



# Cal Grant Regional Training Programs for Foster Youth

# Foster Youth Access Award

# Foster Youth Access Award

\$20 million in additional funding to increase access awards for former or current foster youth at California public schools or private, non profit schools

Effective 2022-2023

For students who were in foster care on/after age 13 and who are no older than 25 years of age at the start of the academic year

Current and former foster youth receiving a Cal Grant will now qualify for an access award of up to \$6,000 for non-tuition expenses

	Regular Access Award	NEW Foster Youth Access Award
Cal Grant A Access:	N/A	Up to \$6,000
Cal Grant B Access:	\$1,648	Up to \$6,000
Cal Grant C Books & Supplies:	\$1,094	Up to \$4,000

New or renewal students receiving a Cal Grant A or B qualify for up to a \$6,000 maximum yearly award

New or renewal students receiving a Cal Grant C qualify for up to a \$4,000 maximum yearly award



# Cal Grant B for Foster Youth

# Cal Grant B for Foster Youth

	Non -Foster Students	Foster Youth
<b>High School Entitlement Application Window</b>	High school seniors and prior -year graduates	Foster youth under age 26 on July 1 of the award year. <ul style="list-style-type: none"> <li>• <i>Must submit high school GPA</i></li> </ul>
<b>Application Deadline</b>	March 2 <sup>nd</sup>	September 2 <sup>nd</sup> <i>for foster youth attending a CA community college</i>
<b>Maximum Eligibility</b>	Up to 4 years of full -time enrollment	Up to 8 years of full -time enrollment

*Cal Grant B for Foster Youth applicants must have been in foster care from age 13+*



# Foster Youth Verification Tool for federal and campus aid

# Foster Youth Verification Tool

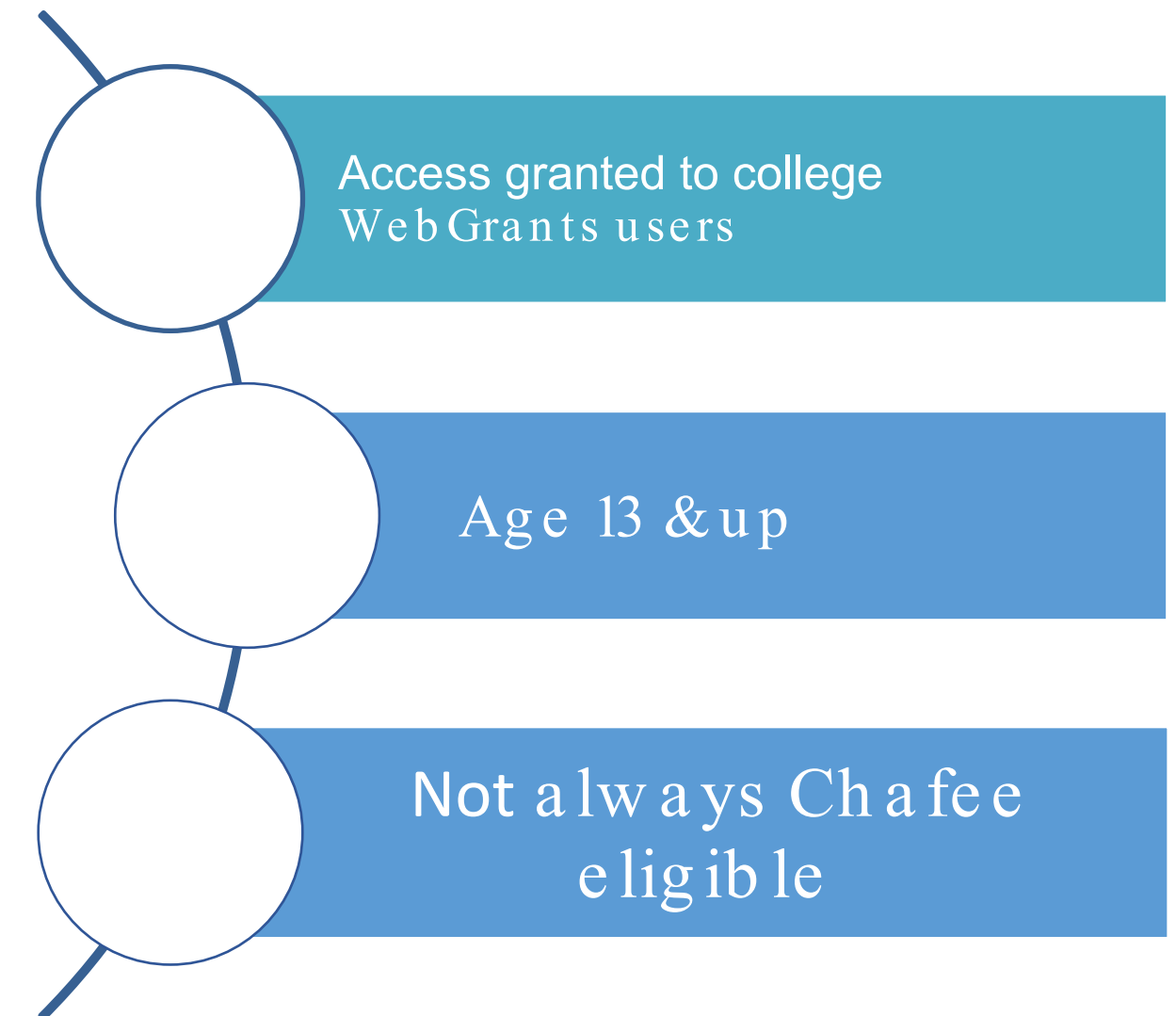
HOME ADMIN ▾ Logout

CSAC ID

Home > Foster Youth Application > Student Lookup > Close Page Instructions

## Student Look up

Student Name:	<b>KEIRA JOHNSON</b>
Foster Youth Verified:	<b>Yes</b>
<b>Department of Social Service Record</b>	
Date Foster Youth eligibility received:	<b>06/03/2011</b>
County of eligibility:	<b>SACRAMENTO</b>



# Foster Youth Verification Tool

Foster Youth has not Been Verified Yet:

- Results will only populate if student is on your college's Cal Grant roster
- Students must contact the county to resolve

109123456 Search

Home > Foster Youth Application > Student Lookup > Close Page Instructions

- The California Student Aid Commission, in partnership with the State Department of Social Services provides schools the ability to verify a student's status as a foster youth to aid in the processing of FAFSA or CADAA applications for federal financial aid.
- Enter the CSAC ID and click on Search Button to see Students Foster Youth Details.

Student Look up

**Foster Youth has not been verified yet. Please have student get in touch with their county officials.**

If you need assistance or information, contact the Independent Living Program (ILP) for the county where you currently reside.

Click on the box below to locate your ILP Coordinator:

ILP County Child Welfare Agency ILP County Probation Department



# Cal Grant for Students With Dependents

# Students With Dependents (SWD)

Students with dependent children under 18 years of age for whom they provide more than 50% support can qualify.

- For students attending public institutions or private non-profit schools
- Cal Grant A: Access award increases to a maximum of \$6,000
- Cal Grant B: Access award increases to a maximum of \$6,000
- Cal Grant C: Books/Supplies award increases to a maximum of \$4,000



# Chafee Grant

# Assembly Bill (AB) 1811



*California*

LEGISLATIVE INFORMATION

- Chafee Grant is both federally and state -funded
- Pays up to \$5,000 annually
- Chafee Grant paid participation is limited to 5 years
  - Each academic year that a payment greater than \$1 is issued counts as one year of paid participation
  - Participation does not have to occur in consecutive academic years
- Must be current or former foster youth, living in foster care, for at least one day between the ages of 16 and 18.
  - Kin-GAP, non-related legal guardianship, and adoptions are not eligible, unless student was also a dependent or ward of the court, living in foster care, for at least one day between the ages of 16 and 18.
- Have not reached 26 years of age by July 1st of the award year

# Chafee Grant: More Than Financial Aid

The Chafee grant offers financial assistance to help pay for college or career/technical training, and other related expenses, but may be used for expenses beyond undergraduate tuition, books, & supplies. Because it falls under California Health & Human Services guidelines, it is not bound to traditional financial aid constraints. The Chafee Grant is the only state award that is payable at qualifying out-of-state colleges.

Chafee funds may be used towards:

- Rent/housing, transportation, and childcare
- Post-grad studies and teacher certification
- Eligible out-of-state schools

**\* Students are NOT required to:**

- Apply by March 2nd (applications accepted through late August)
- Have a social security number
- Graduate from high school
- Provide a GPA
- Be clear of default or overpayments
- Register for Selective Service
- Meet ability -to -benefit requirements

# Awarding Process

# Application Process

## CALIFORNIA CHAFEE GRANT FOR FOSTER YOUTH

Free Money for Foster Youth for College or Career Training

What is Chafee?

