School name

City

Date

7a. School change effective (check one): Fall term Winter term Spring term Summer term

7b. I plan to reside (check one): On campus (dorm) Off campus (apartment, etc.) At home with parents or relatives

SECTION 3. LEAVE OF ABSENCE REQUEST

A leave of absence or series of leaves which total more than the equivalent of one academic year, may not be approved. The Commission may grant extended leaves in exceptional circumstances. You may refer to your Cal Grant Reference manual for more information on the leave of absence policy. Please attach supporting documents (such as a doctor's note) to request any leave in excess of one academic year.

8. School of attendance or most recent attendance

Date and term last attended

I request a Leave of Absence for the following term(s): Check box(es) Fall term Winter term Spring term

Indicate exact dates for which you are requesting a Leave of Absence: From: _____ To: _____

9. Briefly state your reason(s) for a leave of absence: (please print or type — attach additional pages or documentation if necessary)

SECTION 4. STUDENT'S SIGNATURE (YOU MUST SIGN AND DATE THIS FORM)

10. Signature (I certify to the best of my knowledge that this information is true and correct.)



Date

Instructions for Completing the Grant Record Change Form for Students

Section 1 — Student Information (This section and Section 4 must be completed)

1. Enter your name (current last, first, middle initial). If you indicated a name change in question #1, please provide your **previous** name (last, first, middle initial) in the shaded box. Remember to print or type clearly.
2. Enter your social security number. If your social security number is a change from Commission records, enter your correct number and *attach a copy of your social security card*.
3. Enter your date of birth (month, day, year).
4. Enter your telephone number, including area code.
5. Check "Yes" if your address is different from the Commission's records. Check "No" if your address is the same as the Commission's records. Enter your street address, city, state and five- or nine-digit zip code.

Section 2 — School Change

6. If you wish to change your school of attendance, enter the school's name, city and date effective. **A change in school choice may effect your eligibility for an award.**
- 7a. Enter the term the change in school choice is effective.
- b. Check whether you will live on campus, off campus, or at home with parents or relatives.

Section 3 — Leave of Absence Request

8. Enter the school you attend or have attended most recently and the date and term you last attended (e.g. 12/05, Winter 2005). Also enter the terms for which you are requesting a leave of absence (e.g. Fall semester), and the exact date for which you are requesting a leave of absence (e.g. 9/15/05 to 12/15/05).
9. Print or type the reason(s) for your leave of absence request.

Section 4 — Student Signature (To avoid delays, sign, date, and mail or fax this form as soon as possible.)

10. Your signature certifies to the best of your knowledge that this information is true and correct.
Providing false information may result in the withdrawal of your award.

If you have any questions concerning this form, you may contact the Commission's Customer Service Branch by calling (888) 224-7268 or, via e-mail at custsvcs@csac.ca.gov. Our office hours are 8:00 a.m. to 4:50 p.m., Monday through Friday, except Thursday. Office hours on Thursdays are 9:00 a.m. to 4:50 p.m. You may fax a copy of the form to (916) 526-8002 or mail your form to:



California Student Aid Commission
Grant Program Processing Section
P.O. Box 419028
Rancho Cordova CA 95741-9028

Appeal Information for Entitlement Applicants Cal Grant Program



This fact sheet is intended for Cal Grant Entitlement applicants only.

This sheet provides guidance to Cal Grant Entitlement applicants whose 2005-06 FAFSA information was not included in the 2005-06 Cal Grant Entitlement award process. To assist the California Student Aid Commission (Commission) in determining why your application was not included, please review the following information carefully. In order to receive further consideration for the Cal Grant programs, you will need to file a formal, written appeal and include copies of the documents listed below.

Why didn't my FAFSA information appear on the Commission's computer system?

The following is a list of common reasons why a student's application was not entered into the Commission's system.

- The FAFSA application was incomplete and did not contain enough information for the federal processor to calculate an Expected Family Contribution (EFC).
- California was not listed as the state of legal residence.
- There were no California colleges listed.
- The FAFSA application was filed after the March 2, 2005, Cal Grant filing deadline.
- The FAFSA application was mailed to the wrong address.

You need to review your Student Aid Report (SAR) for accuracy ~

If your appeal is successful and the Commission reconsiders your application for a Cal Grant award, your SAR must be complete and accurate, including having an Expected Family Contribution (EFC) calculated, when we process your information. Please review your latest SAR for accuracy. Specifically, please review your responses to questions 14, 18, 19, 23, 24, 26, 67 and 68. In step six of your SAR, you must list at least one California college, university or vocational school in the first three eligible schools on your FAFSA. If your information needs to be corrected, it is recommended that you make any changes as soon as possible to allow your school and the Commission time to process your new information.

Before submitting your appeal for reconsideration ~

You should be aware of the following information before submitting an appeal for reconsideration. Recipients were selected from those applications that were submitted by the deadline with complete and accurate information. Grants were awarded to applicants by comparing their FAFSA information to the income and asset ceilings and GPA selection criteria indicated on the back of this sheet. Applicants who do not meet this criteria, will not be selected for an award.

How do I appeal my status?

If, after reviewing this information, you feel you would qualify for a Cal Grant award, please send your written appeal to the Commission, requesting reconsideration. Please provide legible copies of supporting information and documentation, which may include all of the following items:

1. A photocopy of all Student Aid Reports (SAR) received. Your SAR has your social security number in the lower right hand corner, followed by the first two letters of your last name, followed by two numbers.
2. A photocopy of your proof of mailing for the 2005-06 FAFSA and for the 2005-06 Grade Point Average (GPA) Verification Form.
3. A photocopy of your properly completed GPA Verification Form.

2005-06 Cal Grant Income Ceilings

Applicants income includes the *total taxable and non-taxable income*, as reported on the FAFSA. Basic award amounts and eligibility criteria are subject to final authorization and change in the state budget.

