Cal Grant Regional Training
Cal Grant 101

Training and Outreach Unit
California Student Aid Commission
Throughout this presentation, you will notice these icons. They are there to let you know of additional resources that are available for you. These resources can be found on the Commission’s website or in your WebGrants portal.

**Training Video Icon:** There are additional training videos found on the Commission’s website.

**User Guide Icon:** There are detailed user guides to walk you through the different processes found on the Commission’s website and your WebGrants portal.

**Resource Icon:** There are additional resources found in the Resources Document for Regional Training.

**Webinar Icon:** There are additional live webinars that you can sign up for.

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

Application Deadlines

March 2nd
• Students attending any Cal Grant Eligible School can apply
• Cal Grant A, B, and C awards granted
• Entitlement & Competitive awards

September 2nd
• Students enrolled at a California Community College (CCC)
• Cal Grant A and B
• Competitive awards only
  o Starting in 2019-20: CADAA applicants are now eligible
  o Exception: Foster youth who qualify for Cal Grant B are Entitlement applicants

Making education beyond high school financially accessible to all Californians
### GPA Unit Requirements

<table>
<thead>
<tr>
<th>High School GPA</th>
<th>Re-Established GPA</th>
<th>Regular GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used for High School Entitlement awards</td>
<td>16 – 23 semester units</td>
<td>24+ semester units</td>
</tr>
<tr>
<td>Colleges can submit a HS GPA if they obtain HS transcripts and student is within 1 year of HS graduation</td>
<td>24 – 35 quarter units</td>
<td>36+ quarter units</td>
</tr>
<tr>
<td><em>If unable to calculate GPA due to too few units, refer student to last school of attendance with the most completed units.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valid for Competitive Cal Grant B only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2020-21 Student Late GPA Appeal (G-17)

- **Entitlement:** Deadline May XX, 2020
- **Competitive Cycles:**
  - March 2: Deadline March XX, 2020
  - September 2: Deadline September XX, 2020
General Eligibility Requirements
Making education beyond high school financially accessible to all Californians

- CSAC makes initial determination based on FAFSA/CADAA
- Institutions make **final** residency determination

<table>
<thead>
<tr>
<th>Married or 18+</th>
<th>Based on their own CA residency status</th>
<th>Based on residency of their parents</th>
<th>Under 18</th>
</tr>
</thead>
</table>

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Citizenship Requirements

Must be a U.S citizen
Eligible non-citizen
• U.S Permanent Resident (I-551)
• Conditional Permanent Resident (I-551C)
• USCIS Arrival-Departure Record (I-94)
  • “Refugee”
  • “Asylum-Granted”
  • “Cuban-Haitian Entrant”
  • Battered Immigrant-Qualified Alien
  • Victims of human trafficking
  • T-Visa holder
  • U-Visa holder
  • “Parolee” for at least 1 year with intent to become U.S citizen/Permanent Resident
Incarcerated Students

Not eligible for Cal Grant benefits. Can apply for Cal Grant if they will be able to accept award upon release.

Not considered incarcerated if:

- In a half-way house
- While on home detention
- Sentenced to serve only weekends
- Under the jurisdiction of the juvenile justice system in a juvenile facility.
Satisfactory Academic Progress

The Commission follows **federal Title IV** SAP requirements

Institution’s SAP policy must include these elements:

- Qualitative component (GPA)
- Quantitative component (Pace)
- Maximum time-frame (150% of normal program length)
- Incremental measurement (how often is SAP checked)
- Appeal process
- Procedures for re-establishing SAP eligibility
- Schools must check SAP before disbursing funds
Sample Institutional SAP Policy:

• Students must obtain a GPA of 2.0 or higher and successfully complete at least 75% of their units attempted.

• SAP measurement is determined at the end of each term.

• Students who do not meet SAP will be placed on Financial Aid Warning for the following semester and can receive financial aid.

