

Online Chafee Payment Roster



CALIFORNIA STUDENT AID COMMISSION

“Making Education Beyond High School Financially Accessible To All Californians.”

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Webinar



- To hear the audio portion of this training please
**Call-in to the toll-free conference line:
1 (877) 669-3239**
**Call-in to the toll conference line:
1(408) 600-3600**
- **Callers muted but not silenced**
 - Q & A (time permitting)
 - Raise hand (Agreement)

Purpose of Training



- **The California Student Aid Commission (Commission) will automate the California Chafee Grant Program (Chafee) claim schedule submission process for the 2011-2012 school year.**
- **This training provides an update to the Chafee checks delivery process.**
- **Introduces new WebGrants Chafee Screens for reporting and tracking payments.**

Program Overview



- Chafee is administered by the Commission through an interagency agreement with the California Department of Social Services (CDSS).
- Grants offered to California foster youth, who have aged out of foster care, to help pay for college or career and technical training.
- Maximum award amount is \$5,000 per school year.
- Federal and state funded grant subject to yearly availability of funds.
- Payments are requested through the California State Controller's Office (SCO) and disbursed by institutions.

Background



- **From 2004 through 2011, Chafee checks were processed manually.**
 - Initiating claim schedule process through SCO.
 - Generating payment rosters, disbursement agreement, award letters and payment letters.
 - Packaging and distributing checks via FedEx.
 - Generating, packaging and distributing check.
 - ✦ Timeline (4-6 weeks)
- **Transition to electronic claim schedule process.**
 - Electronic reports generated through WebGrants.
 - Checks mailed to institutions directly by SCO .
 - ✦ Timeline (1-2 weeks)

990000099

7980

MO. | DAY | YR.
03 | 25 | 2011

90-1342/1211

61237641

DOLLARS	CENTS
\$*****3334	.00

John Chiang
JOHN CHIANG
 CALIFORNIA STATE CONTROLLER



TO: **STUDENT FIRST & LAST NAME**
C/O SCHOOL NAME
ADDRESS1
ADDRESS2
CITY, STATE ZIP CODE

- TEST -

ISSUE DATE: 03/25/2011

CSAC ID: 990000099

ACADEMIC YEAR: 2010/2011

INST CODE 00999900

PAYMENT TERM: SP

CHECK AMOUNT: \$3334.00

CALIFORNIA CHAFEE GRANT PROGRAM

STUDENTS:

CHECK AMOUNT IS DETERMINED BY SCHOOL FINANCIAL AID OFFICE.
UPDATE YOUR CHAFEE GRANT RECORD ON WEBGRANTS4STUDENTS.ORG.

SCHOOLS:

DISBURSE CHECK IF STUDENT IS ENROLLED AT LEAST HALF-TIME,
MAINTAINING SAP, AND DEMONSTRATES FINANCIAL NEED. RECONCILE
ALL FUNDS DISBURSED OR RETURNED ON WEBGRANTS PAYMENT ROSTER.

RETURN NON-DISBURSED CHECKS WITHIN TEN (10) BUSINESS DAYS,
DO NOT WRITE "VOID" ON THE CHECK. (SELECT REASON BELOW).

- | | |
|------------------------|-------------------------------------|
| -- NOT ENROLLED | -- NOT ENROLLED NOR MAINTAINING SAP |
| -- LESS THAN HALF-TIME | -- REVISED NEED ANALYSIS |
| -- NOT MAINTAINING SAP | -- UNABLE TO LOCATE STUDENT |
| -- AWARD EXCEEDS NEED | -- INCOMPLETE FA PACKAGE |

IF YOU HAVE QUESTIONS, PLEASE CONTACT:

CALIFORNIA STUDENT AID COMMISSION
SPECIALIZED PROGRAMS BRANCH
P.O. BOX 419026

Chafee Warrant - Payee



- Chafee Warrant Number = "check number"

CSAC ID #

Warrant #

THE TREASURER OF THE STATE WILL PAY OUT OF THE
TO IDENTIFICATION NO.

FUND NO. FUND NAME
0001 GENERAL FUND

MO. | DAY | YR.
03 | 25 | 2011

90-1342/1211

990000099

7980

61237641

TO: 237641

DOLLARS	CENTS
\$ *****3334	.00

STUDENT FIRST & LAST NAME
C/O SCHOOL NAME
ADDRESS1
ADDRESS2
CITY, STATE ZIP CODE

John Chiang
JOHN CHIANG
CALIFORNIA STATE CONTROLLER



All checks will be made in care
of (c/o) the school

TEST

Chafee Warrant- Remittance



ISSUE DATE: 03/25/2011

CSAC ID: 990000099

ACADEMIC YEAR: 2010/2011

INST CODE: 00999900

PAYMENT TERM: SP

CHECK AMOUNT: \$3334.00

CALIFORNIA CHAFEE GRANT PROGRAM

STUDENTS:

CHECK AMOUNT IS DETERMINED BY SCHOOL FINANCIAL AID OFFICE.
UPDATE YOUR CHAFEE GRANT RECORD ON WEBGRANTS4STUDENTS.ORG.

