

2016-2017 California
Chafee Grant for Foster Youth
Coordinator's Guide

Revised August 2016



CALIFORNIA
STUDENT AID
COMMISSION

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California Chafee Grant for Foster Youth

CHAFEE COORDINATOR'S GUIDE

The Chafee Coordinator's Guide contains essential program information about the California Chafee Grant for Foster Youth and introduces users to the California Student Aid Commission's (CSAC) system application, WebGrants. This guide is intended to serve as a resource manual for postsecondary institutions that administer the Chafee Grant program for students.

PROGRAM INFORMATION

CSAC administers the Chafee Grant through an interagency partnership with the California Department of Social Services (CDSS). This program is funded by a combination of federal grants and state funds, is subject to annual availability of funds.

The Chafee program is designed for students who are current or former foster youth. Students may qualify for a maximum award of \$5,000 per year for college or career and technical training, not to exceed the cost of attendance at the school in which they are enrolled. Chafee grants can be used at any California postsecondary institution, or out-of-state college that participates in the federal Pell Grant program. The final award amount is based on 1) the cost of attendance, 2) enrollment status, 3) Satisfactory Academic Progress (SAP), and 4) financial need.

To apply, current or former foster youth must not reach their 22nd birthday as of July 1 of the academic year awarded. To be eligible for a Chafee Grant, the court must have established state dependency for the student between the ages of 16 and 18. KinGap youth, adopted youth, guardian placements, and voluntary placements are not eligible for Chafee, unless court dependence was established, at any time, between the ages of 16 and 18. Students who have received a Chafee award may be renewed through their 23rd birthday.

The California Department of Social Services (CDSS) verifies students' foster youth eligibility status. If foster youth eligibility is met, students are not required to have a valid Social Security number to apply for Chafee. The majority of the Chafee awards are initiated during the fall term and additional awards are offered year-round, based on funding availability.

NEW 2016-2017 Chafee Enhancements Update

The Chafee Grant program has been enhanced beginning with the 2016-17 award process. Institutions will no longer submit Need Analysis Reports (NAR). The financial data obtained from the Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application (CADAA), and college cost of attendance replaces the NAR process to determine students' unmet financial need.

Institutions serve as certifying officials and are now responsible for reporting and certifying their students' Chafee Grant eligibility on the new Payment Roster screen in WebGrants. **All institutions must obtain WebGrants access in order to administer the Chafee program.** Details for obtaining WebGrants access are provided in the "[WebGrants Access](#)" section of this interactive guide.

- As noted in Grant Operations Memo (GOM), [GOM 2015-41](#), beginning with the 2016-17 academic year and going forward, institutions will no longer submit NARs on WebGrants or by paper.
- Information reported by students on the FAFSA or CADAA and college cost estimate information will replace the NAR process to determine the student's unmet financial need.
- CSAC ran the initial 2016-17 award cycle in July 2016.
- The new WebGrants Payment Roster that eliminates the NAR now allows institutions to certify the preliminary Chafee Grant Award, and will be available to schools in August 2016.
- CSAC began introducing and providing training on the new process that eliminates the NAR through a series of GOMs and webinars. Training webinars were conducted in August 2016. The full, recorded webinar and PowerPoint slides are posted on CSAC's website.

REQUIREMENTS OVERVIEW

1. Students complete and file a FAFSA, or if applicable, a CADAA each year.
2. Students complete the California Chafee Grant for Foster Youth application. This is a one-time requirement.
3. CDSS must confirm foster youth eligibility. In most cases, CDSS provides this verification electronically. However, students not identified as eligible through the monthly electronic reporting process must complete a Foster Care Eligibility form. The form must be certified by a social worker, Independent Living Program (ILP) coordinator, or juvenile probation worker. This is a one-time requirement.
4. School submits the Chafee NAR to CSAC **for 2015-2016 only** or;
5. 2016-17 and going forward, school certifies student eligibility and requests payments per term online, using CSAC's WebGrants Payment Roster.

Students ARE NOT required to:

- Have a Social Security Number
- Meet selective service requirements
- Be clear of loan default or grant over award
- Meet the Ability-to-Benefit requirement or
- Be a California resident or go to a California school

Eligibility Criteria – Students Must:

- Be a current or former foster youth with court dependence established, at any time, between the ages of 16 and 18
- Not have reached their 22nd birthday as of July 1 of the award year
- Have documented financial need
- Enroll in a school that participates in the Pell Grant program
- Be enrolled at least half-time

- Enroll in a program of at least one academic year in length, and
- Maintain SAP

Chafee funds can be used at colleges outside of California provided that the foster youth placement was established in California. Out-of-state residents who attend college in California may also be eligible for Chafee.

Undocumented Foster Youth

- Undocumented students who meet Assembly Bill (AB) 540 requirements must submit a CADAA online prior to submitting the Chafee Grant Application; CSAC will assign a CSAC ID and a Dream ID.
- Students use Dream ID to submit the California Chafee Grant for Foster Youth application online.
- CDSS must confirm foster youth eligibility; completion of the Foster Care Eligibility Certification Form may be needed if eligibility is not confirmed by CDSS electronically. The Foster Care Eligibility Certification form is available for download on the CSAC website.
- CSAC must be notified immediately upon assignment of a valid Social Security Number.

Application Renewal

Once a student receives a Chafee payment, the award may be renewed through their 23rd birthday, provided the student submits the FAFSA or CADAA each year. Awards will be determined based on priority selection criteria. Students who have received a prior Chafee payment are assigned first priority during the selection process.

PRIORITY SELECTION CRITERIA

Applications are sorted by the application submission date, and preliminary awards are offered based on the following priority selection criteria:

1. *Paid renewal students who have not reached their 23rd birthday as of July 1st of the award year
2. New and **non-paid renewal students who will be 22 years old as of July 1st of the award year
3. New and non-paid renewal students who have dependents
4. New and non-paid renewal students who have an unmet need of \$5,000 or more
5. New and non-paid renewal students who have an unmet need of less than \$5,000

* Students who have received a Chafee payment

** Students who have not received a Chafee payment

Once all the requirements are fulfilled, award notifications will be sent to Chafee recipients who have been preliminarily awarded. Returned funds will be recycled to other students in accordance with priority selection criteria on a weekly basis, throughout the academic year.

CHAFEE GRANT APPLICATION PROCESS

Applicants must have all of the following documents completed in order to be considered for a Chafee award:

1. FAFSA, or if applicable, a CADAA
2. California Chafee Grant for Foster Youth (Chafee) application
3. Foster Care Eligibility Form (as needed) completed by CDSS

Institutions are encouraged to assist students with the completion of the application documents. To assist institutions in managing their Chafee applicants, CSAC produces weekly reports such as the "Status Roster by School." This report lists the status of applicants at your institution and is explained in greater detail in the Data Transfer section of this guide.

Submitting a Chafee Application

Students may submit a Chafee application at:

<https://www.chafee.csac.ca.gov/StudentApplication.aspx>

- The Chafee application is a one-time requirement.
- Once the application is submitted, WebGrants, WebGrant4Students, and the Interactive Voice Response (IVR) is updated.
- If the online application screen displays an error message, students will be referred to CSAC to resolve application problems.
- A printable version of the application is available (online submission expedites application process).
- Application status is updated to “Y” (Yes) on the institution’s “Chafee Status Roster by School Report.”

