



# SPECIAL ALERT

STATE OF  
CALIFORNIA

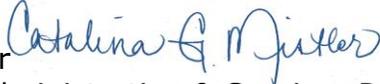


## Update from the California Student Aid Commission

September 25, 2015

GSA 2015-38

TO: Financial Aid Administrators

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

SUBJECT: **2014-15 Cal Grant and Middle Class Scholarship Year-End Process and Deadline**

This Special Alert from the California Student Aid Commission (Commission) notifies Cal Grant and Middle Class Scholarship (MCS) participating institutions that the final reconciliation date for the Cal Grant and MCS 2014-15 academic year is **Thursday, November 19, 2015**. This deadline is necessary to prepare for 2016-17 ISIR changes, system enhancements, and the release of the 2016-17 online California Dream Act Application.

### 2014-15 Reconciliation, Invoices and Interest Remission

- All 2014-15 roster transactions, including any payments or payment adjustments, must be completed on the roster in WebGrants before 5:00 pm on November 19, 2015. Our school support staff can assist you in meeting this deadline.
- After November 19, WebGrants will be in query mode only and no further updates, payment adjustments, requests, changes or modifications for the 2014-15 award year can be processed.
- Invoices will be mailed out to all institutions that have a 2014-15 Cal Grant or MCS balance, unless your institution has a pending Cal Grant or MCS 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* and their current MCS balance by referring to the most current *MCS 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 Cal Grant *Monthly Payment Activity Report*, go to the Data Transfer screen and select Report Download.
  - For the MCS *Payment Activity Report*, go to the MCS Data Transfer screen and select Report Download.
  - For the *Detailed Reconciliation Report* and the *Detailed Summary Report*, go to Roster/Reconciliation, choose Display Reconciliation, and select either *Detailed Report*, *Summary Report*, or both.

- For the MCS *Student Reconciliation Report*, go to MCS Data Transfer, and select Report Download.
- 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 and MCS account, must return all unused funds immediately.
- Interest earned on Cal Grant funds for the 2015 calendar year is due to the Commission by March 1, 2016. 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 2015 [Interest Remittance Form](#) is available for download on our website. The completed form should be mailed with any interest payments to the Commission.

### **2015-16 Year-End Process Deadline**

- On September 14, 2015, President Obama announced significant changes to the Free Application for Federal Student Aid (FAFSA) process. Students will be able to file a 2017-18 FAFSA beginning October 1, 2016.
- In an effort to comply with the new opening date for the 2017-18 application year, the Commission anticipates in setting an earlier deadline, in collaboration with institutions, to close out the current year.

### **Need to contact us?**

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

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