



# Day Two Agenda

- 1. Navigating WebGrants**
- 2. Reports and Tools**
- 3. Reconciliation**
- 4. Resources**
- 5. Chafee Grant**
- 6. Middle Class Scholarship \***



At the conclusion of today's regular sessions,  
we will offer an additional session on the Middle  
Class Scholarship



California

# Student Aid Commission

**2019  
Regional  
Training  
Day 2**



# California Student Aid Commission

**Navigating  
WebGrants**





# Disclaimer

*All student data provided in the following reports are fictitious. Student names, Date of Births, GPAs and school information have been modified to protect all third parties. All material presented today is for training purposes only.*



# Getting Access

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



# Getting Started with WebGrants



Complete and submit:

- **How do we get started with WebGrants?**  
WebGrants System Administrator's Access Request Form or User Access Request Form
- Information Security and Confidentiality Agreement



# WebGrants Access Forms

**Grant Delivery System (GDS) - WebGrants**  
**College System**

*A signed GDS - WebGrants Commission prior to gain Password. System Ad*

**California Student Aid Commission**  
**Information Security and Confidentiality Agreement**

*The Information Security and Confidentiality Agreement is required by the California Student Aid Commission (Commission) from any person or entity (high school, post-secondary educational institution, agent, program, or 3rd party) requesting access to a Commission information technology system.*

**Security and Confidentiality Agreement:**

**I. Institution Sec Primary Institution**

**Additional Instituti**

**II. Personal Info Name of System Ad**

**Password Reset / A**

**Question:**

Your first part  
 Your favorite  
 Model & year

**I certify that I ha pertaining to the**

**Signature - System Ad**

**E-Mail Address (maxim**

**III. Access Requ**  
 Note: The Instituti

**Date Request Subm**

**New Re**

**I certify that I ha Administrator a**

**Signature - Institution**

**E-Mail Address (maxim**

**Primary Institution Code:** \_\_\_\_\_ **User ID: (leave blank if unknown)** \_\_\_\_\_

**School Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**E-Mail Address (maximum of 40 characters):** \_\_\_\_\_ **Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

*By signing below, I certify that I have received, reviewed, and understand the Information Security and Confidentiality policies of the California Student Aid Commission (CSAC). I will comply with these policies while using any Commission information system.*

**(SA) Signature:** \_\_\_\_\_ **Name/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(AO) Signature:** \_\_\_\_\_ **Name/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- 1 Authorized Official
- 2 max System Administrators
  - Immediately grant/disable user access
- User Access Request Form
  - Maintained at school for each user
- Renewed annually by July 31 or with change of staff
- Records to be retained for 3 years
- Complete the Information Security Training





# Information Security Training

- Complete security training annually
- Must cover the following areas:
  - Information security
  - Privacy
  - Confidentiality
- Must retain training documentation at the institution





# Your WebGrants Account

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



# Your WebGrants Account

Please contact your School's System Administrator if you need access to additional screens.

## Portal Menu

[WebGrants](#)

[Table Edit](#)

[User Administration](#)

[CA Dream Act](#)

[SB 70](#)

## Account Information

[View Your Account Details](#)

[Help With Your Account](#)



# Your Account Details

- Keep your personal info up-to-date (phone number, email address)
- Change your password if necessary.
- View who (at your campus) is your System Administrator(s)

[Back to Home Page](#)

## Account Summary for Justin Watkins

[Help With Your Account](#)

### Sign-in info

User Name:SA3JXW

[Change your password](#)

E-mail Address:jwatkins@csac.ca.gov

Change your E-Mail Address:

### Sign-out

You may wish to sign-out from your account when you leave a public computer. [Click here to sign-out.](#)

### Screen Access List

- Enrollment - read
- Upload Enrollment - write
- File Upload Status - write
- Add Enrollment - write
- Delete/View Enrollment - write
- Enrollment Data Inquiry - Details - read
- Enrollment Data Inquiry - Load Summary - read

### Contact Info

Current contact info:

Justin Watkins  
10834 International Drive Ste #100

Rancho Cordova CA 95670

Day Phone: 9164646425 Ext

Change your phone number:

 Ext  

Fax Number:

### School Access List

99999999 - CSAC HS GPA SECURITY

### School Administrators

Name	School ID	Phone Number
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# If You Are The System Administrator...