Submitting a FAFSA

Students may submit a FAFSA online at <https://fafsa.ed.gov/>.

- The FAFSA must be completed annually in order for students to receive consideration for the Chafee Grant each academic year.
- Once the FAFSA is submitted, Institutional Student Information Records (ISIR) for students who are California residents and non-residents who listed a California school are transmitted to WebGrants. The CSAC student portal, WebGrants4Students, and the CSAC IVR system are updated.
- ISIR status is updated to “Y” on the institution’s “Chafee Status Roster by School Report.”

Submitting a CA Dream Act Application

Undocumented students who meet AB 540 requirements:

- Undocumented students who meet AB 540 requirements may submit a CADAA online at <https://dream.csac.ca.gov/>. CSAC will assign a CSAC ID and a Dream ID.
- Once the CADAA is submitted, California Institutional Student Information Records (Cal ISIR) for students who are California residents and non-residents who listed a California school on the CADAA are transmitted to WebGrants. The CSAC student portal, WebGrants4Students, and the CSAC phone system IVR are updated.
- Cal ISIR status is updated to "Y" on the institution's "Chafee Status Roster by School Report."

Undocumented students who do NOT meet AB 540 requirements:

- Undocumented students who do not meet AB 540 requirements will need to file a paper FAFSA. The FAFSA must be completed annually in order for students to receive consideration for the Chafee Grant each academic year.
- Once the FAFSA is submitted, the CSAC student portal, WebGrants4Students, and the CSAC phone system IVR are updated.
- ISIR status is updated to "Y" on the institution's "Chafee Status Roster by School Report."

Submitting Foster Care Eligibility

- CDSS monthly transmits eligibility status for current and former foster youths to CSAC.
- Students who are not identified as eligible through the monthly electronic reporting process must complete a Foster Care Eligibility Form. The form, which is available at <http://www.chafee.csac.ca.gov/>, must be certified by a social worker, ILP worker or juvenile probation worker. This is a one-time requirement.
- Once CDSS verifies foster care eligibility, WebGrants, WebGrant4Students, and the IVR are updated.
- CDSS status is updated to "Y" on institution's "Chafee Status Roster by School Report."

WEBGRANTS ACCESS

To access the Chafee Grant web application, all schools must have an active WebGrants account.

Existing WebGrants Schools

If schools need to add a new WebGrants user, contact your WebGrants System Administrator. If your school does not have a System Administrator, contact the CSAC Help Desk at 888-294-0148 or by email at: csachelpdesk@csac.ca.gov to request an account.

Non WebGrants Schools

Non WebGrants schools that participate in the federal Pell Grant program (Title IV) must request WebGrants User Access Request forms. To request WebGrants User Access Request forms:

- Email chafee@csac.ca.gov with the following information:
 - Institution name
 - Federal OPE ID and
 - Your name, title, email address, and phone number
- Once approved by CSAC:
 - A System Administrator at your institution will be assigned.
 - The System Administrator can authorize other users.
 - WebGrants logon URL: <https://webgrants.csac.ca.gov/common/logon.aspx>.

System Requirements

WebGrants web application is designed for use with the following web browsers:

- Microsoft Internet Explorer version 10.0 or higher
- Mozilla Firefox version 29.0.1 or higher
- Google Chrome version 35.0.1916.114 or higher
- Apple Safari version 5.1.9 or higher

Computers should also meet the minimum system requirements provided by the manufacturer of the browser being used. The web application will perform best on computers with a high-speed Internet connection similar to Digital Subscriber Line, cable, or faster. It is not recommended for use with computers using dial-up modem based internet connection.

WEBGRANTS SCREENS AND FUNCTIONS OVERVIEW

Institutions that have been granted WebGrants access will have access to the following WebGrants screens to view the information below each screen:

Student Award Detail (2015-16 NAR)

- View 2015-16 and previous NARs

Student Application Status

- View account status
- Update student demographics

Student Lookup

- Search for student records by name, date of birth (DOB), or email address listed on the Chafee Application

Institution Reconciliation

- Report disbursed and returned check warrants
- Display content in various formats

Payment Roster

- Verify unmet need
- Certify student eligibility
- Request disbursements by term