For **dependent students or independent students with dependents** (other than a spouse):

Cal Grant A & C

\$62,500 for a family of two
\$64,000 for a family of three
\$69,600 for a family of four
\$74,500 for a family of five
\$80,400 for a family of six or more

Cal Grant B

\$29,200 for a family of two
\$32,900 for a family of three
\$36,600 for a family of four
\$40,900 for a family of five
\$44,200 for a family of six or more

For **independent students without children or other dependents** (other than a spouse)

Cal Grant A, B & C

\$25,500 for single students
\$29,200 for married students (with no dependents)

2005-06 Cal Grant Asset Ceilings

Maximum assets for dependent students or independent students with dependents other than a spouse - **\$53,800**

Maximum assets for single independent students and married students with no dependents - **\$25,600**

Cal Grant GPA Minimums

Cal Grant A
3.00 GPA

Cal Grant B
2.00 GPA

Where do I mail my appeal?

Please mail your appeal with complete documentation to the Commission immediately. Your appeal will be reviewed and you will be notified of the decision in writing within six weeks after receipt of your request. Please be advised that review of an appeal **does not** guarantee an award. Questions regarding the appeal process, but not a specific appeal, may be made using our e-mail address: custsvcs@csac.ca.gov. Please address your appeal to:



California Student Aid Commission
Grant Programs Customer Service
P. O. Box 419027
Rancho Cordova, CA 95741-9027

Deferment Request Cal Grant Programs



If you are a Cal Grant recipient and have been called to active military duty or entering military service, you may apply for a deferment for your Cal Grant for up to three years.

Please print or type:

1. Name (last, first, middle)			
2. Social Security number		3. Telephone number where you may be reached during the day () -	
4. Mailing address		City	State Zip code
5. Most recent school of attendance		6. I am a: <input type="checkbox"/> freshman <input type="checkbox"/> sophomore <input type="checkbox"/> junior <input type="checkbox"/> senior	
7. Length of requested deferment — from: ___/___/___ to: ___/___/___			

I have read the policies at the bottom of this form and understand that reactivation of my Cal Grant will depend upon my own initiative, as well as the other stated requirements.

Signature ►

Date

Commission Policies for Deferments

- Cal Grant recipients are eligible to apply for a military deferment whether or not they have actually enrolled in classes before entering their service obligation.
- Deferments may not exceed three years. Extensions may be granted with the submission of a written request and documentation, such as a copy of the orders or a letter verifying your service obligation from the Commanding Officer or Personnel Officer.
- A recipient who is granted a deferment is responsible for contacting the Commission concerning reactivation of the Cal Grant award. The Commission must be contacted *within one year following return to civilian status*, for the grant to be reactivated. All financial need requirements must be met before the award will be reactivated.

If you have any questions concerning this form, you may contact the Commission's Customer Service Branch by calling (888) 224-7268 or, via e-mail at custsvcs@csac.ca.gov. Office hours are 8:00 a.m. to 4:50 p.m., Monday through Friday, except Thursday. Office hours on Thursdays are 9:00 a.m. to 4:50 p.m.

You may fax a copy of this form to (916) 526-8002 or mail your completed form to:

**California Student Aid Commission
Grant Program Processing Section
P.O. Box 419028
Rancho Cordova CA 95741-9028**

Forms and Publications Order Form

Orders filled by CSAC Headquarters

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: CSAC Headquarters: (916) 526-8004

Telephone: CSAC Headquarters: (916) 526-7985 or (888) 294-0153 *Specialized Programs (916) 526-8276

___ G-10	Grant Record Change Form for Students (Available on CSAC Web site)	___ G-191*	Byrd Scholarship Fact Sheet
___ G-11	Cal Grant Entitlement Fact Sheet and Appeal Process	___ G-198*	Out-of-State APLE Pamphlet
___ G-12	Deferment Request for Cal Grant (Available on CSAC Web site)	___ G-200*	Child Development Grant Program Coordinators' Guide and Application
___ G-20.1	Cal Grant T Non-Recipient Information Sheet	___ G-III*	Child Development Grant Program Overview Pamphlet
___ G-21	Grant Record Change Form for Schools	___ G-206*	APLE Brochure
___ G-22	Payment Transaction Form for Schools	___ G-331*	Money Talks, California Chafee Grant Program brochure
___ G 42	Request for Cal Grant Fifth Year Benefits		
___ G-44	Request for Cal Grant Teaching Credential Benefits		VIDEOS
___ G-51*	Graduate APLE Application/ Nomination Packet	___ V-25	<i>Teaching Careers Make a Difference - English</i>
___ G-99*	Graduate APLE Pamphlet	___ V-26	<i>Teaching Careers Make a Difference - Spanish</i>
___ G-188*	LEPD Brochure		

Institution Name		Code Number (Federal code plus 00) (H.S. - College Entrance Exam Board code plus 00)	Date (Allow two weeks for delivery)
Street Address (Please print street address for UPS delivery)			Telephone Number:
			E-mail Address:
City	State	Zip Code	Person receiving order (OPTIONAL)

Order quantities may be adjusted based on the availability of materials at the time an order is filled. Back orders will be filled as forms are reprinted.

Please print or type the street address where materials are to be shipped.

Orders may be placed with the California Student Aid Commission's warehouse via mail, fax, or telephone at the address and/or numbers indicated above.

