

CAL GRANT RECONCILIATION



*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

TODAY'S AGENDA

- What is Reconciliation
- Reconciliation Timeline
- 5 Easy Steps for Accurate Reconciliation
- Best Practices
- Resources



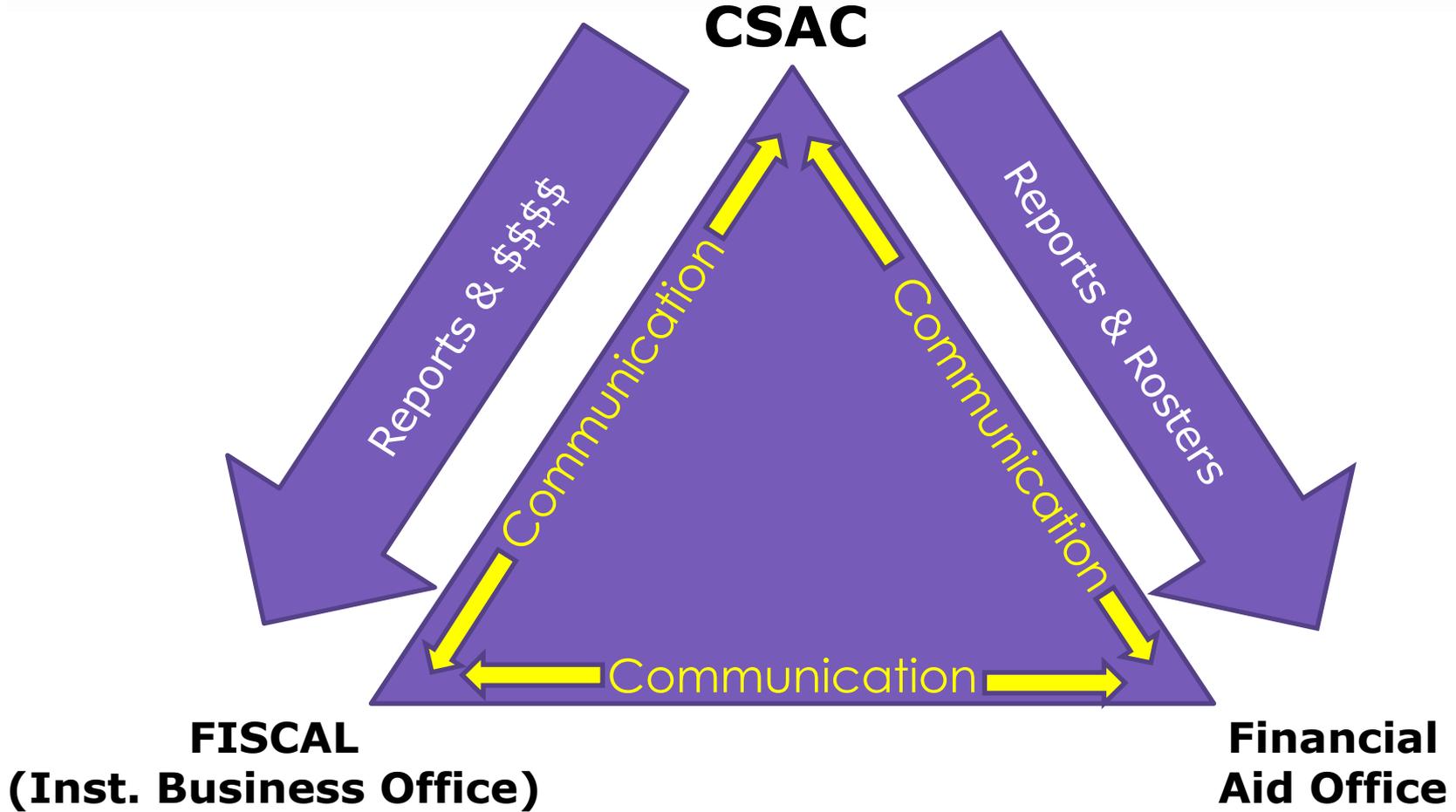
WHAT IS RECONCILIATION?

WHAT IS RECONCILIATION?

- Verification that all Cal Grant funds have been disbursed to each student in the correct amounts
- Confirmation that all payments have been properly reported to the Commission



WHAT IS RECONCILIATION?