Chafee Eligibility

Application Process

Awarding Process

More Information

If you are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court and have financial need, you may qualify for up to \$5,000 a year for career and technical training or college. You don't have to pay this money back. You may also be able to use your grant to help pay for child care, transportation and rent while you're in school. You can use your Chafee Grant at any eligible California college or university or career or technical school, as well as schools in other states.



### IMPORTANT DATE

Online Chafee Application, FAFSA, and CA Dream Act Application opens in **October**

[Start Chafee Application](#)



### REQUIREMENTS

The following forms **must be submitted**:

- Free Application for Federal Student Aid or CA Dream Act Application
- Chafee Grant Application (for first time applicants only)



### INFORMATION CHANGE

**Name Change?**

If so, complete the [Chafee Grant Update/Change Form](#)

**New school, mailing address or phone number change?**

Manage your [WebGrants for Students](#) account 24/7

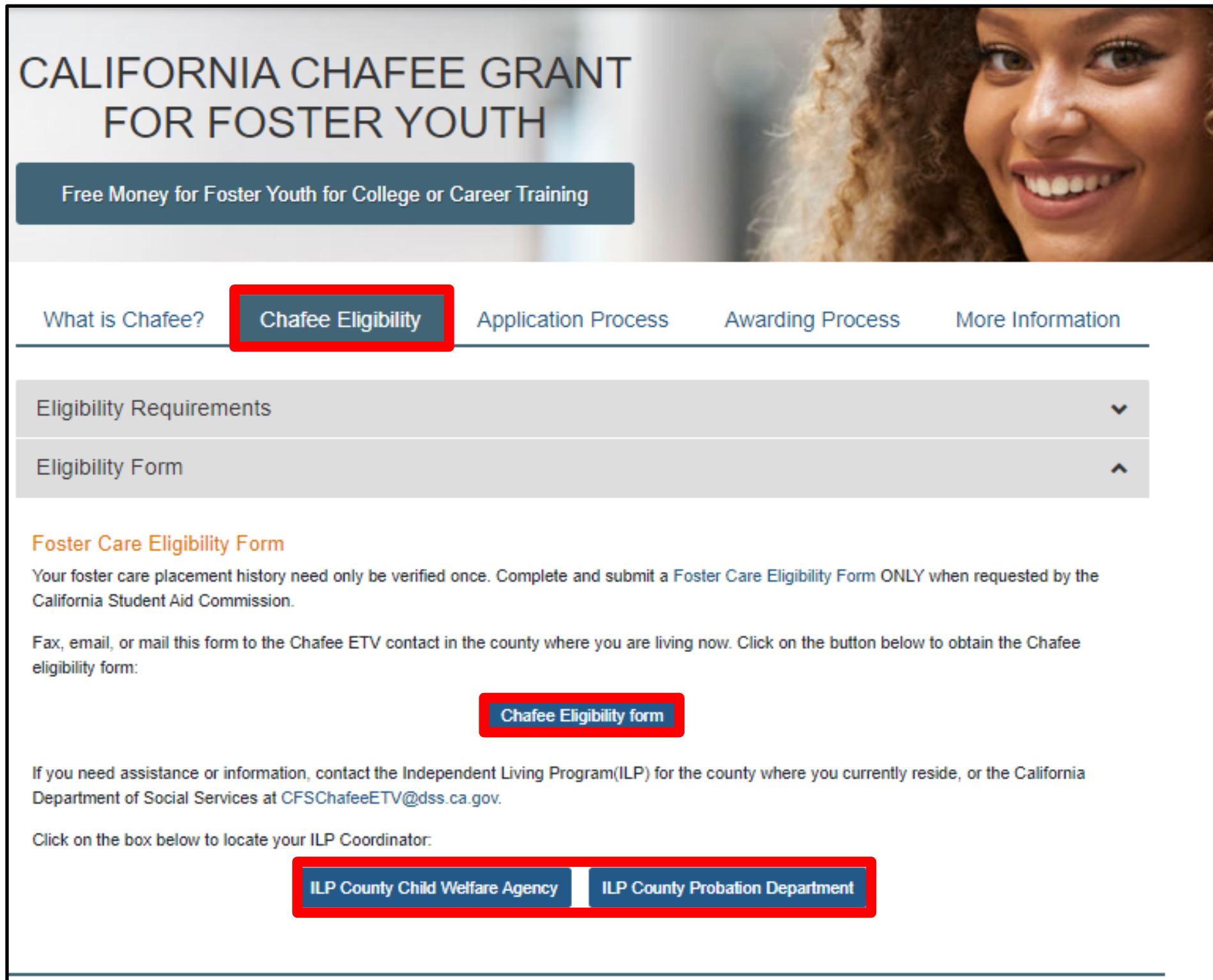
[chafee.csac.ca.gov](http://chafee.csac.ca.gov)

## 3 Application Requirements:

1. FAFSA/CADAA: submit annually
2. Chafee Application: submit once
3. CDSS foster youth status will be electronically verified within a month of submitting financial aid and Chafee applications. *This is a one-time requirement*

# Foster Care Verification

[chafee.csac.ca.gov](http://chafee.csac.ca.gov)



CALIFORNIA CHAFEE GRANT  
FOR FOSTER YOUTH

Free Money for Foster Youth for College or Career Training

What is Chafee? **Chafee Eligibility** Application Process Awarding Process More Information

Eligibility Requirements ▾

Eligibility Form ▲

**Foster Care Eligibility Form**

Your foster care placement history need only be verified once. Complete and submit a Foster Care Eligibility Form ONLY when requested by the California Student Aid Commission.

Fax, email, or mail this form to the Chafee ETV contact in the county where you are living now. Click on the button below to obtain the Chafee eligibility form:

**Chafee Eligibility form**

If you need assistance or information, contact the Independent Living Program(ILP) for the county where you currently reside, or the California Department of Social Services at [CFSChafeeETV@dss.ca.gov](mailto:CFSChafeeETV@dss.ca.gov).

Click on the box below to locate your ILP Coordinator:

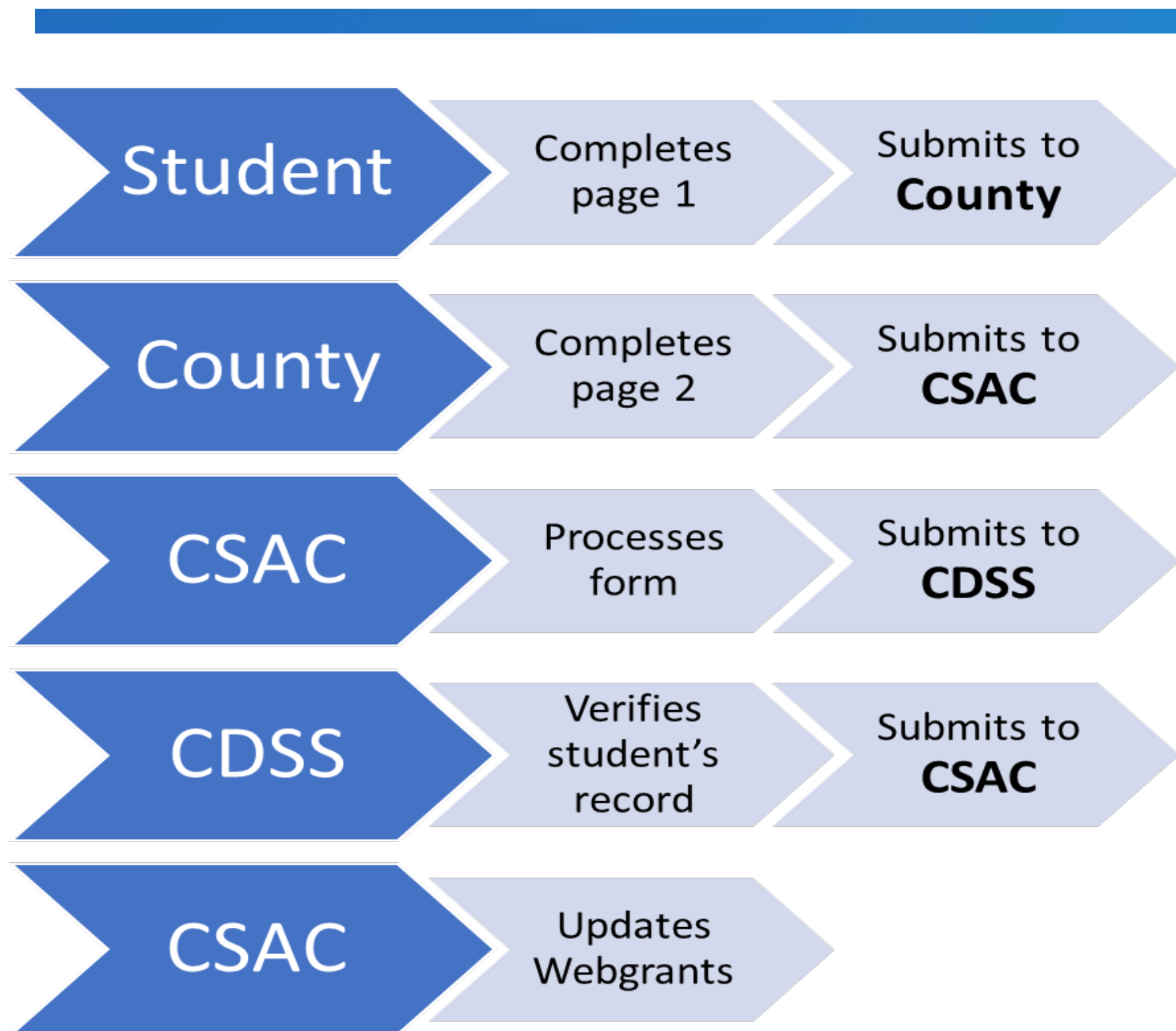
**ILP County Child Welfare Agency** | **ILP County Probation Department**