Forms and Publications Order Form

Orders filled by the Shipping Center

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: Commission Shipping Center: (916) 526-8838

Telephone: Commission Shipping Center: (916) 526-7282

<input type="checkbox"/>	G-4	March 2nd GPA Verification Form	<input type="checkbox"/>	G-185	Cal Grant: New Program Guarantees College (Flyer)	
<input type="checkbox"/>	G-4.1	September 2nd GPA Verification Form	<input type="checkbox"/>	English	<input type="checkbox"/>	Spanish
<input type="checkbox"/>	G-30	2005-06 Cal Grant Program Comparison	<u>CSAC and EdFund Fund Your Future</u>			
<input type="checkbox"/>	G-66	FAFSA PIN Flyer	<input type="checkbox"/>	I-1	Fund Your Future Brochure - English	
<input type="checkbox"/>	G-70	March 2 Poster	<input type="checkbox"/>	I-1.1	Fund Your Future Brochure - Spanish	
<input type="checkbox"/>	G-71	March 2 Bookmarks	<input type="checkbox"/>	I-2	Fund Your Future Workbook for Students - English	
<input type="checkbox"/>	G-72	March 2 Postcards	<input type="checkbox"/>	I-3	Fund Your Future Workbook for Students - Spanish	
<input type="checkbox"/>	G-75	GED Brochure - English	<input type="checkbox"/>	I-4	Fund Your Future Workbook Counselors' Guide	
<input type="checkbox"/>	G-75s	GED Brochure - Spanish	<u>VIDEOS</u>			
<input type="checkbox"/>	G-119	College Cash Box	<input type="checkbox"/>	V-5	<i>It's Your Future</i>	
<input type="checkbox"/>	G-121	"Ten Most Important Things" spiral notebook for <i>Students</i> <i>(Maximum order 400 per school)</i>	<input type="checkbox"/>	V-6	<i>College - It's For You</i>	
<input type="checkbox"/>	G-122	"Ten Most Important Things" top tear notepad for <i>Counselor/Teacher</i> <i>(Maximum order 400 per school)</i>	<input type="checkbox"/>	V-7	<i>FAFSA video (Parent) - English</i>	
<input type="checkbox"/>	G-125	"La Opinion" <i>Student</i> Supplement	<input type="checkbox"/>	V-8	<i>FAFSA video (Parent) - Spanish</i>	
<input type="checkbox"/>	G-126	"La Opinion" <i>Parent</i> Supplement	<input type="checkbox"/>	V-11	<i>Say Yes to Careful Borrowing</i> (For entering freshmen)	
<input type="checkbox"/>	G-130	Student Direct Mail Piece	<input type="checkbox"/>	V-12	<i>Give Yourself Credit</i> (For entering freshmen)	
<input type="checkbox"/>	G-133	Corporate Sponsor Poster - 18" x 24"	<input type="checkbox"/>	V-13	<i>FAFSA video (Student) - English</i>	
<input type="checkbox"/>	G-134	Parent Direct Mail Piece	<input type="checkbox"/>	V-24	<i>FAFSA video (Student) - Spanish</i>	
<input type="checkbox"/>	G-135	Teen Postcard - "A Day Late..."	<input type="checkbox"/>	V-15	<i>Introduction to "Web Grants"</i>	
<input type="checkbox"/>	G-136	Teen Postcard - "No Excuses..."	The following videos have limited availability and will not be back ordered			
<input type="checkbox"/>	G-180	FAFSA "Tips Sheet" for Students - Eng/Sp	<input type="checkbox"/>	V-27	<i>Ready, Set, Financial Aid! - English</i>	
			<input type="checkbox"/>	V-28	<i>Ready, Set, Financial Aid! - Spanish</i>	

Institution Name		Code Number (Federal code plus 00) (H.S. - College Entrance Exam Board code plus 00)	Date (Allow two weeks for delivery)
Street Address (Please print street address for UPS delivery)		Telephone Number:	
		E-mail Address:	
City	State	Zip Code	Person receiving order (OPTIONAL)

Order quantities may be adjusted based on the availability of materials at the time an order is filled. Back orders will be filled as forms are reprinted.
Please print or type the street address where materials are to be shipped.
Orders may be placed with the California Student Aid Commission's warehouse via mail, fax, or telephone at the address and/or numbers indicated above.

Five-Year Programs

Art Center College of Design

Biola University — Nursing, Music, Biological Science

Brooks Institute of Photography

California College of Arts and Crafts — Architecture

California Institute of Technology — 3-2 Program in Engineering (with Occidental College)

California State University, Northridge — Chemistry, Computer Science, Engineering, Environmental Science, Health Services,
Music, Occupational Health

California State University, Pomona (Polytechnic) — Architecture

California State University, San Bernardino — Nursing

California State University, San Jose — Fine Arts, Nursing, Occupational Therapy

California State University, San Luis Obispo (Polytechnic) — Architecture, Landscape Architecture

California State University, Sonoma — Nursing

Claremont McKenna College — Management Engineering

DeVry University — Computer Information Systems, Electronic Engineering Technology

Harvey Mudd College — 3-2 Program in Management Engineering (with Claremont McKenna College)

ITT Anaheim — Business, Electronics, Information System Security, Video Game Programming

ITT Oxnard — Business Administration, Criminal Justice, Data Communication Systems Technology, Digital Entertainment and Game Design,
Electronics and Communications Engineering Technology, Information Systems Security, Software Engineering Technology,
Technical Project Management

ITT San Bernardino — Business Accounting Technology, Business Administration, Criminal Justice, Data Communication Systems Technology,
Digital Entertainment and Game Design, Electronics and Communications Engineering Technology,
Information Systems Security, Software Engineering Technology, Technical Project Management

La Sierra University — Music Education

Loma Linda University — Dental Hygiene, Dietetics, Occupational Therapy, Physical Therapy

New School of Architecture & Design

Occidental College — 3-2 Program in Liberal Arts (with California Institute of Technology)

Southern California Institute of Architecture

Trinity Life Bible College — Music Ministry

University of California, Berkeley — 3-2 Program in Engineering (with University of California, Santa Cruz)

University of California, San Diego — Bio-Infomatics, Bio Science, Computer Science, Engineering

University of the Pacific — Engineering, Pharmacy

University of San Diego — Electrical Engineering, Engineering

University of San Francisco — Architecture

University of Southern California — Architecture

Westwood College, Anaheim — Computer Information Systems

Westwood College, Los Angeles — Computer Science

Westwood College, Upland - Business Management, Computer Information Systems, Criminal Justice, Interior Design

