

CAL GRANT PAYMENT PROCESS



*Presented by:
California Student Aid
Commission*



IN TODAY'S WEBINAR...

- Phones will be muted to eliminate background noise
- All questions can be typed in the Chat pod to the right, staff is available to answer your questions
- The PowerPoint can be downloaded from the Files pod

AGENDA

- Payment Reporting
- Adjustment Codes
- Payment Scenarios
- Resources



PAYMENT REPORTING



CAL GRANT TERM ADVANCE

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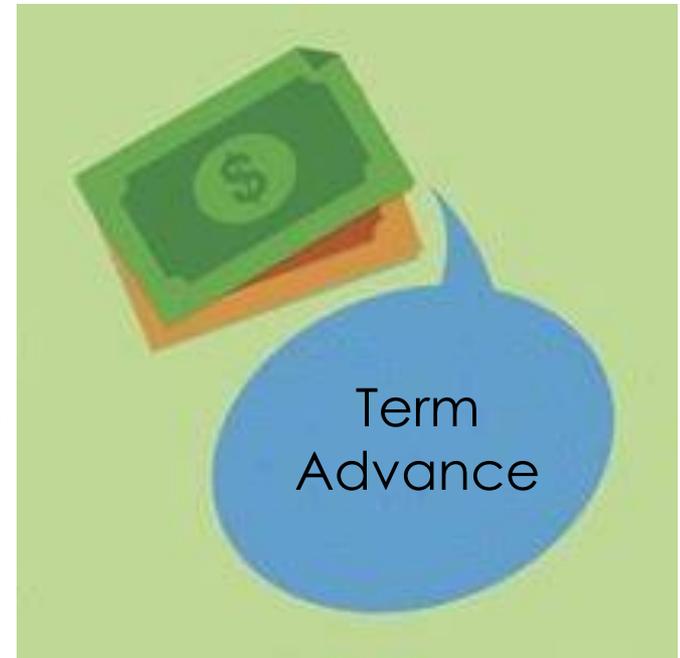


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CAL GRANT ADVANCE

Example of a 50% Term Advance:

- Fall 2014, City College reconciled \$150,000
- Fall 2015, the Commission sends a Spring Term Advance of \$75,000



CAL GRANT SUPPLEMENTAL PAYMENTS

- Once the Term Advance is disbursed and additional payments are reported, supplemental funds are sent.

Example:

- City College Spring 2015 advance \$75,000
 - City College posted payments of \$100,000 total
 - Supplemental funds of \$25,000 sent
-
- Supplemental funds are processed weekly

TWO WAYS TO REPORT PAYMENTS

1. Post payments directly to the Cal Grant Roster in WebGrants

- Convenient
- Real-time. No waiting!
- Commonly used by smaller schools

2. Upload your Cal Grant Roster to WebGrants

- Easy payment reporting for hundreds or thousands of students
- Use your Financial Aid Management System (FAMS), to import and export Cal Grant Roster data to WebGrants
- Check "Help" menu of WebGrants for file specifications

CAL GRANT DISPLAY ROSTER

*Student Information *Award Details *Payment Information *Status Messages
 *Allows manual posting of payments, adjustments, or status updates.

CSAC ID:												View History	Record: 21
SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section	
		C1	C2	2	I	R	4	*****	*****	100.00%	100.00%	ELIGIBLE (1)	
Custom Codes		1	2	3	4	5							
Fall Term			Adj Reason Codes				Pay Status Codes			Delete Txn			
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type				
	Totals	\$10,871	\$5,436			▼	1844	2014					
B	T/F	\$9,223	\$4,612		▼	▼			GRT				
B	ACSS	\$1,648	\$824		▼	▼			GRT				
Spring Term			Adj Reason Codes				Pay Status Codes			Delete Txn			
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type				
	Totals	\$10,871	\$5,435			▼	61844	2014					
B	T/F	\$9,223	\$4,611		▼	▼			GRT				
B	ACSS	\$1,648	\$824		▼	▼			GRT				

