

WebGrants User Guide

Updated: FEBRUARY, 2014

Purpose

In an effort to make Cal Grant Payment reporting more user friendly and more accurate, the California Student Aid Commission (Commission) has implemented some minor changes to Cal Grant Payment Reporting.

Current Process

The current process of reporting Cal Grant payments will not change. Please refer to the **Roster/Reconciliation Screens** user guide located in the help menu of WebGrants for information on the process of reporting payments using the Display Roster.

Introducing New Adjustment Reason Codes

The following codes have been added to the list of Adjustment Reason Codes:

New Code	Description	Commission Action/Result
FI	File Incomplete- Report this code if institution cannot disburse Cal Grant funds until student has completed the required forms or provided proper documentation (tax transcripts, proof of residency, etc.). Once file is complete, institution can update with disbursement information.	The Commission will send a notification to the student to inform him/her that a Cal Grant disbursement cannot be made until the missing paperwork is provided. If this code is still reported at the time of Final Reconciliation (December following the award year), the award will be withdrawn.
LH	Less than Half-Time- Report this code when the student is enrolled at your institution but is enrolled less than half time. Recipients enrolled in less than 6 semester units (or the equivalent) for the reported term are not eligible to receive a Cal Grant disbursement.	The Commission will send a notification to the student to inform him/her that to receive a Cal Grant disbursement for the reported term, he/she must be enrolled at least half time.
IG	Ineligible for Grant- Report this code if the student is enrolled in an instructional program that does not meet the requirements for their award. Cal Grant A = Degree Minimum 2 AY in length Cal Grant B = Degree/Cert Minimum 1 AY in length Cal Grant C = Vocational Degree/Cert Minimum 4 Months in length	The Commission will send a notification to the student to inform him/her that the program he/she is pursuing is ineligible for the Cal Grant Program awarded.

Elimination of Adjustment Reason Codes

The following codes have been removed from the list of acceptable Adjustment Reason Codes and will no longer be accepted through manually reporting payment on the 'Display Roster' or by using the Grant Roster Upload process.

Adjustment Reason Codes Removed
AF, AT, AH
GR
IA, IB, IC
MV
PF, PT, PH
RF, RT, RH
ST, SH, SL

All Acceptable Adjustment Reason Codes

Below is a complete list of all Adjustment Reason Codes, with brief definitions, that will be accepted by the WebGrants System.

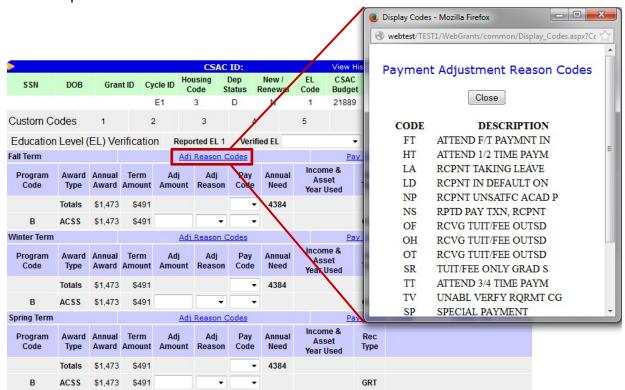
Adj. Code	Description	
FT	Report Full-Time payment (can be used like the AF code)	
TT	Report Three-Quarter Time payment (can be used like the AT code)	
НТ	Report Half-Time payment (can be used like the AH code)	
SR	Report last payment for Graduating Senior (Cal Grant will be withdrawn)	
OF	Recipient is receiving Outside Funding (full-time)	
ОН	Recipient is receiving Outside Funding (half-time)	
ОТ	Recipient is receiving Outside Funding (three-quarter time)	
LA	Recipient is on a Leave of Absence from school and will be returning	
LH	Recipient is enrolled Less than Half-Time, and is ineligible for payment this term	
FI	Unable to report payment at this time due to incomplete student documents	
IG	Recipient is ineligible for Cal Grant (A, B, or C) because of invalid program length (Cal Grant will be withdrawn) (IA, IB, IC codes removed)	
LD	Recipient is ineligible for Cal Grant due to Loan Default/Grant Repayment program (Cal Grant will be withdrawn)	
TV	Recipient is ineligible for TCP/5 th Year benefits (Cal Grant will be withdrawn)	
NP	Recipient is not maintaining Satisfactory Academic Progress (Cal Grant withdrawn after 3 consecutive terms)	
NS	Use to reverse previously reported Cal Grant payment	

Reporting the New Adjustment Reason Codes

The process for reporting payment has not changed. To report an adjustment reason code, please use the dropdown located in the illustration below.



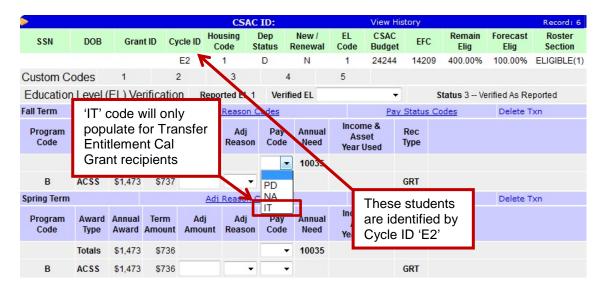
Located on each student record, a link titled <u>Adj Reason Codes</u> serves a quick reference guide to the descriptions of each code.



Introducing New Payment Status Code

The following code has been added to the list of Payment Status Codes:

New Code	Description	Commission Action/Result
IT	Ineligible for Transfer Entitlement Award- Report this code if the recipient does NOT meet the Cal Grant Transfer Entitlement Award requirements (i.e. did not transfer to BDGI for the first time in initial award year, did not graduate from CA High School, etc.).	The Commission will send a notification to the student that informs him/her that he/she did not meet all the necessary requirements for the Transfer Entitlement Program. The student will also be re-considered for a Competitive Cal Grant award at a later
	Note: The 'IT' code will only be available to Baccalaureate Degree Granting Institutions	date.
	(BDGI). See illustration below.	



All Acceptable Payment Status Codes

Below is a complete list of all Adjustment Reason Codes, with brief definitions, that will be accepted by the WebGrants System.

Pay Code	Description	
PD	Report maximum Term Amount only (Full-Time)	
NA	Recipient is not in attendance at this institution. Recipient will be moved to 'Not in Attendance' section of the roster	
YA	Use to move student from 'Not in Attendance' section back to the 'Eligible' section of the roster	
sc	Report a School Change. Recipient will be added to your institution's roster.	
IT	Report that the student does NOT meet the Cal Grant Transfer Entitlement program requirements. (Code will only appear on BDGI Cal Grant Rosters)	