California
Student Aid Commission

Chafee Grant for Foster Youth
Chafee Grant Overview

• Assists current and former foster youth to help pay for college or career/technical training

• Administered by the Commission through an interagency agreement with the California Department of Social Services (CDSS)

• $17,623,700 federally and state-funded grant, subject to annual availability of funds

• Maximum annual award amount is $5,000 per academic year, based on unmet need

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School Eligibility

Per AB 2506, the following schools are eligible to administer the Chafee Grant:

- Institutions that are Cal Grant eligible

- Institutions that do not participate in the Cal-Grant program, or are located outside California:
  - Title IV
  - Three-year cohort default rate less than 15.5% and
  - Overall graduation rate greater than 30%

- Paid Chafee recipients that continue to meet the student eligibility requirements are grandfathered, and are not subject to the provisions of AB 2506, as long as they continue at the same institution.

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Chafee Grant Eligibility Expanded

- AB 1811 trailer bill has expanded eligibility to include students who have not reached their 26th birthday as of July 1\textsuperscript{st} of the award year

  \begin{align*}
  23 & \rightarrow 26 \\
  \end{align*}

- Students who applied previously only need to renew their FAFSA/CADAA to receive consideration under this provision
- Previously age-ineligible participants have been renewed
- Chafee Grant paid participation is limited to 5 total years
  - Each academic year that a payment greater than $1 is issued counts as 1 year of paid participation

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Student Eligibility

To apply, students must:

- Be a current/former foster youth who was a dependent or ward of the court, living in foster care for at least one day, between the ages of 16 and 18
  - *Excludes* Kin-GAP, legal guardianship, and adoption
- Not have received payments for more than 5 years (42 US Code Section 677 (i)(3))
- Not have reached their 26\(^{th}\) birthday as of *July 1\(^{st}\)* of the award year
Student Eligibility cont...

To be eligible for payment, students must be:

- Attending at least half-time
- Making Satisfactory Academic Progress (SAP)
- Have sufficient unmet need

Students are NOT required to:

- Graduate from high school
- Provide a GPA
- Register for Selective Service
- Meet ability-to-benefit requirements
- Be clear of default or overpayments
- Apply by March 2\textsuperscript{nd}
  - Students must still apply by March 2\textsuperscript{nd} to be processed for Cal Grant consideration
Award Year & Application Deadline

The award year is July 1st – June 30th

To apply for the Chafee Grant, students must “not have reached their 26th birthday as of July 1st of the award year”

<table>
<thead>
<tr>
<th>Award Year</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>2017-18</td>
<td>7/1/17</td>
<td>6/30/18</td>
<td>9/18/18</td>
</tr>
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<td>9/2019</td>
</tr>
<tr>
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<td>7/1/19</td>
<td>6/30/20</td>
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</tr>
</tbody>
</table>

Making education beyond high school financially accessible to all Californians.
June 14, 2018

TO: Financial Aid Administrators
High School Counselors

FROM: Catalina G. Mistler
Deputy Director, Program Administration & Services Division

SUBJECT: 2018-19 California Chafee Foster Youth Grant Program Update

This Operations Memo from the California Student Aid Commission (Commission) announces updates to the Chafee Foster Youth Grant Program (Chafee Program). The Commission ran the 2018-19 award process on May 14, 2018, which provided 2,915 students with a preliminary award offer.

2017-18 Chafee Award Processing

- 2017-18 awards and payments will continue to be processed through September 2018.
- Students can apply for 2017-18 Chafee awards until September 18, 2018.
- The last payment for 2017-18 Chafee grants will be processed on September 24, 2018.

Need to contact us?

- Institutional Support phone number: (888) 294-0153 (Option 2)
- E-mail: chafee@csac.ca.gov

Working together to effectively promote education beyond high school!

Making education beyond high school financially accessible to all Californians.
**Award Year**

The award year is July 1st – June 30th

To apply for the Chafee Grant, students must “not have reached their 26th birthday as of July 1st of the award year.”

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Keisha will turn 26 on 6/20/19. Is she eligible to apply in 2018-19?