WEEKLY PROCESS

- On a weekly basis, Commission processes all accepted payments reported during the week
- Once payment/adjustment reported and accepted, the Payment Status code will reflect either an **AP** (Accepted Payment) or **AA** (Accepted Adjustment)
- Over the weekend, all **AP's** and **AA's** will change to **RP** (Reconciled Payment) or **RA** (Reconciled Adjustment)
 - These payments will be reflected on your institution's Monthly Payment Activity report (if additional funds are needed, the Commission will send a Supplemental Payment)

ACCEPT/REJECT REPORT

- Provides confirmation for each transaction submitted

1 SABRAR2 - 01 (EDE COPY) CALIFORNIA STUDENT AID COMMISSION PAGE : 1
ACCEPT/REJECT REPORT RUN DATE: 10/28/2011
ACADEMIC YEAR 2011 RUN TIME: 22:55:36
REJECTED SECTION 00111100 - ALLAN HANCOCK COLLEGE

GRANT ID#	SSN	STUDENT LASTNAME	FIRST NAME	M I	PROCESS DATE	SRC CODE	ACT CODE	PGM CODE	NEED	ADJ LEAD	PAY TYPE	AMOUNT	RSN	PAY STATUS
6785:		GONZALEZ	ELIDA		10/28/2011	C	U			0	ACC FL	776.00		PD
PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT														
6785:		ROBERTO			10/28/2011	C	U	C	0	0	B&S FL	288.00		PD
PAY TYPE B&S: SCHOOL HAS ALREADY REPORTED PAYMENT														
6785:		JOSE		A	10/28/2011	C	U	B	0	0	ACC FL	776.00		PD
PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT														

TOTALS														
BATCH -				PAYMENTS REJECTED:		0		AMOUNT REJECTED:		0.00				
ONLINE -				PAYMENTS REJECTED:				AMOUNT REJECTED:						
COMBINED -				PAYMENTS COMBINED:				AMOUNT COMBINED:						

- Failed transactions will be in the Rejected Section

1 SABRAR2 - 01 (EDE COPY) CALIFORNIA STUDENT AID COMMISSION PAGE : 2
ACCEPT/REJECT REPORT RUN DATE: 10/28/2011
ACADEMIC YEAR 2011 RUN TIME: 22:55:36
ACCEPTED SECTION 00111100 - ALLAN HANCOCK COLLEGE

GRANT ID#	SSN	STUDENT LASTNAME	FIRST NAME	M I	PROCESS DATE	SRC CODE	ACT CODE	PGM CODE	NEED	ADJ LEAD	PAY TYPE	AMOUNT	RSN	PAY STATUS
		ACEVEDO	AMALIA		10/28/2011	C	U	B	18498	0	B&S FL	216.00		TI
		ACEVEDO	WILMARDO	V	10/28/2011	C	U	B	0	0	ACC FL	776.00		PD
		NEVES	MICHELLE	V	10/28/2011	C	U	B	9389	0	ACC FL	388.00		HT
		NEVES	RICARDO		10/28/2011	C	U	B	0	0	ACC FL	776.00		PD
		AGUILAR	JEANETTE		10/28/2011	C	U	B	0	0	ACC FL	776.00		PD
		AGUILERA	ANA	J	10/28/2011	C	U	B	0	0	ACC FL	776.00		PD
		ALBARRANSALINAS	MARIA	G	10/28/2011	C	U	C	0	0	B&S FL	288.00		PD
		ALBRIGHT	MEGAN	R	10/28/2011	C	U	B	0	0	ACC FL	776.00		PD

MONTHLY PAYMENT ACTIVITY REPORT

- Cal Grant 'Bank Statement'
- Reconciled student payments you have made
- Year-To-Date activity by term and payment type