RECONCILIATION TIMELINE

<u>Month</u>	<u>Description</u>
August 2015– June 2016	Payment Period
July 2016 – September 2016	Correction period
September 9, 2016	Final Reconciliation
Late September 2016	Invoicing for excess funds
October 2016	Beginning of penalty letters

5 EASY STEPS TO ACCURATE RECONCILIATION

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1. Account for funds received by the institution
2. Verify accuracy of disbursement amounts for each student
3. Ensure that payment transactions and student statuses are reported to the Commission correctly
4. Verify that actual disbursements match payments reported to the Commission
5. Ensure that any remaining funds are returned to the Commission after Final Reconciliation

STEP 1

**ACCOUNT FOR FUNDS RECEIVED BY THE
INSTITUTION**

ACCOUNT FOR FUNDS RECEIVED

- Check with Business Office
- Check Monthly Payment Activity Report
- If any questions about Electronic Funds Transfer (EFT), contact the Commission



SUPPLEMENTAL PAYMENTS

- Checks for reconciled payments or adjustments (RP/RA) on a weekly basis
- Deducts all RP/RA from running Cal Grant balance
- When all Cal Grant funds are exhausted:
 - SCO contacted automatically
 - Additional Funds sent via EFT or warrant to institution
 - Supplemental payments appears on the next Monthly Payment Activity Report



STEP 2

**VERIFY ACCURACY OF DISBURSEMENT
AMOUNTS FOR EACH STUDENT**

VERIFY ACCURACY OF DISBURSEMENT AMOUNTS

- Report changes to Commission that would affect eligibility for New and Renewal Students
- Adjust payments for attendance status
 - Half Time (HT)
 - Three Quarter Time (TT)
- Adjust tuition awards for students who withdraw from the institution
- Watch for limited eligibility situations



STEP 3

**ENSURE PAYMENT TXN'S AND STUDENT STATUSES
ARE REPORTED TO THE COMMISSION CORRECTLY**

ENSURE PAYMENT TXNS & STATUSES ARE REPORTED

- Reporting a transaction for a student who is not in attendance at your school
- Reporting a transaction or making a school change for a student when the record is set on the wrong award year
 - Users must make sure the correct academic year is selected when using any WebGrants Screens



The screenshot shows a search interface with the following elements:

- Search bar: School ID =
- Acad Year: 2015 - 2016 (dropdown menu)
- Format: CSAC Standard Roster (dropdown menu)
- Search: SSN (dropdown menu)
- GO button (yellow)
- Footer: [Privacy Policy](#) Copyright 2000-2016, California Student Aid Commission [Contact Us](#)
Revision: 35 Date: 8/21/2014 1:59:38 PM
- Security logo: Norton SECURED powered by Symantec

- Reporting wrong dollar amount for part time students

COMMON REPORTING ERRORS

- Using the incorrect adjustment reason code.
 - LA- Leave of Absence
 - LD- Student in Default on Student Loan
 - NP- Student not maintaining SAP
 - NS- Used to 'back out' previously reported payment
 - OF, OH, OT- Student's T/F are being paid by outside source

STEP 4

**VERIFY THAT ACTUAL DISBURSEMENTS MATCH
PAYMENTS REPORTED TO THE COMMISSION**

RECONCILIATION EXAMPLE

Payments Reported to CSAC

For month of February 2016

Jim Otto	\$775
Shane Lechler	\$4,416
Rich Gannon	\$775
Tim Brown	\$5,191
Marcus Allen	\$4,416

Total **\$15,573**

Payments Disbursed to Students

For month of February 2016

Jim Otto	\$775
Shane Lechler	\$4,416
Rich Gannon	\$775
Tim Brown	\$775
Marcus Allen	\$4,416
Gene Upshaw	\$4,416

Total **\$15,573**

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CREATE A SUMMARY REPORT

Display Reconciliation

- Select either Report or Data file from Display Type. For Report, selecting **Detail** will produce student level information; **Summary** will provide totals. You may select either or both of the **Report** boxes.
- Reports will display in a text file format. They can be printed using your Web browser.
- Data Files will display in a text file format and may be saved to your computer. The Tools Menu contains a program that will format the data file using Excel.
- If you are using Netscape, select the Display/Download link to view. Then use your browser **Save** option to download.