If foster youth status is not automatically matched through CDSS, it can be verified manually by submitting the Foster Care Verification Form:

- Online-fillable
- Submit to ILP Coordinator for authorization



# Foster Care Verification Form



## FOSTER CARE VERIFICATION FORM CALIFORNIA CHAFEE EDUCATION AND TRAINING VOUCHER PROGRAM

### INSTRUCTIONS

The California Chafee Education Training Voucher (ETV) Program awards grants to eligible youth to attend postsecondary education or training programs. Anyone under 26 who was a dependent or a ward of the court and in foster care for one day or more between the ages of 16 to their 18<sup>th</sup> birthday can apply. On this form, applicant and designated county official provide information to the California Department of Social Services (CDSS) to verify the applicant's foster care placement history. Foster care placement history need only to be verified once.

*For Applicant Only:* Before completing this verification form, please complete the following steps:

1. Submit the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) for the academic year in which you intend to apply for the Chafee Grant - <https://studentaid.ed.gov/sa/fafsa> / <https://dream.csac.ca.gov>
2. Complete the Chafee application. - <https://chafee.csac.ca.gov/StudentApplication.aspx>
3. Create an account at WebGrants for Students. - <https://mygrantinfo.csac.ca.gov/logon.asp>  
 ❖ Issues with WebGrants for Students? Contact California Student Aid Commission (CSAC) at [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) / 1-888-224-7268, option 3.
4. View your Student Application Status page on WebGrants for Students to check if you have already been verified as foster care eligible under the Chafee Grant Program requirements.

### FOR APPLICANT TO COMPLETE ONLY

FIRST NAME			MIDDLE INITIAL			LAST NAME		
PREVIOUS NAME / KNOWN ALIASES (if applicable)			DATE OF BIRTH			SOCIAL SECURITY NUMBER / DREAM ACT ID (9-digits)		
CURRENT MAILING ADDRESS					CITY, STATE		ZIP CODE	
E-MAIL ADDRESS						PHONE NUMBER		
LIST THE COUNTIES YOU WERE IN FOSTER CARE BETWEEN THE AGES OF 16 to 18 <sup>th</sup> BIRTHDAY.								
BETWEEN AGES OF 16 to 18 <sup>th</sup> BIRTHDAY, WERE YOU IN FOSTER CARE OUT OF STATE (NOT IN CALIFORNIA)?						<input type="checkbox"/> YES <input type="checkbox"/> NO		
If you selected 'YES', please provide the information below.								
CITY, STATE								
THIRD PARTY RELEASE						I, _____, hereby authorize that the California Department of Social Services and the California Student Aid Commission have permission to verify my Foster Care status.		
Furthermore, I authorize the County to complete and release the information requested on this form.								

I certify that the information above is correct.

APPLICANT'S SIGNATURE	DATE
-----------------------	------



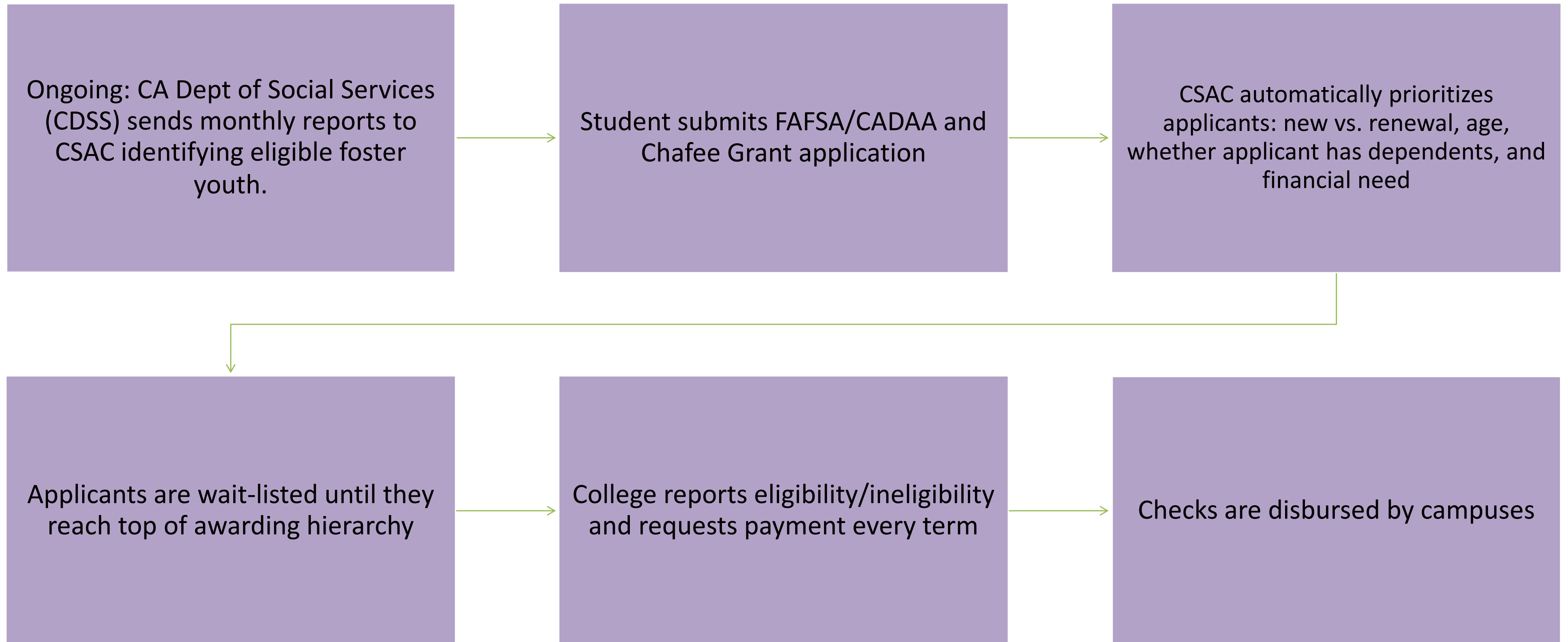
# Priority Awarding Hierarchy

**It is common for students to be wait-listed for an entire school year before they are awarded**

## Priority Awarding Hierarchy:

1. Paid renewal students who have not reached their 26<sup>th</sup> birthday by July 1<sup>st</sup> of the award year
2. New and non-paid renewal students who will have reached 25 years of age by July 1<sup>st</sup> of the award year
3. New and non-paid renewal students who have dependents
4. New and non-paid renewal students with an unmet need greater than \$5,000
5. New and non-paid renewal students with an unmet need less than \$5,000

# Chafee Awarding Flow Chart



# WebGrants for Colleges: Administration of the Chafee Grant

# Chafee Program Information Page

The screenshot shows the California Student Aid Commission website. The top navigation bar includes 'STUDENTS', 'SCHOOLS & COUNSELORS', 'PROGRAMS & OUTREACH', 'DATA & REPORTS', and 'PUBLICATIONS'. The 'SCHOOLS & COUNSELORS' section is expanded, showing a list of programs and a sidebar with expandable categories. The main content area features two sections: 'Chafee Application Submission Guidelines' and 'Chafee Foster Youth Program Reference Tool'. The 'Chafee Application Submission Guidelines' section includes a paragraph about submitting applications and a list of links: 'Chafee Coordinator's Guide', 'Chafee Payment Roster Quick User Guide', 'Foster Care Eligibility Form Student Application', and 'Student Update/Change Form'. The 'Chafee Foster Youth Program Reference Tool' section includes a sub-section for 'SB 150 Frequently Asked Questions (FAQs)' with a 'General Information' heading. The first question is '1. What does SB 150 require colleges to do?'. The answer states that SB 150 went into effect on January 1, 2020, and allows students to receive Chafee grants for up to two years before becoming ineligible due to not making Satisfactory Academic Progress (SAP). Colleges are responsible for implementing this provision by adapting their SAP policies accordingly. In addition, SB 150 requires that:

- CCCs and CSUs must provide (and UCs are requested to provide) all recipients, upon release of the first payment, with information regarding available support services on campus and the process for completing an educational plan.
- After one year of not meeting SAP, students must meet with an appropriate staff member to develop a plan for improving academic progress or update an existing plan in order to receive Chafee funds.
- Returning students who have been disenrolled for at least one term regain eligibility for the Chafee grant.
- Campuses must offer a specific appeal process for students who have lost the Chafee grant due to not making SAP.