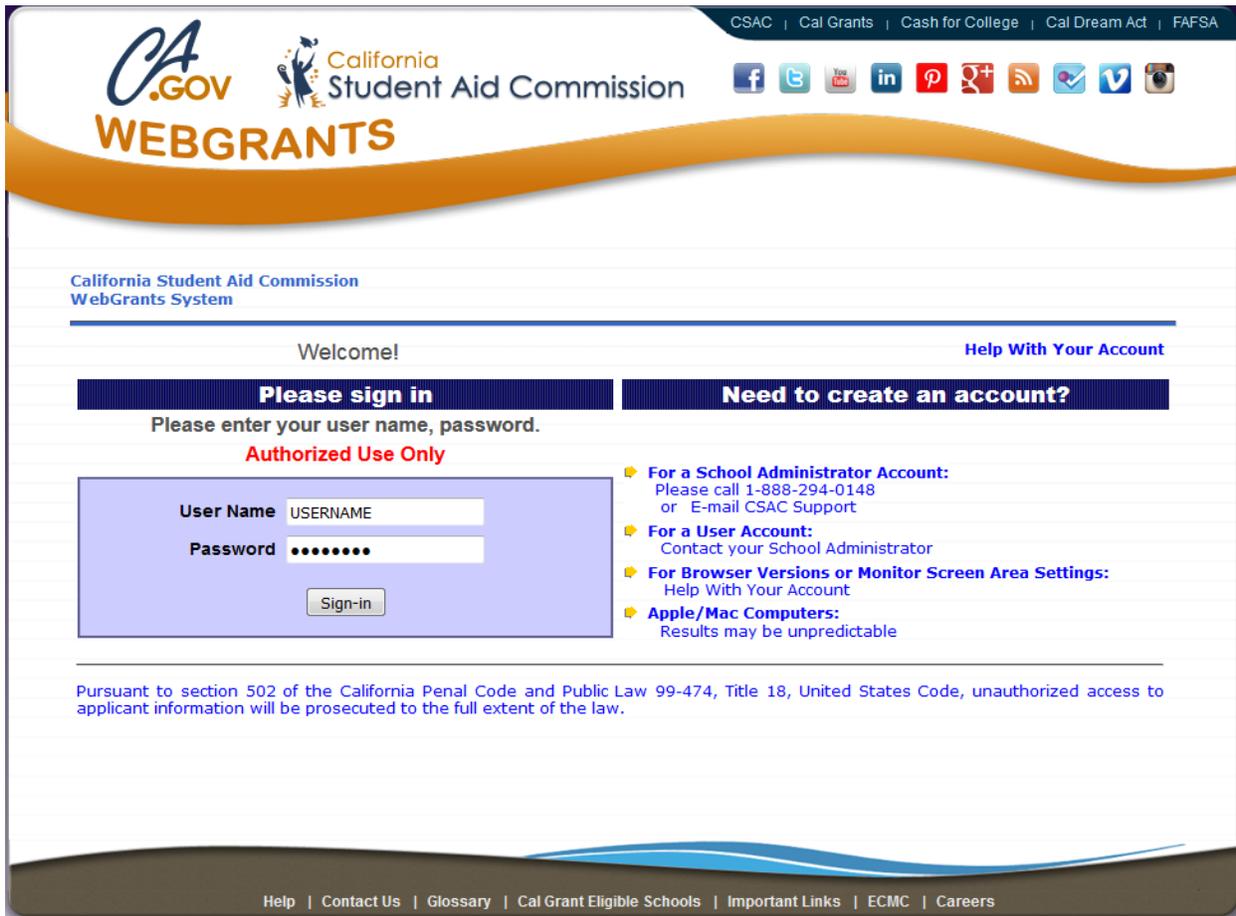
Data Transfer

- Access institution Chafee reports

WEBGRANTS CHAFEE GRANT MENU

<https://webgrants.csac.ca.gov/common/logon.aspx>

- Login to WebGrants at <https://webgrants.csac.ca.gov/common/logon.aspx>



The screenshot shows the login page for the California Student Aid Commission WebGrants System. At the top, there is a navigation bar with links for CSAC, Cal Grants, Cash for College, Cal Dream Act, and FAFSA. Below this is the CA.GOV logo and the California Student Aid Commission logo. A large orange wave graphic separates the header from the main content. The main content area includes a welcome message, a "Please sign in" section with a form for User Name and Password, and a "Need to create an account?" section with instructions for School Administrator, User, and Apple/Mac computers. A legal disclaimer is at the bottom of the main content area, and a footer with various links is at the very bottom.

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

CA.GOV California Student Aid Commission

WEBGRANTS

California Student Aid Commission
WebGrants System

Welcome! [Help With Your Account](#)

Please sign in **Need to create an account?**

Please enter your user name, password.

Authorized Use Only

User Name

Password

- **For a School Administrator Account:**
Please call 1-888-294-0148
or E-mail CSAC Support
- **For a User Account:**
Contact your School Administrator
- **For Browser Versions or Monitor Screen Area Settings:**
Help With Your Account
- **Apple/Mac Computers:**
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.

[Help](#) | [Contact Us](#) | [Glossary](#) | [Cal Grant Eligible Schools](#) | [Important Links](#) | [ECMC](#) | [Careers](#)

From the portal landing page, choose “Portal Menu”> WebGrants> Chafee Grant: The Chafee menu page will look similar to the screen shot below:



The screenshot shows the California Student Aid Commission WebGrants System interface. At the top left is the logo and name. At the top right are links for Portal Menu, WebGrants, Tools, Help, and Sign Out. Below this is a navigation bar with buttons for Chafee Grant, Student Award Detail (2015-16 NAR), Student Application Status, Payment Roster, Institution Reconciliation, and Student Lookup. The Chafee Grant Menu is expanded, showing a list of links: Student Award Detail (2015-16 NAR), Student Application Status, Student Lookup, Institution Reconciliation, and Payment Roster. At the bottom, there is a footer with a Privacy Policy link, copyright information (2000-2016), and a Contact Us link. A small revision date is also present: Revision: 9 Date: 12/14/2009 11:43:03 AM.

Student Award Detail (2015-16 Financial Need Analysis)

The “Student Award Detail (2015-16 Financial Need Analysis)” screen displays the financial data that is used for Chafee award consideration in a view-only format. Each time a school revises students’ financial data on the “Payment Roster,” a new column will appear on the “Student Award Detail” screen, displaying both current and previously-reported financial need information. See screen shot below:

Screen shot of Student Award Detail (2015-16 Financial Need Analysis):

School ID = 00115000 Acad Year = 2016-2017 CSAC ID = 105555555 GO

SSN: 666666666 Student ID Number: 105555555 DOB: 26-SEP-94
 Last Name: TRAPT First Name: ASH MI:

	Current Need Analysis	Previous Need Analysis	Previous Need Analysis	Previous Need Analysis	Previous Need Analysis
Institution Code	00115000	00115000	00115000	00115000	00115000
Institution Name	CSU SACRAMENTO	CSU SACRAMENTO	CSU SACRAMENTO	CSU SACRAMENTO	CSU SACRAMENTO
Student graduated or completed training program	N	N	Y	N	N
Student not enrolled	N	N	N	N	N
Student has not been enrolled half-time	N	N	N	N	N
Student has an Incomplete Financial Aid Package	N	N	N	N	N
Student has not Maintained Satisfactory Progress	N	N	N	N	N
Living Arrangements:	Off Campus	With Relatives	With Relatives	With Relatives	With Relatives
Expected Enrollment (minimum 1/2 time):	Fall Spring	Fall Winter Spring	Fall Winter Spring	Fall Winter Spring	Fall Winter Spring
Total Cost of Attendance:	23344	18736	18736	18736	18736
Expected Family Contribution:	0	0	0	0	0
Financial Need:	23344	18736	18736	18736	18736
Awards and Other Aid:	0	0	0	0	0
Unmet Need before Chafee:	23344	18736	18736	18736	18736
Chafee Grant Funds Received:	0	0	1667	1667	0
Final Unmet Need:	23344	18736	17069	17069	18736
Prior Payments:					1667
Returned Checks:					1667
Educational Level:		Freshman	Freshman	Graduate	Freshman
Title IV eligible program?					
Expected Graduation Date					

Student Application Status

The “Student Application Status” screen displays demographic data and Chafee program details in a view-only format. Students’ demographic information, application status, and award status are displayed.

- Chafee program and student information are displayed.
- Processed documents and awards reflect “completed” with a green check.
- Missing requirements will be displayed in red with a blank check box. These items indicate that action is required by the student or institution; or they provide additional information in pop up boxes about award status when hovered over with a computer mouse.
- Students may view application and award information and find forms by logging into WebGrants4Students: <https://webgrants.csac.ca.gov/common/logon.aspx>.
- Correspondence and comments appear on the lower portion of the screen.
- Each time a school change is reported by a student, the new school must re-certify eligibility.
- After the award cycle has been processed, a student’s award will be in one of four statuses:
 - **Eligible- Not Awarded:** Not awarded based on priority ranking; may still be awarded as returned funds are recycled in future pay cycles.
 - **Preliminary Award Offered:** School Eligibility Certification required.
 - **Chafee Awarded:** College verified eligibility; checks will be mailed to student, in care of the school.
 - **2016-2017 Not Awarded- Ineligible:** School certified student as ineligible on WebGrants Payment Roster.