SCHOOLS:

DISBURSE CHECK IF STUDENT IS ENROLLED AT LEAST HALF-TIME,
MAINTAINING SAP, AND DEMONSTRATES FINANCIAL NEED. RECONCILE
ALL FUNDS DISBURSED OR RETURNED ON WEBGRANTS PAYMENT ROSTER.

RETURN NON-DISBURSED CHECKS WITHIN TEN (10) BUSINESS DAYS,
DO NOT WRITE "VOID" ON THE CHECK. (SELECT REASON BELOW).

- | | |
|------------------------|-------------------------------------|
| -- NOT ENROLLED | -- NOT ENROLLED NOR MAINTAINING SAP |
| -- LESS THAN HALF-TIME | -- REVISED NEED ANALYSIS |
| -- NOT MAINTAINING SAP | -- UNABLE TO LOCATE STUDENT |
| -- AWARD EXCEEDS NEED | -- INCOMPLETE FA PACKAGE |

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SPECIALIZED PROGRAMS BRANCH
P.O. BOX 419026
RANCHO CORDOVA, CA 95741-9026
(888) 224-7268

Implementation of electronic claim schedule



For the 2011-2012 academic year

- **On WebGrants institutions can directly enter:**
 - Disbursement date
 - Return amount
 - Return date
 - Return reason
- **Institutions can access claim and payment screens for their students only.**
 - Report updates to Commission staff for students who have transferred to a different school.
- **Establish check handling and updating process**

WebGrants Screens



- **WebGrants Screens:**
 - Search by Warrant
 - Payment Screens
 - ✦ Payments by CSAC ID & AY
 - ✦ Payments by SSN & AY
 - ✦ Payments by Name (exact)
 - ✦ Payments by Name (approx.)
 - ✦ Payments by CSAC ID
 - ✦ Payments by SSN
 - Claim Schedule Screen
 - ✦ Claim by Date Range
 - ✦ Recipients per Claim
 - WebScreen Dates

Getting Started- Accessing Chafee



- The Commission's WebGrants homepage at <https://webgrants.csac.ca.gov/common/logon.aspx> allows authorized users access to update Chafee records.
 - Institutions complete and update System administrator's (SA) authorization forms
 - SA's can update their access to new Chafee Screens
 - SA's can assign and update "User Accounts" for additional staff

Getting Started-WebGrants



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

California Student Aid Commission WebGrants System

Welcome!

[Help With Your Account](#)

Please sign in

Please enter your user name, password.

Authorized Use Only

User Name

Password

Need to create an account?

- ✦ **For a School Administrator Account:**
Please call 1-916-526-8989 or 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

UNAUTHORIZED ACCESS TO THIS STATE OF CALIFORNIA COMPUTER SYSTEM AND SOFTWARE IS PROHIBITED BY CALIFORNIA PENAL CODE 502 AND PUBLIC LAW 99-474, TITLE 18, UNITED STATES CODE.

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Revision: 23 Date: 2/26/2010 12:06:21 PM



Getting Started-Access to Chafee Screens

California Student Aid Commission
WebGrants System

[WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)



Welcome! TEST2_TS
To the **WebGrants** Menu

The last time you logged on to this system was: 07/20/2011 10:27:05 am
Number of failed attempts since your last login: 2

Please contact your School's System Administrator if you need access to additional screens.

WebGrants Menu

[GPA](#)
[Student Info](#)
[School Info](#)
[Roster/Reconciliation](#)
[Data Transfer](#)
[Chafee Grant](#)

Account Information

[View Your Account Details](#)
[Help With Your Account](#)

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Revision: 9 Date: 12/14/2009 11:43:03 AM

Click to access Chafee Screens

Update access to new Chafee Screens

Getting Started-Chafee Grant Menu



California Student Aid Commission

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WebGrants System

[GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#)

[Chafee Grant](#) [Financial Need Analysis](#) [Application Status](#) [Student Lookup](#) [Chafee CSAC Application](#) [Chafee Student Payment Roster](#)

Chafee Grant Menu

[Financial Need Analysis](#)

[Application Status](#)

[Student Lookup](#)

[Chafee CSAC Application](#)

[Chafee Student Payment Roster](#)

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Access New Chafee Payment Screens

Chafee Payment Screens and Reports

California Student Aid Commission (TEST2)

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WebGrants System

[Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#) [Accounting](#)

[Chafee Grant](#) [Financial Need Analysis](#) [Application Status](#) [Update Chafee Schools](#) [Return or Hold Checks](#) [Student Lookup](#) [Withdraw Student](#) [SSN Change](#)
[Pseudo SSN](#) [ILP Form](#) [Update Gift Data](#) [Chafee CSAC Application](#) [Chafee Student Payment Roster](#)

← **Tabs still available**

Online Chafee Payment Roster

School ID: 00999900

Acad Yr: 2011-2012

All Claim Schedules

Claim Schedule Number:

GO!

