



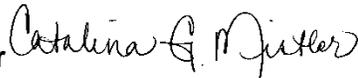
# SPECIAL ALERT

Update of the California Student Aid Commission

November 6, 2013

GSA 2013-30

TO: Financial Aid Administrators

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SUBJECT: Early Deadline for 2012-13 Cal Grant Year-End Process

This Special Alert from the California Student Aid Commission (Commission) notifies Cal Grant participating institutions that the final reconciliation date for the Cal Grant 2012-13 academic year is **Wednesday, December 11, 2013**. This early deadline is necessary due to the Commission's preparations for ISIR changes, system enhancements, and the release of the online 2014-15 California Dream Act Application.

## 2012-13 Reconciliation

All 2012-13 roster transactions, including any payments or payment adjustments, must be completed on the roster in WebGrants before 5:00 pm on December 11. Our school support staff can assist you in meeting this deadline. If your school is unable to complete reconciliation by December 11, please call the Commission's school support line immediately at (888) 294-0153.

After December 11, no further updates can be made to the 2012-13 WebGrants roster including payment adjustments. **WebGrants will be in query mode only and no further updates, requests, changes, or modifications for the 2012-13 award year can be done.**

Immediately following the year-end reconciliation, the Commission will initiate two additional steps to complete the 2012-13 year-end process.

## 2012-13 Invoices for Remaining Cal Grant Balances

First, within a few weeks after reconciliation, invoices will be mailed out to all institutions that have a 2012-13 Cal Grant balance. If your institution has a pending Cal Grant disbursement or has a zero balance, an invoice will not be mailed. To check your current Cal Grant balance, please refer to the most current *Monthly Payment Activity Report*. Other reports that can be used to assist you with reconciliation are the *Detailed Reconciliation Report* and the *Detailed Summary Report*.

These reports can be easily located in WebGrants. For the *Monthly Payment Activity Report*, go to the Data Transfer screen and select Report Download.



For the *Detailed Reconciliation Report* and the *Detailed Summary Report*, go to Roster/Reconciliation, click on Display Reconciliation, and select either *Detailed Report*, *Summary Report*, or both.

You can also access the *Unclaimed Awards Report* that lists your schools unpaid students in the Data Transfer option. In addition, “paid” and “unpaid” options now appear as filters in the customize roster feature in WebGrants. These tools can assist you in the reconciliation process.

Invoices must be paid within 30 days from the date of the invoice. However, we encourage schools to return any unused Cal Grant funds if you have fully reconciled your Cal Grant account.

### ***Interest Remission***

Second, interest earned on Cal Grant funds for the 2013 calendar year is due to the Commission by March 1, 2014. As stated in the 2012-16 Cal Grant Program Institutional Participation Agreement, Article III.D.(2), “Annual interest earned on Cal Grant funds constitute State funds and must be remitted to the Commission on behalf of the State no later than March 1 following the calendar year for which the interest accrued.” The updated 2013 [Interest Remittance Form](#) is available for download on our website. The completed form should be mailed with any interest payments to the Commission.

### **2014-15 Online California Dream Act Application**

The Commission is anticipating the 2014-15 online California Dream Application will be available on Monday, January 6, 2014. We will continue to provide updates as necessary.

If you have questions regarding any of the information in this Special Alert, or need assistance with year-end reconciliation, please contact our School Support staff at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

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