Eligible - Not Awarded:

CSAC ID = 12345678	Acad Year = 2016-2017	GO!
DOE, JOHN 1234 MAIN STREET SACTOWN, CA 95555 E-Mail: APPTTEST@CSAC.CA.GOV Alternate E-Mail:		Academic Year: 2016-2017 SSN: XXX-XX-1111 CSAC ID: 12345678 DOB: 09/26/1994 Home Phone: (916) 464 - 6425 Work/Cell Phone:
Student Selected School of Attendance: TEST SCHOOL - 00000000 - SACRAMENTO - CA		
Application Status		
<input checked="" type="checkbox"/> Chafee Grant Application	Date App Received: 08/03/2011 Status: Paid Renewal	
<input checked="" type="checkbox"/> Department of Social Services Record	Date FY Elig Received: County: YUBA	
<input checked="" type="checkbox"/> 2016-2017 FAFSA	Date FAFSA Received: 02/08/2016 Dependent: N	
<input type="checkbox"/> School Eligibility Certification		
Certified by:		
Institution Code: 00000000 TEST SCHOOL TEST SCHOOL 1234 MAIN ST SACRAMENTO CA 95819- Unmet Need: 16000	Financial Aid Official: Title: CSAC ADMIN Phone Number: (888)294-0153 Ext: E-mail Address: schoolsupport@csac.ca.gov	
		Date Certified: 04-AUG-16
<input type="checkbox"/> Eligible - Not Awarded		

Preliminary Award Offered:

CSAC ID = 12345678	Acad Year = 2016-2017	GO!
DOE, JOHN 1234 MAIN STREET SACTOWN, CA 95555 E-Mail: APPTTEST@CSAC.CA.GOV Alternate E-Mail:		Academic Year: 2016-2017 SSN: XXX-XX-1111 CSAC ID: 12345678 DOB: 09/26/1994 Home Phone: (916) 464 - 6425 Work/Cell Phone:
Student Selected School of Attendance: TEST SCHOOL - 00000000 - SACRAMENTO - CA		
Application Status		
<input checked="" type="checkbox"/> Chafee Grant Application	Date App Received: 08/03/2011 Status: Paid Renewal	
<input checked="" type="checkbox"/> Department of Social Services Record	Date FY Elig Received: County: YUBA	
<input checked="" type="checkbox"/> 2016-2017 FAFSA	Date FAFSA Received: 02/08/2016 Dependent: N	
<input type="checkbox"/> School Eligibility Certification		
Certified by:		
Institution Code: 00000000 TEST SCHOOL TEST SCHOOL 1234 MAIN ST SACRAMENTO CA 95819- Unmet Need: 16000	Financial Aid Official: Title: CSAC ADMIN Phone Number: (888)294-0153 Ext: E-mail Address: schoolsupport@csac.ca.gov	
		Date Certified: 04-AUG-16
<input checked="" type="checkbox"/> 2016-2017 Preliminary Award Offered		
Award Amount: 5000		Award Date: 08/04/2016

Chafee Awarded:

CSAC ID	12345678	Acad Year	2016-2017	GO
DOE, JOHN 1234 MAIN STREET SACTOWN, CA 95555 E-Mail: APPTST@CSAC.CA.GOV Alternate E-Mail:		Academic Year: 2016-2017 SSN: XXX-XX-1111 CSAC ID: 12345678 DOB: 09/26/1994 Home Phone: (916) 464 - 6425 Work/Cell Phone:		
Student Selected School of Attendance: TEST SCHOOL - 00000000 - SACRAMENTO - CA				
Application Status				
✓ Chafee Grant Application			Date App Received: 08/03/2011	
✓ Department of Social Services Record			Status: Paid Renewal	
✓ 2016-2017 FAFSA			Date FY Elig Received: County: YUBA	
			Date FAFSA Received: 02/08/2016	
			Dependent: N	
<input type="checkbox"/> School Eligibility Certification				
Certified by:				
Institution Code: 00000000 TEST SCHOOL TEST SCHOOL 1234 MAIN ST SACRAMENTO CA 95819- Unmet Need: 16000		Financial Aid Official: Title: CSAC ADMIN Phone Number: (888)294-0153 Ext: E-mail Address: schoolsupport@csac.ca.gov Date Certified: 04-AUG-16		
✓ 2016-2017 Preliminary Award Offered				
Award Amount: 5000		Award Date: 08/04/2016		
✓ School Eligibility Certification				
Certified by:				
Institution Code: 00000000 TEST SCHOOL TEST SCHOOL 1234 MAIN ST SACRAMENTO CA 95819- Unmet Need: 16000		Financial Aid Official: School Rep Name Title: Chafee Coordinator Phone Number: (888) 555-1212 E-mail Address: testcase@test.cas Date Certified: 04-AUG-16		
✓ 2016-2017 Chafee Awarded				
Award Amount: 5000		Award Date: 08/04/2016		

2016-2017 Not Awarded - Ineligible:

CSAC ID	12345678	Acad Year	2016-2017	GO
DOE, JOHN 1234 MAIN STREET SACTOWN, CA 95555 E-Mail: APPTST@CSAC.CA.GOV Alternate E-Mail:		Academic Year: 2016-2017 SSN: XXX-XX-1111 CSAC ID: 12345678 DOB: 09/26/1994 Home Phone: (916) 464 - 6425 Work/Cell Phone:		
Student Selected School of Attendance: TEST SCHOOL - 00000000 - SACRAMENTO - CA				
Application Status				
✓ Chafee Grant Application			Date App Received: 08/03/2011	
✓ Department of Social Services Record			Status: Paid Renewal	
✓ 2016-2017 FAFSA			Date FY Elig Received: County: YUBA	
			Date FAFSA Received: 02/08/2016	
			Dependent: N	
<input type="checkbox"/> School Eligibility Certification				
Certified by:				
Institution Code: 00000000 TEST SCHOOL TEST SCHOOL 1234 MAIN ST SACRAMENTO CA 95819- Unmet Need: 16000		Financial Aid Official: Title: CSAC ADMIN Phone Number: (888)294-0153 Ext: E-mail Address: schoolsupport@csac.ca.gov Date Certified: 04-AUG-16		
✓ 2016-2017 Preliminary Award Offered				
Award Amount: 5000		Award Date: 08/04/2016		
✓ School Eligibility Certification				
Certified by:				
Institution Code: 00000000 TEST SCHOOL TEST SCHOOL 1234 MAIN ST SACRAMENTO CA 95819- Unmet Need: 16000		Financial Aid Official: School Rep Name Title: Chafee Coordinator Phone Number: (888) 555-1212 E-mail Address: testcase@test.cas Date Certified: 04-AUG-16		
✗ 2016-2017 Not Awarded - Ineligible				
Student Not Enrolled		Date Processed: 08/05/2016		

Updating Student Demographics

Step 1: From **Student Application Status** screen, click "View Program Info" link.

Step 2: Navigate to bottom of screen; click on the "Address Change" Link.

Step 3: Update information on the Student Demographics change screen, "Submit Changes" to save.

STEP 1
Student Application Status
View Program Info

CSAC ID ▾ = 105XXXXXX Acad Year = 2015-2016 ▾ GO!

<p>ALBERT EINSTEIN 1234 ANY STREET</p> <p>SACRAMENTO, CA 95670 E-Mail: AWESOME#1_STUDENT@MAIL.COM Alternate E-Mail:</p>	<p>Academic Year: 2015-2016 SSN: 000000000 CSAC ID: 105XXXXXX DOB: 01/26/1997 Home Phone: (916) 464 - 7977 Work/Cell Phone: (916) 464 - 7977</p>
---	--

Student Selected School of Attendance: SANTA ROSA JUNIOR COLLEGE - 00128700 - SANTA ROSA - CA

Change to:

STEP 2 Select either SSN or Student ID Number and then enter the number and click Go. The status for the Chafee Grant Program applicant will be displayed.

Missing Chafee Grant Program information will be displayed in red.