- All Claim Schedules
- All Claim Schedules by Date Range
- Recipients Per Claim Schedule
- Payments by CSAC Id by Acad Year
- Payments by SSN by Acad Year
- All Payments by Name (exact)
- All Payments by Name (approximate)
- All Payments by CSAC Id
- All Payments by SSN
- Search By Warrant Number
- Students Non-rcvd Pmts by Claim Schedule
- Check Issued but Student not paid
- Returned Paymts by Acad Yr
- Returned Paymts by Date Range
- Non-rcvd rtn pmts by Acad Yr
- Web Screen Dates

Name: BATEMAN, GLEN

07/04/1991

CSAC Id: 100329130

School	FY/YAY	Pmt Amt	Term	Claim Schedule	Iss Date
00999900	11/11	\$1,250	FL	11199621	07/12

School	Return Code	CSAC Received Amt	CSAC Received Date
(mm/dd/yyyy)			

Select new screens and reports on dropdown menu

Getting Started-Chafee Warrants



- **When the Chafee check is received, the school can report disbursement and return information on the Chafee Payment Roster.**
 - To disburse the school must check enrollment status, satisfactory academic progress and financial need.
 - When returning a check schools must update reason codes.
- **Schools can look up a list of students paid on the same day by looking up the claim schedule assigned to the warrant.**

Search by Warrant



- Enter Warrant number, click go
- Displays the Payment Screen - schools can update disbursement and return information

Online Chafee Payment Roster

School ID: Acad Yr: 2011-2012 Search By Warrant Number Warrant Number: 61240633

Click
GO!

Search by Warrant Number: 61240633

Name: BATEMAN, GLEN SSN: 990-10-0008 DOB: 07/04/1991 CSAC Id: 100329130

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
--------	-------	---------	------	----------------	------------	----------------	----------------------------------	----------------------	---------------------------------	-------------	-------------------	--------------------

00999900	11/11	\$1,250	FL	11199621	07/12/2011	61240633	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
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Submit

Exit

Reset

Getting Started-Payment Screen



- Chafee Payment Screen linked to multiple screens – “all roads lead to payment screen”

Click Return code header for list of return reason codes

All Payments for GLEN BATEMAN

Name: BATEMAN, GLEN												SSN: 990-10-0008		DOB: 07/04/1991		CSAC Id: 100329130	
School	FY/Y	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					
00999900	11/11	\$1,250	FL	11199621	07/12/2011	61240633	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Submit

Exit

Reset

Click will populate today's date

Original return amount will populate

Don't forget to hit Submit!

- Institutions update
 - Disbursement date
 - School return amount
 - School return date
 - Return Code

Payment Screen Descriptions



- **Second level header (blue row) displays - Name of student, Student SSN, Student DOB, Student CSAC ID**
- **Third level header displays**
 - School ID – School’s OPEID number
 - FY/AY - Fiscal Year and Academic Year
 - Term – Enrollment Period (FL= Fall, WN = Winter, SP = Spring, SU = Summer)
 - Claim Schedule –Assigned by State Controller’s Office
 - Issue Date – Payment process date
 - Warrant Number –check number
 - Date School Paid Student (mm/dd/yy) –data updated by school
 - School return amount - data updated by school
 - School return date (mm/dd/yy) -data updated by school
 - Return code - data updated by school
 - CSAC Received Amount – data updated by CSAC
 - CSAC Received Date – data updated by CSAC

All Payments by Name (exact)



- Enter first and last name -exact information is needed- click GO!
- List multiple payments and years (not AY specific)

Online Chafee Payment Roster

School ID: Acad Yr: 2011-2012 All Payments by Name (exact) First Name: harold Last Name: lauder

All Payments by Name Search (Exact)

Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
3	100329129	LAUDER, HAROLD	2011	61240632	\$1,250	07/18/2011	2011	

Exit

Page Size:

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All Payments by Name (approximate)



- Enter partial first and last name - click go
- List all records with matching partial data
- List multiple payments and years (not AY specific)

Online Chafee Payment Roster

School ID: Acad Yr:

First Name:



Last Name:

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
1	100329130	BATEMAN, GLEN	2011		\$1,250		2011	
1	100329130	BATEMAN, GLEN	2011	61240633	\$1,250	07/12/2011	2011	
25	100329166	MANCINI, VICTOR	2010	61240649	\$1,250	07/19/2011	2010	
23	100329166	MANCINI, VICTOR	2010	61240625	\$1,250	07/12/2011	2010	
4	100329127	REDMAN, STUART	2011		\$1,250		2011	
4	100329127	REDMAN, STUART	2011	61240630	\$1,250	07/18/2011	2011	

Exit

All Payments by CSAC ID



- Enter CSAC ID, click go
- List multiple payments and years (not AY specific)