You have access to create/change WebGrants User Accounts for your campus

Please contact your School's System Administrator if you need access to additional screens.

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## Account Information

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# User Administration

## User Administration Menu

[Add New Users](#)

[Edit Existing Users](#)

[User Access Report](#)



# Adding a New User

- User ID must be unique
- All fields marked with (\*) are required
- Access cannot exceed 1 calendar year
- User Access Forms must be kept on file

UserID/Password	
<b>User ID *</b>	<input type="text"/>
<b>Password *</b>	<input type="password"/>
<small>Six-character minimum; no spaces</small>	
<b>Retype Password *</b>	<input type="password"/>

Contact Information	
<b>First Name *</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Address 1 *</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	<input type="text"/>
<b>Zip Code *</b>	<input type="text"/>
<b>Email Address *</b>	<input type="text"/>
<b>ReType Email Address *</b>	<input type="text"/>
<b>Phone Number *</b>	<input type="text"/> <input type="text"/> <input type="text"/> <b>Ext</b> <input type="text"/>
<b>Fax Number</b>	<input type="text"/>
<b>Security Training Received Date</b>	<input type="text"/>
<small>Date Format: mm/dd/yyyy example: 02/18/2002</small>	

User Roles	
<b>User Role *</b>	<input type="text"/>
<b>Screen Templates</b>	<input type="text"/>
<b>Effective Start Date *</b>	03/18/2014
<b>Effective End Date *</b>	<input type="text"/>
<small>Date Format: mm/dd/yyyy example: 02/18/2002</small>	

[Add New User](#)



# Adding a New User

- Assign access to specific WebGrants screens depending on User role
- For Example: a User from your fiscal office may only need access to 'Report Download', and the Reconciliation screens.

Screen Access				
Screen Name	Access Permissions			
<b>Enrollment</b>				
<b>GPA</b>				
<b>Student Info</b>				
<i>Award Summary</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Award Detail</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Student History</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>CA Aid Report</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Grant Record Changes</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<i>Simulator</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<b>School Info</b>				
<b>Roster/Reconciliation</b>				
<i>Customize Roster</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<i>Display Roster</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Print Roster</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Display Accept / Reject Report</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<b>Data Transfer</b>				
<b>Chafee Grant</b>				
<b>Accounting</b>				
<b>California National Guard</b>				
<i>EAAP Roster</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<i>EAAP Payment</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<b>CA Dream Act</b>				
<b>NON-SSN GPA</b>				
<b>SB 70</b>				

[Save Changes to CSAC](#)



# Disabling User Access

- Disable WebGrants access for staff that depart
- Input the date on the “End Date”





# WebGrants User Access Report

- View all active & inactive accounts for your campus
- See when each User account will expire (End Date)

California Student Aid Commission  
WebGrants User Access for  
CSAC

Active Users Report

Number of Records: 69  
Print Date: 6/1/2018 12:16:34 PM

Rec #	Name	User ID	Start Date	End Date	User Role
1	Dianne Alexander	SA9.	6/16/2016	6/16/2018	
2	Javier Arguello	SA9.	1/9/2017	1/9/2020	
3	Aidee Bucio	SA9.	9/30/2016	9/30/2018	
4	Nai Saeteum	SA9	8/15/2014	8/15/2020	
5	Adrian Slade	SA9	12/8/2015	12/7/2018	



# Best Practice

Renew your access each year

- Set reminders to review user end dates
- Information Security Confidentiality Agreement
- System Administrator Access Request Form

Contact Technology Help Desk for access assistance

- 888-294-0148
- [csachelpdesk@csac.ca.gov](mailto:csachelpdesk@csac.ca.gov)

Contact Institution Support for Cal Grant assistance

- 888-294-0153
- [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)





# Student Info Screens



# Award Summary

- Displays history of a Cal Grant application for individual students
- Hover mouse over many of the fields to see more detail

**Student Award Summary**

- All data columns can be sorted either ascending or descending order.
- Click on the blue column headings to change the sort order of the data.
- Additional information can be viewed by moving your mouse over certain data fields.