[Address Change Link](#)

Student Demographics

- Change to a student's address, phone numbers and email address may be made on this Web page.
- Changes to Student Grant Record information must be approved by CSAC prior to final acceptance. Select **Grant Record Changes** from the menu bar to submit these changes.
- Changes to a student's name, SSN, date of birth or high school graduation date require supporting documentation. [Click here](#) to print a form and instructions for requesting such changes.
- If the student's Status code below is 'I' or 'A' it is Invalid and no further correspondence will be sent until the address is updated and the status code of 'V' (Valid) is present.

Search = SSN ▾ 000000000 GO!

First Name: EINSTEIN	MI: <input type="text"/>	Last Name: ALBERT	
Address 1: 1234 ANY STREET		Home Phone: (<input type="text"/>) <input type="text"/> - <input type="text"/>	
Address 2: <input type="text"/>		Cell Phone: (916) 555 - 1212	
City: SACRAMENTO		E-Mail: <input type="text"/>	
State: CA Zip: 95670	Status: <input checked="" type="checkbox"/> V	Alternate E-Mail: <input type="text"/>	
SSN: 000-00-0000 HS Grad Date: 05/01/2015		Date of Birth: 01/26/1997	
CSAC ID: 105XXXXXX		Reprocess: Yes <input type="radio"/> No <input checked="" type="radio"/>	Acad Yr: <input type="text"/>
Source of Change: CSAC		Date of Change: 07/27/2016 11:53 AM	

Student Lookup

“Student Lookup” is used to search for Chafee applicants when the Social Security Number or CSAC ID is unknown. The search filter populates a list of all Chafee applicants at your institution that match the search criteria used.

- Search for student by Name, DOB, or Email Address, click “Go.”
- All students matching search criteria used will be populated.
- Select desired student by clicking in box in left column.

Student Lookup

- To find a Chafee Grant student, please enter values in the appropriate fields below. All input fields with data will be used for a more defined search. You could enter Last Name, First Name, Date of Birth, or Email address alone or with any combination of data. The Date of Birth must be 8 digits and in MMDDYYYY format.
- Click Go to display the list of students that match all entered values (sorted by last name and then first name).
- Click a checkbox to jump to the Application Status page for selected student.
- Click on header title to sort by the corresponding field.

Last Name = First Name = Date of Birth =

Email Address = GO!

	SSN	CSAC ID	Last Name	First Name	MI	DOB	EMAIL
<input type="checkbox"/>	000000000	103XXXXXX	SMITH	AARON	A	05/03/1882	ASMITH@FAKEEMAIL.COM
<input type="checkbox"/>	999999999	105XXXXXX	SMITH	AHMAD	R	07/19/1992	AWESOMESTUDENT@CSAC.COM
<input type="checkbox"/>	111111111	101XXXXXX	SMITH	AMANDA	R	01/05/1989	AMANDA.SMITH@ABC123.COM

Institution Reconciliation

Institutions use this screen to reconcile internal records after disbursing or returning checks. Schools may use different search filters using the drop-down box in order to query data in different report formats. All results matching the search criteria used will be displayed in a list which links to specific student/payment detail when clicked.

Institution Reconciliation

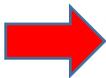
School ID: Acad Yr: 2015-2016 ▾ All Payments by Name (approximate) ▾

 First Name:
 Last Name:
GO!

All Payments by Name Search (Approximate)



Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
943	106XXXXXX	Williams-Smith, Andrew	2015	63-000000	\$2,500	01/26/2016	2015	
49	101XXXXXX	Smith, Tanesha	2015	61-999999	\$2,500	09/29/2015	2015	
1629	103XXXXXX	Smithson, Marisol	2014	63-111111	\$2,500	01/22/2015	2014	04/27/2015



Click student name from list to open reconciliation detail:

Institution Reconciliation

School ID: Acad Yr: 2015-2016 ▾ All Payments by Name (approximate) ▾

 First Name:
 Last Name:
GO!

All Payments for MARISOL SMITHSON

Name: Smithson, Marisol		SSN: 123-45-6789		DOB: 01/01/1999		CSAC Id: 101XXXXXX						
School	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Stdt (mm/dd/yyyy)	School Return Amount	School Return Date (mm/dd/yyyy)	Return Code	CSAC Received Amt	CSAC Received Date
00121900	15/15	\$2,500	SP	16019291	01/26/2016	63-811833	<input type="text"/>	<input type="text"/>	<input type="text"/>	▾	<input type="text"/>	<input type="text"/>
00121900	15/15	\$2,500	FL	15264431	09/29/2015	63-148455	10/06/2015	<input type="text"/>	<input type="text"/>	▾	<input type="text"/>	<input type="text"/>
00128600	14/14	\$2,500	SP	15012731	01/22/2015	61-559672		\$2,500	04/21/2015	8	\$2,500	04/27/2015
✘ This payment was returned and can not be updated												
00128600	14/14	\$2,500	FL	14335561	12/08/2014	61-356386	04/21/2015					
✘ This academic year is closed for update												

Colleges use three columns to report disbursed and returned checks:

1. "Date School Pd Stdt (mm/dd/yyyy)": Date school Paid Student.
2. "School Return Amount": Amount of check being returned.
3. "School Return Date (mm/dd/yyyy)": Date school returned check.

The following screen shows two different disbursement scenarios:

1. Undisbursed payments- empty boxes indicate undisbursed payments. Schools may return undisbursed funds if a student becomes ineligible for payment for any reason.
2. Disbursed payment- School released payment to the student.

Institution Reconciliation

School ID: Acad Yr: 2015- 2016 ▾ All Payments by Name (approximate) ▾ First Name: Last Name: GO!

All Payments for MARISOL SMITHSON												
Name: Smithson, Marisol			SSN: 123-45-6789			DOB: 01/01/1999		CSAC Id: 101XXXXXX				
School	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Stdt (mm/dd/yyyy)	School Return Amount	School Return Date (mm/dd/yyyy)	Return Code	CSAC Received Amt	CSAC Received Date
00121900	15/15	\$2,500	SP	16019291	01/26/2016	63-811833	<input type="text"/>	<input type="text"/>	<input type="text"/>	▾	<input type="text"/>	<input type="text"/>
00121900	15/15	\$2,500	FL	15264431	09/29/2015	63-148455	10/06/2015	<input type="text"/>	<input type="text"/>	▾	<input type="text"/>	<input type="text"/>
00128600	14/14	\$2,500	SP	15012731	01/22/2015	61-559672		\$2,500	04/21/2015	8	\$2,500	04/27/2015
❌ This payment was returned and can not be updated												
00128600	14/14	\$2,500	FL	14335561	12/08/2014	61-356386	04/21/2015					
❌ This academic year is closed for update												
<input type="button" value="Submit"/>			<input type="button" value="Exit"/>			<input type="button" value="Reset"/>						

Payment Roster

The “Payment Roster” is used to report students’ eligibility and ineligibility; and where payments are requested for eligible students. It is extremely important to maintain the Payment Roster so that checks are processed in a timely manner; which will allow ineligible awards to be recycled as quickly as possible to other eligible students. The Payment Roster is also used to update financial need. The Payment Roster will be opened approximately 30 days prior to the start of each term. CSAC will post term start dates throughout the academic year, via Special Alerts and Operations Memos.

