



# OPERATIONS MEMO

Update of the California Student Aid Commission

February 20, 2014

GOM 2014-08

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**SUBJECT:** New Payment Reporting Codes (Cal Grant)

The purpose of this Operations Memo is to notify financial aid administrators that the California Student Aid Commission (Commission) will implement updates to the various codes that are currently used to report Cal Grant Payments in the WebGrants System.

## Results of Payment Reporting Workgroup

In an effort to streamline Cal Grant payment reporting in WebGrants, the Commission established a workgroup comprised of Commission staff and Financial Aid Administrators from various segments. The workgroup created new payment/adjustment codes, consolidated similar ones and eliminated duplicate codes to simplify the payment reporting process. The enclosed User Guide contains a detailed description of each of these changes including instructions on the proper use of the codes.

## New Codes Effective Date Is March 3, 2014

The new payment and adjustment code system will go into effect at the beginning of the new payment month, which falls on **Monday, March 3, 2014**. Starting on that day, you should start using the new codes in the WebGrants rosters. Any adjustment codes posted prior to the implementation, but eliminated under the new system, will retain their original code integrity and will not negatively impact a Cal Grant recipient's eligibility or the school's reconciliation.

## Batch Payment File Layout and Codes

All the new codes will work in a batch payment file. However, any of the eliminated codes in an uploaded batch payment files will reject and should be replaced with the appropriate codes after the March 3<sup>rd</sup> implementation. The grant roster file layout will remain the same, but the document has been updated to reflect the new codes in the attachments section. Schools should update their electronic payment files with the new or replaced codes to avoid rejected payments. Please refer to the User Guide for assistance.



### **Webinar Training Sessions**

The Commission will also be hosting the following webinars to provide training and answer questions regarding these changes.

To register and get more information on the New Payment Reporting webinars, visit [www.csac.ca.gov/doc.asp?id=1445](http://www.csac.ca.gov/doc.asp?id=1445). 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 it to join the training session.

Each session should last approximately 30-45 minutes. All questions will be compiled and made available as an FAQ. Currently, the following webinars have been scheduled:

- February 26<sup>th</sup>, 2014 @ 2:00pm – 2:30pm
- February 27<sup>th</sup>, 2014 @ 2:00pm – 2:30pm
- March 5<sup>th</sup>, 2014 @ 10:00am – 10:30am
- March 6<sup>th</sup>, 2014 @ 10:00am – 10:30am
- March 7<sup>th</sup>, 2014 @ 2:00pm – 2:30pm

The Commission may schedule additional webinars if needed.

If you have any questions, please contact School Support at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

Enclosures: Cal Grant Payment Reporting Codes User Guide