1 SABRMPA1 - 01		CALIFORNIA STUDENT AID COMMISSION		PAGE NO: 1
		PAYMENT ACTIVITY REPORT		RUN DATE: 11/19/2011
		ACCOUNTING SUMMARY		RUN TIME: 03:40:30
		ACADEMIC YEAR 2011		
		00111100 - ALLAN HANCOCK COLLEGE		
DATE	ACTIVITY	FUNDS DISBURSED TO INSTITUTION	PAYMENT TRANSACTIONS	BALANCE
08-23-11	FALL ADVANCE	141,653.00		141,653.00
08-26-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
09-02-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
10-07-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
10-28-11	FALL RECONCILED PAYMENT TRANSACTIONS		260,346.00	-118,693.00
10-28-11	RECONCILED PAYMENT TO INSTITUTION	118,693.00		0.00
11-04-11	FALL RECONCILED PAYMENT TRANSACTIONS		704.00	-704.00
11-04-11	RECONCILED PAYMENT TO INSTITUTION	704.00		0.00
11-18-11	FALL RECONCILED PAYMENT TRANSACTIONS		1,374.00	-1,374.00
11-18-11	RECONCILED PAYMENT TO INSTITUTION	1,374.00		0.00
TOTAL FUNDS DISBURSED / TOTAL PAYMENTS		262,424.00	262,424.00	

	FALL	WINTER	YEAR-TO-DATE ACTIVITY			TOTAL
			SPRING	SUMMER		
CAT/F	0.00	0.00	0.00	0.00	0.00	0.00
CBT/F	0.00	0.00	0.00	0.00	0.00	0.00
CBACC	255,692.00	0.00	0.00	0.00	0.00	255,692.00
CBTOTAL	255,692.00	0.00	0.00	0.00	0.00	255,692.00
CCT/F	0.00	0.00	0.00	0.00	0.00	0.00
CCB/S	6,732.00	0.00	0.00	0.00	0.00	6,732.00
CCTOTAL	6,732.00	0.00	0.00	0.00	0.00	6,732.00
GFT/F	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	262,424.00	0.00	0.00	0.00	0.00	
GRAND TOTAL						262,424.00

PAYMENT CODES



PAYMENT STATUS CODES

Pay Status Code

- **PD**- Paid Payment
- **NA**- Not in Attendance
- **SC**- School Change

What it does...

- School verifies student is eligible for the term payment printed on the roster
- Student is NOT in attendance; this code "hides" the student's record on the Roster and generates a letter to the student
- School is adding a student to their Roster and not reporting payment information

PAYMENT STATUS CODES

Adjustment Code

- **FT, TT, and HT-**
Attending Full Time, $\frac{3}{4}$,
or $\frac{1}{2}$ eligible for pay
- **OF, OT, OH-** Student
receiving outside funding
and attending Full, $\frac{3}{4}$,
and Half Time

When to use it...

- When student is attending Full Time, $\frac{3}{4}$, or Half Time and is eligible for the maximum payment for their enrollment status
- When a student is NOT eligible for a maximum Cal Grant payment due to outside scholarships, grants, etc. and is attending Full, $\frac{3}{4}$ time, and Half Time

PAYMENT STATUS CODES

Adjustment Code

- **LA-** Student taking Leave of Absence
- **LH-** Student attending less than half time
- **FI-** Student's financial aid file is incomplete

When to use it...

- When student's enrollment status is active, but not enrolled/registered for that term
- When student is not attending with at least 6 or more units
- When student cannot receive Cal Grant disbursement until they have completed all necessary requirements (provide tax doc's, complete form, etc.)

CODES TO BE MINDFUL OF...

The following codes will withdraw the student's
Cal Grant Award

- **LD-** Recipient in Default Loan
 - When a student owes in Grant Refund/in Loan Default
- **IG-** Ineligible for Grant
 - When a student is in an ineligible instructional program for Cal Grant A, B, C
- **NP-** Recipient has Unsatisfactory Academic Progress
 - When a student is not making Satisfactory Academic Progress

LEAVE OF ABSENCE

- LA code for Leave of Absence is used
 - When a student is not in school but is expected to return, or
 - If the student decides to not receive payment for a term
- Who should report?
 - Student can report, or
 - School can report if the school knows what the situation is
- Comment: The code is used only for an otherwise eligible student

WHEN TO REPORT LEAVE OF ABSENCE

Yes...

- Student is on an approved leave from school
- When new Cal Grant recipient starts attending for WN or SP, and has no transaction for FL
- Student does not want to receive payment

No...