Woodbury University — Architecture

Cal Grant Recipient/15 Month Activation Chart

B.A. degree received/completed or Cal Grant benefits exhausted (whichever occurs first)	Must enroll in a teaching program prior to or during term:	Required to file FAFSA for the academic year in which benefits are sought
Fall semester/quarter 2002-03 Winter quarter 2002-03	Spring semester/Winter quarter 2003-04 Spring quarter 2003-04	2003 FAFSA 2003 FAFSA
Spring semester/quarter 2002-03	Fall semester/quarter 2004-05	2004 FAFSA
Fall semester/quarter 2003-04 Winter quarter 2003-04	Spring semester/Winter quarter 2004-05 Spring quarter 2004-05	2004 FAFSA 2004 FAFSA
Spring semester/quarter 2003-04	Fall semester/quarter 2005-06	2005 FAFSA
Fall semester/quarter 2004-05 Winter quarter 2004-05	Spring semester/Winter quarter 2005-06 Spring quarter 2005-06	2005 FAFSA 2005 FAFSA
Spring semester/quarter 2004-05	Fall semester/quarter 2006-07	2006 FAFSA
Fall semester/quarter 2005-06 Winter quarter 2005-06	Spring semester/Winter quarter 2006-07 Spring quarter 2006-07	2006 FAFSA 2006 FAFSA
Spring semester/quarter 2005-06	Fall semester/quarter 2007-08	2007 FAFSA
Fall semester/quarter 2006-07 Winter quarter 2006-07	Spring semester/Winter quarter 2007-08 Spring quarter 2007-08	2007 FAFSA 2007 FAFSA
Spring semester/quarter 2006-07	Fall semester/quarter 2008-09	2008 FAFSA

The term in which benefits are exhausted is determined by the final Cal Grant payment made for the student or term in which B.A. completed, (whichever occurs first).

*Tuition/Fee Benefits — The last term for which you received your final tuition/fee payment.

*Subsistence Benefits — The term for which you received a subsistence payment.

List of Eligible Colleges and Universities Offering Programs Approved by the Commission on Teacher Credentialing

Private College and Universities	National Hispanic University	University of San Diego	Pomona
Alliant International University	National University	University of San Francisco	Sacramento
Antioch University Santa Barbara	New College of California	University of Southern California	San Bernardino
Antioch University Southern Ca.	Notre Dame de Namur University	Vanguard University	San Diego
Argosy University - Orange	Occidental College	Westmont College	San Francisco
Azuza Pacific University	Pacific Oaks College	Whittier College	San Jose
Bethany College	Pacific Union College		San Luis Obispo
Biola University	Patten College	California State University	San Marcos
California Baptist University	Pepperdine University	Bakersfield	Sonoma
California Lutheran University	Point Loma Nazarene University	Channel Islands	Stanislaus
Chapman University	St. Mary's College of California	Chico	
Christian Heritage	Santa Clara University	Dominguez Hills	University of California
Concordia University - Irvine	Simpson College	Fresno	Berkeley
Dominican University	Stanford University	Fullerton	Davis
Fresno Pacific University	The Masters College	Hayward	Irvine
Holy Names College	University of La Verne	Humboldt	Los Angeles
Hope International	University of the Pacific	Long Beach	Riverside
JFK University	University of Phoenix	Los Angeles	San Diego
La Sierra University	University of Redlands	Monterey Bay	Santa Barbara
Loyola Marymount University		Northridge	Santa Cruz
Mills College			
Mount St. Mary's College			

For additional information you may call 1 (888) 224-7268 or write to the California Student Aid Commission, Grant Programs Processing Section, P.O. Box 419028, Rancho Cordova, CA 95741-9028. Our e-mail address is custsvcs@csac.ca.gov



OPERATIONS MEMO

Update of the California Student Aid Commission

September 2, 2005

GOM 2005-10

TO: Financial Aid Administrators

FROM: Max Espinoza 
Chief, Program Administration & Services Division

CONTACT: Program Administration & Services Division
Phone: (888) 294-0153
Fax: (916) 526-8002
E-mail: schoolsupport@csac.ca.gov

SUBJECT: WebGrants for Students

The California Student Aid Commission (Commission) is pleased to announce an important milestone and improvement to student services – **WebGrants for Students**. During mid-September 2005, approximately 20,000 students will be asked to assist the Commission by using **WebGrants for Students** in preparation for full utilization by all Cal Grant and Chafee students later this year.

WebGrants for Students is a Web-based tool that will:

- provide a secure, convenient, and student-friendly method for students to access Cal Grant and Chafee award information;
- ensure successful grant application processing and maintenance of their award; and,
- provide links to other financial aid Web sites.

These students will be able to:

- determine if their application has been received by the Commission,
- check their award status and view their payment history,
- check their address and make changes on-line,
- make school change decisions by simulating a school change, and
- submit the school change on-line.

As testing progresses and refinements are made, more students will be notified of the availability of **WebGrants for Students**. We anticipate that all Cal Grant and Chafee applicants and recipients will have access in late fall 2005. We will notify you as **WebGrants for Students** is made available to the general student population.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 526-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

If your students have questions or comments concerning their grant award status, please refer them to our Student Support Services Branch at 1-888-224-7268. For technical questions and suggested system modifications, we encourage students to contact our Help Desk at (888) 294-0148.

If you have any questions regarding the content of this Operations Memo, please contact School Support Services at 1-888-294-0153 or at their new e-mail address schoolsupport@csac.ca.gov.

Thank you for your continued efforts to serve students.



OPERATIONS MEMO

Update of the California Student Aid Commission

October 11, 2005

GOM 2005-15

TO: Financial Aid Administrators

FROM: Max Espinoza 
Chief, Program Administration & Services Division

CONTACT: Program Administration & Services Division

Phone: (888) 294-0153

Fax: (916) 526-7977

E-mail: specialized@csac.ca.gov

SUBJECT: California Chafee Foster Youth Grant Program 2005-2006

The California Student Aid Commission (Commission) is pleased to announce that federal funding has been appropriated for the 2005-2006 California Chafee Grant Program (Program). The Commission, through an interagency agreement with the California Department of Social Services (CDSS), is now in its third year in administering the Program. This operations memo is intended to provide you with information on 2005-2006 Program implementations.