• Students who fail to meet SAP during the warning term will be placed on Financial Aid Suspension and will not receive financial aid.
Bachelor Degree Holders

Ineligible for Cal Grant:
• Bachelor degree holders from foreign or unaccredited schools

Exception:
• Teaching Credential Programs
• Mandatory 5th year programs
Consortium Agreements

- A contractual agreement between affiliated schools
- Specifies which institution will have financial aid responsibility
- Allows eligibility based on total units
- Authorized under federal regulations contained in 34 CFR Section 600.9

For more information refer to
the federal Student Financial Aid Handbook
Distance Learning

Distance Learning may be referred to as Online Education.

Cal Grant payments are allowed, if all of the following are true:

- The campus where student is enrolled is a Cal Grant eligible institution and is located in California.
- All other Cal Grant eligibility requirements are met.
Cost of Attendance (COA) – Expected Family Contribution (EFC) 
Unmet Financial Need

<table>
<thead>
<tr>
<th>Cal Grant A</th>
<th>Cal Grant B</th>
<th>Cal Grant C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Need</strong></td>
<td><strong>Financial Need</strong></td>
<td><strong>Financial Need</strong></td>
</tr>
<tr>
<td>Maximum Cal Grant A award amount + $1,500</td>
<td>At least $700</td>
<td>Maximum Cal Grant C award amount + $1,500</td>
</tr>
</tbody>
</table>

Financial Need Calculation

Making education beyond high school financially accessible to all Californians
• Adjusted annually using the California Consumer Price Indices

• Include standardized allowances for food, housing, books, supplies, transportation, and personal/miscellaneous expenses based on a nine-month academic year

• Actual campus budget information provided by the institutions on WebGrants, or on a College Cost Estimate form, will be used for Cal Grant awarding
### Income and Asset Requirements

#### 2020-21 Cal Grant Program Income Ceilings

<table>
<thead>
<tr>
<th></th>
<th>Cal Grant A</th>
<th>Cal Grant B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent students and independent students with dependents other than a spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family size:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Six or more</td>
<td>$123,100</td>
<td>$67,600</td>
</tr>
<tr>
<td>Five</td>
<td>$114,100</td>
<td>$62,600</td>
</tr>
<tr>
<td>Four</td>
<td>$106,500</td>
<td>$56,000</td>
</tr>
<tr>
<td>Three</td>
<td>$98,000</td>
<td>$50,300</td>
</tr>
<tr>
<td>Two</td>
<td>$95,700</td>
<td>$44,700</td>
</tr>
<tr>
<td>Independent students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single, no dependents</td>
<td>$39,000</td>
<td>$39,000</td>
</tr>
<tr>
<td>Married, no other dependents</td>
<td>$44,700</td>
<td>$44,700</td>
</tr>
</tbody>
</table>
Federal Summer Crossover

Unlike the federal Pell Grant that allows summer term crossover, Cal Grant term payments made in an award year must correspond to the FAFSA/ISIR for the same award year.

**Summer term is always a trailer for Cal Grant purposes**

**Pell Grant:**
- Summer 2019 and summer 2020 can both fall in the 2019-20 award year; or these summer terms can be paid from 2019-20 and 2020-21 ISIRs, respectively.

**Cal Grant:**
- Summer 2019/20 is based on 2019/20 ISIR
- Summer 2020/21 is based on 2020/21 ISIR
Cycles and Types
# Making Education Beyond High School Financially Accessible to All Californians

Entitlement and Competitive

## Entitlement
- Unlimited
- FAFSA & CADAA filers

### E1
- HS Seniors & prior year grads
- HS GPA

## Competitive
- Limited (41,000)
- Starting in 2019-20: CADAA applicants now eligible!

### E2
- Transfer from CCC>4-year university
- 2.4 CCC GPA

Any student who does not meet Entitlement requirements

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**Award Cycles**

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**Making education beyond high school financially accessible to all Californians**
Entitlement
Cal Grant Awards
Making education beyond high school financially accessible to all Californians

- Current High school seniors and last year’s graduates
- Meet general Cal Grant eligibility requirements
- Apply with FAFSA or CADAA by March 2nd

