



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

January 09, 2024

GSA 2024-02

TO: Financial Aid Administrators  
Chafee Coordinators

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

SUBJECT: **2023-24 Chafee Grant Spring Term Disbursements**

This Special Alert from the California Student Aid Commission (Commission) provides an update on the opening of the 2023-24 **spring term** for the Chafee Grant Program. Financial aid offices can certify students and request payments as of **January 8, 2024**.

As a reminder, the following guidelines and resources are available:

- **Payment Roster** – Institutions should review their Payment Roster on [WebGrants](#) to certify and request payments for all eligible students. The [Chafee Quick User Guide](#) is available for review.
- **Recycling Awards Timeline** – To maximize the number of students who are awarded, the Commission will recycle awards **30 days** from the date of offer. Students who lose their award due to the recycle process can be considered again if the Financial Aid Administrator updates the payment roster.
- **Electronic Funds Transfer (EFT)** – If the institution receives funds via [EFT](#), funds from the Monday payment run will be transferred on Friday of that same week. Institutions opted out of EFT will receive paper warrants within 6-8 weeks of the date of payment request.
- **Non-Disbursed Payments** – All non-disbursed payments must be returned to the Commission within 30 business days of receipt to allow the Commission to maximize funds available for awards.
  - **EFT** – For information about returning Chafee funds received via EFT, please visit the [Chafee EFT website](#).
  - **Paper Warrant** – To return Chafee funds received via individual paper warrants, please complete the form attached to the check and do not void the check. Return both to:

California Student Aid Commission  
PO BOX 419027  
Rancho Cordova, CA 95741-9027

**Need to contact us?**

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

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