At the start of the 2018-19 award year (7/1/18), Keisha was not yet 26 years old; therefore, she is **eligible** to apply in 2018-19. However, she must apply by the 9/2019 application deadline.

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Award Year

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**Q**

John’s 26th birthday is on 7/1/19. He is planning to apply some time in August. Can he still apply for a 2018-19 Chafee Grant?

**A**

John is **eligible** to apply for a 2018-19 Chafee Grant because he was not yet 26 on 7/1/18. He has until 9/2019 to apply.
Award Year

The award year is July 1st – June 30th

To apply for the Chafee Grant, students must “not have reached their 26th birthday as of July 1st of the award year”

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Gabriel turned 25 on 7/1/17. On 9/30/18, he decided to apply. Was he eligible to apply for the 2017-18 award year? 2018-19?

Unfortunately, Gabriel missed the application deadline for 2017-18: 7/1/17- 9/18/18
Hence, he is also not eligible to apply for the current 2018-19 award year because he aged out of the program on 7/1/18

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Awarding Process

Making education beyond high school financially accessible to all Californians.
1. Application Process:
   • Student submits Chafee Grant application & FAFSA/CADAA
   • CDSS electronically uploads foster youth verification
2. **Priority Selection:**
WebGrants prioritizes applications based on Selection Criteria Hierarchy
3. Roster:
Awarded Students placed on roster
4. Eligibility Certification:

**Eligible:** Request Payment

**Ineligible:** Check 1 appropriate ineligible reason. Award will be withdrawn

Certification triggers State Controller’s Office (SCO) to mail checks. Checks are payable to the student, “in care of” the school.
5. Checks Disbursed:
Prior to disbursement, verify *continued* eligibility:
• Still enrolled at least half-time
• Meets your SAP policy
• Has unmet need greater than the amount of the check

**If student is no longer eligible:**
• Return check to the Commission within 10 days
• Indicate 1 reason for return on remittance form
6. Institution Reconciliation:
Indicate whether checks are disbursed; or returned to the Commission
1. Application Process

The Chafee Grant application process has 3 components to determine preliminary eligibility. A GPA is not required:

**Components:**

- Chafee Grant Application: Once
- Department of Social Services Record: Once
- 2018-2019 FAFSA: Annually

* Students should complete the Chafee application and FAFSA/CADAA for the year they plan to enroll

* While the 3/2 application deadline does not apply to the Chafee program, students should be encouraged to submit the FAFSA/CADAA by March 2nd to receive Cal Grant consideration

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2. Priority Selection Hierarchy

Priority Awarding Hierarchy:

1. Paid renewal students
2. New and non-paid renewal students who will have reached 25 years of age by July 1st 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

* WebGrants System automatically prioritizes students
* It is common for students to be wait-listed the academic year in which they apply

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3. Student Placed on Roster

Roster Award Status:

**Awarded:** Student has a preliminary award and you can certify eligibility and request payment

**Pending:** Student is eligible but not awarded. The student has lower priority on the awarding hierarchy and will become Awarded as funds get recycled; **OR**

There is a recent pending transaction that will process Monday evening

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

<table>
<thead>
<tr>
<th>Graduated or Completed □</th>
<th>Incomplete FA Package □</th>
<th>Not maintaining SAP □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Enrolled □</td>
<td>Not Enrolled HT □</td>
<td></td>
</tr>
</tbody>
</table>
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### WebGrants Chafee Roster

<table>
<thead>
<tr>
<th>Institution Code</th>
<th>SSN</th>
<th>CSAC ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Award Status</th>
<th>Award Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00115000</td>
<td>4444444444</td>
<td>105123456</td>
<td>VANG</td>
<td>HAI</td>
<td>Awarded</td>
<td>12/17/2018</td>
</tr>
<tr>
<td>00115000</td>
<td>5555555555</td>
<td>105234567</td>
<td>DAVIS</td>
<td>SHAQUILLE</td>
<td>Not Awarded</td>
<td>01/14/2019</td>
</tr>
<tr>
<td>00115000</td>
<td>6666666666</td>
<td>105345678</td>
<td>BOWEN</td>
<td>JOSH</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>
4. Certifying Eligibility & Requesting Payments