Minimum High School GPA must be submitted by March 2nd:
- CG A: 3.0
- CG B: 2.0

If no GPA, test scores from SAT, ACT, GED, TASC, & HiSET may be submitted if:
- Pass/Fail system
- Home-schooled
Federal Foster Youth Verification

CDSS shares FY data with CSAC. Colleges can use this screen to verify foster eligibility (≥13 years old) for federal & campus financial aid purposes.
Making education beyond high school financially accessible to all Californians

### Roster View

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Eligibility Code</th>
<th>Award Type</th>
<th>Program Code</th>
<th>Award Amount</th>
<th>Adjusted Award</th>
<th>Pay Code</th>
<th>Pay Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-FY</td>
<td>TIF</td>
<td>$5,742</td>
<td>661</td>
<td>$2,671</td>
<td>V</td>
<td>RP</td>
<td>PAY</td>
</tr>
<tr>
<td>B-FY</td>
<td>ACSS</td>
<td>$1,875</td>
<td>661</td>
<td>$1,058</td>
<td>V</td>
<td>RP</td>
<td>PAY</td>
</tr>
</tbody>
</table>

### Eligibility Increased

- Academic year selection will display all payments prior to and including the year selected.
- Data can be sorted by Academic Year, Term or Data.
- Click on the blue column headings to change the sort order of the data.

<table>
<thead>
<tr>
<th>Roster View</th>
<th>Eligibility Code</th>
<th>Award Type</th>
<th>Program Code</th>
<th>Award Amount</th>
<th>Adjusted Award</th>
<th>Pay Code</th>
<th>Pay Status Code</th>
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<tr>
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<td>ACSS</td>
<td>$1,875</td>
<td>661</td>
<td>$1,058</td>
<td>V</td>
<td>RP</td>
<td>PAY</td>
</tr>
</tbody>
</table>

### Student Award Summary

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Program Name</th>
<th>Application Status</th>
<th>Award Status Date</th>
<th>Award Amount</th>
<th>Cycle ID</th>
<th>School ID</th>
<th>FTE Reason</th>
<th>C/E Reason</th>
<th>CC Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>B-FY</td>
<td>F-E COMPL</td>
<td>08/02/2018</td>
<td>$7,416</td>
<td>C2</td>
<td>00115560</td>
<td>201</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>2017-2018</td>
<td>B-FY</td>
<td>F-E COMPL</td>
<td>08/18/2017</td>
<td>$7,416</td>
<td>C2</td>
<td>00115560</td>
<td>201</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>2016-2017</td>
<td>A</td>
<td>F-E COMPL</td>
<td>11/16/2016</td>
<td>$0</td>
<td>C2</td>
<td>00115560</td>
<td>201</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>2016-2017</td>
<td>B-FY</td>
<td>F-E COMPL</td>
<td>09/20/2017</td>
<td>$7,140</td>
<td>C2</td>
<td>00115560</td>
<td>201</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
Transfer Entitlement (E2) Requirements

In addition to meeting basic eligibility requirements, students must also meet additional Transfer Entitlement eligibility qualifications:

**Option A:**
- High School graduate or equivalent
  - CA resident at time of HS graduation

**Option B:**
- Did not graduate
  - CA resident on 18th birthday

**PLUS**
- Complete a FAFSA/CADAA by the March 2nd deadline
- Under age 28 on December 31st of the award year
- Transfer from CCC to bachelor degree-granting institution (BDGI) in the year awarded
- Income/assets within ceilings & sufficient financial need
- CCC GPA of 2.4
- When awarded a Cal Grant, students must complete the G-6 (online at WebGrants 4 Students or paper form)
Schools determine student status:

- New transfer (eligible)
- Continuing student (ineligible)

Students must transfer in the academic year following enrollment at CCC.