School ID: Acad Yr: All Payments by CSAC Id CSAC Id:

All Payments for JOHN ANDERSON

Name: ANDERSON, JOHN SSN: 990-10-0027 DOB: 06/17/1993 CSAC Id: 100329169

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
00999900	10/10	\$1,250	WN	11200631	07/19/2011	61240652	<input type="text" value="07/20/2011"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
00999900	10/10	\$1,250	FL	11180581	07/05/2011	61240610	<input type="text" value="07/15/2011"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

All Payments by SSN



- Enter SSN, click Go
- List multiple payments and years (not AY specific)

[Chafee Grant](#) | [Financial Need Analysis](#) | [Application Status](#) | [Student Lookup](#) | [Chafee CSAC Application](#) | [Chafee Student Payment Roster](#)

Online Chafee Payment Roster

School ID: Acad Yr: SSN:

All Payments for JIM FERGUS

Name: FERGUS, JIM SSN: 990-10-0025 DOB: 03/13/1991 CSAC Id: 100329167

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
00999900	10/10	\$1,250	WN	11200631	07/19/2011	61240650	<input type="text" value="07/20/2011"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
00999900	10/10	\$1,250	FL	11180581	07/05/2011	61240615	<input type="text" value="07/18/2011"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Payments by CSAC ID by Academic Year



- **Select Academic Year**
- **Enter student's CSAC ID brings you to Payment Screen**

Online Chafee Payment Roster

School ID:

Acad Yr:

Payments by CSAC Id by Acad Year

CSAC Id: 100329130



Payments by SSN by Academic Year



- **Select Academic Year**
- **Enter student's SSN brings you to Payments Screen**

Online Chafee Payment Roster

School ID:

Acad Yr:

2011-2012 ▼

Payments by SSN by Acad Year ▼

SSN: 990-10-0008



Getting Started-Claim Schedule



- **A Claim Schedule is a list of payees submitted for issuance of warrants.**
 - Claim schedules and warrant numbers are assigned by SCO.
 - They are Academic year and term specific.
 - Claim Schedule information will contain a list of students picked up for payment.
- **WebGrants Claim Schedule Screens**
 - All Claim Schedules
 - All Claim Schedules by Date Range
 - Recipients per Claim Schedule

All Claim Schedule



- **Select an Academic Year then Click Go button**
 - A summary of all claims for a given AY appears

Online Chafee Payment Roster

School ID: Acad Yr: All Claim Schedules Claim Schedule Number:

All Claim Schedules for Academic Year 2011 For School 00999900

Claim Schedule	Term	Run Date	Sum of Warrants	Number of Warrants
11200641	WN	07/19/2011	\$6,250	5
11199621	FL	07/18/2011	\$6,250	5
Claim Schedules by Academic Year			\$12,500	

All Claim Schedule Detail Screen



- Enter a specific Claim Schedule Number
 - Claim payment detail appears (no need to select AY)

Online Chafee Payment Roster

School ID: 00999900

Acad Yr: 2011-2012

All Claim Schedules

Claim Schedule Number:



All Payments for Claim Schedule 11199621 for FL

Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
1	100329130	BATEMAN, GLEN	2011	61240633	\$1,250	07/12/2011	2011	
2	100329128	FRANNIE, GOLDSMITH	2011	61240631	\$1,250	07/18/2011	2011	
3	100329129	LAUDER, HAROLD	2011	61240632	\$1,250	07/18/2011	2011	
4	100329127	REDMAN, STUART	2011	61240630	\$1,250	07/18/2011	2011	
5	100329131	STERN, SUSAN	2011	61240634	\$1,250	07/12/2011	2011	

Exit

Claim Schedule Summary Description



- **Claim Schedule summary**
 - Claim Schedule
 - Term – Enrollment period
 - Run Date – Date payment was processed
 - Sum of warrants – Total amount of checks issued for claim
 - Number of Warrants – Total number of checks issued for claim
- **Claim detail - Clicking on a claim schedule from the summary screen will direct you to “All Payments for Claim Schedule Screen”**

Claim Schedule Detail Screen Descriptions



- **First header row – “All Payments for Claim Schedule” claim number and term**
- **Second header (blue row)**
 - Sequence number – order in which payments were ran
 - CSAC ID – Commission Identifying number
 - Academic Year – school year
 - Warrant number – SCO assigned check number
 - Warrant Amount – amount of check
 - Warrant Date –check process date
 - Funding Year – fiscal funding year
 - CSAC Received Returned Check date

All Claim Schedules by Date Range



- Select Academic Year
- Select Start and End Dates to narrow down Claim Schedules

Online Chafee Payment Roster

School ID: Acad Yr: 2011-2012 All Claim Schedules by Date Range Start Date: 01/01/2010 End Date: 07/18/2011

All Claim Schedules by Date Range between 01/01/2010 and 07/18/2011

Claim Schedule	Term	Run Date	Sum of Warrants	Number of Warrants
11199621	FL	07/18/2011	\$6,250	5
Claim Schedules by Date Range			\$6,250	

