



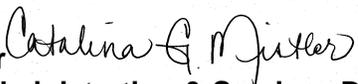
# OPERATIONS MEMO

Update of the California Student Aid Commission

January 25, 2012

GOM 2012-04

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

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

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This Operations Memo provides an update on the California Chafee Foster Youth Grant (Chafee) Program.

## 2011-12 Payment Status

The California Student Aid Commission (Commission) mailed the 2011-12 Spring term Chafee payments to institutions on January 11, 2012. To facilitate the reconciliation and distribution of new 2011-12 Chafee awards, please review and update the status of Chafee recipients on the online WebGrants *Payment Roster* and immediately return checks for any ineligible participants to the Commission. If a check is returned, do not deface the check by writing "VOID" as it creates delays in offering additional Chafee awards.

## 2012-13 Chafee Application

The 2012-13 Chafee Foster Youth Grant Program Application is now 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 2012-13 Chafee application. All age-eligible applicants who have submitted a Chafee application for academic year 2011-12, or in prior years, will be renewed for the 2012-13 academic year.

Although renewal Chafee participants do not have to re-submit an application, they are still required to complete and file a 2012-13 Free Application for Federal Student Aid (FAFSA) and a 2012-13 Chafee Need Analysis Report.



State of California  
Edmund G. Brown Jr.  
Governor

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### **2012-13 Chafee Need Analysis Report**

WebGrants access is now available for submission of the 2012-13 Financial Need Analysis Reports (NAR). Although institutions without access to WebGrants may submit the [paper NAR](#), the Commission encourages the use of WebGrants to submit NARs. This online 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).

To identify students who are missing the 2012-13 NAR, check the *Chafee Need Analysis Roster* on WebGrants at "Report Download", which is updated weekly.

### **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 participants and will be sending emails and letters informing them that they no longer qualify for a Chafee award.

### **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 (annually)
4. Need Analysis Report (annually)

Each year, the Commission matches these records to process applicants with complete files through the award cycle. Applicants who have missing information cannot be processed to determine Chafee award eligibility. To assist these potentially eligible applicants in completing their missing information, the Commission sends emails and letters instructing them to provide the necessary documents required for Chafee award consideration.

### **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) to access account information, but students with general Chafee Program inquiries may also contact the Student Support Services Branch at (888) 224-7268.

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