Payment Requirement:

- New E2 students must receive at least 1 payment by year end
- Posting Leave of Absence (LA) for all terms will result in year-end withdrawal

Summer terms:

- Early admits are eligible
### Transfer Scenarios

<table>
<thead>
<tr>
<th>2018-19</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
<td>Fall</td>
</tr>
<tr>
<td>UC</td>
<td>UC</td>
<td>CCC</td>
</tr>
<tr>
<td>UC</td>
<td>UC</td>
<td>CCC</td>
</tr>
</tbody>
</table>

Is Wendy eligible for a Transfer Entitlement Cal Grant (E2)?

<table>
<thead>
<tr>
<th>2018-19 CCC</th>
<th>2019-20 BDGI</th>
<th>2020-21 BDGI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA</td>
<td>SP</td>
<td>FA</td>
</tr>
<tr>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

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**AB 840** stipulates that 10% of new & renewal awards are randomly flagged for verification of Transfer Entitlement eligibility. **Complete verification prior to disbursement** after verifying:

- Direct transfer from CCC to BDGI
- CA resident at time of high school graduation or on 18th birthday

**Best Practice:** Collect verification documentation during initial award year in the event student is flagged in the future for AB 840 eligibility

AB 840/E2 flags can be viewed on the:
- Display Roster
- E2 Verification Report
Direct transfer from CCC to BDGI:
- CCC Transcripts – prior year enrollment
- BDGI Transcripts – when enrollment began at BDGI
- Enrollment agreements

California resident at time of high school graduation or on 18th birthday:
- HS transcripts
- Tax forms
- CA Drivers License or CA Identification Card
- Utility bills or mortgage payments

Eligibility Documentation

The G6 Transfer Entitlement form is required by the student. However, this does NOT satisfy verification requirements.
Competitive Cal Grant Awards
Competitive applicants are all students who do not meet Entitlement criteria

**MERIT:**
- 2.40 College GPA – CG A
- 2.00 College GPA – CG B

**AWARDS:**
- Cal Grant A and B
- 41,000 awards
  - 20,500 – March 2
  - 20,500 – September 2
- Scoring matrix used to rank & award students

---

**Competitive Cycle**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Family Contribution</td>
<td>250</td>
</tr>
<tr>
<td>Family Income &amp; Household Size</td>
<td>250</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>100</td>
</tr>
<tr>
<td>Household Status</td>
<td>100</td>
</tr>
<tr>
<td>Education/Access Equalizer</td>
<td>100</td>
</tr>
<tr>
<td>Parent Education Level</td>
<td>100</td>
</tr>
<tr>
<td>Family/Environmental Indicators</td>
<td>100</td>
</tr>
</tbody>
</table>

---

*Making education beyond high school financially accessible to all Californians*
Competitive Recycle

Recycle Awards
- Awards for unpaid students are withdrawn
- Offered to the next cohort of eligible students
- Goal = Maximize utilization and increase paid rate

Tips
- Report timely payments in WebGrants
- Customize roster to identify unpaid students
CCC Bachelor (CCBA) Program
Students enrolled in a CA Community College Bachelor Program (CCBA) are also eligible to receive the Transfer Entitlement (E2) awards. Awarding for E2 CCBA students is done manually.
The Student Success Completion Grant
The Student Success Completion Grant became effective in Fall 2018. It is awarded to California Community College students who collect the Cal Grant and are Full-Time. Students are required to enroll in 12 or more units, meet both college and federal satisfactory academic standards, and be exempt from nonresident tuition.

California College Promise Grant
The California College Promise Grant (formerly Board of Governors or BOG Fee Waiver) is available to students who are California residents attending California community colleges. Per-unit enrollment fees (currently $46 per unit) are waived for eligible students.
California Aid Report

• Student official award notification
• Given in the initial academic year the Cal Grant is awarded
• Provided after:
  • High school entitlement: Student confirm the school of attendance
  • Transfer entitlement: Student submits the Transfer Entitlement Certification Form
  • Competitive: Awards are processed
  • Cal Grant C: Student is scored with responses from C Supplement Form
• If a student is eligible for both A and B, the Commission will award the most beneficial grant, based on the school of attendance.

• Students may only change their Cal Grant type *prior to their first payment* by completing the **G-10** form, which requires a signature from a school financial aid advisor.