Exit

Page Size:

[Export to Excel](#)

Recipients Per Claim schedule



- Enter a specific claim schedule (useful during a reverse look up to find all warrants issued under one claim schedule)

Online Chafee Payment Roster

School ID: Acad Yr: 2010-2011 Recipients Per Claim Schedule Claim Schedule Number:

Web Screen Dates



- View Payment Roster Screen open and closed dates for each academic year

School ID: Acad Yr: Web Screen Dates CSAC Id or Claim Schedule:

Academic Year	Begin Date	End Date	Update Status
2011	04/15/2011	12/12/2012	OPEN ✓
2010	09/01/2009	09/30/2011	OPEN ✓
2009	09/01/2008	09/30/2010	CLOSED ✗

Fun Screen Features



- Most Screens columns can be sorted in ascending or descending order



- **Submit button** – Saves transactions made on record
- **Exit button** - Returns to previous screen, no data is saved
- **Reset button** –Data is restored, no changes saved

Fun Screen Features



- **Page size** – Page size will display a default of 25 records per page. You can select the number of records you would prefer per page and click go.
- **Page # and Page of** – When records exceed page size additional pages can be accessed by entering page # and clicking go.

Page Size:

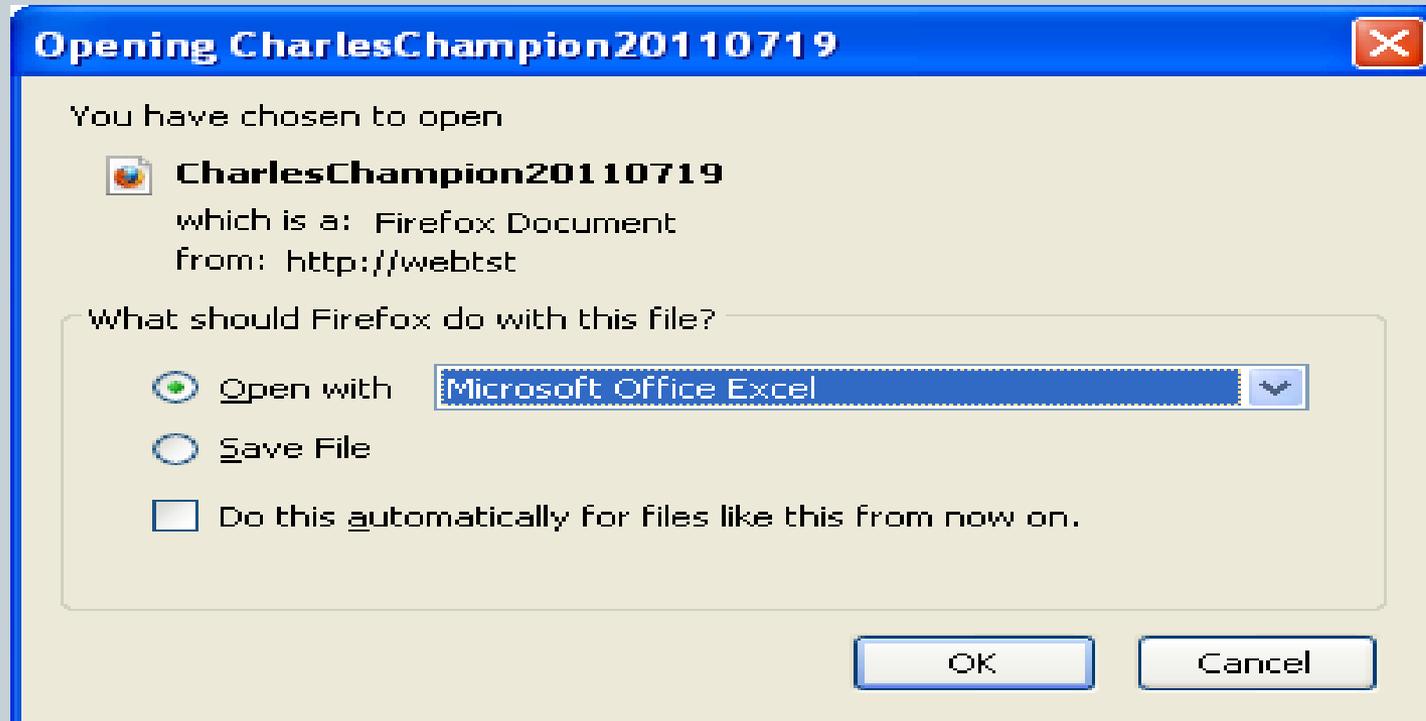
Page #: of 2

[First](#) [Prev](#) [Next](#) [Last](#)

Fun Screen Features



- Export to Excel – File will open in a new window and can be downloaded into Excel Format. Schools can download a more flexible report.