To maximize funding:

• Schools must certify both **eligible** and **ineligible** students

• Uncertified awards will be withdrawn and recycled to eligible wait-listed students after 30 days

• Schools must certify eligibility and request payments **each** term

• **Certify & Request Payment** in the same transaction. Only one transaction is allowed per week
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Certifying Annual Data

Terms Attending:
- Auto-populates based on term schedule. Tied to Need and Projected Award amounts - do not modify

Living Arrangements & Education Level:
- Self-reported on FAFSA/CADAA. Correct as needed

Cost of Attendance:
- Certify the Cost of Attendance, EFC, & Other Aid once
- Other Aid: Exclude loans and Work Study

All white fields are modifiable

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Certifying Ineligibility

**Ineligible students:**
- Choose only 1 ineligible reason
  - “Incomplete FA package” not applicable to Chafee
- Students who regain eligibility can be re-awarded:
  - Uncheck the ineligible reason + SAVE
- The student is typically re-awarded during the next weekly cycle

**Students are NOT required to:**
- Graduate from high school
- Provide a GPA
- Register for Selective Service
- Meet ability-to-benefit requirements
- Be clear of default or overpayments
- Apply by March 2nd
  - Students must still apply by March 2nd to be processed for Cal Grant consideration

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Request Payments Each Term

Only 1 roster transaction is allowed each week

- If eligibility is certified and "saved" before payment is requested, you must wait until the following Tuesday to request payment

Certify eligibility and request payment in the same transaction

Ensure that transactions are saved:
- Must display “Pending”

![Screen shot of a payment request form with 'Save', 'Back', and 'Reset' buttons]
### Student Application Status

<table>
<thead>
<tr>
<th>STudent Name</th>
<th>Academic Year: 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 A ST.</td>
<td>SSN: 123456789</td>
</tr>
<tr>
<td>SACCTOWN, CA 12345</td>
<td>CSAC ID: 105123456</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:studentname@csac.com">studentname@csac.com</a></td>
<td>DOB: 07/29/1999</td>
</tr>
<tr>
<td>Home Phone: (916) 555-1212</td>
<td>Work/Cell Phone:</td>
</tr>
</tbody>
</table>

- **Empty Checkbox □= Certification Needed**
- **Preliminary Award Date: 11/5/18**

<table>
<thead>
<tr>
<th><strong>School Eligibility Certification</strong></th>
<th>Financial Aid Official: CSAC ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified by:</td>
<td>Phone Number: (888)294-0153 Ext:</td>
</tr>
<tr>
<td>Institution Code: 00115000</td>
<td>E-mail Address: <a href="mailto:schoolsupport@csac.ca.gov">schoolsupport@csac.ca.gov</a></td>
</tr>
<tr>
<td>CSU SACRAMENTO</td>
<td>Date Certified: 05-NOV-18</td>
</tr>
<tr>
<td>CSU SACRAMENTO</td>
<td></td>
</tr>
<tr>
<td>6000 J STREET</td>
<td></td>
</tr>
<tr>
<td>SACRAMENTO CA 95819-</td>
<td></td>
</tr>
<tr>
<td>Unmet Need: 15822</td>
<td></td>
</tr>
</tbody>
</table>

**2018-2019 Preliminary Award Offered**

- **Award Amount: 5000**
- **Award Date: 11/05/2018**

- **Fall term certified within 30 days: 11/19/18**
- **Certification triggers State Controller's Office (SCO) to generate Fall check**
- **Fall check issued 11/27/18**