A 'Read more' link is provided at the bottom of the text.

- **NEW!** Chafee Coordinator's Guide
- Chafee Payment Roster Quick User Guide (also accessible from Chafee Roster)
- Foster Care Eligibility Form
- Student Chafee Application
- Student Update/Change Form
- SB 150 Satisfactory Academic Progress FAQs



# Chafee Status Roster by School

FYBRPTPK FYBCSRBS		CALIFORNIA STUDENT AID COMMISSION CHAFEE STATUS ROSTER BY SCHOOL ACADEMIC YEAR 2021			RUN DATE: 08/08/22 RUN TIME: 17:19:40				
SCHOOL CODE: 00115000		COLLEGE NAME: CSU SACRAMENTO							
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	CDSS	FAFSA	FNAR	Awded	
123456789	100123456	ASHER, DERRICK	13-AUG-99	Y	Y	Y	Y	Y	
234567890	101234567	CAMPOS-RUIZ, ALICIA	26-JUL-00	Y	Y	Y	Y	Y	
Students Not Enrolled									
SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded	
123456789	100123456	ASHER, DERRICK	21-JAN-01	Y	Y	Y	Y	Y	
234567890	101234567	CAMPOS-RUIZ, ALICIA	06-JUN-03	Y	Y	Y	Y	Y	
345678901	102345678	RENYOLDS, TARA	28-MAY-01	Y	Y	Y	Y	Y	
Students Not Maintaining Satisf. Academic Progress									
SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded	
123456789	100123456	ASHER, DERRICK	04-JUL-00	Y	Y	Y	Y	Y	
234567890	101234567	CAMPOS-RUIZ, ALICIA	25-JAN-02	Y	Y	Y	Y	Y	
345678901	102345678	RENYOLDS, TARA	27-NOV-01	Y	Y	Y	Y	Y	
Students Graduated Or Completed Training									
SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded	
123456789	100123456	ASHER, DERRICK	02-MAR-99	Y	Y	Y	Y	Y	
Count of Students Enrolled :				48					
Count of Students Not Enrolled :				8					
Count of Students Not Enrolled At Least Half Time :				0					
Count of Students Not Maint. Satisf. Acad. Progress :				3					
Count of Students with Incomplete Fin. Aid Package :				0					
Count of Students Graduated or Completed Training :				1					
Total Count for this School Code :				60					

## Chafee Status Roster by School report:

- Generated weekly
- Displays completion status of the following Chafee components with Yes (Y) or No (N):
  - APP: Chafee application completed
  - CDSS: California Department of Social Services foster care eligibility certified
  - FAFSA/CADAA: FAFSA or CADAA completed
  - Totals for students who are reported “Enrolled,” “Not Enrolled,” “Not Maintaining Satisfactory Academic Progress (SAP),” etc.

# Chafee Status Roster by School



## CAL GRANT

- GPA
- Student Info
- Roster/Reconciliation
- Data Transfer
- Non-SSN GPA



## CAL GRANT

File Upload

Report Download

- Data Transfer
- Non-SSN GPA

The screenshot shows the WebGrants interface with the following elements:







- Navigation: HOME, NAVIGATION MENU, USER INFO
- Filters: School ID (00115000), Acad Year (2022 - 2023), Month (All), Media Type (All), Search button
- Report dropdown menu (open):
  - All
  - Award Status Extract - Non Awarded
  - Award Status Extract Upload Summary
  - Byrd Rosters
  - Cal C Supplement Recipient
  - California Dream Act Correction ISIRs
  - California Dream Act ISIRs
  - California Dream Act Initial ISIRs
  - Chafee ILP Eligibility Verification Form
  - Chafee Need Analysis Report
  - Chafee Status Roster By School** (highlighted)
  - DA Duplicate Account Clean-up Report
  - Disqualified Renewal Students
  - E2 Verification
  - EL Verification Accept/Reject
  - EL Verification Upload Summary
  - Education Level Verification
  - GPA Summary
  - GSETG Institution Reconciliation Report
  - Grant Roster
  - Grant Roster Upload Summary
- Home breadcrumb: Home >
- Instructional text: "load File button. descending order by clicking on the column headings. Report and Data File for Media Type. Report and the Delete checkbox column will appear. ure File Transfer for Report and the Delete checkbox column will appear."

# New Web Grants Layout

## Four Chafee screens:

- Student Application Status
- Student Lookup
- Institution Reconciliation
- Payment Roster

**WebGrants**

 <b>CAL GRANT</b>	 <b>MCS</b>	 <b>CHAFEE</b>
<ul style="list-style-type: none"> <li>▪ GPA</li> <li>▪ Student Info</li> <li>▪ Roster/Reconciliation</li> <li>▪ Data Transfer</li> <li>▪ Non-SSN GPA</li> <li>▪ Foster Youth Verification</li> </ul>	<ul style="list-style-type: none"> <li>▪ File Upload</li> <li>▪ Report Download</li> <li>▪ Student Award Summary</li> <li>▪ Student Award Payment History</li> <li>▪ Student Enrollment Data</li> <li>▪ MCS Display Roster</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student Application Status</li> <li>▪ Student Lookup</li> <li>▪ Institution Reconciliation</li> <li>▪ Payment Roster</li> </ul>
 <b>CADA</b>	 <b>CMD GI BILL</b>	 <b>SCHOOL INFO</b>
<ul style="list-style-type: none"> <li>▪ Dream Act ISIR Search</li> </ul>	<ul style="list-style-type: none"> <li>▪ School Roster</li> <li>▪ Payment Roster</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demographics</li> <li>▪ Contact Information</li> <li>▪ Cost Estimate</li> <li>▪ Search</li> </ul>



# Student Lookup

# Student Lookup

HOME ADMIN ▾ Logout

Search:

Home > Chafee Grant > Student Lookup > Close Page Instructions

- 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 (Minimum 2 Characters), First Name (Minimum 2 Characters), 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 Search 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.

Student Lookup - Search Result

Filter

View	Dream Act ID/SSN	CSAC ID	Last Name	First Name	MI	DOB	Email
<input type="radio"/>	123456789	101123456	GARCIA	AARON	B	01/01/2000	AARON_G@UNI.EDU
<input type="radio"/>	223456789	102112345	GARCIA	ABEL		03/19/2003	ABEGARCIA@EMAIL.COM
<input type="radio"/>	323456789	103123456	GARCIA	ABIGAIL	J	05/06/1999	ABI_G_123@GMAILEDU
<input type="radio"/>	423456789	104112345	GARCIA	ADRIAN	M	03/19/2003	ADRIANGARCIA@COLLEGE.EDU

Allows users to search for Chafee awardees by partial name, DOB, or email.

Refer to yellow box at top of screen for search tips.

# Payment Roster

# Certifying Eligibility & Requesting Payments

---

To maximize funding and increase award utilization:

- Schools must certify both eligible and ineligible students
- Schools must certify eligibility and request payments every term
- Certify & Request Payment in the same transaction. Only one transaction is allowed per week
- Uncertified awards will be withdrawn and recycled to eligible wait-listed students



# Impact of Not Certifying

---

Uncertified awards will be withdrawn and recycled to eligible wait-listed students:

- FL, WN= 30 days after awarding
- SP= 21 days
- SU= 14 days

Impact to your students:

- Eligible students may lose award
- Six-week delay (longer, if funds are not available) to reinstate award, request payment, receive, and disburse checks
- Potential to be dropped from classes for non-pay
- Potential loss of housing, childcare, etc.