We are happy to announce that the fiscal year 2005-2006 Chafee contract has been approved and we are now ready to make awards to students. At this time, the Commission is generating fall term payments for the 2005-2006 academic year. As a result, your institutions financial aid office will be receiving checks within the next few weeks.

2nd Annual Stakeholders Meetings Held

To assist the Commission and CDSS in the administration of the Program for Federal Fiscal Year 2005-2006, the Commission and CDSS held the second annual stakeholders meetings on August 26, 2005 and September 23, 2005 (as mentioned in GOM 2005-11 and GSA 2005-29). As a result of the initial stakeholder meeting, an outreach and retention strategies meeting was also held on September 13, 2005 (as mentioned in GOM 2005-11 and GSA 2005-28).

At these meetings, the Commission reported the increased demand for the Program and discussed the need to prioritize funding within the Program given less federal funds. After extensive discussion and a review of program funding and potential award simulations, the major outcomes of the stakeholders meetings included the following:

- Priority of all available funds, including outreach funds for the E-Bus and the County outreach allocations, should go to student grants.
- The maximum possible award amount should be given to renewal students, as close to the \$5,000 as funding allows.
- New students should get the maximum possible given available resources, up to \$5,000 but no less than \$2,500.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:

California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 526-8002

Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

- The Commission should lower the renewal-rate used in its funding projections significantly from the proposed 95% and use a percentage closer to 70-80%.
- The Commission should institute a deadline for renewal students to complete their application before awarding new students that is no sooner than October 31st and no later than November 30th.

Subsequent to the Commission sponsored stakeholders meetings, projections based on revised renewal rates indicate that eligible renewal recipients could receive up to the maximum annual award amount of \$5,000. In addition, the Commission projects that it can award approximately 250 new recipients up to the \$5,000 maximum annual award amount. More new students may be awarded as funding is made available in the Program.

Program Background

As mentioned in GOM 2004-11, the Program provides eligible California youth aging out of the foster care with financial assistance to attend a postsecondary institution in a Title IV-eligible program. Students may be eligible to receive up to \$5,000 per year if they are enrolled in an eligible program. Funding is intended to supplement, not supplant, any grant funds that a student may otherwise be entitled to receive, nor may the total grant funding exceed the student's cost of attendance.

Student Eligibility

The Commission uses information provided by the CDSS to determine if a foster youth is eligible to participate in the Program.

Students must be enrolled in a Title IV-eligible program of at least one year in length for the 2005-2006 academic year and have financial need. Students must also be enrolled at least half time and maintain satisfactory academic progress. However, students **are not required** to meet the following standard financial aid requirements for the Program:

- Selective Service registration
- High school diploma, GED or ATB
- United States citizenship or eligible non-citizen
- Student loan default
- Federal or state grant repayment rules
- Social Security requirements

Application Process

Completion of the on-line application expedites the application submission process. The on-line application is available at www.chafee.csac.ca.gov. A PDF of the application is also available on the Web site and may be downloaded and submitted via mail to the Commission at Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029. In addition, the Free Application for Federal Student Aid (FAFSA) must also be completed and submitted to the federal processor.

Applications from Students without Social Security Numbers

Unlike other federal financial aid programs, students without Social Security numbers who are unable to successfully submit a FAFSA can apply for the Program. For undocumented students

in this situation, the Commission requests that financial aid staff complete a paper Financial Aid Need Analysis Report (NAR) based on information available at the school. The "FAFSA on the Web" estimator is available on the FAFSA Web site at www.fafsa.ed.gov and may be used to calculate the EFC for these purposes.

The Commission will assign a unique identification number which will be used to identify these undocumented students and their applications will be processed manually. Please contact the Commission if you have any questions about how to assist these students.

Commission's Application Review Process

The Chafee application is matched with the CDSS Independent Living Program (ILP) information and the FAFSA record. Records that match will be processed and a NAR will be generated and posted on the WebGrants reports screen for WebGrants schools to download and complete. The NAR determines the award amount and no awards are processed without a completed NAR. It is imperative that your institution complete the NAR for each student as soon as possible. The NAR may be completed by the school either through WebGrants or by completing a paper NAR.

Renewal Applicants and Renewal Deadline

Chafee students who received funding during 2004-2005 academic year do not have to re-submit an application. However, the completion and filing of a 2005-2006 FAFSA is required. The Commission has already notified all renewal students of their status and will notify those students who have not filed a 2005-2006 FAFSA. Your institution will also be notified of any students that can not be processed at this time due to incomplete/missing documents. We ask that you please assist us in contacting these students to complete the awarding process.

Please note that this year unlike previous years there will be a November 18th, 2005 deadline for renewal applicants to complete their 2005-2006 FAFSA. In addition, institutions must have completed and posted the NAR by the November 18th deadline for students to receive an award. Renewal students who do not meet this deadline may lose their renewal status and their awards will be used for new students.

2005-2006 Award Amounts

After hearing input from various stakeholders, the Commission and the CDSS have determined that the maximum Chafee grant award for new and renewal students for the 2005-2006 academic year will remain at \$5,000.

In an effort to begin processing new awards, a renewal deadline has been established. ***All renewal students must have filed their 2005-2006 FAFSA and institutions must have completed and posted the NAR by November 18th to receive an award.*** Renewal students who do not meet this deadline may lose their renewal status and their awards will be used for new students.

Coordination of Award Amount

Although funding for this Program is intended to supplement, not supplant, any grant benefits for this Program must be coordinated and adjusted based on other financial aid resources available to students. The NAR report will assist the Commission in determining students' remaining

financial need for the Program. Prior to completing the NAR, we request that schools cancel any loan disbursements or Work-Study awards to allow for the maximum Chafee Grant award.

