



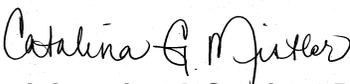
# OPERATIONS MEMO

Update of the California Student Aid Commission

October 1, 2010

GOM 2010-21

**TO:** Financial Aid Directors

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**SUBJECT:** California Chafee Foster Youth Grant Program Update

This Operations Memo provides an update on the California Chafee Foster Youth Grant Program (Chafee) for academic years 2009-10 and 2010-11.

## 2010-11 Chafee Award Update

As you are already aware, the California Student Aid Commission (Commission) remains without appropriation for the 2010-11 Chafee Grant Program and cannot process payments until the budget is approved and signed by the Governor.

The Commission has processed the 2010-11 Chafee awards and has notified all selected students. All projected available federal and state funds have been offered to eligible new and renewal students and only "unused funds" reported by institutions who report students as not eligible are being used to make additional award offers. We encourage schools to update the Need Analysis Report (NAR) for any students who are not eligible so that those obligated funds can be released and become available to make new award offers to other eligible students. This process will also reduce the number of returned checks and allow the next eligible students to be notified earlier in the school year.

## 2009-10 Year End Update

The Commission is no longer processing 2009-10 Chafee applications. As of the end of the federal fiscal year, September 30, 2010, all 2009 funds have been depleted. The final awards processed on September 30, 2010 will be sent to the appropriate institutions within the next couple of weeks.

## Chafee Letters on Aging Out

To qualify for a Chafee Grant, new applicants must not have reached 22 years of age and renewal participants must not have reached age 23. The Commission has identified those aging out applicants and has mailed letters informing them that they no longer qualify for a Chafee award.



State of California  
Arnold Schwarzenegger  
Governor

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**Letters to Applicants with Missing Information**

For an applicant to be considered for a Chafee award, the Commission must receive the following:

1. Chafee Grant Application (one-time)
2. California Department of Social Services Foster Care Eligibility Certification
3. Free Application for Federal Student Aid (FAFSA) (annually)
4. Need Analysis Report (NAR) (annually)

Each year, the Commission matches these records and processes applicants with completed files through the award cycle. However, many applicants have missing information and their applications cannot get processed to determine their Chafee award eligibility. In an effort to assist eligible applicants to complete all their missing information, the Commission sends emails and letters instructing applicants to provide the necessary paperwork required for Chafee consideration.

**WebGrants Changes**

The following changes have been made to WebGrants:

- The Commission has moved the Chafee payment process from Thursday nights to Monday nights. Students will see updates on their *WebGrants 4 Students* account on Tuesday mornings.
- The NAR now populates the user contact information. Contact information updates can be made on the WebGrants Account Summary screen.
- WebGrants enhancements are currently being reviewed and tested to improve Chafee payment delivery and tracking. Changes include the transition from the manual State Controller claim schedule process to an electronic process that will decrease the time it takes to deliver Chafee checks to schools. An update communication will be released once these enhancements are finalized.

**Chafee Program PowerPoint Presentation**

We are pleased to announce that a Chafee PowerPoint presentation is available for schools at [www.csac.ca.gov](http://www.csac.ca.gov). Click on “colleges” and then click on “training.” The presentation assists schools that may want to learn more about the Chafee program requirements and guidelines.

For more information contact Specialized Programs staff at (888) 294-0153, option 2. Students may contact Student Support Services at (888) 224-7268 or visit [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

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