# Chafee Award Status

## Results can be filtered to display a specific Award Status

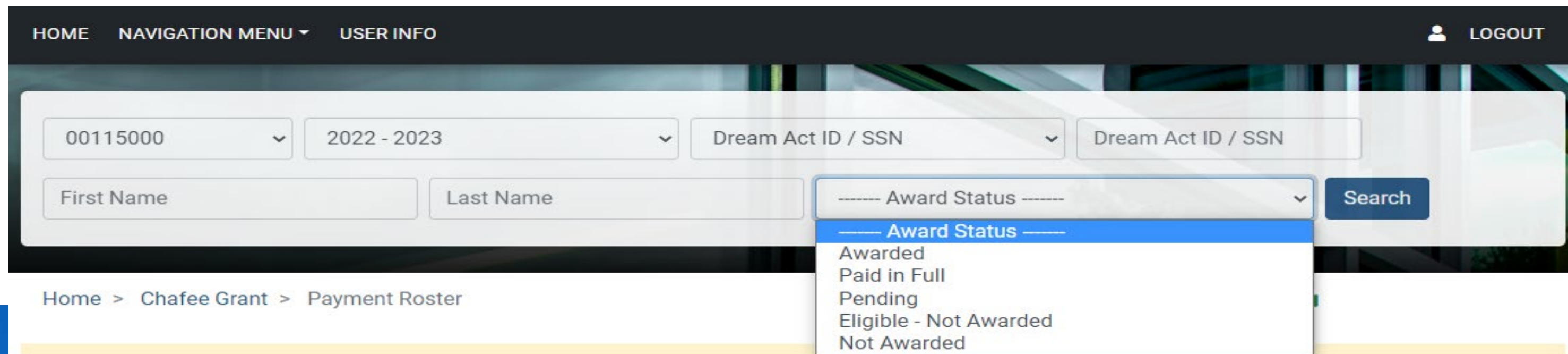
**Awarded:** Student has a preliminary award. Schools must certify eligibility and request timely payment before award is withdrawn by CSAC (FL, WN: 30 days after awarding; SP: 21 days; SU: 14 days)

**Eligible - Not Awarded:** Student is eligible but not yet awarded. The student has lower priority on the awarding hierarchy and will become “Awarded” as funds are recycled

**Pending:** There is a recent pending transaction that will process Monday evening

**Paid in Full:** Student was paid for all eligible terms

**Not Awarded** : School certified student as ineligible



The screenshot shows a web application interface for searching Chafee Grant payment rosters. At the top, there are navigation links for HOME, NAVIGATION MENU, and USER INFO, along with a LOGOUT button. The main search area contains several input fields: a dropdown menu with '00115000', a dropdown menu with '2022 - 2023', a dropdown menu with 'Dream Act ID / SSN', and another dropdown menu with 'Dream Act ID / SSN'. Below these are text input fields for 'First Name' and 'Last Name'. A dropdown menu for 'Award Status' is open, showing options: Awarded, Paid in Full, Pending, Eligible - Not Awarded, and Not Awarded. A 'Search' button is located to the right of the dropdown menu. At the bottom left, there is a breadcrumb trail: Home > Chafee Grant > Payment Roster.


# Roster Search Results *Chafee Award Status*






## When to work your payment roster:

Recycled funds are processed every Monday night, and a new group of students is awarded based on the priority selection criteria. Rosters will reflect updated award information the following Tuesday morning.

00115000 2022 - 2023 Dream Act ID / SSN Dream Act ID / SSN

First Name Last Name ----- Award Status ----- Search

Click  to view Roster Details (student record) Text Format Download Roster

View	Dream Act ID / SSN	CSAC ID	Last Name	First Name	Award Status	Award Status Date
	000123456	101123456	JOHNSON	KEESHA	Awarded	07/27/2022
	123456789	102123456	DRAYTON	BRIAN	Eligible- Not Awarded	
	000958765	103123456	GARCIA-CORTEZ	JOSEPH	Pending	08/09/2022
	958765432	104123456	NGUYEN	THAO	Paid in Full	07/27/2022
	223456789	105123456	BROWNE	JULIANA	Not Awarded	08/16/2022

# Payment Roster Details (Student Record)

Payment Roster - Search Result for CSU SACRAMENTO (00115000) ⌵

Payment Roster - Details

Click ⌵ to toggle between Roster *Search Results* and Roster *Details*

**Student Demographics**

School	CSU SACRAMENTO - 00115000		
Name	DRAYTON, BRIAN		
Address	55 12 OAK VALLEY DR. #109, PINOL, CA 95123	Date of Birth	07/07/1995
Email	BHOLLYWOOD@UNI.EDU	Phone	(888) 555-1212
Alt. Email		Alt. Phone	

**INELIGIBLE (2022 - 2023 Academic Year Data)**

Complete if student is INELIGIBLE ⓘ

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled    Not Enrolled HT    Graduated or Completed    Not Maintaining SAP

**ELIGIBLE (2022 - 2023 Academic Year Data)**

Complete if student is ELIGIBLE

School Program	00 -	Cost of Attendance * ⓘ	\$ 28664
Living Arrangement	<input checked="" type="radio"/> On Campus <input type="radio"/> Off Campus <input type="radio"/> With Relatives	Expected Family Contribution *	\$ 0
Term(s) Attending ⓘ	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU	Other Aid * ⓘ	\$ <input type="text"/> <small>Enter Other Aid Amount.</small>
Education Level *	Junior	Unmet Need ⓘ	\$ 28664
		Projected Award	\$ 5000
		Total Award Amount	\$5,000
		Paid Award Amount	\$0
		Unpaid Award Amount	\$5,000


Request Payment - Open Terms: Fall

Pay Fall Term - (07/23/2022)

Pay Winter Term - (11/04/2022)

Pay Spring Term - (01/02/2023)

Pay Summer Term - (05/01/2023)

**Chafee Quick User Guide** 

Instructions to manage your payment roster.

Hello Financial Aid Officer,

To better assist you in managing your payment roster on WebGrants for Administrators website, we are providing a Quick User Guide with instructions such as how to certify a student's eligibility, confirm financial aid details, and request payments.

Currently, we are working on a Chafee Coordinator's Guide with information about the program and instructions on navigating WebGrants for Administrators. Stay tuned!

**Reminders/Resources**

[Payment Roster Quick User Guide](#)

If you need assistance in working the payment roster, [click here](#) to download payment roster user guide.

**Non-disbursed Checks**

All non-disbursed checks must be returned to CSAC within thirty (30) business days of receipt. This will allow the Commission to maximize the utilization of available Chafee funds. More details can be found on the form attached to all checks.

**Recycled Awards – Days Reduced (UPDATED)**

To maximize the number of students who are awarded, the Commission will recycle awards 21 days from the date of offer, instead of the standard 30 days. This change is applicable for the remainder of the 2022 - 2023 academic year. Students who lose their award due to the recycle process can be considered again if the Financial Aid Officer updates the payment roster.

**Questions?**

Email the Chafee team at [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) or 888-294-0153, option 3.



# Certifying Eligibility

## Schools certify eligible students:

- Enrolled in a program of at least one academic year in length
- Attending at least half-time (payment amount not tied to enrollment level)
- Making Satisfactory Academic Progress (SAP)
  - Follow new SB 150 provisions ([Reference GSA 2021-03](#))
- Demonstrate sufficient unmet need

## Request payment(s):

- Request payments for all eligible terms
- SAVE transaction
- State Controller's Office (SCO) will process and mail checks in 7-10 days. Review *Student Application Status* screen for pay warrant information

# Certifying Eligibility

## Living Arrangements, Education Level, & EFC:

- Self-reported on FAFSA/CADAA. Correct as needed

## Terms Attending:

- Auto-populates based on your school's term schedule

## Cost of Attendance:

- Certify Cost of Attendance, EFC, & Other Aid *after student is awarded.*
- Other Aid: Follow school policy on what constitutes "other aid"

## Request Payment:

- Certify eligibility and request payment in *same transaction.* Only one roster transaction is allowed each week

### Eligible Section:

Complete if student is ELIGIBLE

School Program	00-	Cost of Attendance * <sup>i</sup>	\$ 29088
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relatives	Expected Family Contribution *	\$ 0
Term(s) Attending <sup>i</sup>	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU	Other Aid * <sup>i</sup>	\$ 13743
Education Level *	Junior	Unmet Need * <sup>i</sup>	\$ 15345
		Projected Award	\$ 5000
		Total Award Amount	\$5,000
		Paid Award Amount	\$5,000
		Unpaid Award Amount	\$0

