



SPECIAL ALERT

STATE OF
CALIFORNIA



Update from the California Student Aid Commission

February 23, 2024

GSA 2024-13

TO: Financial Aid Administrators

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SUBJECT: **Housing Status Changes – New Batch Upload Functionality**

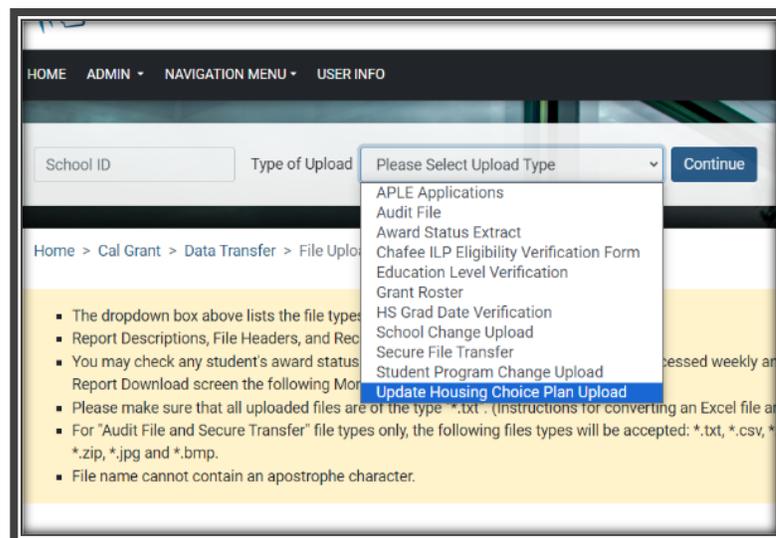
This Special Alert from the California Student Aid Commission (Commission) is pleased to announce enhanced functionality for institutions to update multiple student housing statuses through a batch file process.

This new batch upload functionality is in response to the elimination of the housing status question on the 2024-25 Free Application for Federal Student Aid. The housing status field is used to calculate the unmet need for a Cal Grant award eligibility. Consequently, if the inaccurate housing status is on a student's record, our system will calculate an incorrect unmet need in the award determination. The new batch upload functionality is the final installment in the housing status enhancements in the WebGrants system. Please refer to the College Cost Estimate Screen ([GOM 2023-38](#)) enhancement that allowed default housing statuses based on grade level and individual housing status updates through the MG-21 screen ([GSA 2023-70](#)).

Update Housing Choice Plan – Batch Process

- Institutions can now upload a batch file with multiple student SSNs/Dream Act IDs to process housing preference changes for each student for the 2023-24 academic year.
- File Specifications can be found under the WebGrants Help section. The file will consist of a header section, the students' SSNs, and the housing preference code designated for each student. Housing preference values are:
 - 1 – On Campus
 - 2 – Off Campus
 - 3 – With Parents/Relatives
- The files will be processed daily to allow payments to be posted the same week an update has been made. Schools may view an upload summary report under the *Data Transfer > Report Download* screen the day following the upload.

- The upload summary report will list the following information:
 - Student information (SSN/Dream ID and Name)
 - Original housing status and unmet need values
 - Updated housing status and unmet need values.
 - Processing status – will list if the change was processed or if it was rejected for any reason.
- To upload the file, you may go to DATA TRANSFER > FILE UPLOAD in WebGrants and select the 'Update Housing Choice Plan Upload' for the type of upload.



Common Rejection Reasons

- Student Disqualified at another School – The student record must not have a different school listed as their school of attendance.
- Payment Transaction Exists – Any existing payment transactions from the current school must be backed out before submitting a housing status change.
- Awarded at a Different School – If the student record exists on another school's roster, a school change must be completed before submitting a housing status correction.

Need to contact us?

- School Support phone number: (888) 294-0153
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