



SPECIAL ALERT

STATE OF
CALIFORNIA

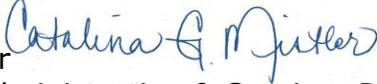


Update from the California Student Aid Commission

November 10, 2014

GSA 2014-34

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

SUBJECT: **2013-14 Cal Grant Year-End Process and Deadline**

This Special Alert from the California Student Aid Commission (Commission) notifies Cal Grant participating institutions that the final reconciliation date for the Cal Grant 2013-14 academic year is **Wednesday, December 3, 2014**. This deadline is necessary to prepare for 2015-16 ISIR changes, system enhancements, and the release of the 2015-16 online California Dream Act Application.

2013-14 Reconciliation, Invoices and Interest Remission

- All 2013-14 roster transactions, including any payments or payment adjustments, must be completed on the roster in WebGrants before 5:00 pm on December 3, 2014. Our school support staff can assist you in meeting this deadline.
- After December 3, WebGrants will be in query mode only and no further updates, payment adjustments, requests, changes or modifications for the 2013-14 award year can be processed.
- Invoices will be mailed out to all institutions that have a 2013-14 Cal Grant balance, unless your institution has a pending Cal Grant disbursement or a zero balance.
- Institutions are able to check their current Cal Grant balance by referring to the most current *Monthly Payment Activity Report*. Other reports that can be used to assist institutions with reconciliation are the *Detailed Reconciliation Report* and the *Detailed Summary Report* 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.
 - As an additional tool, you can also access the *Unclaimed Awards Report* that lists your school's unpaid students in the Data Transfer option.

- Invoices must be paid within 30 days from the date of the invoice. Schools who have fully reconciled their Cal Grant account, must return all unused Cal Grant funds immediately.
- Interest earned on Cal Grant funds for the 2014 calendar year is due to the Commission by March 1, 2015. 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 2014 [Interest Remittance Form](#) is available for download on our website. The completed form should be mailed with any interest payments to the Commission.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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