• Once a payment is reported, the student is locked into that award.
• Students in a certificate or associates degree program (including vocational programs) may be eligible for the Cal Grant B.

• Cal Grant C awardees who are not in a vocational program and request to have their applications reprocessed for Cal Grant B consideration may be ineligible, based on cycle processing.
• Schools should report their programs on the College Cost Estimate.
• Student must be enrolled in an approved mandatory five-year undergraduate program or teaching credential program.
• Student must already be a Cal Grant recipient and must have financial need.
• Must submit a request for *fifth year benefits form (G-42)*
Renewal Students
• Have at least 10% remaining eligibility
• Have all terms satisfied with a renewable transaction
• Have a current FAFSA/CADAA on file
  • Filed before year-end reconciliation
• Meet financial requirements

Renewal students are not held to the March 2 and September 2 deadlines
Students who are eligible for both Cal Grant A and Cal Grant B in the initial award year but exceed the lower income/assets ceiling of the Cal Grant B in renewal year:

- Automatically switched to Cal Grant A, providing they are still income-qualified

* If GPA is above Cal Grant A threshold
Any recipient who was ineligible for a renewal award during the prior year due to:
• Exceeded the income or asset ceilings
• Did not demonstrate financial need

Will be eligible to receive a renewal award* if:
• All eligibility requirements for renewal are met
• Has remaining program award eligibility

*The program eligibility will be reduced by one full-time equivalent academic year.
Year 1
Student awarded Cal Grant A with 400% eligibility
• Student paid full time for all terms (100% eligibility used)
• Remaining eligibility at year-end: 300%

Year 2
Student ineligible for renewal
• Income over ceiling for Cal Grant A
• If income-eligible in year 3, 100% eligibility reduction will be accounted for in renewal year

Year 3
Student eligible for renewal
• Meets financial requirements for Cal Grant A
• 100% eligibility reduction from year 2 applied
• Renewed with reduced remaining eligibility: Now 200%
2016-17: Original award. “Auto-accepted” for CG A

**Year 1:**
- 2017-18 Renewed “Financially Eligible”

**Year 2:**
- 2018-19: Ineligible for renewal per income over ceiling

**Year 3:**
  Automatic renewal exception granted

---

### Renewal Exception Example

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Program Name</th>
<th>Application Status</th>
<th>Award Status</th>
<th>Award Status Date</th>
<th>Award Amount</th>
<th>Cycle ID</th>
<th>School ID</th>
<th>P/E Reason</th>
<th>C/E Reason</th>
<th>CC Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>F-E CMPL</td>
<td>AUTO</td>
<td></td>
<td>03/04/2016</td>
<td>$9,000</td>
<td>E1</td>
<td>022956000</td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>2017-2018</td>
<td>F-E CMPL</td>
<td>AUTO</td>
<td></td>
<td>07/24/2017</td>
<td>$9,000</td>
<td>E1</td>
<td>022956000</td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>2018-2019</td>
<td>F-E CMPL</td>
<td>FTN</td>
<td></td>
<td>07/21/2018</td>
<td>$9,084</td>
<td>E1</td>
<td>022956000</td>
<td></td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>2019-2020</td>
<td>F-E CMPL</td>
<td>FTN</td>
<td></td>
<td>05/22/2019</td>
<td>$9,000</td>
<td>E1</td>
<td>022956000</td>
<td></td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

**REPORTED INCOME OVER THE CEILING**
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Corrections to Award or Withdraw Students

Corrections to a student’s record may be submitted via a Grant Record Change Form (G-21). When submitting financial changes which result in making a student ineligible, reverse payments prior to submitting the G-21.

Entitlement applicants

- Appeals to award will be received through June 30 of the award year
- Perform financial corrections for ineligible students on ISIR, CSAC will reprocess student with the new transaction

Competitive applicants

- Perform corrections, including financial changes and education level, on student’s ISIR prior to application processing
- No corrections after award selection - period!