Need Analysis Report (NAR)

The Cost of Attendance for the NAR is pre-populated from the standard cost of attendance record maintained in the Commission's database. The NAR information processes on a weekly cycle for eligible students. The NAR is available on WebGrants under "Report Download." Schools with access to WebGrants must update their need analysis data. Schools without access to WebGrants or who require special calculations must complete a paper NAR or request access to WebGrants reports and completing the necessary security forms by contacting the Commission's helpdesk at 888-294-0148.

Schools may increase the pre-populated standard costs provided on the NAR without paper justification for the following reasons:

- child care (dependent) expenses
- study abroad costs, or
- disability-related expenses

Any other individual expenses that schools add based on professional judgment should be reported on a paper form with justification to the Commission.

Students who do not have their information posted on the NAR will not receive an award. Based on the large number of new applicants and the limited federal funding, students with completed NAR will receive priority in the awarding process. Therefore, ***it is the institution's responsibility to ensure that all NARs are completed in order not to jeopardize a student's opportunity to be awarded a grant.***

Participating Institutions

Students must be enrolled in a Title IV-eligible program during the 2005-2006 academic year. However, schools are not required to participate in the Cal Grant program.

Payments

Upon receipt of the NAR, the Commission will process payments for eligible students and will send the funds to the eligible schools. Checks will be issued in the students' name. To request co-payable checks, schools may contact the Commission's Specialized Programs Operations Branch at 888-224-7268, #3.

Please note that new applicants for the 2005-2006 award year will be notified of their award eligibility after the November 18, 2005 renewal deadline.

Promotional Materials

2005-2006 Chafee Grant Programs posters and brochures will be shipped to schools under separate cover to assist in publicizing this program.

Web Sites for More Information

The Commission is pleased to announce that students can now access their Chafee information on "WebGrants for Students" at <https://mygrantinfo.csac.ca.gov>. Please encourage students to use this service to check their award status or make changes in their personal information. If you would like more information on the Chafee Foster Youth Grant Program and its benefits, please visit the Commission's Chafee website at www.chafee.csac.ca.gov.

Contacting the Commission

Schools may contact the Commission's Specialized Operations Programs at 888-224-7268 #3 for questions regarding the content in this Memo.

Students may contact Student Support Services at 1-888-224-7268 for general Program inquiries. The Commission encourages students to also use "WebGrants for Students" at <https://mygrantinfo.csac.ca.gov>.

For your additional information and to better assist you in serving students, enclosed with this operations memo you will find additional information regarding the 2005-2006 Chafee Foster Youth Grant Program, including background and letters that will be used in communicating with students.

Thank you for your continued partnership in serving students.

Enclosures: 2005-2006 Student Chafee Applications
Frequently Asked Questions
Chafee Brochure
Financial Need Analysis Report
Chafee Change Form
Renewal Award Announcement
Follow-Up Letter to Renewal Students Regarding Filing the FAFSA
New Student Award Letter
August 26, 2005 Chafee Stakeholder Meeting Minutes
September 13, 2005 Outreach and Retention Strategies Meeting Minutes
September 23, 2005 Chafee Stakeholder Follow-up Meeting Minutes
Chafee Update Memorandum

Grant Delivery System (GDS) - WebGrants System Administrator's Access Request Form



A signed GDS - WebGrants Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to gaining access to the GDS - WebGrants. **All fields are required to obtain a System Administrator's (SA) User Id and Password.**

I. Institution Section	
Primary Institution Name and Address	Primary Institution USED ID Code ____ - ____
Additional Institution Names (If the Authorized Official and System Administrator are different at each institution, a separate Agreement must be completed.)	Additional Institutions USED ID Codes ____ - ____ ____ - ____ ____ - ____ ____ - ____

II. Personal Information Section (to be completed by person requesting access)		
Name (Last, First, Middle Initial)	Mailing Address of SA (if other than address listed above)	
Special Identifier (Check only one; limited to nine alpha-numeric characters)		
<input type="checkbox"/> SSN	<input type="checkbox"/> Pet's name	_____
<input type="checkbox"/> Mother's maiden name	<input type="checkbox"/> Other	_____
I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants.		
Signature	Title	Date
_____	_____	_____
Email Address (see instructions on the reverse)	Telephone Number (____) ____ - _____	Fax Number (____) ____ - _____

III. Access Request and Institution Certification Section (to be completed by Authorized Official - AO) (Note: The Institution's AO and SA may not be the same individual.)			
Date Request Submitted		Effective Date Requested	
New <input type="checkbox"/>	Change <input type="checkbox"/>	Delete <input type="checkbox"/>	User ID
I certify that I have designated the above named employee as GDS – WebGrants System Administrator and that I have reviewed all security and confidentiality policies pertaining to its use.			
Name of AO - print or type		Telephone Number (____) ____ - _____	
Title		Fax Number (____) ____ - _____	
Signature		Email Address	
_____		_____	

How to fill out the System Administrator's Access Request Form

This form is required for the institution's System Administrator.
It is to be certified by the Authorized Official and returned to the Commission.

I. Institution Section: (All primary institution fields required)

- Fill in the institution's name, address, city, state, and USED ID code (including two-digit campus code). List all active USED ID codes that will be used at your institution. *(If the Authorized Official and System Administrator are different at each institution, a separate System Administrator's Request form must be completed.)*

II. Personal Information Section: (All fields required)

- Enter Last, First and Middle Initial of the System Administrator requesting access.
- Requesting System Administrator must enter a unique 9 maximum alpha-numeric character Special Identifier, which will be used by the Help Desk to verify the identification of the person needing access. Special Identifiers are limited to: your mother's maiden name, your pet's name, SSN or other. When calling the Help Desk for assistance, you must provide your Special Identifier to verify your identity. Passwords and IDs will NOT be released without this confirmation.