Display Type: Detail Report Summary Report Detail Data

School ID = Acad Year = 2015-2016 Format = CSAC Standard Reconciliation 

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type 

RECONCILIATION REPORT (SUMMARY)

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	21,562,647.00	21,112,303.00	20,547,056.00		63,222,006.00
B T/F	8,661,966.00	8,226,543.00	7,877,858.00		24,766,367.00
B ACC	1,124,881.00	1,079,980.00	1,027,295.00		3,232,156.00
B TOTAL	9,786,847.00	9,306,523.00	8,905,153.00	0.00	27,998,523.00
C T/F	1,728.00	1,728.00	1,728.00		5,184.00
C B/S	384.00	384.00	384.00		1,152.00
C TOTAL	2,112.00	2,112.00	2,112.00	0.00	6,336.00

TOTAL	31,351,606.00	30,420,938.00	29,454,321.00	0.00	
GRAND TOTAL					91,226,865.00

RECONCILIATION REPORT (SUMMARY)

Basic Report Filter for CSAC Standard Format Only

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FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
 INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	4,552.00		2,427.00	0.00	6,979.00
B T/F	25,484.00		30,338.00	13,349.00	69,171.00
B ACC	4,069.00		4,844.00	2,134.00	11,047.00
B TOTAL	29,553.00	0.00	35,182.00	15,483.00	80,218.00
C T/F					0.00
C B/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL	34,105.00	0.00	37,609.00	15,483.00	
GRAND TOTAL					87,197.00

Accounting Report
 2014-15 Cal Grant
 Disbursements

Cal Grant A: \$ 6,979
Cal Grant B: \$79,443
Total: \$86,422

Accounting Report
 2014-15 Cal Grant B
 Disbursements

Fall: \$29,553
Spring: \$34,407
 Total: \$79,433

Accounting Report
 2014-15 Cal Grant B
 Spring Disbursements

Tuition & Fees: \$30,338
Access: \$ 4,069
 Total: \$34,407

CREATE A DETAILED REPORT

Display Type: **Detail Report** Summary Report Detail Data

School ID = Acad Year = 2015-2016 Format = CSAC Standard Reconciliation 

Basic Report Filter for CSAC Standard Format Only

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Basic Report Filter: Term Program Code Award Type 

RECONCILIATION REPORT (DETAIL)

RECONCILIATION REPORT (DETAIL)
00111100 - ALLAN HANCOCK COLLEGE

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND
SORT CRITERIA : SSN ASCENDING , TERM ASCENDING , AWARD TYPE
DATES SHOWN IN THIS REPORT ARE IN MMDDYY FORMAT

LAST NAME	FIRST NAME (10 Char)	ADJ RSN	DISB AMT	ELIG USED	CREATE DATE	PAY DATE
POOH	WINNIE T.	HT	388	25.00	032112	033012
			388			
LIGHTYEAR	BUZZ	TT	581	37.50	032212	032312
			581			
MCQUEEN	LIGHTENING	HT	388	25.00	032212	032312
			388			
WHITE	SNOW	TT	581	37.50	032212	032312
			581			
MOUSE	MICKEY		775	50.00	032212	032312
			775			
DUCK	DONALD		775	50.00	032212	032312
			775			
HOOD	ROBIN	HT	388	25.00	032212	032312
			388			
SMITH	JOHN		775	50.00	032112	032212
			775			
ROBIN	CHRISTOPHER		775	50.00	032212	032312

Accounting Report
2014-15 Cal Grant B
Spring Disbursements

Pooh, W \$388

Lightyear, B \$581

McQueen, L \$388

White, S \$581

Mouse, M \$775

Hood, R \$388

Smith, J \$775

Robin, C \$775

USING THE EXCEL TEMPLATE

Display Type: Detail Report Summary Report **Detail Data**

School ID = Acad Year = 2015-2016 Format = CSAC Standard Reconciliation

Basic Report Filter for CSAC Standard Format Only

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- ▶ Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type

USING THE EXCEL TEMPLATE

- ◆ To view, select the Display/Download link.
- ◆ To download, right click on the Display/Download link and choose the "Save" option.
- ◆ If you are using Netscape, select the Display/Download link to view. Then use your browser "Save" option to download.