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Submit Grant Record Change Form (G-21):
- Income and asset verification
- Financial need changes
- Expected Family Contribution
- High school grad date not in Entitlement range
- Housing status
- Education level for initial award year
- California residency
- Application “on hold”
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California Student Aid Commission

G-21

[Image of a form related to student aid calculations]

[Text block that is not legible due to image quality]
G-21 is NOT for...

- Withdrawing a graduated student
  - Use the SR adjustment code on online roster
- Requesting withdrawal after reporting IG in error
  - Request reinstatement
  - Submit G-21 with corrected income or financial data to withdraw student
- Student not eligible for Transfer Entitlement
  - Report “IT” on roster
- Verifying Education Level
  - Verify on roster
- Professional Judgement on a Competitive awardee
  - Make correction to student’s application before C1/C2 award cycle
- Withdrawing ineligible student after payment or adjustment was already posted
  - Back out all transactions before submitting G-21
Non-Traditional Terms
Non-Standard Terms & Non-Terms

“Although a non-term based or non-traditional school does not have terms, the school’s Cal Grant payments must be spread out over the year with attendance required during each payment period. Cal Grant funds will only be paid to a student who is enrolled and in attendance for at least **one half** of an institutionally selected payment period.”

Source: Cal Grant Handbook, Chapter 13
Define “payment period” (term, module, block) and “term completion/50% rule” in school policy.

Sample payment policy 1:

<table>
<thead>
<tr>
<th></th>
<th>Fall Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>5 weeks</td>
<td>Module 1</td>
</tr>
<tr>
<td>Module 2</td>
<td>5 weeks</td>
<td>Module 2</td>
</tr>
<tr>
<td>Module 3</td>
<td>4 weeks</td>
<td>Module 3</td>
</tr>
</tbody>
</table>

“Term” definition:
3 modules = 1 term or payment period

“Term completion” definition:
FT = 2 out of 3 modules completed

Sample payment policy 2:

<table>
<thead>
<tr>
<th>Payment Period</th>
<th>Start</th>
<th>End</th>
<th># Days in Term</th>
<th>50% Complete on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9/1/18</td>
<td>11/30/18</td>
<td>91</td>
<td>46th day</td>
</tr>
<tr>
<td>Winter</td>
<td>12/1/18</td>
<td>2/28/19</td>
<td>90</td>
<td>46th day</td>
</tr>
<tr>
<td>Spring</td>
<td>3/1/19</td>
<td>5/31/19</td>
<td>91</td>
<td>47th day</td>
</tr>
<tr>
<td>Summer</td>
<td>6/1/19</td>
<td>8/31/19</td>
<td>92</td>
<td>47th day</td>
</tr>
</tbody>
</table>
Roster Payment Reporting

“Rolling Starts”

- Follow federal academic calendar/terms:
  - Standard, non-standard, non-term
- Report Cal Grant payments for Fall, Spring, Winter, or Summer
- Disburse Cal Grant based on at least 50% term completion

Sample calendar:


Making education beyond high school financially accessible to all Californians
Clock Hours
Clock-Hour Conversions

Per the US Department of Education Office of Postsecondary Education (34CRF 668.8 (k)):

- 1 Semester unit is equivalent to 37.5 clock hours of instruction.
- 1 Quarter unit is equivalent to 25 clock hours of instruction.
Calculating a Term Payment

Full-Time Enrollment

Add up total clock hours for the term, then divide by 37.5 hours (Semester) or 25 hours (Quarter) to determine the student’s enrollment status.

Example:
- Student is enrolled in 450 Clock Hours for the Fall term
- 450 Clock Hours/37.5 Hours = 12 Semester Units
- Student is eligible for a Full Time payment for Fall

<table>
<thead>
<tr>
<th>Fall Term: August 23, 2019 - January 23, 2020</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term Start/End Dates</td>
<td></td>
</tr>
<tr>
<td>August 23- October 4</td>
<td>50</td>
</tr>
<tr>
<td>October 5- November 8</td>
<td>80</td>
</tr>
<tr>
<td>October 8, 2019- January 9, 2020</td>
<td>200</td>
</tr>
<tr>
<td>November 9, 2019- January 23, 2020</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total=</strong></td>
<td><strong>450</strong></td>
</tr>
</tbody>
</table>

450 clock hours/37.5 = 12 semester units.
Student is considered Full Time
Calculating a Term Payment
¾ Time Enrollment

Add up total clock hours for the term, then divide by 37.5 hours (Semester) or 25 hours (Quarter) to determine the student’s enrollment status.