Search =

<b>Home Phone:</b> <b>Cell Phone:</b> <b>E-Mail:</b>	<b>SSN:</b> <b>CSAC ID:</b> <b>Grant ID:</b> <b>Date of Birth:</b> <b>WGS Account:</b> Active <b>Third Party Access:</b> NONE <b>Selective Service Status:</b> <b>School Confirmed:</b> No
--	---

Academic Year	Program Name	Application Status	Award Status	Award Status Date	Award Amount	Cycle ID	School ID	P/E Reason	C/E Reason	CC Reserve
2016-2017	B	COMM WTH	COMM WTH	04/19/2017	\$13,964	E2	00131300	30		N
2015-2016	A	F-E CMPL	COMM WTH	11/25/2015	\$12,240	E2	00131300	88		N
2015-2016	B	F-E CMPL	AUTO ACC	07/27/2015	\$13,896	E2	00131300			N
2014-2015	A	F-E CMPL	DENY LOW	10/06/2014	\$12,192	C2	00123200			Y
2014-2015	B	F-E CMPL	DENY LOW	10/06/2014	\$1,648	C2	00123200			Y
2013-2014	A	F-E CMPL	DENY LOW	09/30/2013	\$12,192	C2	00123200			Y
2013-2014	B	F-E CMPL	DENY LOW	09/30/2013	\$1,473	C2	00123200			Y



# Student Award Detail

- Information listed on the FAFSA or CADAA
- View details of award or disqualification by Academic Year
- Shows Competitive Cal A & B Scores

**Student Award Detail**

- Both new and renewal students can be viewed.
- Only award types with data will be displayed.

Search =   Acad Year =

**GRIFFIN**

Application Status: FIN ELIGIBILITY COMPLETE	Cycle ID: C1	SSN:
Dependency Status: DEPENDENT	Parents' Marital Status: MARRIED	CSAC ID:
Parents' Total Income: \$21,948	Parents' Family Size: 3	Grant ID:
Parents' Net Worth: \$0	Family in College: 1	Education Level (EL): 1
Registered Domestic Partner: No	ISIR Ref: 02 Date: 03/01/2017	EL Verification: VERIFICATION REQUIRED
Year Entered Program: 2017		

NEW			
	Cal Grant A	Cal Grant B	Cal Grant C
School ID/Program Code	00730400 00	00730400 00	00730400 00
Segment	PR 4Y GR	PR 4Y GR	PR 4Y GR
Semester/Quarter	SEMESTER	SEMESTER	SEMESTER
Score		429	
Score Detail	<input type="button" value="CAL A SCORES"/>	<input type="button" value="CAL B SCORES"/>	<input type="button" value="CAL C SCORES"/>
GPA/Type	0.00 / Reestablished GPA	2.50 / RE-ESTAB	0.00 / Reestablished GPA
Attendance Status	FULL	FULL	FULL
Housing Code	1 - CAMPUS	1 - CAMPUS	1 - CAMPUS
Remaining Program Eligibility	400.00%	400.00%	200.00%
Award Status	PROGRAM EDIT DISQUAL	SCORE BELOW CUTOFF	FINANCIALLY ELIGIBLE
<b>Budget Amount/Duration</b>			
	\$0 / 12	\$45,490 / 12	\$45,490 / 12
Expected Family Contribution (EFC)	\$965	\$965	\$965
Other Aid	\$0	\$0	\$0
Veterans Benefits	\$0	\$0	\$0
Unmet Need			\$44,525
<b>Total Award Amount</b>			
	\$0	\$2,505	\$4,513
Tuition/Fees	\$0	\$0	\$3,693
Access/Books&Supplies	\$0	\$2,505	\$820



# Student History

- Each term payment ever reported
- Dollar amounts
- Amount of eligibility used for each payment
- Remaining eligibility