NOTE: All System Administrator's email addresses will be added to the WebGrants list service for periodic updates relative to WebGrants system availability, Production Schedule changes and training opportunities.

- The System Administrator must sign the form and certify that all security and confidentiality policies have been received and reviewed.

III. Access Request and Institution Certification Section:

- Provide the date the form was completed and the requested effective date for the addition or change.
- Check the appropriate box:
New access – Once approved and processed, the new ID will be mailed directly to the System Administrator. Secure passwords will be emailed to the System Administrator.
Change existing access.
Delete access.
For request types of **Change** and **Delete**, please provide the User ID that was issued by the Commission in the space provided.
- Enter the name, title, telephone number, facsimile number and e-mail address of the institution's Authorized Official verifying this request.
- The institution's Authorized Official **MUST** sign the form.

NOTE: The institution's Authorized Official and the person requesting System Administrator access may not be the same individual.

Mail originals to:

California Student Aid Commission
Information Technology Services Division
Attn: CSAC HelpDesk
P.O. Box 419026
Rancho Cordova, CA 95741-9026

Retain a copy of this completed form.

FOR COMMISSION USE ONLY.

Date Received: _____	Date Updated: _____
Help Desk Review: _____	Date: _____
ISO Approval: _____	Date: _____

Grant Delivery System (GDS) - WebGrants Information Security and Confidentiality Agreement



A signed GDS - WebGrants Information Security and Confidentiality Agreement is required by the California Student Aid Commission (the Commission) from any post-secondary educational institution accessing the GDS - WebGrants.

I. Institution Section	
Primary Institution Name and Address	Primary Institution USED ID Code —
Additional Institution Name (If the Authorized Official and System Administrator(s) are different at each institution, a separate Agreement must be completed.)	Additional Institution USED ID Code —

The institution(s) shown above agrees to comply with the following requirements as a condition of accessing the GDS - WebGrants of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. Employees of the institution shall not share passwords and IDs.
2. An Authorized Official (AO) of the institution will designate no more than two individuals as the institution's System Administrator. The System Administrator(s) will be granted the authority and responsibility to create or disable individual user accounts for that institution's staff access to the GDS - WebGrants. The Authorized Official will not have System Administrator's authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The institution shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS - WebGrants to any institution or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS - WebGrants. Documentation of this action shall remain at the school.
7. The institution shall complete a new Agreement should the Authorized Official or System Administrator(s) leave the institution. The new Agreement must be filed no later than 5 days after a new Authorized Official or System Administrator(s) is appointed.
8. The institution will comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502), Federal Privacy Act, and the Commission's security and confidentiality policies and procedures.
9. The institution will maintain a historical record that identifies to the Commission or its representative, the identification of the individual(s) who create or update GDS Web Grant transactions.
10. To the extent authorized by law and caused by the negligence or intentional misconduct of itself, its employees or agents, the institution will accept liability for any direct or consequential damages to the Commission and the GDS database.
11. The institution will ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge.

I, the undersigned, certify that I am, as named in this agreement, an official of the institution and am authorized to act on its behalf. I have read and understand this agreement and certify the institution will comply with the requirements stated herein. As the institution's Authorized Official (AO), I hereby designate the individual identified below as this institution's System Administrator(s).

Signature - Institution's Authorized Official (AO) _____	Print Name / Title	Date
E-Mail Address	Phone Number	Fax Number
<i>I, the undersigned, certify that I am, as named in this agreement, the System Administrator(s). I have read and understand this agreement and certify that I will comply with the requirements stated herein.</i>		
Signature – System Administrator 1 (SA) _____	Print name / Title	Date
E-Mail Address	Phone Number	Fax Number
Signature – System Administrator 2 (SA) _____	Print name / Title	Date
E-Mail Address	Phone Number	Fax Number

Grant Delivery System (GDS) - WebGrants

Information Security and Confidentiality Agreement

Policy

The California Student Aid Commission (the Commission) and the post-secondary educational institution have a joint responsibility to protect the integrity and confidentiality of the data in the Commission's database. This is vital to the privacy of individual students. The GDS - WebGrants must be maintained in a legal and ethical manner.

Article 1, Section 1, of the Constitution of the State of California defines pursuing and obtaining privacy as an inalienable right.

The institution must:

- A. Identify at least two authorized individuals at the institution, one who is the Authorized Official and one who will act as System Administrator. You may identify up to two System Administrators. The System Administrator is to be designated by the Authorized Official. The System Administrator will have the authority and ability to add or disable individual users at the institution campus; the Authorized Official will not.
- B. Complete, sign and submit an Information Security and Confidentiality Agreement and a System Administrator's Access Request Form(s). All forms must be approved by the Commission prior to the institution gaining access to the GDS - WebGrants.
- C. Notify the Commission in writing within five (5) working days if the identity of the System Administrator(s) or Authorized Official changes. If a new Authorized Official is appointed: A new Agreement must be completed immediately and submitted to the Commission. If a new System Administrator(s) is designated: A new Agreement designating the new AO and a new System Administrator's Access Request Form must be completed immediately and submitted to the Commission.
- D. Establish administrative, technical and physical safeguards to protect the security and confidentiality of records, data and system access.
- E. Within five (5) working days, disable the account of any individual who ceases employment or whose change in employment status or duties no longer requires access to the GDS - WebGrants.
- F. Notify the Commission immediately of any security or confidentiality violation(s) by contacting the Commission's ITS Help Desk at 888.294.0148, Monday-Friday, 8:00am - 5:00pm PST.
- G. Establish training programs for institution employees regarding information security and confidentiality.
- H. Retain a copy of the Information Security and Confidentiality Agreement and a copy of all past / current System Administrator's Access Request Forms. Institutions are responsible for maintaining the names of all additional system users at their campus.