[Display/Download](#)

close

USING THE EXCEL TEMPLATE

- ◆ [Excel Reconciliation Template](#)

Formats reconciliation data files into a Microsoft Excel spreadsheet

- ◆ [Excel Reconciliation Template -- for Excel 2007](#)

*Right-click the link "Excel Reconciliation Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save

- ◆ [Excel Reconciliation Template --- Excel 2010](#)

Formats reconciliation data files into a Microsoft Excel spreadsheet

- ◆ [Excel Reconciliation Template --- Excel 2013](#)

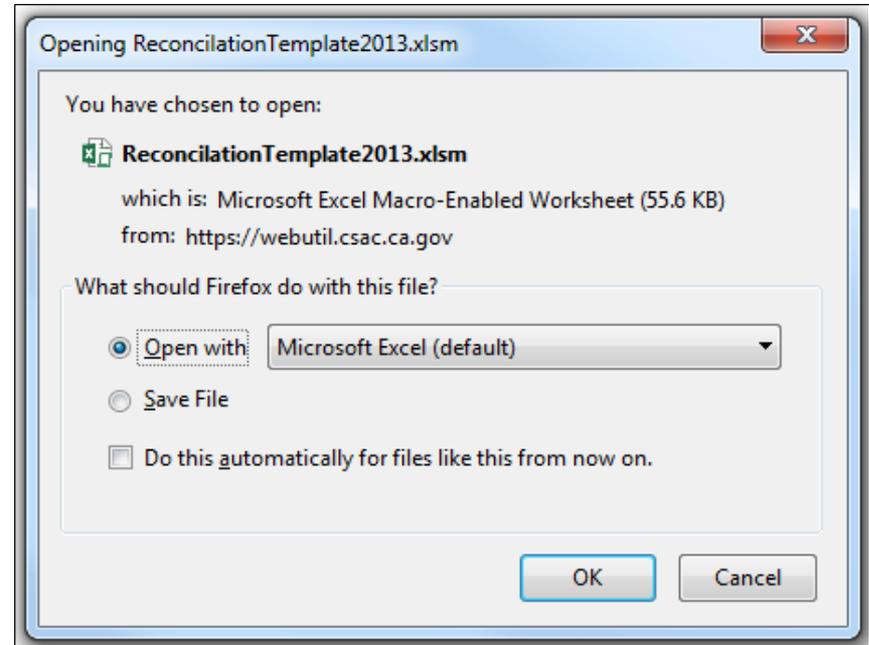
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USING THE EXCEL TEMPLATE

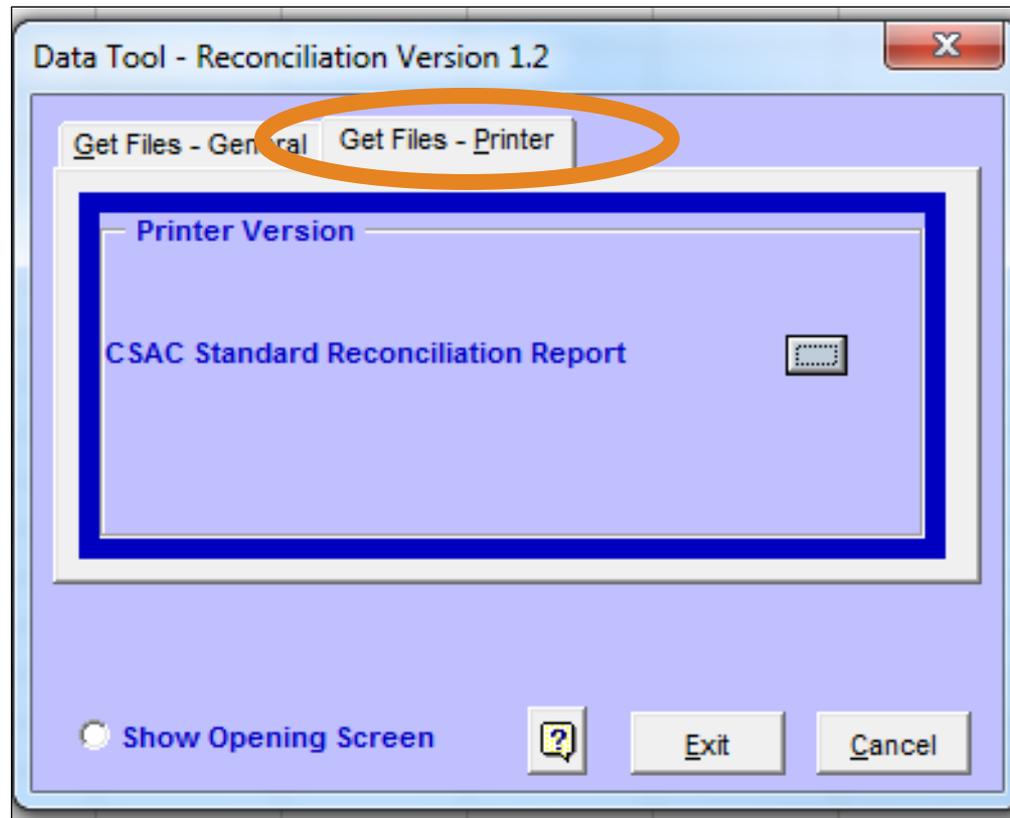
First...