Student History														
<ul style="list-style-type: none"> <li>• Academic year selection will display all payments prior to and including the year selected.</li> <li>• Data can be sorted by Academic Year, Term or Date.</li> <li>• Click on the blue column headings to change the sort order of the data.</li> </ul>														
Search = <input type="text" value="SSN"/> Acad Year = <input type="text" value="2016-2017"/> Txn Type = <input type="text" value="Pending"/> <input type="button" value="GO!"/>														
<b>KELSIE</b> SSN: _____ Cycle ID: E2 TANF Eligible: Y CSAC ID: _____ Program Code: B Remaining Eligibility: .02 Grant ID: _____ TCP/5yr: _____ <a href="#">Award Status: 70</a> Remaining LOA Balance: 200 Remaining LH Balance: 100														
PG	AW	School Id	Acad Yr	Term	Leap/Sleep	TANF Paid	Pay Amt	Pay Stat	Elig Used	Adj Amt	Adj Rsn	Date	Rec Type	Created By
B	T/F	00131300	2016	FL		Y	4,098	RP	33.33			09/23/2016	PAY	
B	ACCS	00131300	2016	FL				RA	33.33	556	FT	09/23/2016	PAY	
B	T/F	00131300	2016	WN		Y	4,098	RP	33.33			01/06/2017	PAY	
B	ACCS	00131300	2016	WN				RA	33.33	556	FT	01/06/2017	PAY	
B	T/F	00131300	2016	SP				RA	33.33	0	SR	04/19/2017	PAY	
B	ACCS	00131300	2016	SP				RA	33.33	0	SR	04/19/2017	PAY	
B	T/F	00131300	2015	FL		Y	4,080	RP	33.33			11/25/2015	PAY	
B	ACCS	00131300	2015	FL			552	RP	33.33			11/25/2015	PAY	
B	T/F	00131300	2015	WN		Y	4,080	RP	33.33			01/08/2016	PAY	
B	ACCS	00131300	2015	WN			552	RP	33.33			01/08/2016	PAY	
B	T/F	00131300	2015	SP		Y	4,080	RP	33.33			04/01/2016	PAY	
B	ACCS	00131300	2015	SP			552	RP	33.33			04/01/2016	PAY	



# Grant Record Changes (G-21)

- Changes/updates to student records
- All G-21's submitted are reviewed by Commission staff before approval

Search =   Acad Year =

Pending CSAC Approval

**New Student**

**Date of Birth:**  
**Grant ID:**

**SSN:**  
**CSAC ID:**

**Educational Level (EL) Verification:**  
The above student's initial grant payment was or is to be made at this institution.  
At the time of this grant payment the student's EL was  (1-Freshman) verify without change

**Dependency Status Override:** My institution has determined that the student should be considered independent for purposes of establishing federal and campus financial aid eligibility not otherwise qualifying as an independent student. (Appropriate financial information must be provided below).

**Dependency Status:**

Dependent  
 Independent with dependents other than a spouse  
 Independent without dependents other than a spouse

**Estimated Family Contribution (EFC) Formula Calculation:**

Automatic Zero  EFC Simplified  Regular

<b>Number of Family Members:</b>	<input type="text" value="2"/>		(5)
<b>EFC:</b>	<input type="text" value="3664"/>		(375)
<b>Unmet Need:</b>	<input type="text" value="25498"/>		(28939)

<b>Parents:</b>	<b>Student (and Spouse):</b>
<b>Marital Status:</b>	<b>Marital Status:</b>
<input type="text"/> (Divorced or Separated)	<input type="text"/> (Single)
<b>Total Income:</b>	<b>Total Income:</b>
<input type="text"/> (49063)	<input type="text"/> (0)
<b>Adjusted Net Worth (assets):</b>	<b>Adjusted Net Worth (assets):</b>
<input type="text"/> (0)	<input type="text"/> (0)

**Registered Domestic Partnership:**

Parent  Student

**Reason:**

PER FAFSA ISIR #04 PARENT INCOME EXCEEDS CEILING FOR CAL B- PLEASE RECONSIDER FOR CALA.