<table>
<thead>
<tr>
<th><strong>School Eligibility Certification</strong></th>
<th>Financial Aid Official: Michael Adams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified by:</td>
<td>Title: FA Analyst</td>
</tr>
<tr>
<td>Institution Code: 00115000</td>
<td>Phone Number: (916) 555-1212</td>
</tr>
<tr>
<td>CSU SACRAMENTO</td>
<td>E-mail Address: <a href="mailto:michael.adams@uni.edu">michael.adams@uni.edu</a></td>
</tr>
<tr>
<td>CSU SACRAMENTO</td>
<td>Date Certified: 19-NOV-18</td>
</tr>
<tr>
<td>6000 J STREET</td>
<td></td>
</tr>
<tr>
<td>SACRAMENTO CA 95819-</td>
<td></td>
</tr>
<tr>
<td>Unmet Need: 13962</td>
<td></td>
</tr>
</tbody>
</table>

**2018-2019 Chafee Awarded**

- **Award Amount: 5000**
- **Award Date: 11/19/2018**
- **Warrant Nbr: 60-172476**
- **Issued Date: 11/27/2018**
- **Term: FL**
- **Process Date: 11/19/2018**

<table>
<thead>
<tr>
<th><strong>School Eligibility Certification</strong></th>
<th>Financial Aid Official: Camille Johnson</th>
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<td>Certified by:</td>
<td>Title: FA Analyst</td>
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<td>Phone Number: (916) 555-1212</td>
</tr>
<tr>
<td>CSU SACRAMENTO</td>
<td>E-mail Address: <a href="mailto:camille.johnson@uni.edu">camille.johnson@uni.edu</a></td>
</tr>
<tr>
<td>CSU SACRAMENTO</td>
<td>Date Certified: 17-DEC-18</td>
</tr>
<tr>
<td>6000 J STREET</td>
<td></td>
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<tr>
<td>SACRAMENTO CA 95819-</td>
<td></td>
</tr>
<tr>
<td>Unmet Need: 15079</td>
<td></td>
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**2018-2019 Chafee Awarded**

- **Award Amount: 2500**
- **Award Date: 12/17/2018**
- **Warrant Nbr: 60-381040**
- **Issued Date: 12/21/2018**
- **Term: SP**
- **Process Date: 12/17/2018**

- **Spring term certified on 12/17/18**
- **SCO issues Spring check on 12/21/18**
5. Disburse Checks

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Check Eligibility Twice

1. **Before requesting payment...**
   Student eligibility must be certified:
   • Be enrolled at least half-time
   • Maintaining SAP
   • Have sufficient unmet need

2. **Before disbursing checks...**
   Continued eligibility must be **re-verified**:
   • Still enrolled at least half-time
   • Still maintaining SAP
   • Still sufficient unmet need

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Chafee Funds- Allowable Expenses

Chafee funds may be used towards:

- Tuition/fees
- Books/supplies
- Post-grad studies
- Housing
- Transportation
- Child Care

Schools should disburse original Chafee check, in its entirety, versus applying funds towards student balance. Funds are payable to students, “in care of” the college.
Check Disbursements

Disburse entire original State of CA check within 10 days

Suggested Practices:
• Process as outside funding
• Process through Cashier’s Office vs. Accounting

Report disbursement on Institution Reconciliation screen

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Returned Checks (Abatements)

- If a student is no longer eligible for their Chafee grant, schools must return the check to CSAC within 10 days.
- On the check stub, indicate 1 reason for return.
- Do NOT write “VOID” on check.
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.

WHEN RETURNING A NON-DISBURSED CHECK, PLEASE UPDATE THE INSTITUTION RECONCILIATION SCREEN. THEN RETURN THE CHECK AND THIS COMPLETED FORM WITHIN TEN (10) BUSINESS DAYS OF RECEIPT.

DO NOT WRITE “VOID” ON THE CHECK.
6. Institution Reconciliation

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Institution Reconciliation

Schools utilize the Institution Reconciliation screen on WebGrants to report disbursed and returned checks.
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CSAC Notices

Weekly email alerts are sent to schools and students:

**Schools:**
- Uncertified awards will be made ineligible after 30 days

**Students:**
- Alerts students when their awards are made ineligible. Students are advised to either:
  - Contact the Financial Aid Office, if they have questions
  - Make a school change, if they are no longer enrolled at that school
Questions?

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Chafee Unit
Phone: (888) 294-0153, option 3
Email: chafee@csac.ca.gov