Then..



EXCEL RECONCILIATION TEMPLATE



STEP 5

**ENSURE THAT REMAINING FUNDS ARE RETURNED TO
COMMISSION AFTER FINAL RECONCILIATION**

FINAL RECONCILIATION

- September following the award year
- All roster payment adjustments and corrections should be done prior to September 9th
- Excess funds must be returned to the Commission
 - May not be applied to any other student
 - May not be carried over to next award year
- Invoices sent to institutions in late September and are due within 30 days
- Any dispute regarding invoice will not be reviewed until invoice is paid in full



BEST PRACTICES

Do's

- ✓ Make adjustments in WebGrants
- ✓ Contact Institutional Support Services
- ✓ Send check upon receipt of invoice at close of academic year
- ✓ Attach proper documentation with refunds
- ✓ Train new staff



Don'ts

- × DON'T send refund checks during open academic year
 - × Creates confusion
 - × Incurs extra costs

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'. Below this is a search bar and a language selector for 'This Site' and 'California'. The main navigation menu includes 'HOME', 'STUDENTS & PARENTS', 'HIGH SCHOOLS', 'COLLEGES', 'OUTREACH & PROGRAMS', 'REPORTS & PUBLICATIONS', 'NEWS ROOM', and 'ABOUT CSAC'. The 'COLLEGES' link is highlighted. Below the navigation menu, there are several links categorized into columns. A red arrow points from the top of the page down to the 'Webinars' link in the 'COLLEGES' column. Another red arrow points from the 'Webinars' link to the 'Training' link in the 'OUTREACH & PROGRAMS' column. A third red arrow points from the 'Training' link to the 'Financial Aid Programs' link in the 'STUDENTS & PARENTS' column.

Financial Aid Programs
Information on programs available

Cal Grant - How to Apply
Application process and forms

Counselor Workshop
Presentation Information

Training
Webinars and power point

GPA Submission
Online training

Fund Your Future Outreach Publications
Multilingual publications to download or order

Cash for College Workshops
Help to apply for financial aid

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

FUNDYOUR FUTURE

EXPLORE

2015-16 Eligible and Ineligible Cal Grant Schools

WEBINARS

The Commission is currently updating its online full-length webinar library. In the meantime, you can register for a [live session](#) or access our [Mini Trainings](#) by selecting the yellow button to the right of this page. Each module is approximately ten minutes in length and cover a variety of specific topics surrounding [Cal Grant](#), Middle Class Scholarship, California Dream Act, WebGrants and more.

**Coming Soon!...Please check back later.*

Cal Grant

- *Your School and the CA Student Aid Commission
[Presentation PDF](#)
- *Cal Grant 101
[Presentation PDF](#)
- *Cal Grant Payment Process
[Presentation PDF](#)
- *WebGrants Reports and Tools
[Presentation PDF](#)
- *Using the WebGrants System
[Presentation PDF](#)
- *Customizing Your Roster
[Presentation PDF](#)
- *Cal Grant Reconciliation
[Presentation PDF](#)

Specialized Programs

- [Child Development Grant Program PDF](#)
- [CNG EAAP Program PDF](#)
- *California Chafee Grant Program
[California Chafee Grant Program PDF](#)
- [APLE PDF](#)

Cal Grant GPA Submission

- *GPA Submission - SSN
[Presentation PDF](#)
- *GPA Submission - NON-SSN
[Presentation PDF](#)

Reporting and Audits

- *What to Expect From a Cal Grant Review
[Presentation PDF](#)
- *Senate Bill 70

[Click to Access Mini Trainings](#)

ON DEMAND MODULES

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



Search

This Site California

HOME | STUDENTS & PARENTS | HIGH SCHOOLS | COLLEGES | OUTREACH & PROGRAMS | REPORTS & PUBLICATIONS | NEWS ROOM | ABOUT CSAC

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