Part 2 Training-Additional Reports and Screens



- **WebGrants Reports**
 - Students Non Received Payment by Claim Schedule
 - Check Issued but Student Not Paid
 - Returned Payment Report – by Acad Yr
 - Returned Payment Report – by Date Range
 - Non Received Return Payments by Acad Yr

Non-Received Payment - Summary



- Displays students who were not reported as paid by schools
- Identify if a check from a claim schedule is missing
- Search by Claim Schedule

School ID: Acad Yr: Students Non-rcvd Pmts by Claim Schedule Claim Schedule Number:

Students Who Were Not Paid by Claim Schedule: 11199621

Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
2	100329128	FRANNIE, GOLDSMITH	2011	61240631	\$1,250	07/18/2011	2011	
3	100329129	LAUDER, HAROLD	2011	61240632	\$1,250	07/18/2011	2011	
4	100329127	REDMAN, STUART	2011	61240630	\$1,250	07/18/2011	2011	
5	100329131	STERN, SUSAN	2011	61240634	\$1,250	07/12/2011	2011	

Exit

Non-Received Payment - Detail



Online Chafee Payment Roster

School ID: Acad Yr: Students Non-rcvd Pmts by Claim Schedule Claim Schedule Number:

All Payments for GOLDSMITH FRANNIE

Name: FRANNIE, GOLDSMITH SSN: 990-10-0006 DOB: 05/05/1990 CSAC Id: 100329128

School	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date Pd	School Std	School Return Amount	School Return date	Return Code	CSAC Received Amt	CSAC Received Date
00999900	11/11	\$1,250	WN	11200641			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>		
00999900	11/11	\$1,250	FL	11199621	07/18/2011	61240631	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>		

Check Issued but Not Paid -Summary



- Displays students who were not reported as disbursed by the schools for a given academic year
- Multiple claim schedules and warrants displayed

School ID: Acad Yr: Check Issued but Student not paid CSAC Id or Claim Schedule:

Students Who Were Not Paid for Academic Year 2010-2011

Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
22	100329135	ANDROS, NICK	2010	61240638	\$1,250	07/19/2011	2010	
20	100329135	ANDROS, NICK	2010	61240611	\$1,250	07/05/2011	2010	

Check Issued but Not Paid -Detail



Online Chafee Payment Roster

School ID: 00999900

Acad Yr: 2010-2011

Check Issued but Student not paid

CSAC Id or Claim
Schedule:



All Payments for NICK ANDROS

Name: ANDROS, NICK

SSN: 990-10-0013

DOB: 06/07/1993

CSAC Id: 100329135

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
00999900	10/10	\$1,250	WN	11200631	07/19/2011	61240638	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>		
00999900	10/10	\$1,250	FL	11180581	07/05/2011	61240611	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>		

Submit

Exit

Reset

Returned Payments - Summary



- Displays students who were reported as check returned by the schools and received by CSAC for a given academic year
- Reconciliation tool search by Date Range or AY

Online Chafee Payment Roster

School ID: 00999900

Acad Yr: 2010- 2011

Returned Paymts by Acad Yr

CSAC Id or Claim
Schedule:



Returned Payments for Academic Year: 2010

Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
6	100329170	PETERSEN, CHRIS	2010	61240653	\$1,250	07/19/2011	2010	07/20/2011
4	100329170	PETERSEN, CHRIS	2010	61240628	\$1,250	07/12/2011	2010	07/20/2011
19	100329160	ROBERTS, MICHAEL	2010	61240643	\$1,250	07/19/2011	2010	07/20/2011
17	100329160	ROBERTS, MICHAEL	2010	61240629	\$1,250	07/12/2011	2010	07/20/2011

Exit

Returned Payments -Detail



School ID: 00999900

Acad Yr: 2010-2011

Returned Paymts by Acad Yr

CSAC Id or Claim Schedule:



All Payments for CHRIS PETERSEN

Name: PETERSEN, CHRIS

SSN: 990-10-0028

DOB: 09/20/1993

CSAC Id: 100329170

School	FYAY	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
00999900	10/10	\$1,250	WN	11200631	07/19/2011	61240653		\$1,250	07/20/2011	1	\$1,250	07/20/2011
This payment was returned and can not be updated												
00999900	10/10	\$1,250	FL	11180581	07/12/2011	61240628		\$1,250	07/19/2011	2	\$1,250	07/20/2011
This payment was returned and can not be updated												

Submit

Exit

Reset

Non Received Return Payments – Summary



- Displays checks returned by the school but not updated as received by the Commission – was a check lost?