Schools are responsible for certifying students’ eligibility based on the following criteria:

- Demonstrates financial need
- Enrolled at least half-time
- Enrolled in a program of at least one academic year in length
- Maintaining SAP

Ineligible students are indicated with the following reasons:

- Graduated or Completed
- Incomplete FA package
- Not maintaining SAP
- Not Enrolled
- Not Enrolled half-time (HF)

In addition to certifying student eligibility/ineligibility, the Payment Roster is used to report or update:

- Living arrangements
- Terms in attendance (at least half-time)
- Education level
- Expected Family Contribution (EFC)
- Other financial aid received
- Reason for ineligibility, if applicable

Students found ineligible for payment for a particular term may still become eligible in future terms. Awards that are reported as ineligible will be recycled and awarded to other students, based upon priority selection criteria.

When the "Payment Roster" screen is selected from the WebGrants portal, users are first directed to the "Chafee- School Roster," which displays a list of all Chafee applicants at your institution. The "Award Status" column provides the following award information:

- *Not Awarded* - The ISIR data or school-reported data made the student ineligible for an award.
- *Awarded* - Student was picked up from priority ranking and awarded. This status does not distinguish between awards offered and awards confirmed.
- *Pending* - Student is not yet awarded, but listed in priority ranking; or change was made to student's record and record is waiting to be processed in the weekly cycle.

To link to the "Payment Request" screen, click on student's name from the list:

Chafee - School Roster

- Enter the School ID for Search.
- Enter the SSN/CSAC ID or First Name or Last Name to refine the Search results.
- Partial first name with minimum 3 characters.
- Partial last name with minimum 2 characters.

School ID Acad Year Search ID

First Name Last Name Award Status

Text CSV

Institution Code	SSN	CSAC ID	Last Name	First Name	Award Status	Award Status Date
00115000	00000000	103XXXXXX	HUCKLEBERRY	FINN	Not Awarded	06/15/2016
00115000	11111111	105XXXXXX	EINSTEIN	ALBERT	Awarded	06/14/2016
00115000	99999999	102XXXXXX	PAN	PETER	Pending	

After selecting a student from the “Chafee – School Roster” users will link to the “Payment Request” screen. The “Payment Request” screen is divided into three sections:

1. **Demographic information** (view-only)
2. **Annual Data** (modifiable)
3. **Request Payment** (select eligible terms)

Chafee - Payment Request (TEST SCHOOL)

Demographic Information	Annual Data
DOE, JOHN	School Programs: 00 -
CSAC ID: 12345678	Living Arrangements: <input type="radio"/> On Campus <input type="radio"/> Off Campus <input checked="" type="radio"/> With Relatives
SSN No: XXX - XX - 1111	Term(s) Attending: <input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU
DOB: 09/26/1994	Education Level: Freshman
Address: 1234 MAIN STREET SACTOWN CA 95555	Cost of Attendance: \$16,000
Phone: 9164646425	EFC: \$0
Alt. Phone:	Other Aid: \$0
Email: APPTTEST@CSAC.CA.GOV	Chafee Need: \$16,000
Alt. Email:	Projected Award: \$5,000
	Award Amount: \$0
	Graduated or Completed <input type="checkbox"/> Incomplete FA Package <input type="checkbox"/> Not maintaining SAP <input type="checkbox"/>
	Not Enrolled <input type="checkbox"/> Not Enrolled HT <input type="checkbox"/>
	Institution Reconciliation

Request Payment - Open Terms: Fall, Winter, Spring, Summer

Pay Fall Term:

Pay Winter Term:

Pay Spring Term:

Pay Summer Term:

Save Back Reset

1. **Demographic Information** section:

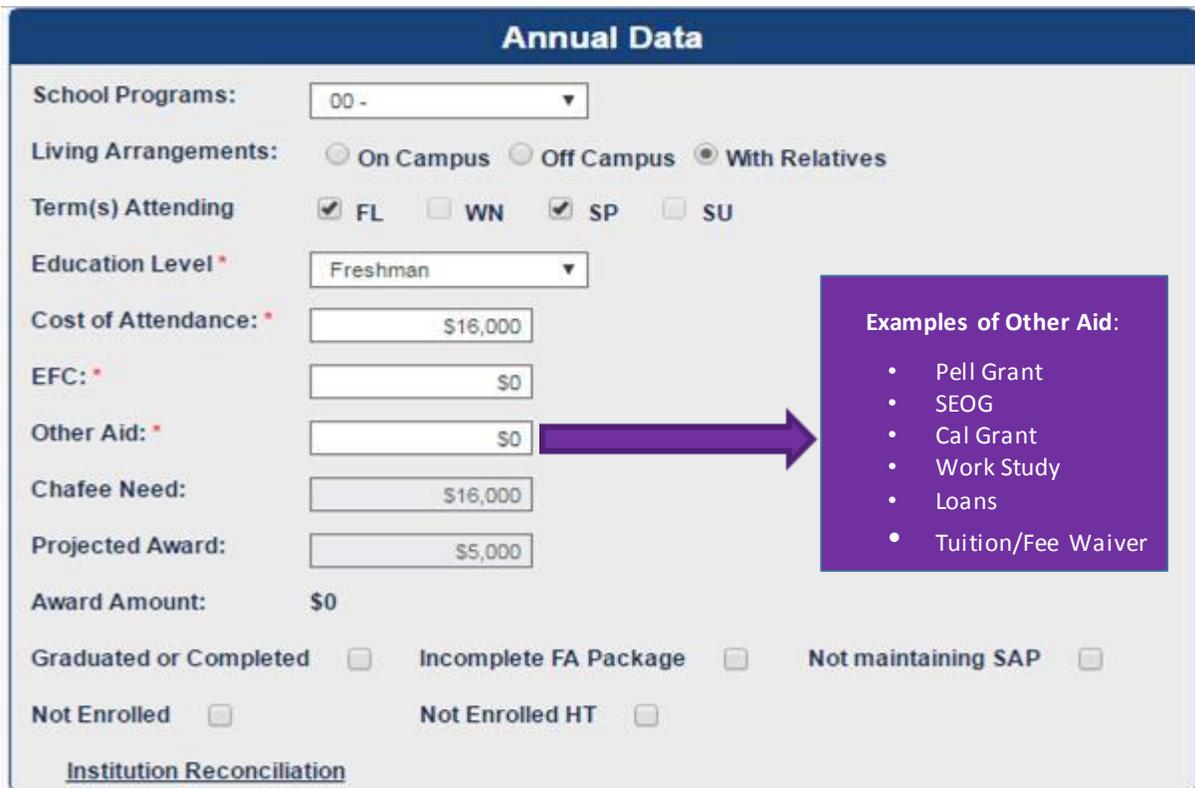
- Displays student information

2. **Annual Data** section:

- Prepopulated fields:
 - Living Arrangements, Education Level, and EFC obtained from student's self-reported data on FAFSA/CADAA
 - College cost of attendance (COA) and school terms types (quarter, semester, year round) reported on College Cost Estimate Form
- Institutions certify student eligibility **or ineligible reasons**
- "School Program field": Change to 01 if certifying for optional summer program
- "Living Arrangements": COA changes when living arrangements are changed
- "Other Aid: *" is a required field. Report all other financial aid, including:
 - Pell Grant
 - SEOG
 - Cal Grant
 - Work Study
 - Loans
 - Tuition/Fee Waiver
- If no changes, enter zero (0)
 - Projected award is calculated based on cost of attendance, minus EFC and other aid, and does not exceed \$5000
 - Ineligible reasons are indicated with checkboxes at bottom of section
 - Links to "Institution Reconciliation". Schools reconcile after disbursing funds

Chafee funding is intended to supplement, not supplant, any grant funds that a student is otherwise entitled.

