



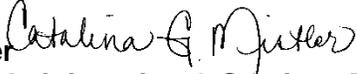
OPERATIONS MEMO

Update of the California Student Aid Commission

February 28, 2014

GOM 2014-10

TO: High School Counselors

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SUBJECT: Non-SSN GPA Matching and Edit Screens

This Operations Memo from the California Student Aid Commission (Commission) announces the upcoming release of the new “Non-SSN GPA to Fin App Match” and “Edit Non-SSN GPAs” WebGrants screens for high school counselors. These screens will allow you to release a student’s pending application to be considered for a Cal Grant award offer. The new screens will become available on **Wednesday, March 5, 2014**.

The Non-SSN GPA Matching and Edit screens are designed to give schools the ability to match Non-SSN GPA data to the student’s Free Application for Federal Student Aid (FAFSA) or California Dream Act Application and edit already submitted Non-SSN GPA data to ensure a match to the student’s financial aid application. A *Non-SSN GPA Matching and Edit Screens WebGrants User Guide* is available within the “Help” link in WebGrants.

Unmatched Non-SSN GPAs

The Commission runs a matching process each evening that will continue through the 2014-15 academic year. This nightly process automatically matches Non-SSN GPA data to the student’s FAFSA or CA Dream Act Application. Students who fail the automatic matching process will appear on your school’s *Non-SSN GPA Unmatched* report located on the “Data Transfer” screen in WebGrants. These students require manual matching by using the Non-SSN GPA Matching screen. A student may fail the automatic matching process due to discrepancies between the submitted Non-SSN GPA data and the student’s financial aid application. Most commonly there may be a mis-match with the student’s address.

Though the March deadline is approaching, the matching process will continue. It is imperative that students complete their 2014-15 FAFSA or CA Dream Act Application by Monday, March 3, 2014 (March 2, 2014 falls on Sunday), and have a verified Cal Grant GPA submitted to the Commission.

In some cases, the Non-SSN GPA will not be matched to the student’s FAFSA or CA Dream Act Application by the March deadline; however, the student will still



be considered an on-time Cal Grant applicant. Once the Non-SSN GPA matches to the student's financial aid application, the student will be processed and considered for the Cal Grant High School Entitlement award during the next weekly awarding cycle.

Webinar Training Sessions

The Commission will host the following webinars to provide training and to answer questions regarding this new process. Each session will last 30 minutes. Additional training sessions will be scheduled as needed.

- March 06, 2014 from 2:00 pm to 2:30 pm
- March 11, 2014 from 11:00 am to 11:30 am
- March 13, 2014 from 2:00 pm to 2:30 pm
- March 18, 2014 from 11:00 am to 11:30 am

To register, please go to the Commission's [WebEx](#) training registration website. Once you have registered, a confirmation e-mail will be sent to you with the login instructions and teleconference phone line information. Retain this e-mail, as you will need it to join to the training session.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff at (888) 294-0153 or via e-mail at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!