### Spring Term: January 24, 2020 - June 11, 2020

<table>
<thead>
<tr>
<th>Fall Term Start/End Dates</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24- March 13</td>
<td>125</td>
</tr>
<tr>
<td>March 19 – May 25</td>
<td>125</td>
</tr>
<tr>
<td>May 27- June 11</td>
<td>125</td>
</tr>
<tr>
<td><strong>Total=</strong></td>
<td><strong>375</strong></td>
</tr>
</tbody>
</table>

375 clock hours/37.5= 10 semester units.
Student is considered 3/4 Time

Example:
- Student is enrolled in 375 Clock Hours for the Spring term
- 375 Clock Hours/37.5 Hours = 10 Semester Units
- Student is eligible for a ¾ time payment
School Responsibilities
<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>7/31:</td>
<td>Annual deadline to submit &amp; renew WebGrants System Administrator Access Request form &amp; Confidentiality Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall Cal Grant payment roster opens</td>
</tr>
<tr>
<td>August</td>
<td>8/31:</td>
<td>Deadline for CA License Exam Reporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cal Grant Fall term advance processed</td>
</tr>
<tr>
<td>September</td>
<td>Deadline for year-end reconciliation for prior award year</td>
<td>Utilize Monthly Payment Activity &amp; Reconciliation reports</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>Deadline to update College Cost Estimate screen for upcoming award year</td>
</tr>
<tr>
<td>December</td>
<td>12/31:</td>
<td>Deadline for SB 70 reporting of Enrollment, Persistence, &amp; Graduation + job placement and salary/wage information</td>
</tr>
<tr>
<td>January</td>
<td></td>
<td>Spring Cal Grant payment roster opens</td>
</tr>
<tr>
<td>March</td>
<td>3/1:</td>
<td>Deadline to remit interest earned on Cal Grant funds for prior calendar year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cal Grant Spring term advance processed</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td>Cal Grant renewal award cycle runs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Cal Grant payment roster opens</td>
</tr>
</tbody>
</table>
## Cal Grant Weekly Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Accept/Reject report</td>
<td></td>
</tr>
<tr>
<td>Work roster (weekly cycle runs over the weekend)</td>
<td>Identify &amp; claim Cal Grant awardees</td>
</tr>
<tr>
<td></td>
<td>Use Award Extract Report (awarded/not awarded)</td>
</tr>
<tr>
<td></td>
<td>Submit School Change batch upload</td>
</tr>
<tr>
<td>Complete Verifications</td>
<td>Clear any holds/flags</td>
</tr>
<tr>
<td></td>
<td>Education Level</td>
</tr>
<tr>
<td></td>
<td>AB 840 (E2)</td>
</tr>
<tr>
<td>Ongoing Requirements</td>
<td>Reconciliation of Cal Grant Funds</td>
</tr>
<tr>
<td></td>
<td>Frequency depends on each school's capacity</td>
</tr>
<tr>
<td></td>
<td>The more the better</td>
</tr>
<tr>
<td></td>
<td>At minimum once per term</td>
</tr>
<tr>
<td>Work roster (weekly cycle runs over the weekend)</td>
<td>Identify &amp; claim Cal Grant awardees</td>
</tr>
<tr>
<td></td>
<td>Use Award Extract Report (awarded/not awarded)</td>
</tr>
<tr>
<td></td>
<td>Submit School Change batch upload</td>
</tr>
<tr>
<td>Clear any holds/flags</td>
<td>Education Level</td>
</tr>
<tr>
<td></td>
<td>AB 840 (E2)</td>
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</table>