# Grant Record Changes (G-21) Not for...

- Verifying Education Level
  - **Verify on roster**
- Requesting withdrawal of student after reporting of IG
  - **Always request withdrawal using G-21 with correct reason for withdrawal**
- Student not eligible for Transfer Entitlement
  - **Report "IT" on roster**
- Profession Judgement on a student that is Competitive
  - **Make correction to student's application before awarding cycle**
- Withdraw a graduated student
  - **Use the SR adjustment code on online roster**
- Submit correction which will withdraw student while payment on account
  - **Back out payment before submitting G-21**



# School Info Screens

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



# School Info Menu

## School Info Menu

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[Contact Information](#)

[Cost Estimate](#)

[Search](#)



# Institution Demographics

School ID = 00123200
GO!

**Address 1:** \* RIVERSIDE CITY COLLEGE

**Address 2:** 4800 MAGNOLIA AVE.

**City:** RIVERSIDE

**State:** CA **Zip:** 92506 - 1299

**Segment 02 - COMMUNITY COLLEGE**

**Contract Date:** 09/01/1978

**Phone:** ( 951 ) 222 - 8000

**Source of Change:** CSAC

**Comments:**

**School Inactive Flag:**

Submit Changes Reset

Previous Data	Source of Change	Change Date	Comments
RIVERSIDE COMMUNITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (951)222-8000	CSAC	02-JUN-11	
RIVERSIDE COMMUNITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (951)222-8700	CSAC	28-JUL-05	
RIVERSIDE COMMUNITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (909)222-8700	CSAC	28-JUL-05	
RIVERSIDE CITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (909)222-8700		10-NOV-03	



# Contact Information

**CHAFEE PROGRAM COORDINATOR**

\* \*  
OFFICE OF FINANCIAL AID DIR, ADMISSIONS AND RECORDS  
800 S. COLLEGE DR. Phone: 805 – 922 – 6966  
SANTA MARIA, CA. 93454 – 6399 E-Mail:

Comment:  
Last Changed By: **SA01** Change Date: **09/19/2011**

**CHAFEE PROGRAM COORDINATOR**

First Name\*:  Phone\*: 805 – 922 – 6966  
Middle Initial:  E-Mail\*:   
Last Name\*:   
Title\*: CHAFEE PROGRAM COORDINATOR  
Address 1\*: OFFICE OF FINANCIAL AID  
Address 2: 800 S. COLLEGE DR.  
City\*: SANTA MARIA  
State\*: CA Zip Code\*: 93454 – 6399  
Comments:   
**Maximum of 500 Characters allowed. Current count:**



# Cost Estimate

		2017-2018	2016-2017
<b>Title IV School ID#</b>		<input type="text" value="001313"/>	001313
<b>Program/Course Length</b>			
<b>#of Months/Clock Hours/Credit Hours</b>	<input type="text"/>	Months ▾	
<b>Required Attendance During Academic Year</b>			
<b>Number of Terms Per Year</b>		3 Quarters ▾	3 Quarters
<b>Term Start Dates</b>			
Fall		<input type="text" value="09/21/2015"/>	09/21/2015
Winter		<input type="text" value="01/04/2016"/>	01/04/2016
Spring		<input type="text" value="03/24/2016"/>	03/24/2016
Summer		<input type="text" value="06/20/2016"/>	06/20/2016
<b>Enter 9-Month Budgets for the Following Costs</b>			
<b>Tuition</b>			
Amount		<input type="text" value="\$0"/>	\$0
<b>Fees</b>			
Fee Type/Amount	<input type="text"/>	\$ <input type="text"/>	
Fee Type/Amount	<input type="text"/>	\$ <input type="text"/>	
Fee Type/Amount	<input type="text"/>	\$ <input type="text"/>	
Fee Type/Amount	<input type="text"/>	\$ <input type="text"/>	
Total Amount	<input type="button" value="Delete Fees"/>	<input type="text" value="\$12804"/>	\$12,804



# Display Roster



# Timing of Rosters

When do we release rosters?

