



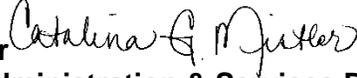
OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2013-01

TO: Financial Aid Administrators

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SUBJECT: 2013-14 Non-SSN GPA Submission for Colleges

The California Student Aid Commission (Commission) is pleased to announce that financial aid administrators at colleges now have non-Social Security Number (SSN) Grade Point Average (GPA) submission capability in WebGrants for the 2013-14 Cal Grant application year.

Background

Since most high schools and district offices no longer collected SSN information from their students, it created a tremendous administrative workload for high school administrators to obtain the SSN for GPA verification purposes. As a result, many high schools continued to use the paper GPA form which led to more data entry volume by Commission staff, delayed processing times for Cal Grant awards, and students with missing GPA verification forms. Thus, the non-SSN GPA project was started to resolve these barriers and issues.

The non-SSN GPA project was launched in the 2011-12 academic year with the Los Angeles Unified School District (LAUSD) to provide an alternative option for GPA submission to the Commission. The Commission used the Non-SSN GPA data to match with the submitted Institutional Student Information Record (ISIR) using data elements including name, date of birth, address and e-mail address. The results proved to be very successful during the pilot year and more high school districts have started to use the non-SSN GPA method to submit GPA information for their students in subsequent years. Many of the high schools provide GPA information for their students using both the regular (with SSN) and the non-SSN process.

The non-SSN GPA functionality will now expand to financial aid administrators at colleges so they can submit GPA information for eligible Assembly Bill (AB) 540 students applying for the Cal Grant using the California Dream Act Application.

Dream Application for Cal Grants

As reported in Grant Operations Memo ([GOM](#) 2012-32, released October 19, 2012, California Dream Act (CA Dream) applicants will be eligible for Cal Grant



awards in the 2013-14 year. The CA Dream Application will serve in a similar capacity as the Free Application for Federal Student Aid (FAFSA) by providing the financial data for the applicant. However, the merit component for Cal Grant eligibility is still required through the student's GPA. Since CA Dream applicants do not have a valid SSN, colleges can submit GPAs for them through the non-SSN GPA process. By doing so, CA Dream applicants may apply for the 2013-14 Cal Grant without any interruption.

AB 131 language states that the CA Dream applicants are eligible for these Cal Grant programs:

- High School Entitlement (E1)
- Community College Transfer Entitlement (E2)
- Cal Grant C

The majority of the E1 applicants applying through the CA Dream application will have their high schools submit the non-SSN GPA on their behalf. However, colleges may verify high school GPA information for students who are one year out of high school, which may include college freshmen with less than 24 semester units completed. Colleges may also submit GPA information for students who may be eligible for the Cal Grant C program because they are pursuing a vocational or occupational certificate degree.

Community colleges can submit non-SSN GPA information for CA Dream applicants who meet the eligibility requirements for the E2 program. The E2 awards are offered to students who have attended at least one term at a California Community College during the 2012-13 year and will transfer to a baccalaureate degree granting institution for the 2013-14 year.

Non-SSN GPA Process in WebGrants

College Financial Aid Administrators may submit non-SSN GPAs to the Commission using three different options:

- A. Upload non-SSN GPAs using a batch file in WebGrants (New) – Instructions on electronically submitting non-SSN GPAs are available within the “Help” link on WebGrants. To view the instructions, log onto WebGrants, click on “Help” in the top right corner of the screen and look under “User Guides” for the *Non-SSN GPA Upload User Guide*. On our website at www.csac.ca.gov/doc.asp?id=983, under the “GPA Submission Information” section, you will find the *Non-SSN GPA Submission Process Questions and Answers*, the *Non-SSN GPA Record Layout*, and the *Non-SSN GPA Excel Template*, which can be used to create a list of student and parent information needed for the upload.
- B. Non-SSN GPA individual entry screen in WebGrants (New) – This will allow colleges to submit non-SSN GPAs electronically for individual students at their campus. Having this feature in WebGrants will allow community colleges to enter GPAs for students who were omitted in the batch upload or for their CA Dream applicants. This option might be best for colleges that do not have many CA Dream applicants.
- C. Non-SSN GPA Verification Form – Colleges may also submit non-SSN GPAs using the paper form, available on our website at <http://www.csac.ca.gov/doc.asp?id=1177>, to certify GPAs for their students applying through the California Dream Act Application.

The following WebGrants screen shot displays the new non-SSN GPA link that will appear in your WebGrants profile. Options A & B listed above are new functions within the non-SSN GPA link in WebGrants. Should you have any issues accessing these links, please contact your campus System Administrator for assistance.

California Student Aid Commission [Portal Menu](#) [WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)

WebGrants System



Welcome! TEST1_CC
To the [WebGrants](#) Menu

Please contact your School's System Administrator if you need access to additional screens.

WebGrants Menu	Account Information
GPA Roster/Reconciliation Data Transfer Chafee Grant NON-SSN GPA 	View Your Account Details Help With Your Account

In addition, the Commission has scheduled several non-SSN GPA electronic submission webinar training sessions in January and February, 2013. To view the training dates and register for a webinar, go to <https://csacevents.webex.com/mw03071/mywebex/default.do?siteurl=csacevents>. Once you have registered, a confirmation e-mail will be sent to you with the website login instructions and teleconference phone line information. Retain this confirmation e-mail, as you will need the login information provided to join the training session.

Commission staff is ready to assist college administrators with setting up their files and by providing the necessary guidance to make the process easy. Please contact the Commission's School Support Services Branch at (888) 294-0153 or at schoolsupport@csac.ca.gov for assistance with the non-SSN GPA process and/or the CA Dream Application.

Working together to effectively promote education beyond high school!