User Reference Guide

Web Grants 4 Students
Students with Dependent Children (SWD)

Table of Contents

USER GUIDE OVERVIEW

Program Description

New to the 2019-20 academic year is the Cal Grant Access Awards for Students with Dependent Children.

Cal Grant recipients who have dependent children and are attending a University of California, California State University, California Community College, or Private non-profit institution may be eligible for an access award of up to **$6,000** for qualifying Cal Grant A recipients, **$6,024** for qualifying Cal Grant B recipients, and up to **$4,000** for eligible Cal Grant C recipients.

- Dependent children must be under 18 years of age and receive more than 50 percent of their support from the student.
- The final determination of disbursement will be made by the Financial Aid office at the institution of attendance.

1   STUDENTS WITH DEPENDENT CHILDREN

Lesson Objectives:
- Identify how a student is preliminarily selected for and notified of the SWD access award.
- Identify how a student self-certifies eligibility for the SWD access award in 4 Students.
- Explain what a student must do if selected to verify eligibility for the SWD access award.

1.1   Selection for SWD Access Award

(Figure 1 – FAFSA)

Step	Description	Action
1.	The student must begin a FAFSA or California Dream Act Application (CADAA)	Begin FAFSA/CADAA
2.	On the application under 'Dependency Status' the student will be asked 'Do you now have or will you have children who will receive more than half of their support from you between July 1, 20XX and June 30, 20XX?' To be considered for the award a student must be able to answer 'yes' to this question (Figure 1).	Answer 'Yes' to referenced question
3.	The student must complete, sign, and submit the application by March 2. Community College students may submit no later than September 2 but should still try for March 2.	Sign and submit application
4.	The student will then be emailed a 'Preliminary notice of acceptance' for the Student with Dependent Children Access Award instructing them to log into WebGrants 4 Students.	Login/create a WebGrants 4 Students account

1.1.1 Key Points

- File a financial aid application (FAFSA or CADAA)
- Wait about a week after submitting for the application information to process, then Create/Login to WebGrants 4 Students.

1.2 Self-Certifying eligibility

(Figure 2 – WebGrants 4 Students)

Step	Description	Action
1.	It is recommended that the student then creates and/or logs into their WebGrants 4 Students account about a week after submitting their FAFSA/CADAA so the information from their application can process into our system.	Login or create a WebGrants 4 Students account
2.	Once the student logs in they will be presented with the 'Confirmation of Student with Dependent Children' pop-up (Figure 2). This box generated because the student indicated that they had a dependent child on their FAFSA/CADAA. To confirm eligibility for this award the student must be able to answer 'Yes, I do', then they must read over and check the 'Student Certification' disclaimer and submit.	Student must select an option and submit if prompted or their status will be incomplete
3.	**Note:** If a student attending a California Community College certifies as being eligible for SWD, and has a 'Cal Grant A', the student's award will be active. If the student does not want their award to be active, they will have to place a Leave of Absence.	'NA'
4.	**Note:** If a student certifies incorrectly, they must contact their school's Financial Aid Office to correct their initial certification.	'NA'

1.2.1   Key Points
- The student must self-certify whether they do or do not have dependent children 'under the age of 18 by July 1, of the corresponding award year' in Web Grants 4 Students. If a student does not complete the certification, their award status will remain in an 'incomplete' status and the student will not be awarded.

1.3 Verification Process

(Figure 3 – Example School Portal notice) – This is not WebGrants 4 Students

Step	Description	Action
1.	There is no special selection for 'Students with Dependents' verification. If a student is selected for verification, they will be notified by their college's financial aid department. This notification can come through multiple avenues and so it is important for the student to check their email address(es), mail, and college financial aid portal (Figure 3). Please note that a college's financial aid portal is not the same as WebGrants 4 Students.	Check email, mail, and college portals regularly
2.	The college financial aid office may ask for additional documents deemed necessary in determining the validity of the claim made by the student of having 'dependents under the age of 18.' If asked for additional documentation, it is important for the student to respond to their financial aid office promptly. Until this step is completed, the student's award will be placed on hold by the school.	Students must provide requested documents promptly

1.3.1 Key Points

- Students should check emails promptly.
- Students must promptly submit requested forms and documentation as requested.
- Student's college portal is not the same thing as their WebGrants 4 Students page.