- 2019-20 AY – February 2019
- 2018-19 AY – February 2018

When do students appear on the roster? (by cycle)

- High School Entitlement – after students are claimed
- Transfer Entitlement – immediately after award processing
- Competitive – immediately after award processing
- Cal Grant C – after students are scored
- Renewal – immediately after award processing





# Timing of Rosters

What are the next steps?

- Identifying Cal Grant awardees at your campus
- Certify student eligibility
- Collect appropriate verification documents
- Verify any holds or flags
  - Education Level
  - AB 840





# Identifying Cal Grant Awardees

Utilize the Award Status Extract Process

- Provides 2 reports:
  - Awarded
  - Not Awarded





Create a batch School Change file for the awarded to 'claim' the student on your roster

# Confirmation Required

School ID = 00115000 Acad Year = 2017 - 2018 Format = CSAC Standard Roster Search = SSN

Total number of records: 1 Total number of pages: 1

Update all records with custom code    
 (Will display in Custom Code 5 field)

CSAC ID: <a href="#">View History</a> <span style="float: right;">Record: 1</span>												
SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
			E1	3	D	N	1	16405	64	.00%	.00%	UNCONFIRMED(6)
Custom Codes 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/>										<b>School Change Required</b> <b>School of Attendance Confirmation Required</b> Payment held, high school verification needed.		
High School Grad. Date Verification			Status: Not Verified			Verify As <input type="text"/>			New Grad Date: Jan 2017			
Education Level (EL) Verification			Reported EL 1			Verified EL			Status 1 -- Verification Not Required			
Fall Term			<a href="#">Adi Reason Codes</a>				<a href="#">Pay Status Codes</a>			<a href="#">Delete Txn</a>		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
Totals						SC						
B - On Hold						SC						
B - On Hold						SC						
Spring Term			<a href="#">Adi Reason Codes</a>				<a href="#">Pay Status Codes</a>			<a href="#">Delete Txn</a>		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
Totals												
B - On Hold												
B - On Hold												



# Display Roster

CSAC ID:										View History		Record: 17
SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
			E1	3	D	N	1	25978	4230	400.00%	100.00%	ELIGIBLE(1)
Custom Codes		1	2	3	4	5						
High School Grad. Date Verification					Status: Not Verified	Verify As			New Grad Date:	Jan	2016	
(High School Grad. Date Verification through CSAC) Request By : <input type="radio"/> Student <input type="radio"/> High School <input type="radio"/> College <input type="radio"/> CSAC												
Education Level (EL) Verification			Reported EL 1			Verified EL			Status 1 -- Verification Not Required			
Fall Term				<a href="#">Adj Reason Codes</a>				<a href="#">Pay Status Codes</a>			<a href="#">Delete Txn</a>	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
	Totals	\$12,240	\$4,080									
A - On Hold	T/F	\$12,240	\$4,080						GRT			
Winter Term				<a href="#">Adj Reason Codes</a>				<a href="#">Pay Status Codes</a>			<a href="#">Delete Txn</a>	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
	Totals	\$12,240	\$4,080									
A - On Hold	T/F	\$12,240	\$4,080						GRT			
Spring Term				<a href="#">Adj Reason Codes</a>				<a href="#">Pay Status Codes</a>			<a href="#">Delete Txn</a>	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
	Totals	\$12,240	\$4,080									
A - On Hold	T/F	\$12,240	\$4,080						GRT			

Making education beyond high school financially accessible to all Californians.



# Display Roster

- Grant ID
- Cycle ID
- Housing
- Dependency Status
- New/Renewal
- Education Level
- CSAC Budget
- EFC
- Remaining Eligibility
- Roster Section
- Flags
- Terms
- Program Code
- Award Type
- Annual Award
- Term Award
- ***TANF Eligibility***
- ***Foster Youth (Cal Grant B)***