School ID:

Acad Yr:

CSAC Id or Claim Schedule: 

Non-Received Returned Payments for Acad Yr: 2010

Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
11	100329158	KELLY, ENZO	2010	61240641	\$1,250	07/19/2011	2010	
23	100329166	MANCINI, VICTOR	2010	61240625	\$1,250	07/12/2011	2010	
8	100329164	MARTIN, EMMA	2010	61240626	\$1,250	07/12/2011	2010	

Non Received Return Payments – Detail



Online Chafee Payment Roster

School ID: ▼

Acad Yr: ▼

▼

CSAC Id or Claim Schedule:



All Payments for ENZO KELLY

Name: KELLY, ENZO

SSN: 990-10-0016

DOB: 05/15/1990

CSAC Id: 100329158

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
00999900	10/10	\$1,250	WN	11200631	07/19/2011	61240641	<input type="text"/>	\$1,250	07/20/2011	1 ▼		
00999900	10/10	\$1,250	FL	11180581	07/05/2011	61240619	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼		

Submit

Exit

Reset

Closing



- Q & A
- Feedback
- Additional training sessions
- Training resource
 - csac.ca.gov
 - chafee.csac.ca.gov
 - School Support Phone 1-888-294-0153
 - chafee@csac.ca.gov

Session 1: Q&A 1-15



- **Q1: We want the check to be made payable to our institution and not the student. This allows us to get the funds to the students faster. It is too labor intensive to have to contact the student and then have them come into the office and sign the check.-**
- **A1: The check is made payable with the students name and C/O (in care of) the school name. Most banks will honor a check without the student's signature as long as the school has setup a student account under the student's name with their bank. Large universities are currently doing this with the Chafee checks.**

- **Q2: Will the warrants ever be issued via EFT? -**
- **A2: The idea of implementing an EFT process for Chafee payments has was briefly discussed during the 2011-2012 Chafee Annual Stakeholders Meeting and further discussion is needed. This question will be deferred for the Chafee Stakeholder Workgroup to further discuss.**

- **Q3: Do we need the student's signature to replace funds? -**
- **A3: Yes, the student will need to sign the check unless the school has a student account set up.**

- **Q4: I thought there was going to be a roster that we filled out before payments were requested from the State Controller's Office. Is that being implemented now or later? -**
- **A4: The idea of implementing a pre-authorization of payment from schools was mentioned during the 2011-2012 Chafee Annual Stakeholders Meeting and further discussion is needed. This question will be deferred for the Chafee Stakeholder Workgroup for further discuss.**

- **Q5:** In the past it was easy for me to follow up on student who picked up their checks because the school payment roster form was returned to me. How do I do when the student picked up the check? Any suggestions? on how to track it? -
- **A5:** You can make a copy of the remittance for your record. The information from the school payment roster is the same information as on the remittance. You may want to consult with departments within your school that handle the Chafee checks in order to establish a check handling procedures.

- **Q6:** When does this go live?
- **A6:** The online Chafee Payment Roster is now available through the WebGrants system.

- **Q7:** I send check to our Business Office for release.-
- **A7:** Please refer to A5 for the response.

- **Q8:** I may have missed something- What is the purpose of having the check co-payable to the school and student?
- **A8:** The checks are “care of” (c/o); not co-payable. The checks will be mailed directly to the school with the mailing address typeset on the physical check and is seen through the window envelope. The check would require to have the school’s name and address along with the student’s name to allow for delivery to the schools.

- **Q9:** So if check is co-payable, can a school deposit check w/o the student's signature and cover Inst amounts due / bills first (we currently have student appear in person to sign). Thank you.-
- **A9:** The checks are payable “care of” (c/o) and not co payable; therefore, students will still need to sign the check. Some banks will honor a check without the student’s signature as long as the school has setup a student account under the student’s name with their bank.

- **Q10:** c/o means "in care of" and not co-payable. For a check to be co-payable it needs to be made out to the student AND the institution. It would be helpful to have the check made out to the institution and/or the student.
- **A10:** Thank you for the feedback. The training has been updated with the information that the checks are c/o - "care of".

- **Q11:** Is there a faster way to have a schools returned money/checks redistributed to students at that school?
- **A11:** The Commission processes returned checks as they are received from the schools. Schools can look into streamlining check handling process within their respective departments and return check within 10 days so the Commission can immediately recycle the funds for another deserving student.-

- **Q12:** Are the checks still come in the large envelopes? -
- **A12:** No. The checks will come in each individual envelopes; one check per envelope.

- **Q13:** How long can I hold checks? -
- **A13:** The Commission request that schools return checks within 10 days. There may be some extenuating circumstances when the check may be held longer because of check arrival prior to a school's start date.

- **Q14:** What do you do when you return a check and then later find out that the student qualified for it? -
- **A14:** Contact the Commission and submit a revised Need Analysis Report (NAR) immediately. Based on the return reason the check, it may be held in reserve for 21 days from the date the check is abated.

- **Q15:** Can we do a school change online or call CSAC to submit FNAR? -
- **A15:** School changes can only be done by the Commission staff at this time. We have a defect in progress that will allow schools to update such changes in the future. Once that defect is completed and tested, we will notify schools. In the meantime, schools can contact the Commission to request a school change by calling 1-888-294-0153 or e-mail at chafee@csac.ca.gov.