- If student does not meet SAP
- If student has not complied with verification requests
- Student has no unmet need
- Student is not enrolled at your school

LESS THAN HALFTIME

- LH code for Less than Halftime is used for
 - If a student is in attendance, but not attending with at least 6 units
- Who should report?
 - School
- Comment: Lifetime use is 1 year

NEW LA, LH POLICY

Search = SSN Acad Year = 2014-2015 Txn Type = Pending

No Payments Found for SSN and Academic Year

MARC BADE

SSN:

Cycle ID: E1

TANF Eligible:

CSAC ID:

Program Code:

Remaining Eligibility:

Grant ID: E14

TCP/5yr:

[Award Status:](#)

Remaining LOA Balance: 200

Remaining LH Balance: 100

FILE INCOMPLETE

- FI code for File Incomplete is used for
 - If a student is in attendance at your school but missing documentations per payment
- Who should report?
 - School
- Comment:
 - When reporting FI, cannot change to a pay code only adjustment code
 - Students with FI will be withdrawn at the end of year

INELIGIBLE FOR GRANT

- IG code for Ineligible for Grant is used for
 - When a student is in an ineligible program
 - Ex: A Cal Grant C recipient who is not enrolled in a vocational, occupational, or technical courses but instead in general education
- Who should report?
 - School
- Comment: this code should only be used for its purpose of ineligible programs. Usage of code will withdraw a students award.

COMMON PAYMENT SCENARIOS



KNOW YOUR CODES!



WHAT IF...?

A student has other awards or scholarships that don't allow a Cal Grant payment for the term?

Answer: Use the "O" codes:
OF, OT and OH

Comment: The "O" codes can be used to adjust the students payment amount if not eligible for FULL payment due to outside funding.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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WHAT IF...?

The student had a payment reported for a term but I need to back that payment out?

Answer: You use the "NS" code with a \$0 adjustment amount

Comment: The student did not attend for the reported term or payment was made in error.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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WHAT IF...?

I just reported the student's last Cal Grant payment (student is now withdrawn), but I need to make an adjustment to the payment?

Answer: Call the School Support unit to get the award reinstated

Comment: Once reinstated, you can immediately go to the roster and make the necessary adjustment.



WHAT IF...?

I want to remove a non-enrolled student from the roster?

Answer: Use the "NA" Payment Status code

Comments: This "banishes" the student record to the ineligible section of the roster, but he/she will still be on roster for the rest of the AY or until school change is reported.

To bring them back, use "YA"

Fall Term				Adi Reason Codes			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
	Totals	\$1,648	\$824				11827	2014	
B	ACSS	\$1,648	\$824			PD			GRT
						NA			
Spring Term				Adi Reason Codes			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
	Totals	\$1,648	\$824				11827	2014	
B	ACSS	\$1,648	\$824						GRT

WHAT IF...?

A student is enrolled at our school, but is attending less than half time?

Answer: Report "LH" and \$0 payment

Comment: The student will receive a notification to inform him/her that they are not eligible for a disbursement and if they wish to receive their disbursement, they must increase enrollment.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

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WHAT IF...?

A student graduated before the first disbursement date?

Answer: Report "SR" and \$0 payment

Comment: The student will receive a withdrawal notification for graduating.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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WHAT IF...?

A student selected for verification cannot yet receive their Cal Grant disbursement because they haven't provided their tax transcripts?

Answer: Report "FI" and \$0 payment

Comment: The student will receive a notification directing them to the financial aid office to complete necessary documents/documentation.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adi Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
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WHAT IF...?

I reported a Full-Time payment for a student, but need adjust to Three-Quarter time instead?

Answer: Replace the FT code with the TT code. The dollar amount should automatically change to the Three-Quarter time amount

Comment: If the amount does not automatically update, you can manually enter the dollar amount in the Adjustment Amount field.

Fall Term					Adj Reason Codes			Pay Statu	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824				11827		
B	ACSS	\$1,648	\$824	0		RP			PAY

Spring Term					Adj Reason Codes			Pay Statu	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824				11827		
B	ACSS	\$1,648	\$824						GRT