Expanded view of Annual Data Section:



Annual Data

School Programs: 00 -

Living Arrangements: On Campus Off Campus With Relatives

Term(s) Attending: FL WN SP SU

Education Level: Freshman

Cost of Attendance: \$16,000

EFC: \$0

Other Aid: \$0

Chafee Need: \$16,000

Projected Award: \$5,000

Award Amount: \$0

Graduated or Completed Incomplete FA Package Not maintaining SAP

Not Enrolled Not Enrolled HT

[Institution Reconciliation](#)

Examples of Other Aid:

- Pell Grant
- SEOG
- Cal Grant
- Work Study
- Loans
- Tuition/Fee Waiver

After certifying eligibility on the “Annual Data” section of “Payment Roster”, institutions Request Payment for that term, and select “SAVE”:

3. **Request Payment** section:

- Each term, schools request payments. Schools are only able to select terms applicable to their term schedule.
- The Payment Roster will be available approximately 30 days prior to term start date. CSAC term start dates will be posted throughout the year. Once a pay term opens, it will remain open for the remainder of the academic year.
- A Payment Request will initiate the check process.
 - Checks will be issued by the State Controller’s Office (SCO).
 - Paper check warrants will be mailed to students, in care of the

institution.

- If a student becomes ineligible for payment *after* a warrant has been mailed but before being disbursed, the institution must return the check to CSAC within 10 days, with the return reason indicated on the remittance form attached to the check. See "[Awarding and Disbursing Funds](#)" for more information.

Expanded view of Request Payment screen:

Request Payment - Open Terms: Fall

Pay Fall Term:	<input type="checkbox"/>
Pay Winter Term:	<input type="checkbox"/>
Pay Spring Term:	<input type="checkbox"/>
Pay Summer Term:	<input type="checkbox"/>

Data Transfer

The "Data Transfer" screen allows schools to view weekly Chafee reports.

From the portal, select WebGrants > Data Transfer > Report Download:

- Select Academic Year. Then, select desired report type or "All" to view all reports.
- "Chafee Need Analysis Report": This report is generated weekly and is available for 2015-16 and prior years only. It displays a list of students who are missing a NAR.
- "Chafee Status Roster by School": Generated weekly and displays students' completion status of the following Chafee components with Yes (Y) or No (N) indicators:
 - APP: Chafee application
 - CDSS: California Department of Social Services Foster care eligibility
 - FAFSA/CADAA: FAFSA or CADAA completion
 - Totals for students who are "Enrolled," "Not Enrolled," "Not Maint. Satisf. Acad. Progress," etc. appear at bottom of report.
This data is extracted from the Payment Roster

Data Transfer Menu

When report list is populated, select "Retrieve File" to open report:

Report Download for YOUR COLLEGE

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

School ID = 00123456 Acad Year = 2015-2016 Month = All
 Report = All Media Type = All GO!

Report Date	Description	Media Type	Month	
08-AUG-16	Chafee Need Analysis Report	Report	AUG	Retrieve File
08-AUG-16	Chafee Status Roster By School	Report	AUG	Retrieve File

Select "Display/download" to open report:

California Student Aid Commission (SAPRD) Portal Menu WebGrants Tools Help Sign Out
WebGrants System Enrollment GPA Student Info School Info Roster Reconciliation Data Transfer Chafee Grant Accounting NON-SSN GPA

Data Transfer File Upload Report Download

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.

[Display/Download](#)

Screenshot of "Chafee Status Roster by School":

FYBRPTPK CALIFORNIA STUDENT AID COMMISSION RUN DATE: 07/25
 FYBCSRBS CHAFEE STATUS ROSTER BY SCHOOL RUN TIME: 17:31
 ACADEMIC YEAR 2015

SCHOOL CODE: 00123456 COLLEGE NAME: YOUR COLLEGE

The California Student Aid Commission (CSAC) has provided a listing of each student that has applied for a Chafee Grant and has selected your school for attendance.

Please make every effort to check the WebGrants Data Transfer Report Download Screen for your updated Chafee Status Rosters every Tuesday.

Students Enrolled

SSN	CSAC ID	NAME	DOB	APP
012345678	105XXXXXX	AWESOME, STUDENT	23-JUN-94	Y
001234567	106XXXXXX	BUNYAN, PAUL	06-JUL-92	Y
000123456	107XXXXXX	FINN, HUCKLEBERRY	18-SEP-94	Y

Item Received? Yes (Y) No (N)

APP- Chafee application

CDSS - Foster Care Eligibility

FAFSA- FAFSA/CADAA

Students Not Enrolled

SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded
000012345	105XXXXXX	STARK, TONY	07-AUG-93	Y	Y	Y	Y	N
000001234	102XXXXXX	WONKA, WILLY	24-JAN-95	Y	Y	Y	Y	N

Students Not Maintaining Satisf. Academic Progress

SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded
000000123	106XXXXXX	DARLING, WENDY	06-JUL-92	Y	Y	Y	Y	N
000012345	103XXXXXX	PAN, PETER	27-JUL-94	Y	Y	Y	Y	N

Count of Students Enrolled : 156
 Count of Students Not Enrolled : 2
 Count of Students Not Enrolled At Least Half Time : 0
 Count of Students Not Maint. Satisf. Acad. Progress : 7
 Count of Students with Incomplete Fin. Aid Package : 0
 Count of Students Graduated or Completed Training : 0



Total Count for this School Code : 165

AWARDING AND DISBURSING FUNDS

Awarding Process

- Subject to state and federal policy and funding.
- All awards are subject to priority selection criteria and offers are made based on availability of funds.
- Additional awards are offered year round, based on available funding.
- Awards and payments are processed weekly, generally on Monday evenings.
- Initial awards are offered in early fall term.
- CSAC may send preliminary award notification to students prior to final budget.
- Awards are allocated for the full academic year unless funds are returned by the school or a school change is processed.
- Payment amount is determined based on the award amount, divided by the number of academic terms reported by the institution.
- Award notification is sent to the student.
- Terms of enrollment for award is noted in the correspondence section of WebGrants.
- Award status is updated to "Y" on the institution's "Chafee Status Roster by School Report."

Payment Process

- After a student's eligibility is confirmed and payment is requested, once the Monday night weekly pay cycle runs, the following payment details will be displayed on the Student Application Status screen: payment amount, date, and warrant number.
- Per-term award amount is calculated based on the annual award amount. Payments are prorated based on the number of academic terms reported by the institution.
- Check warrant is sent to the student, in care of (c/o) the institution.
- Payment date on check reflects the date the payment was requested from SCO.

Disbursements

School confirms final eligibility based on:

- Financial need
- At least half-time enrollment
- Enrollment in a program of at least one academic year in length and
- Maintaining SAP

If the student is *eligible*:

- Checks are sent to the institution, payable to the student.
- Checks can be disbursed retroactively.
- Schools report disbursement date on Institution Reconciliation in WebGrants.