Session 2: Q&A 1-9



- **Q1: -Does the school have to deposit the checks to the school account or can they still go to the student?**
- **A1: Release the check to the student unless the school has a student account set up. Some banks will honor a check without the student's signature as long as the school has setup a student account under the students name with their bank.**
- **Q2: Are you ever going to move away from paper checks?? I thought we were going to electronic process.**
- **A2: There was a discussion during the Stakeholders meeting regarding the electronic payment process but no final decision has been made at this time. We will send Special Alert when a decision is made.**
- **Q3: So we have to learn a whole new system to continue to do a manual process - it seems to save you time - not us.**
- **A3: The benefit of this process is to better track the status of a Chafee Grant check and the quicker delivery of Chafee checks to schools. Schools will be able to reconcile their Chafee payments and lost checks will be identified much more expeditiously so that funds will be recycled much more efficiently—students will benefit from this process.**

- **Q4: If we have a process that allows us to deposit co-payable checks without a student signature, can we proceed as normal? -**
- **A4: Checks are not co-payable but it is a “care of” (C/O). If the school has a process in place to deposit checks without the student’s signature, yes you can process as normal.**

- **Q5: Do we need to return the actual check if we report the return amount directly online? -**
- **A5: Yes, the check and the remittance must be returned to the Commission if you are returning the check.- Make a copy for your records.**

- **Q6: Would we be able to change the student information such as adding a school?**
- **A6: School changes can only be done by Commission staff at this time. We have a defect in progress to allow school to update schools in the future. Once that defect is completed and tested, we will notify the schools.**

- **Q7: Will these slides be e-mailed to participants? Can we print these slides somehow?**
- **A7: The PowerPoint Presentation is available at www.csac.ca.gov. Click on “colleges” and then click on “training.”**

- **Q8: Can you go over again how we receive checks? -**
- **A8: State Controller's Office will mail the individual checks directly to the schools. The checks will be placed in individual envelopes for each student.**

- **Q9: Please clarify...So in other words, checks will not require dual signature, right? In other words a school official does not have to sign the check as well, right?**
- **A9: Correct. The school does not sign the checks. Continue to process the checks the same way you were processing in the past.**

Session 3: Q&A 1-4



- **Q1: So the check will be made out to the student and the college?**
- **A1: The check will be made payable to the student's name and in "care of" (c/o) the school's name.-**

- **Q2: Does the school need to sign the check before we release the check? -**
- **A2: No, the school does not sign the check before releasing the check.**

- **Q3: Is the school notified in any way when a claim schedule has been run? -**
- **A3: Yes, upon the initial term payment run an Operations Memo will be sent to schools.**

- **Q4: Are any funds to be returned if the student drops below 6 units or drop all classes-**
- **A4: If your school has a drop cut-off date and they drop below half-time or drop all their classes before the cut off date, the check must be returned-.**

Session 4: Q&A 1-9



- **Q1: I am new to this program, I'd like to ask if it is mandatory for student to go online to verify his/her address prior to our school reporting the payment information on this screen.-**
- **A1: It is not mandatory to verify their information before you release the check or report payment but it is important to update the WebGrants if there are any changes because we use the information on WebGrants to communicate with students.**
- **Q2: In what case would you give a student a different amount than what was sent?**
- **A2: Schools can return a different amount only if the student's unmet need has changed. In this instance, a school has deposited the original Chafee check and then a check is cut to the Commission for a lesser amount.**
- **Q3: If we have a student who has a different last name at our college than what your records show, can we make a name change somewhere? I currently have a student whose last name and first name are switched in your records.-**
- **A3: The Commission will need a copy of a legal document with the correct name, such as a driver's license, identification card or passport to update the Commission's record.**

- **Q4: Are we able to print a report of all students that were paid?**
- **A4: -Yes. You will be able to print a copy of the claim schedule screens or export the screen information into an Excel format. -**

- **Q5: What version of Excel is the program using? We're still on 2003.-**
- **A5: -It should be compatible with 2003. Contact the Commission if you have difficulties.**

- **Q6: Once there is an issue date for check, what is the time frame for schools to receive?**
- **A6: With the new payment process, it will only take 2 weeks for schools to receive the checks from the “process” date indicated on WebGrants.**

- **Q7: Will we still return the checks the same way as before? Through the certified mail? -**
- **A7: The Commission does not require the checks to be returned by certified mail; however, you can continue to return checks as you have in the past.**

- **Q8: Jeana, so does this mean that checks will be payable to the student and the school?**
- **A8: The checks are in “care of” the school but not co-payable.**

- **Q9: If I return a check for a student, will that check be awarded to another student at my institution? -**
- **A9: If the check is returned due to “not enrolled”, the check will be reserved for 21 days from the time of the return date. This will allow the student to have the new school submit the NAR and be processed for an award. After the 21 days, the check is released and we use the award to make additional awards using the priority selection. Unfortunately it is less likely that the check will be awarded to another student at same institution that is returning the check because the check is recycled using the priority selection.**