# Grant Roster Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Transaction Code	Action Code Flag	Section Indicator	Grant ID Number	Grant ID Flag	Grant ID Number	Social Security	Social Security Flag	Last Name	First Name	Middle Initial	Date of Birth	Program Code	Program Code Flag	Dependency Status	New-Renew Indicator	El Code
2	GPPR		1			E12	000000000						A	-E1	D	R	2
3	GPPR		1			E13	000000000						A	-E1	D	R	1
4	GPPR		1			E12	000000000						A	-E1	D	R	2
5	GPPR		1			E13	000000000						B	-E2	D	R	3
6	GPPR		1			E13	000000000						A	-E1	D	R	1
7	GPPR		1			E11	000000000						B	-E1	D	R	3
8	GPPR		1			E13	000000000						A	-E1	D	R	1
9	GPPR		1			E11	000000000						A	-E1	D	R	3
10	GPPR		1			E14	000000000						A	-E1	D	N	1
P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD			
El Code	El Code Flag	Housing Code	CSAC Amount	Budget EFC Amount	Need	Adjusted Need	Remaining Eligibility	Forecasted AY Eligibility	Annual Award Amount	Annual Tuition/Fee Amount	Annual Access Amount	Annual Books & Supplies Amount	Fall Total Amount	Fall Tuition/Fee Amount			
2	2		\$28,929	\$0	\$20,070		133.36%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00			
1	1		\$33,802	\$0	\$33,802		233.35%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00			
2	1		\$33,802	\$0	\$32,342		133.36%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00			
3	2		\$28,929	\$0	\$26,971		33.35%	100.00%	\$13,840	\$12,192	\$1,648	\$0	\$4,613.00	\$4,064.00			
1	1		\$33,802	\$0	\$31,600		400.00%	100.00%	\$12,192	\$12,192	\$0	\$0	\$0.00	\$0.00			
3	3		\$25,737	\$0	\$25,737		133.34%	100.00%	\$13,840	\$12,192	\$1,648	\$0	\$4,613.00	\$4,064.00			
1	1		\$33,802	\$0	\$30,641		233.35%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00			
3	1		\$33,802	\$0	\$33,802		100.03%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00			
1	1		\$33,802	\$0	\$33,802	*****	333.34%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00			



# Grant Roster Data File

- Report payments using batch upload process

**CALIFORNIA STUDENT AID COMMISSION GRANT PAYMENT SYSTEM CAL GRANT ROSTER  
ELECTRONIC RECORD LAYOUT**

**GRANT ROSTER  
HEADER RECORD**

For assistance on technical submission issues, please call the CSAC Technology Help Desk at (888) 294-0148.  
For assistance on programmatic issues, please call CSAC School Support Services at (888) 294-0153.

FIELD DESCRIPTION	LENGTH	MODE	POSITION	DEFAULT / VALID VALUES
Transaction Code	4	A/N	1-4	GPHD
Data Media	2	N	5-6	09 = Data Transfer Facility
Filler	6	A/N	7-12	Blank
Submitter Identification	8	A/N	13-20	Required USDE code number
Submitter Source Code	1	A/N	21-21	Required S = School
Submitter Name	32	A/N	22-53	Required School name
Processing Date	8	N	54-61	Required CCYYMMDD
Academic Year	4	N	62-65	Required YYYY
Filler	415	A/N	66-480	Blank

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Last layout change 04-01-13  
Last edit descriptions 02/19/2014

**MISSION GRANT PAYMENT SYSTEM CAL GRANT ROSTER  
ELECTRONIC RECORD LAYOUT**

**GRANT ROSTER  
INPUT DETAIL RECORD**

MODE	POSITION	DEFAULT / VALID VALUES
A/N	1-4	Required GPPR
A/N	5-5	Required A = Add U = Update
A/N	6-7	Blank
A/N	8-16	Required First character will always be a C, E or G 0 - 9 for remaining characters
N	17-25	Required 001010001 - 999999999
A/N	26-26	Blank
A/N	27-45	Blank = no last name
A/N	46-56	Blank = no first name
A/N	57-57	Blank = no value reported
A/N	58-65	Required YYYYMMDD
	66-66	Required A = Cal Grant A B = Cal Grant B C = Cal Grant C
	67-74	Blank
	75-75	1 = On campus housing 2 = Off campus housing 3 = With par/relatives
	76-85	Blank
	86-90	Optional 00000 - 99999 (dollars only, no cents) Right justify, zero fill Blank = default

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# Questions?

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