



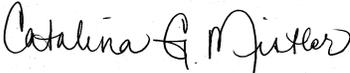
OPERATIONS MEMO

Update of the California Student Aid Commission

May 11, 2010

GOM 2010-11

TO: Financial Aid Administrators
High School Counselors

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

CONTACT: Program Administration & Services Division
Phone: (888) 294-0153
Fax: (916) 464-8002
E-mail: schoolsupport@csac.ca.gov

SUBJECT: 2010-11 Cal Grant C Supplements and Cal Grant Renewals

The California Student Aid Commission (Commission) is pleased to announce that applicants in the Cal Grant C program have been notified by e-mail to complete the online Cal Grant C Supplement (supplement) in WebGrants for Students (WGS). Also, the Commission has renewed 197,861 Cal Grant award offers to current Cal Grant recipients for the 2010-11 award year.

Cal Grant C Supplement

In an effort to streamline the supplement process, last year the Commission implemented the online supplement form in WGS. The online form allows Cal Grant C applicants a more convenient method of submitting the supplement information and reduces data entry work for Commission staff. This year, the Commission sent approximately 57,000 e-mail notifications to potential Cal Grant C applicants. Students may still submit the paper version of the supplement by downloading the form at <http://www.csac.ca.gov/> under the Publications tab, followed by selecting the Participant Forms and Applications link.

All applicants must create a WGS account to access the supplement online and will have 30 days from the date of notification to complete and submit this information. Only those students identified as potentially Cal Grant C eligible will have access to the supplement link on the main page in their WGS account. The online supplement was designed to be user friendly and minimize errors by adding drop down options and data entry logic. Once the applicant submits the supplement, the link will disappear. Students will not have an opportunity to make corrections.

The Commission will score and rank the supplements to select the 7,761 authorized Cal Grant C awards. Award offers will be made by the end of June. Students can monitor their award status by logging onto WGS.



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) 464-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

To assist students with submitting the Cal Grant C Supplement, schools can access a list of all students who have been sent the supplement notification and who have listed the school on their Free Application for Federal Student Aid (FAFSA). This information is available in the report and data file format on the WebGrants "Report Download" screen accessed from the "Data Transfer" menu. The report name is *Cal Grant C Supplement Recipient*.

Cal Grant Renewals

Renewal students will be sent e-mail notifications confirming their Cal Grant eligibility and encouraging them to provide any updates to demographic or school status in WGS. Students who do not have a 2009-10 payment posted on WebGrants must establish their eligibility to receive a renewal award or they will be withdrawn. To establish renewal eligibility, students must either receive a 2009-10 payment from their school (payment must also be posted) or request a leave of absence. Students who do not have a 2009-10 payment or leave of absence posted by the end of the 2010 calendar year will be withdrawn and will no longer be eligible to receive Cal Grant funds.

The Commission generates the following reports on the WebGrants "Data Transfer" screen to identify students whose renewal Cal Grant eligibility is uncertain:

- *Unable to Determine Roster*: Lists students with 2009-10 Cal Grant award offers who were not renewed because the Commission did not receive a 2009-10 payment request or a leave of absence request.
- *Automatic Leave Report*: Lists students with 2009-10 award offers who were renewed in spite of not having a school term accounted for or paid for during the academic year.

If you have any questions regarding this Operations Memo, please contact School Support Services, at (888) 294-0153 or at schoolsupport@csac.ca.gov.

Enclosure: Cal Grant C Supplement Form

Working together to effectively promote education beyond high school!