If the student is *ineligible* for payment:

- Institutions are required to return checks to CSAC within **10 business days** of receipt.
- School must indicate the reason for check return on remittance form.
- Institutions must also return checks for students that they are unable to locate for disbursement.
- Institutions **must not deface returned checks (DO NOT WRITE VOID ON THE CHECK)**.
- Checks returned for the following reasons: Not Enrolled, Unable to Locate Student, Revised Financial Need, will be reserved for 10 days.
- Checks that are returned for the following reasons: not making SAP or Enrolled Less Than Half Time, will be recycled to make additional awards.
- Schools report check return date and amount on Institution Reconciliation in WebGrants.
- CSAC notifies students of returned checks.

Lost or Missing Chafee Checks

- Notify CSAC immediately.
- Report the approximate date the check was lost, stolen or misplaced, and the pertinent circumstances.
- CSAC's Accounting department will send a "Request for Duplicate Controller's Warrant/Stop Payment" form. The form must be signed by the institution and the student and then forwarded to the State Controller's Office.
- Processing time for checks to be reissued is approximately 6 to 8 weeks.

Withdrawn Record

When students are withdrawn, comments are placed on the WebGrants Student Application Status screen. Students are placed in a withdrawn status when:

- Schools do not certify student eligibility within established timeframe.
- Student does not meet foster care eligibility.

CHAFEE PROGRAM RESOURCES

Chafee Correspondence

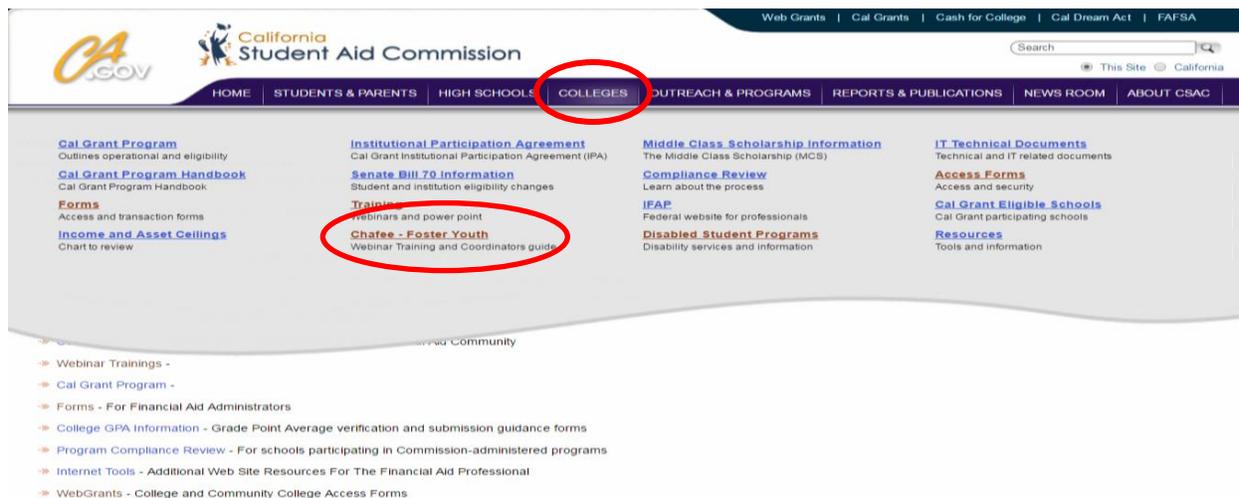
Below is a list of correspondence that is sent to students:

- Preliminary Award Letters
- Renewal Letters
- Missing Information Letters
- Age Out Letters
- Periodic Reminders of next steps

Chafee Website Resources for Schools

Visit CSAC's website for Chafee program information at: <https://www.chafee.csac.ca.gov/>.

In addition, many valuable training tools, and documents designed for colleges, such as webinars and the Chafee Coordinator's Guide, are available for viewing and for download at: <http://www.csac.ca.gov/> > Colleges > Chafee-Foster Youth



The screenshot shows the California Student Aid Commission website. The navigation menu includes: HOME, STUDENTS & PARENTS, HIGH SCHOOLS, COLLEGES (circled in red), OUTREACH & PROGRAMS, REPORTS & PUBLICATIONS, NEWS ROOM, and ABOUT CSAC. Below the menu, there are several resource links. The 'Chafee - Foster Youth' link under the 'Training' section is circled in red. Other links include 'Cal Grant Program', 'Institutional Participation Agreement', 'Middle Class Scholarship Information', 'IT Technical Documents', 'Senate Bill 79 Information', 'Compliance Review', 'Access Forms', 'Forms', 'IFAP', 'Cal Grant Eligible Schools', and 'Income and Asset Ceilings'. A search bar is visible in the top right corner.

Additional documents available on CSAC's website include the:

- Chafee Foster Youth Grant Program Webinar and PowerPoint slides
- Chafee Coordinator's Guide
- Foster Care Eligibility Form

- Chafee Student Application
- Student Update/Change Form

Help and Support for Schools

Schools may contact CSAC directly for additional assistance by phone, email, and fax:

- Email: specialized@csac.ca.gov
- Kurt.Zimmer@csac.ca.gov (916) 464-3025
- Yvonne.Hollingsworth@csac.ca.gov (916) 464-7992
- Fax: (916) 464-6499

For Technical Support or Password issues, contact the Help Desk:

- Phone: 888-294-0148
- Email: csachelpdesk@csac.ca.gov

Help and Support for Students

Students can look up general Chafee program information and eligibility requirements online: <https://www.chafee.csac.ca.gov/>.

- WebGrants4Students portal at <https://mygrantinfo.csac.ca.gov/>:
 - Monitor application and award status
 - Update address, phone number, and email address
 - Change school of attendance

Students may contact CSAC by phone, email, and fax:

- Student Support Line: (888) 224-7268
- Email: studentsupport@csac.ca.gov
- Fax: (916) 464-6499

Additional Chafee Program Information and Publications

- California Chafee Grant for Foster Youth: <https://www.chafee.csac.ca.gov>
- Cal Grants: <http://www.calgrants.org>
- California Student Aid Commission: <http://www.csac.ca.gov>
 - Access training materials
 - Email specialized@csac.ca.gov to sign up for CSAC ListServ and receive:
 - Grant Operations Memos
 - Grant Special Alerts

Hosting a financial aid event? Download and order brochures and publications:

- <http://www.csac.ca.gov/doc.asp?id=40>

ACRONYM GLOSSARY

AB: Assembly Bill

CADAA: California Dream Act Application

Cal ISIR: California Institutional Student Information Records

CDSS: California Department of Social Services

COA: Cost of Attendance

CSAC: California Student Aid Commission

DOB: Date of Birth

EFC: Expected Family Contribution

FA: Financial Aid

FAFSA: Free Application for Federal Aid

GOM: Grant Operations Memo

HT: Half-time enrollment

ILP: Independent Living Program

ISIR: Institutional Student Information Records

IVR: Interactive Voice Response

NAR: Need Analysis Report

SAP: Satisfactory Academic Progress

SCO: State Controller's Office