Definitions:

- Commission:** California Student Aid Commission.
- Authorized Official:** Individual authorized by the institution to execute the Information Security and Confidentiality Agreement on behalf of the institution.
- System Administrator:** Individual designated by the Authorized Official to be responsible for implementing procedures and ensuring adherence to all information security/confidentiality policies stated herein. The institution may use their existing ISO or they may designate a Financial Aid Office employee to act as the SA for purposes of the Commission's Grant Delivery System - WebGrants. Each institution may designate two System Administrators.
- Confidential Information:** Information that identifies or describes an individual including, but not limited to, his or her name, social security number, physical description, home address and telephone number, education, financial matters, medical or employment history, including statements made by or attributed to the individual.

Mail forms to:
California Student Aid Commission
Information Technology Services Division
Attn: CSAC HELPDESK
P.O. Box 419026
Rancho Cordova, CA 95741-9026

Retain a copy of this completed form.

FOR COMMISSION USE ONLY.

Date Received: _____	Date Updated: _____
Help Desk Review: _____	Date: _____
ISO Approval: _____	Date: _____

User Access Request Form

KEEP THIS FORM READILY ACCESSIBLE AT YOUR INSTITUTION; DO NOT RETURN TO THE COMMISSION.

I. Institution Section	
Primary Institution Name and Address 	Primary Institution USED ID Code _____ - _____
Additional Institution Names <i>(Attach an additional sheet if more room is required.)</i> 	Additional Institutions USED ID Codes _____ - _____ _____ - _____ _____ - _____ _____ - _____

II. Personal Information Section <i>(to be completed by person requesting access)</i>		
Name <i>(Last, First, Middle Initial)</i> 		
Special Identifier <i>(Check only one; limited to nine alpha-numeric characters)</i> <input type="checkbox"/> SSN <input type="checkbox"/> Pet's name <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Other _____		
<p><i>I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants.</i></p>		
Signature 	Title 	Date
_____ Email Address	(_____) _____ - _____ Telephone Number	(_____) _____ - _____ Fax Number

III. Access Request and Institution Certification Section *(to be completed by verifying System Administrator)*

Date Request Submitted		Effective Date Requested	
New <input type="checkbox"/>	If Changing to System Administrator, then a System Administrator User Access Request form needs to be filled out.	Delete <input type="checkbox"/>	User ID _____

I certify that I am the System Administrator and that I have reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants.

	None	Read	Write		None	Read	Write
Enrollment				Roster/Reconciliation			
<i>Upload Enrollment</i>	___	___	___	<i>Customize Roster</i>	___	___	___
<i>File Upload Status</i>	___	___	___	<i>Display Roster</i>	___	___	___
<i>Add Enrollment</i>	___	___	___	<i>Print Roster</i>	___	___	___
<i>Delete/View Enrollment</i>	___	___	___	<i>EL Verification</i>	___	___	___
GPA				<i>Customize Reconciliation</i>	___	___	___
<i>Upload GPA's</i>	___	___	___	<i>Display Reconciliation</i>	___	___	___
<i>File Upload GPA's</i>	___	___	___	Data Transfer			
<i>Add GPA's</i>	___	___	___	<i>File Upload</i>	___	___	___
<i>Change/View GPA's</i>	___	___	___	<i>Report Download</i>	___	___	___
Student Info				Chafee Grant			
<i>Award Summary</i>	___	___	___	<i>Financial Need Analysis</i>	___	___	___
<i>Award Detail</i>	___	___	___	<i>Application Status</i>	___	___	___
<i>Demographics</i>	___	___	___				
<i>Student History</i>	___	___	___				
<i>CA Aid Report</i>	___	___	___				
<i>Grant Record Changes</i>	___	___	___				
<i>Simulator</i>	___	___	___				
School Info							
<i>Demographics</i>	___	___	___				
<i>Contact Information</i>	___	___	___				
<i>Cost Estimate</i>	___	___	___				
<i>Search</i>	___	___	___				

Signature of System Administrator	Name of System Administrator - print or type	Date
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How to fill out the User Access Request Form

A separate form should be filled out for each individual user requesting access and all forms will remain on file at the institution.

I. Institution Section: (All primary institution fields required)

- Fill in the institution's name, and USED ID code (including two-digit campus code). List all active USED ID codes that will be used at your institution (*attach an additional sheet if needed*).

II. Personal Information Section: (All fields required)

- Enter Last, First and Middle Initial of the user requesting access.
- Requesting user must enter a 9 alpha-numeric **Special Identifier**, which can be used to verify the identification of the person needing access. Special Identifiers are limited to: your mother's maiden name, your pet's name, SSN or other.
- Each user must sign the form and certify that all security and confidentiality policies have been received and reviewed.

III. Access Request and Institution Certification Section:

- Provide the date the form was completed and the requested effective date for the addition or change.
- Check the appropriate box:
New access - Your System Administrator will approve and process your security form.
Change/Delete - Your System Administrator will make the appropriate changes to your account.
- Enter the name, title, phone number, and fax number and e-mail address of the institution's System Administrator.
- The institution's System Administrator **MUST** sign the form.

**Retain each individual's completed form at the institution.
Do not return these forms to the Commission.**

Cal Grant Awards 2005-06

	E1		E2		C1		C2		Cal C		
	A	B	A	B	A	B	A	B	C	Total	%
CC	2837	22043	-	-	181	5457	458	11791	5178	47945	46.2%
UC	5234	7558	983	1192	30	531	-	-	8	15536	15.0%
CSU	5118	13263	1384	1938	74	1650	-	-	0	23427	22.6%
Priv 2 yr	119	288	-	-	102	274	-	-	495	1278	1.2%
Priv 4 yr	4614	985	545	440	131	575	-	-	51	7341	7.1%
Voc	893	2197	92	59	636	1895	-	-	2539	8311	8.0%
Hosp Sch.	1	1	-	-	2	2	-	-	13	19	.02%
Totals	18816	46335	3004	3629	1156	10384	458	11791	8284	103857	100.0