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RESOURCES

WEBINARS

The screenshot shows the California Student Aid Commission website. At the top, there is a navigation bar with links for Web Grants, Cal Grants, Cash for College, Cal Dream Act, and FAFSA. The main header includes the logo and the text "California Student Aid Commission". Below this is a secondary navigation bar with links for HOME, STUDENTS & PARENTS, HIGH SCHOOLS, COLLEGES, OUTREACH & PROGRAMS, REPORTS & PUBLICATIONS, NEWS ROOM, and ABOUT CSAC. The main content area is divided into several columns of links. Red arrows point to specific links: one points to "Training" under the "Webinars and power point" section, another points to "Financial Aid Programs" under "Information on programs available", and a third points to "Cash for College Workshops" under "Help to apply for financial aid". Below the main content area, there are three sections: "Cal Grant Channel" with a video player, "Important News" with a news item about Heald College, and "California Colleges.EDU" with a link to the website. On the right side, there are two promotional banners: "SCAM ALERT" with a graduation cap and diploma, and "CALGRANT" with the text "Making college financially accessible".

Web Grants | Cal Grants | Cash for College | Cal Dream Act | FAFSA

CA.GOV California Student Aid Commission

Search This Site California

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Information on programs available

[Cal Grant - How to Apply](#)
Application process and forms

[Counselor Workshop](#)
Presentation Information

[Training](#)
Webinars and power point

[GPA Submission](#)
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[WebGrants](#)
High school online access

[GPA Calculator](#)
Calculation Instructions

[GPA Verify](#)
GPA Requirements

[GPA Q&A](#)
Frequently asked questions

[GPA Award Summary](#)
Statistical information

[IT Technical Documents](#)
Technical and IT related documents

[District Access - WebGrants](#)
District System Administrators Access Request Form

Cal Grant Channel

What's the difference between a Loan and a Grant?

Important News

Student Aid Commission Issues Statement on the Department of Education's Actions Against Heald College

SACRAMENTO — Executive Director Diana Fuentes-Michel issued a statement on the U.S. Department of Education's actions against Heald College. Heald College's Institutional Participation Agreement (IPA) with the California Student Aid Commission is now terminated. Heald Colleges are no longer eligible...Click here for official statement

California Colleges.EDU

CaliforniaColleges.edu is the one-stop website for information about higher education in California for students, counselors, and parents. It has been developed in collaboration with the California State University (CSU), University of California (UC), California Community Colleges (CCC), Association of Independent California Colleges and Universities (AICCU), and the California Department of Education. More...https://secure.californiacolleges.edu/home/about_us.aspx

SCAM ALERT

Transfer Entitlement Program
CALGRANT
Making college financially accessible

FUND YOUR FUTURE

EXPLORE

2015-16 Eligible and Ineligible Cal Grant Schools

ON DEMAND MODULES

Web Grants | Cal Grants | Cash for College | Cal Dream Act | FAFSA



Search

This Site California

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Mini-Trainings

The Commission provides on-demand training for high school and financial aid administrators. Each mini-training below is approximately five minutes in length and targets a specific subject. To watch a mini-training, simply select a link below.

New to Financial Aid

Front Desk 101- **Coming Soon! Please check back.**

Middle Class Scholarship

Middle Class Scholarship
MCS: Awards
MCS: File Types
MCS: File Submission Process
MCS: Reports

Cal Grant

Cal Grant Basics
Cal Grant Eligibility
Cal Grant A, B, C's

Cal Grant GPA Calculations
Individual SSN GPA Submission Process
SSN GPA Batch Upload
Individual Non SSN GPA Submission Process
Creating a NON SSN GPA Text File for Batch Upload
Uploading a NON SSN GPA Text File
NON SSN GPA Matching Process
NON SSN GPA Edit Process
High School GPA Reports
Cal Grant Payment Reporting
Cal Grant Payment Codes
Cal Grant Common Payment Scenarios

WebGrants

Establishing and Accessing WebGrants
WebGrants Help Menu
WebGrants Tools
Student Information Screens in WebGrants

Customizing Your Roster
Grant Record Changes (G-21)
CA Dream Act Screens in WebGrants
WebGrants Reports (Colleges)
Cal Grant Reconciliation Reports

WebGrants for Students
California License Exam Reporting - **Coming Soon! Please check back.**
SB 70: Data Reporting
SB 70: Uploading Your Text File

Click to Access Full Webinar Recordings

THANK YOU!

***California Student Aid Commission
Institutional Support Services***

(888) 294-0153

schoolsupport@csac.ca.gov