Request Payment - Open Terms: Fall, Winter, Spring Paid in Full

Pay Fall Term - (07/23/2020)	<input checked="" type="checkbox"/> \$2,500 paid
Pay Winter Term - (11/04/2020)	<input type="checkbox"/>
Pay Spring Term - (01/13/2021)	<input checked="" type="checkbox"/> \$2,500 paid
Pay Summer Term - (05/18/2021)	<input type="checkbox"/>

Click <sup>i</sup> for additional information, tips, and definitions

# Request Payments Every Term

Date roster opened  
for term payments

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

- Pay Fall Term - (07/23/2022)
- Pay Winter Term - (11/04/2022)
- Pay Spring Term - (01/02/2023)
- Pay Summer Term - (05/01/2023)

If the **checkbox is shaded** , a payment cannot be requested for the following reasons:

- The term is not applicable to your school
- CSAC has not yet opened the term(s) for payment
- You have indicated in "Terms Attending" that the student is not eligible for that term payment

Save

Reset

# Certifying Ineligibility

# Chafee & SAP NEW! SB 150 Reference Tool

**SB 150** went into effect on January 1, 2020 and allows students to receive Chafee grants for up to two years before becoming ineligible due to not making Satisfactory Academic Progress (SAP). Colleges are responsible for implementing this provision by adapting their SAP policies accordingly. In addition, SB 150 requires that:

- CCCs and CSUs must provide (and UCs are requested to provide) all recipients, upon release of the first payment, with information regarding available support services on campus and the process for completing an educational plan.
- After one year of not meeting SAP, students must meet with an appropriate staff member to develop a plan for improving academic progress or update an existing plan in order to receive Chafee funds.
- Returning students who have been disenrolled for at least one term regain eligibility for the Chafee grant.
- Campuses must offer a specific appeal process for students who have lost the Chafee grant due to not making SAP.

# Annual-Level Ineligibility

Choose only if ineligible for the entire academic year:

- Annual-level withdrawal
- Not Enrolled, Not Enrolled at least Half-time, Graduated/Completed, Not Maintaining SAP
- Choose only one ineligible reason

Students who regain eligibility can be re-awarded:

- Uncheck the ineligible reason + SAVE
- The student is typically re-awarded during the next weekly award cycle, depending on availability of funds

## Roster:

**INELIGIBLE (2021 - 2022 Academic Year Data)**

**Complete if student is INELIGIBLE**

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled    Not Enrolled HT    Graduated or Completed    Not Maintaining SAP

**ELIGIBLE (2021 - 2022 Academic Year Data)**

**Complete if student is ELIGIBLE**

School Program	00 -	Cost of Attendance *	\$ 31518
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relatives	Expected Family Contribution *	\$ 0
Term(s) Attending	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU	Other Aid *	\$
Education Level *	Freshman	Unmet Need	\$ 31518
		Projected Award	\$ 0
		Total Award Amount	\$0
		Paid Award Amount	\$0
		Unpaid Award Amount	\$0

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

**Not Awarded**

## Student Application Status Screen:

✓ School Eligibility Certification

**SUBMITTED BY**

Institution Code	00115000	Financial Aid Official	Drew Adams
CSU SACRAMENTO	CSU SACRAMENTO 6000 J STREET SACRAMENTO CA 95819	Title	FA Athletic Coordinator
Unmet Need	\$26,587	Phone Number	(916) 555-1212
		E-mail Address	Drew@uni.edu
		Date Submitted	12/17/2020

⊘ 2021-2022 Not Awarded - Ineligible

Date Processed	11/01/2021	Reason	Not Enrolled
----------------	------------	--------	--------------

# Term-Level Ineligibility

To report leave of absence, less than half time, or not meeting SAP for current or previous term(s) :

- Remove checkmark for that term only. *Do not remove checkmarks for future terms* , since future eligibility is unknown.
- Recalculate COA, EFC, Other Aid + SAVE

To reverse this action:

- If a student regains eligibility, *add a checkmark for the eligible term, recalculate COA, EFC, Other Aid + SAVE*
- After the student is re-awarded, request payment for that term.

Complete if student is ELIGIBLE

School Program	00 -	Cost of Attendance*	\$ 24522
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relative	Expected Family Contribution *	\$ 0
Term(s) Attending	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input type="checkbox"/> SP <input type="checkbox"/> SU	Other Aid*	6345
Education Level*	Sophomore	Paid Award Amount	18177
		Unpaid Award Amount	2500
			\$2,500
			\$2,500
			\$0

Request Payment - Open Terms: Fall, Winter, Spring Paid in Full

Pay Fall Term - (07/23/2021)	<input checked="" type="checkbox"/>	\$2,500 paid
Pay Winter Term - (11/04/2021)	<input type="checkbox"/>	
Pay Spring Term - (01/13/2022)	<input type="checkbox"/>	
Pay Summer Term - (05/18/2022)	<input type="checkbox"/>	

Student was only paid for fall term at this semester school, but is **Paid in Full** because the school reported them as *ineligible* for spring term

# Student Application Status Screen



# Student Application Status Screen

Three Sections:

**1 Demographics** - name, DOB, address, and school of attendance

**2 Application Status** - confirm all 3 application requirements are met, years paid (5 - year limit), school certification, and payments

**3 Correspondence Records** - view historical correspondence and transactions, i.e.; notifications sent to students, school changes, and CSAC-recycled awards

**1** Student Demographics

Name	JONATHAN SMITH	SSN	123456789
Address	123 A ST. #39, PINOL, CA 95827	CSAC ID	109XXXXXX
E-Mail	JSMITH@UNI.EDU	Date of Birth	01/01/2000
Alternate E-Mail		Home Phone	(916) 555-1212
Academic Year	2022 - 2023	Work/Cell Phone	
Student Selected School of Attendance:	Change To: CSU SACRAMENTO - 00115000 - SACRAMENTO - CA		

**2** Application Status

✓ Chafee Grant Application			
Date App Received	11/15/2017	Status	Complete
✓ Department of Social Services Record			
Date FY Elig Received	07/18/2016	County	SACRAMENTO
✓ 2022-2023 FAFSA			
Date FAFSA Received	08/15/2022	Dependent	N
		Years Paid (5-year limit)	4

**3** Correspondence Records

Code	Description	Print Date	Received Date	School Code	Comment
FY9999	*	05-APR-21			RECYCLED SP TERM./LV
GZ0005	AWARD ANNOUNCEMENT	06-OCT-20			Chafee Grant Awarded ( FL, SP, )
GZ0005	AWARD ANNOUNCEMENT	24-AUG-20			Chafee Grant Awarded ( FL, SP, )
FY9999	*		21-AUG-20		Student submitted a School Change to 00115000 for FL term on WebGrants for Students on 21-AUG-20
GZ4584	Chafee Award Notification	27-JUL-20			Notification emailed to JSMITH@UNI.EDU

# Application Status

*Missing Items  
Appear in Yellow*

Work with students to explain what is missing and how to resolve.

Application Status			
✓ Chafee Grant Application			
Date App Received	<input type="text" value="09/19/2020"/>	Status	Complete
! Department of Social Services Record			
Foster Youth (FY) Cert Received?	<input type="radio"/> Yes <input type="radio"/> No	County	<input type="text" value="VENTURA"/>
Date FY Elig Received	<input type="text"/>		
✓ 2021-2022 FAFSA			
Date FAFSA Received	<input type="text" value="08/14/2021"/>	Dependent	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Years Paid (5-year limit)	0



# Student Application Status

## Eligibility Certification

Preliminarily Awarded :  
08/22/22

Fall term certified within 30  
days: 08/26/22

State Controller's Office  
(SCO) issued Warrant for fall  
term : 09/16/22

✓ 2022-2023 Preliminary Award Offered ⓘ			
<b>CERTIFIED BY</b>			
Award Amount	\$5,000	Award Date	08/22/2022
✓ School Eligibility Certification ⓘ			
<b>CERTIFIED BY</b>			
Institution Code	00115000	Financial Aid Official	Drew Adams
CSU SACRAMENTO	6000 J STREET FINANCIAL AID OFFICE, MS 6044 SACRAMENTO CA 95819	Title	FA Athletic Coordinator
Unmet Need	\$18,376	Phone Number	(916) 555-1212
		E-mail Address	drew@uni.edu
		Date Certified	08/26/2022
✓ 2022-2023 Chafee Awarded ⓘ			
<b>CERTIFIED BY</b>			
Award Amount	\$5,000	Award Date	08/29/2022
Warrant Number	62-517329	Issued Date	09/16/2022
Payment Amount	\$2,500	Term	FL
		Process Date	09/13/2022

# Disburse or Return Checks

**UPDATE**

- Chafee EFT went live on May 2, 2023
- Institutions are reminded to update their payment policy to include how Chafee EFT funds will be handled internally



# SPECIAL ALERT

STATE OF CALIFORNIA



## Update from the California Student Aid Commission

May 4, 2023

GSA 2023-20

TO: Financial Aid Administrators  
Chafee Program Coordinators

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

**SUBJECT: California Chafee Grant for Foster Youth – EFT Now Live**

The California Student Aid Commission (Commission) is pleased to announce the launch of Electronic Funds Transfer (EFT) for the California Chafee Grant for Foster Youth (Chafee), as outlined in [GSA 2023-03](#).

