



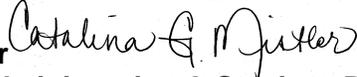
# OPERATIONS MEMO

Update of the California Student Aid Commission

January 25, 2011

GOM 2011-03

**TO:** Financial Aid Directors  
High School Counselors

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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 (Chafee) Program.

## 2010-11 Chafee Payments

The California Student Aid Commission (Commission) mailed the 2010-11 spring semester Chafee payments on January 21, 2011. To facilitate the reconciliation and distribution of new 2010-11 Chafee awards, your assistance is requested in the immediate return of checks for ineligible Chafee participants. If a check is returned, please remember not to deface the check by writing "VOID". This creates delays in offering additional awards.

## Financial Need Analysis Report Process

Institutions are encouraged to continue submitting 2010-11 Financial Need Analysis Reports (NAR) for eligible applicants. To identify students who are missing the 2010-11 NAR, check the *Chafee Need Analysis Roster* on WebGrants at "Report Download". The NAR report is updated weekly. Institutions are encouraged to submit the NARs on WebGrants. This process immediately confirms that the Need Analysis Report was accepted and it also allows students to immediately view their NAR through their account on *WebGrants for Students* (WGS). Institutions without access to WebGrants may continue to submit the paper NAR.

WebGrants access to the 2011-12 NAR will be available in February 2011; however, a paper version is available on the Commission's website. Students transferring schools or requesting school changes can update the school change by accessing *WebGrants for Students* at [www.webgrants4students.org](http://www.webgrants4students.org) or by contacting the Commission.



State of California  
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**2011-12 Chafee Application**

The 2011-12 Chafee Foster Youth Grant Application is available on the Commission's Website at <https://www.chafee.csac.ca.gov>. New Chafee applicants who are unable to access the online application may print a paper application and submit it to the Commission at the address indicated on the form.

Only new Chafee applicants need to complete the 2011-12 Chafee application. All age-eligible applicants who have submitted a Chafee application for academic year 2010-11, or in prior years, will be consequentially renewed for the 2011-12 academic year.

**Chafee Grant Coordinator's Guide**

The "Chafee Coordinator's Guide" is now available at [www.csac.ca.gov](http://www.csac.ca.gov). Click on "Schools," then on "Colleges" and finally on "Training." The guide is designed to serve as a reference for schools on program requirements and operational guidance regarding the administration of the Chafee program.

**Contacting the Commission**

If you have any questions, please contact the Specialized Programs Operations Branch at (888) 294-0153, option 2. The Commission encourages students to use *WebGrants for Students* at [www.webgrants4students.org](http://www.webgrants4students.org), but students with general Chafee Program inquiries may also contact the Student Support Services Branch at (888) 224-7268.

*Working together to effectively promote education beyond high school!*