### Official Launch Date

Chafee EFT went live on Tuesday, May 2, 2023. Any payment requests after this date will be delivered electronically to the institutions that opted-in to receive Chafee EFT.

As a reminder, institutions should update their cash management policy to include how Chafee EFT funds will be handled internally since the institutional office that receives Chafee funds may change.

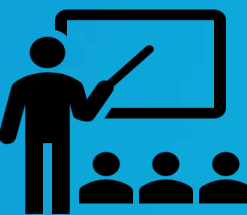
Institutions who opted-out of Chafee EFT will continue to receive paper warrants by mail.

### Update EFT Preference

Institutions who are not yet participating in Chafee EFT may opt-in at any time by emailing [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov).

### Updated Chafee Website

An updated Chafee Coordinator's Guide, Payment Roster User Guide, and Institution FAQ are available on the Chafee website: [www.csac.ca.gov/colleges/chafee](http://www.csac.ca.gov/colleges/chafee)



# CALIFORNIA CHAFEE GRANT FOR FOSTER YOUTH

## Electronic Funds Transfer (EFT) Implementation

The California Student Aid Commission (Commission) is pleased to announce the implementation of Electronic Funds Transfer (EFT) for the Chafee Grant, as announced in GSA 2023-03.

### Benefits of EFT

- Faster receipt of funds for reconciled Chafee accounts
- One-time Chafee verification
- Secure transfer of Chafee funds
- Quicker access of funds by students
- Elimination of stop payment and check reissue requests
- Reduction of manual processing of paper warrants

### EFT Email Notification

Institutions will certify students' eligibility and request payments in WebGrants. The payment process will occur Monday night and institutions will receive funds in their designated bank account by Friday.

The Chafee Program Coordinator, Fiscal Officer, and EFT Coordinator will receive an email notification of their EFT two days in advance of deposits that will include a unique Claim Schedule Number.

Institutions that would like to add additional contacts to receive the EFT email notification, email [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov). Please keep in mind that these contacts would also receive email notifications for all EFT communications.

### Identifying Students' Payments

Once an institution receives notification of Chafee EFT funds, the Chafee Coordinator may utilize the "Recipients per Claim Schedule on the "Institution Reconciliation" screen in WebGrants to determine which students' payments were included. Please refer to the Chafee Payment Roster Quick User Guide on our [Chafee Grant homepage](#) for additional step by step instructions

### How to Return Funds via EFT

Institutions must promptly return unused Chafee funds to the Commission throughout the academic year. The two options for returning EFT funds are:

# New Chafee EFT Webpage

- Identifying Students' Payments using the *Institution Reconciliation* screen in WebGrants
- How to Return Funds via EFT
- Enroll in EFT

# Disburse or Return Checks

Before disbursing checks...

- Please ensure you are disbursing Chafee payments based on your institution's disbursement policies
- If student became ineligible due to your institutional policy while in the process of waiting for a check to arrive at your institution, please return the check to CSAC *within 30 days*.
  - On the stub, please indicate one reason student lost eligibility

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - VIEW AT AN ANGLE

**State of California** WARRANT NUMBER **60-380818**

THE TREASURER OF THE STATE WILL PAY OUT OF THE FUND NO. 0001 FUND NAME GENERAL FUND  
IDENTIFICATION NO. 105123456 6980 12/21/2018 60-1242/1211 60380818

TO: 380818  
MAYA ANGELOU  
C/O MOORPARK COLLEGE  
OFFICE OF FINANCIAL AID  
7075 CAMPUS ROAD  
MOORPARK CA 93021

DOLLARS CENTS  
\$ 2500.00

BETTY T. YEE  
CALIFORNIA STATE CONTROLLER

1211134234 6038081827

DETACH ON DOTTED LINE  
KEEP THIS PORTION FOR YOUR RECORDS

CSAC ID: STUDENT:  
INST CODE: ACADEMIC YEAR: 2019/2020  
PAYMENT TERM: FL CHECK AMOUNT: \$2500.00  
CALIFORNIA CHAFEE GRANT PROGRAM

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

SCHOOL:  
DISBURSE CHECK IF STUDENT IS ENROLLED AT LEAST HALF-TIME,  
MAINTAINING SAP, AND DEMONSTRATES FINANCIAL NEED.

RECONCILE ALL FUNDS DISBURSED OR RETURNED BY USING THE  
WEBGRANTS INSTITUTION RECONCILIATION SCREEN.

RETURN THE ORIGINAL CHECK AND THIS COMPLETED FORM WITHIN  
THIRTY (30) BUSINESS DAYS OF RECEIPT.

QUESTIONS? CHAFEE@CSAC.CA.GOV / (888) 224-7268 OPTION 3  
\*\*\*\*\* DO NOT WRITE "VOID" ON THE CHECK \*\*\*\*\*

SELECT ONE (1) REASON BELOW:

NOT ENROLLED  ELIG, BUT UNABLE TO LOCATE STDN  
 NOT MAINTAINING SAP  ENROLLED LESS THAN HALF-TIME  
 REVISED NEED ANALYSIS  OTHER REASON, EXPLAIN:  
 AWARD EXCEEDS NEED

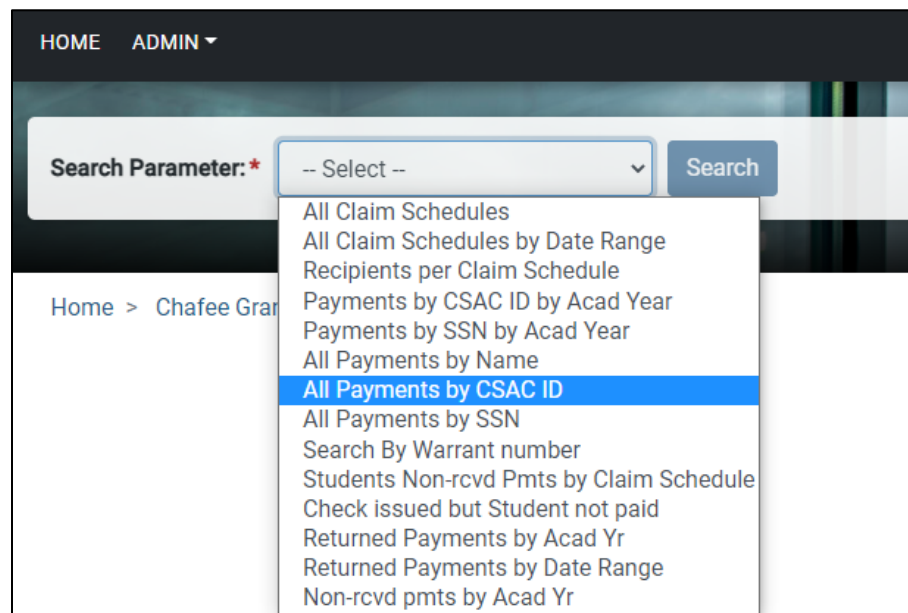
RETURN ORIGINAL UN-VOIDED CHECK AND THIS COMPLETED FORM TO:

CALIFORNIA STUDENT AID COMMISSION  
P.O. BOX 419027  
RANCHO CORDOVA, CA 95741-9027

# Institution Reconciliation

Schools are required to report disbursed and returned Chafee payments on the [Institution Reconciliation](#) screen.

1. Choose search criteria:



2. Report the Date School Paid Student; or

3. Report \$ amount and the date check is being returned

All Payments for DRAYTON, BRIAN, J									
Name	DRAYTON, BRIAN			SSN	123456789				
DOB	06/21/2000			CSAC ID	109123456				
Total no of records: 5									
Page 1									
School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Stdt	School Return Amount	School Return Date
00115000	22/22	\$2,500	FL	22325841	11/29/2022	63-081777	MM/DD/YYYY		MM/DD/YYYY
00115000	21/21	\$750	FL	22171821	06/24/2022	61-912232			

This academic year is closed for update



# Handling Pay Warrants

---

## Lost/Stolen Checks

If the check is lost, stolen or destroyed: Email [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) with CSAC ID, student name, and date check was lost/stolen/misplaced. CSAC will request a Stop Pay/Reissue. Replacement check will take 10-12 weeks

## Bank Won't Cash Warrant

- Checks issued by the state of CA are valid for one year from the date of issue. Warrants over 12 months old are stale-dated. Please contact the Chafee Unit with CSAC ID, name of school, term, and academic year. CSAC will work with Accounting to get warrant reissued within 6-8 weeks
- On occasion, a bank will refuse to accept a warrant. We have no control over this. The student can email Chafee, and CSAC can provide them the number to the State Controller's office (SCO) as the payer

# WebGrants 4 Students

# WebGrants 4 Students: To Do

Check award status and amount for the Cal Grant, Chafee Grant, and Middle-Class Scholarship

Cal Grant : Verify that the GPA has been received by CSAC

Cal Grant : verify high school graduation to “claim” award. Available on the 1st day of the month that the senior class graduates

Confirm college of attendance is accurate or report a school change. Report a Leave of Absence to place Cal Grant on hold

Chafee Grant : confirm the Department of Social Services Record reflects “complete”

Complete pending or incomplete items or forms

# Web Grants 4 Students

## Chafee Application Status

### Chafee Application Status - Incomplete

- Missing FASFA/CADAA
- FY eligibility not certified

CHAFEE FOR FOSTER YOUTH ONLY

2021-2022 2022-2023

<b>Application Status</b> Incomplete	<b>School of Attendance</b> --	<b>Award Status</b> --	<b>Remaining Eligibility</b> --
---	-----------------------------------	---------------------------	------------------------------------

### Chafee Grant Application Status (2022-2023)

FAFSA		
Status	Received	
Incomplete !	Complete your FAFSA	
Chafee Application		
Status	Received	
Complete ✓	11/03/2020	
Department of Social Services Record		
Status		County
Incomplete !	Complete your Foster Care Eligibility Certification Form	LOS ANGELES

CHAFEE FOR FOSTER YOUTH ONLY ^

2023-2024 2022-2023

<p>Application Status</p> <p>Complete</p> <p>Show Details</p>	<p>School of Attendance</p> <p>CSU SACRAMENTO</p> <p>School Change</p> <p>Show Details</p>	<p>Award Status</p> <p>Awarded</p> <p>Show Details</p>	<p>Remaining Eligibility</p> <p>0.00 Years Left</p> <p>Show Details</p>
---	--	--	---

Cal Grant - Submit School Change (2022-2023)

Choose school

<p>Current School</p> <p>School Code: CSU SACRAMENTO - 00115000</p> <p>Housing Code: OFF CAMPUS</p>	<p>Choose New School</p> <p>School Code</p> <p>ACADEMY OF ART UNIVERSITY - 00753100          ALDER GRADUATE SCHOOL (TCP ONLY) - 04287000          ALLAN HANCOCK COLLEGE - 00111100          ALLIANT INTERNATIONAL UNIV - 01111700          AMERICAN ACADEMY OF DRAMATIC ART - 00746501          AMERICAN CAREER COLL - ANAHEIM - 02241801          AMERICAN CAREER COLL - LA - 02241800          AMERICAN CAREER COLL - ONTARIO - 03971300          AMERICAN JEWISH UNIVERSITY - 00274100          AMERICAN MUSICAL DRAMATIC ACAD - 00757201          AMERICAN RIVER COLLEGE - 00123200          ANGELES COLLEGE - 04160400          ANTELOPE VALLEY COLLEGE - 00111300          ANTELOPE VALLEY COLLEGE-BA PROG - 00111301          ANTIOCH UNIVERSITY - LOS ANGELES - 00301002          ANTIOCH UNIVERSITY-SANTA BARBARA - 00301003          ART CENTER COLLEGE OF DESIGN - 00111600          ASHER COLLEGE - 04057300          ASSOCIATED BARBER COLLEGE - 04242500          AVIATION INST OF MAINTENANCE - 04240200</p>
---	---

Not using your Cal Grant? Submit a Chafee only school change.

Choose this School

# School Change

Use the dropdown to change your school of attendance for *just* the Chafee Grant; or for both the Chafee Grant and Cal Grant, if applicable.

If you can't find your school on the Chafee online application or on your student portal, please email the Chafee team at [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) for a new school set up.

CSAC will need:

- Proof of enrollment
- Name and address of School
- Financial Aid contact info: Name, email, phone

CHAFEE FOR FOSTER YOUTH ONLY 

2023-2024 **2022-2023**

  
Application Status

Complete

[Show Details](#)

  
School of Attendance

AMERICAN RIVER COLLEGE

[School Change](#)

[Show Details](#)

  
Award Status

Pending

[Reason](#)

[Show Details](#)

  
Remaining Eligibility


5.00 Years Left


[Show Details](#)

# Pending

“Pending” means that an action step needs to be taken by the college or by the student before a payment can be reported.

In this example, the **college** still needs to verify student eligibility for the Chafee Grant.

CHAFEE FOR FOSTER YOUTH ONLY 




STATUS	REASON
Pending	Pending School Verification

[Close](#)

# Chafee Update & Change Form

**Chafee Grant Program Update & Change Form**  
Complete this form to notify the California Student Aid Commission of changes in your name, contact information, Social Security number, and your school of attendance. You may update your contact information and make school changes on-line at [www.webgrants4students.org](http://www.webgrants4students.org).



**SECTION 1. STUDENT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ CSAC ID \_\_\_\_\_  
Date of Birth (Month/Day/Year) \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

**NAME CHANGE**  
*If this is a name change, please print PREVIOUS name in shaded box and attach a copy of the new driver's license, SSN card, State ID, or marriage or birth certificate.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**SOCIAL SECURITY NUMBER CHANGE**  
*If submitting a Social Security Number correction, print the INCORRECT NUMBER in the shaded box and attach a copy of the correct SSN card.*

Social Security Number or Dream Act ID Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

**SECTION 2. ADDRESS CHANGE** *Address changes can also be done on-line at [www.webgrants4students.org](http://www.webgrants4students.org)*

Address: Is this an address change?  Yes  No

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

**SECTION 3. SCHOOL CHANGE** *School changes can also be done on-line at [www.webgrants4students.org](http://www.webgrants4students.org)*

School change: I wish to change my school of attendance. Indicate the school name and date for which you are requesting a school change.

School Name \_\_\_\_\_ City \_\_\_\_\_ Effective Date (Month/Year) \_\_\_\_\_

School change effective: (check one)  Fall term  Winter term  Spring term  Summer term

**SECTION 4. STUDENT SIGNATURE**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(I certify to the best of my knowledge that the information I have filled in above is true and correct.)

If you have any questions concerning this form, you may contact us by calling (888) 224-7268 or, via email at [studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov).

Please mail your completed form to:  
**California Student Aid Commission  
Specialized Programs Operations Branch - Chafee  
P.O. Box 419029  
Rancho Cordova, CA 95741-9029**

Students can make some updates and changes via WebGrants 4 Students

Protected fields such as Name, DOB, and SSN can only be changed by submitting the Chafee Program Update & Change form

## Schools & Community Advocates

- Work the WebGrants Payment Roster weekly.
- Subscribe to CSAC List-Serv
- Teach students to be their own financial aid experts: remind them to create their My Grant Info student portals and to check periodically for any pending requirements
- Host or participate in Cash for College workshops through 6/30:  
<https://cash4college.csac.ca.gov/>.
- When completing FAFSA/CADAA, **ensure that students also submit a Chafee application**
- Refer students to campus support/resources, i.e.; priority registration, tutoring services, foster youth liaison, food pantry/meal vouchers, CalFresh, Extended Opportunity Programs and Services EOPS, Guardian Scholars, NextUp, Rising Scholars, etc.



# Foster Resources



- Financial Aid Resources
- Foster care to age 21
- Getting through high school
- HS graduation alternatives
- Adult Schools that offer GED courses
- Job Training



- Financial Aid Resources
- Campus support programs and foster youth liaison contacts
- NextUp campuses
- Info on Educational Opportunity Programs (EOP), Extended Opportunity Program and Services (EOPS), TRIO
- Housing Resources



- Burton Book Fund
- Education Resources
- Housing Providers
- Health Resources
- Extended Foster Care (AB 12)



# CSAC

CALIFORNIA  
**STUDENT AID**  
COMMISSION

**Chafee Unit**

Phone: (888) 294 -0153,  
option 3

Email: [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov)