

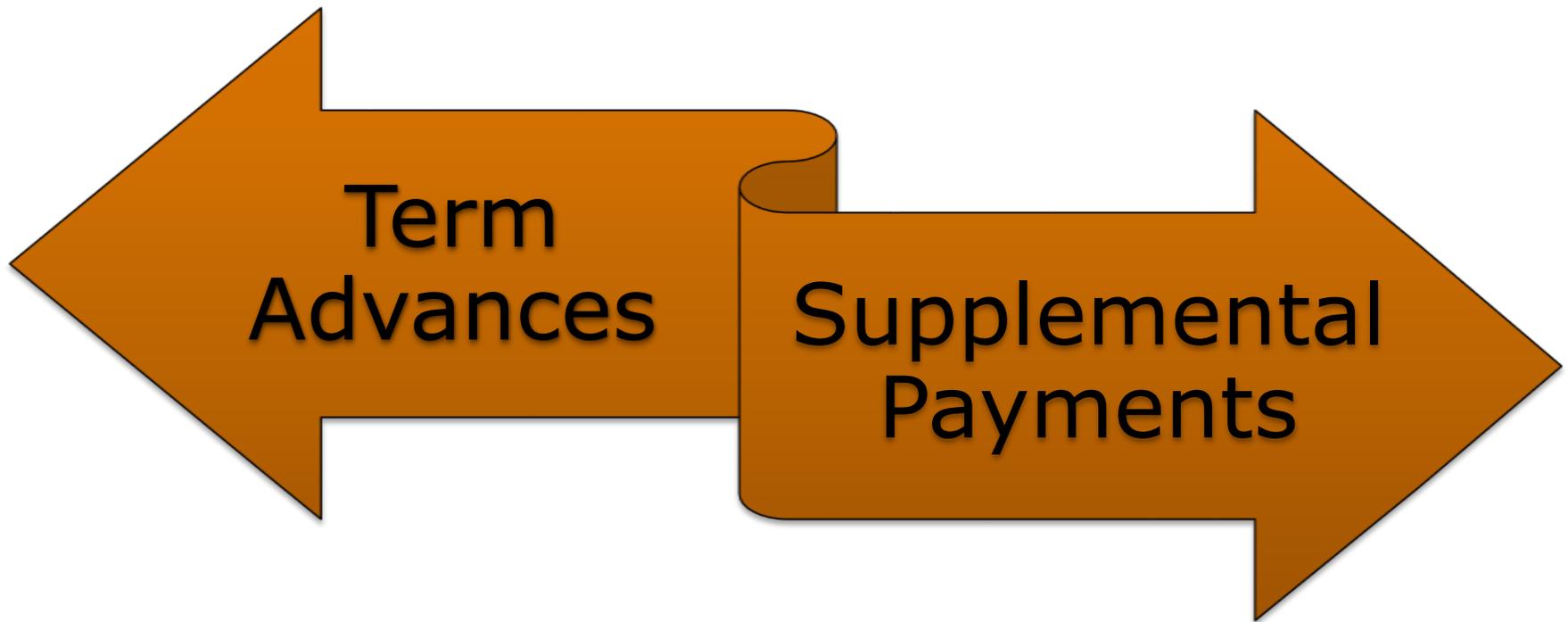
California Student Aid Commission

**Payments
and
Reconciliation**





Disbursement of Funds Overview





Term Advances

- Sent to institutions at the start of each term
- Based on a percentage of previous year's reconciled term amount
- Currently, term advances are set at 95%
- Not all schools are eligible to receive advance
 - ❑ **New to Cal Grant program**
 - ❑ **Previously ineligible in prior year**
 - ❑ **At-risk schools**



Example: Term Advance

Term Advance Rate: 95%

- Spring 2016, City College reconciled \$150,000
 - $\$150,000 \times .95 = \$142,500$
- Spring 2017, the Commission sends a Term Advance of \$142,500





Supplemental Payments

Weekly process:

School's grant account is reconciled with the accepted payment transactions

Result:

If reconciled payments **exceed** the advance amount, supplemental payments are initiated

Example:

- City College Spring 2017 advance \$142,500
- City College posted payments total \$150,000
- Supplemental funds of \$7,500 will be sent



Reporting Payments

1. Directly on the Display Roster
 - ✓ **Convenient**
 - ✓ **Real-time. No waiting!**
 - ✓ **Commonly used by smaller schools**
2. Upload Grant Roster Data File
 - ✓ **Upload large number of students at once**
 - ✓ **Import/export data using Financial Aid Management Systems (FAMS)**
 - ✓ **File specifications in WebGrants under "Help"**



Display Roster

- Post payments
- Adjust payments
- Award details
- Student information
- Payment information
- Status messages

CSAC ID:										View History		Record: 12
SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
			E2	1	D	R	2	****	****	200.00%	100.00%	ELIGIBLE(1)
Custom Codes		1	2	3	4	5						
Fall Term			Adj Reason Codes				Pay Status Codes				Delete Txn	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
	Totals	\$10,754	\$5,377				62989	2016				
B	T/F	\$9,084	\$4,542	<input type="text" value="0"/>	<input type="text" value=""/>	RP			PAY			
B	ACSS	\$1,670	\$835	<input type="text" value="0"/>	<input type="text" value=""/>	RP			PAY			
Spring Term			Adj Reason Codes				Pay Status Codes				Delete Txn	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type			
	Totals	\$10,754	\$5,377			<input type="text" value=""/>	62989	2016				
B	T/F	\$9,084	\$4,542	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			GRT			
B	ACSS	\$1,670	\$835	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			GRT			

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

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

Page 1

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

Page 2



Weekly Process

All accepted payments and adjustments are processed

Payment status code changed to:

AP = accepted payment

AA = accepted adjustment

AP and AA codes processed over weekend:

AP to **RP** = reconciled payment

AA to **RA** = reconciled adjustment



Payment Codes

Code	Description	Resulting Action	Satisfy Renewal
PD	Reporting a full time payment for an eligible student	Eligibility used	Y
SC	Reporting a School Change	Student will be added to your school's roster	N
NA	Reporting students that are NOT in attendance at your school	Student will be moved to the "Not in Attendance" section; <i>Letter is generated to student</i>	N
YA	Reverses the NA; Reporting students that are in attendance at your school	Moving a student from the "Not in Attendance" section to the "Eligible" section of the roster	N
IT	Reporting transfer entitlement ineligibility; Only visible for BDGI schools	Award is withdrawn immediately; <i>Letter is generated to student</i>	N



Adjustment Reason Codes

Code	Description	Resulting Action	Satisfy Renewal
FT	Reporting a Full-time payment	Eligibility used	Y
TT	Reporting a Three-Quarter time payment	Eligibility used	Y
HT	Reporting a Half-time payment	Eligibility used	Y
LH	Reporting a Less than Half-time status, ineligible for payment this term	Uses leave eligibility; max 100% lifetime <i>Letter is generated to student</i>	Y
LA	Reporting a Leave of Absence, student may return	Uses leave eligibility; max 200% lifetime	Y



Adjustment Reason Codes

Code	Description	Resulting Action	Satisfy Renewal
OF	Recipient is receiving Outside Funding (Full-time)	If amount = \$0, no eligibility used.	Y
OH	Recipient is receiving Outside Funding (Half-time)	If amount = \$0, no eligibility used.	Y
OT	Recipient is receiving Outside Funding (Three-Quarter time)	If amount = \$0, no eligibility used.	Y
FI	Unable to report payment due to incomplete financial aid file	Award is withdrawn following year end reconciliation <i>Letter is generated to student</i>	N
IG	Ineligible for award due to invalid program length	Award is withdrawn immediately <i>Letter is generated to student</i>	N



Adjustment Reason Codes

Code	Description	Resulting Action	Satisfy Renewal
LD	Ineligible for award due to loan default/grant overpayment	Award is withdrawn immediately <i>Letter is generated to student</i>	N
TV	Ineligible for 5 th year benefits (Teacher Credential Program)	Award is withdrawn immediately <i>Letter is generated to student</i>	N
NP	Not maintaining Satisfactory Academic Progress (SAP)	Award withdrawn after 3 consecutive terms <i>Letter is generated to student</i>	Y
NS	Used to reverse a reported payment	No eligibility used	N
SR	Reporting last payment for a graduating senior	After payment posts, award is withdrawn immediately <i>Letter is generated to student</i>	N



A Closer Look

Let's take a closer look at some of the codes that cause the most confusion:

- ❑ LA = Leave of Absence
- ❑ FI = File Incomplete
- ❑ IG = Ineligible for Grant





When Schools should Report Leave of Absence

Yes...

- Student is on an approved leave from school
- When new Cal Grant recipient starts attending for WN or SP, and has no transaction for FL
- Student does not want to receive payment

No...

- If student does not meet SAP
- If student has not complied with verification requests
- Student has no unmet need



File Incomplete

- FI code for File Incomplete is used when
 - A student is in attendance at your school but missing documentations per payment
- Who should report?
 - School
- Comment:
 - When reporting FI, cannot change to a pay code only adjustment code
 - Students with FI will be withdrawn at the end of year



Ineligible for Grant

- IG code for Ineligible for Grant is used for
 - When a student is in an ineligible program
 - Ex: A Cal Grant C recipient who is not enrolled in a vocational, occupational, or technical courses but instead in general education
- Who should report?
 - School
- Comment: this code should only be used for its purpose of ineligible programs. Usage of code will withdraw a students award.



Payment, Adjustment and Refund Policy

- General Rules:
 - Student enrollment status is locked in at census for payment
 - Payments should be disbursed based on:
 - Enrollment status at census date or its equivalent
 - The institution is required to establish and maintain a written refund policy that includes the Cal Grant Program. In the case of a refund (i.e., if a recipient withdraws, drops out or is expelled for a term for which a payment is made), the policy should specify how the institution calculates the refund based upon the institution's refund policy and how it determines the portion to be returned to the Commission on behalf of the State.



Payment Timeframes

Initial Payment Made...	Payment Based On...
Before Census	Current Enrollment Status*
At Census	Enrollment Status at Census
After Census	Enrollment Status at Census
After Census (late add to roster)**	Enrollment Status at Time of Disbursement
After Completed Term	Enrollment Status at Time of Completed Term

*Adjustment may be needed at census if student enrollment status changed

**Situation occurs due to extenuating circumstance



Repeat Courses

- Student may receive payment for any repetition of a course as long as it has never been passed
- Once a course is passed, the student may receive payment for only one retaking of that course



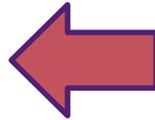


WebGrants Reports

Making education beyond high school financially accessible to all Californians.

Accept/Reject

Displays Failed transactions



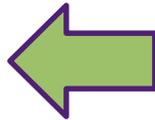
1 SABRAR2 - 01 (EDE COPY) CALIFORNIA STUDENT AID COMMISSION PAGE : 1
ACCEPT/REJECT REPORT RUN DATE: 10/28/2011
ACADEMIC YEAR 2011 RUN TIME: 22:55:36
REJECTED SECTION 00111100 - ALLAN HANCOCK COLLEGE

GRANT ID#	SSN	STUDENT LASTNAME	FIRST NAME	M I	PROCESS DATE	SRC CODE	ACT CODE	PGM CODE	NEED	ADJ TYPE	PAY TYPE	AMOUNT	RSN	PAY STATUS
6785:		GONZALEZ	ELIDA		10/28/2011	C	U			ACC	FL	776.00		PD
6785: PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT														
6785:			ROBERT		10/28/2011	C	U	C	0	B&S	FL	288.00		PD
6785: PAY TYPE B&S: SCHOOL HAS ALREADY REPORTED PAYMENT														
6785:			JOSE	A	10/28/2011	C	U	B	0	ACC	FL	776.00		PD
6785: PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT														

TOTALS														
BATCH -				PAYMENTS REJECTED:		0		AMOUNT REJECTED:		0.00				
ONLINE -				PAYMENTS REJECTED:				AMOUNT REJECTED:						
COMBINED -				PAYMENTS COMBINED:				AMOUNT COMBINED:						

Rejected Section

Provides confirmation for each transaction submitted



1SABRAR2 - 01 (EDE COPY) CALIFORNIA STUDENT AID COMMISSION PAGE : 2
ACCEPT/REJECT REPORT RUN DATE: 10/28/2011
ACADEMIC YEAR 2011 RUN TIME: 22:55:36
ACCEPTED SECTION 00111100 - ALLAN HANCOCK COLLEGE

GRANT ID#	SSN	STUDENT LASTNAME	FIRST NAME	M I	PROCESS DATE	SRC CODE	ACT CODE	PGM CODE	NEED	ADJ TYPE	PAY TYPE	AMOUNT	RSN	PAY STATUS
		ACEVEDO	AMALIA		10/28/2011	C	U		18498	0	B&S	FL	216.00	TI
		ACEVEDO	WILMARDO		10/28/2011	C	U	B	0	0	ACC	FL	776.00	PD
		ACEVES	MIZEL	V	10/28/2011	C	U	B	9389	0	ACC	FL	388.00	HT
		ACEVES	RICARDO		10/28/2011	C	U	B	0	0	ACC	FL	776.00	PD
		AGUILAR	JEANETTE		10/28/2011	C	U	B	0	0	ACC	FL	776.00	PD
		AGUILERA	ANA	J	10/28/2011	C	U	B	0	0	ACC	FL	776.00	PD
		ALBARRANSALINAS	MARIA	G	10/28/2011	C	U	C	0	0	B&S	FL	288.00	PD
		ALBRIGHT	MEGAN	R	10/28/2011	C	U	B	0	0	ACC	FL	776.00	PD

Accepted Section



Monthly Payment Activity

- Reconciled Payments (RA)
- Reconciled Adjustments (RA)
- Year-To-Date activity by term and type

1 SABRMPA1 - 01		CALIFORNIA STUDENT AID COMMISSION		PAGE NO: 1
		PAYMENT ACTIVITY REPORT		RUN DATE: 11/19/2011
		ACCOUNTING SUMMARY		RUN TIME: 03:40:30
		ACADEMIC YEAR 2011		
		00111100 - ALLAN HANCOCK COLLEGE		
DATE	ACTIVITY	FUNDS DISBURSED TO INSTITUTION	PAYMENT TRANSACTIONS	BALANCE
----	-----	-----	-----	-----
08-23-11	FALL ADVANCE	141,653.00		141,653.00
08-26-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
09-02-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
10-07-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
10-28-11	FALL RECONCILED PAYMENT TRANSACTIONS		260,346.00	-118,693.00
10-28-11	RECONCILED PAYMENT TO INSTITUTION	118,693.00		0.00
11-04-11	FALL RECONCILED PAYMENT TRANSACTIONS		704.00	-704.00
11-04-11	RECONCILED PAYMENT TO INSTITUTION	704.00		0.00
11-18-11	FALL RECONCILED PAYMENT TRANSACTIONS		1,374.00	-1,374.00
11-18-11	RECONCILED PAYMENT TO INSTITUTION	1,374.00		0.00
TOTAL FUNDS DISBURSED / TOTAL PAYMENTS		262,424.00	262,424.00	

	YEAR-TO-DATE ACTIVITY					TOTAL
	FALL	WINTER	SPRING	SUMMER		
CAT/F	0.00	0.00	0.00	0.00	0.00	0.00
CBI/F	0.00	0.00	0.00	0.00	0.00	0.00
CBACC	255,692.00	0.00	0.00	0.00	0.00	255,692.00
CBTOTAL	255,692.00	0.00	0.00	0.00	0.00	255,692.00
CCI/F	0.00	0.00	0.00	0.00	0.00	0.00
CCB/S	6,732.00	0.00	0.00	0.00	0.00	6,732.00
CCTOTAL	6,732.00	0.00	0.00	0.00	0.00	6,732.00
GFT/F	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	262,424.00	0.00	0.00	0.00	0.00	262,424.00
GRAND TOTAL						262,424.00

Making education beyond high school financially accessible to all Californians.



Reconciliation

Making education beyond high school financially accessible to all Californians.



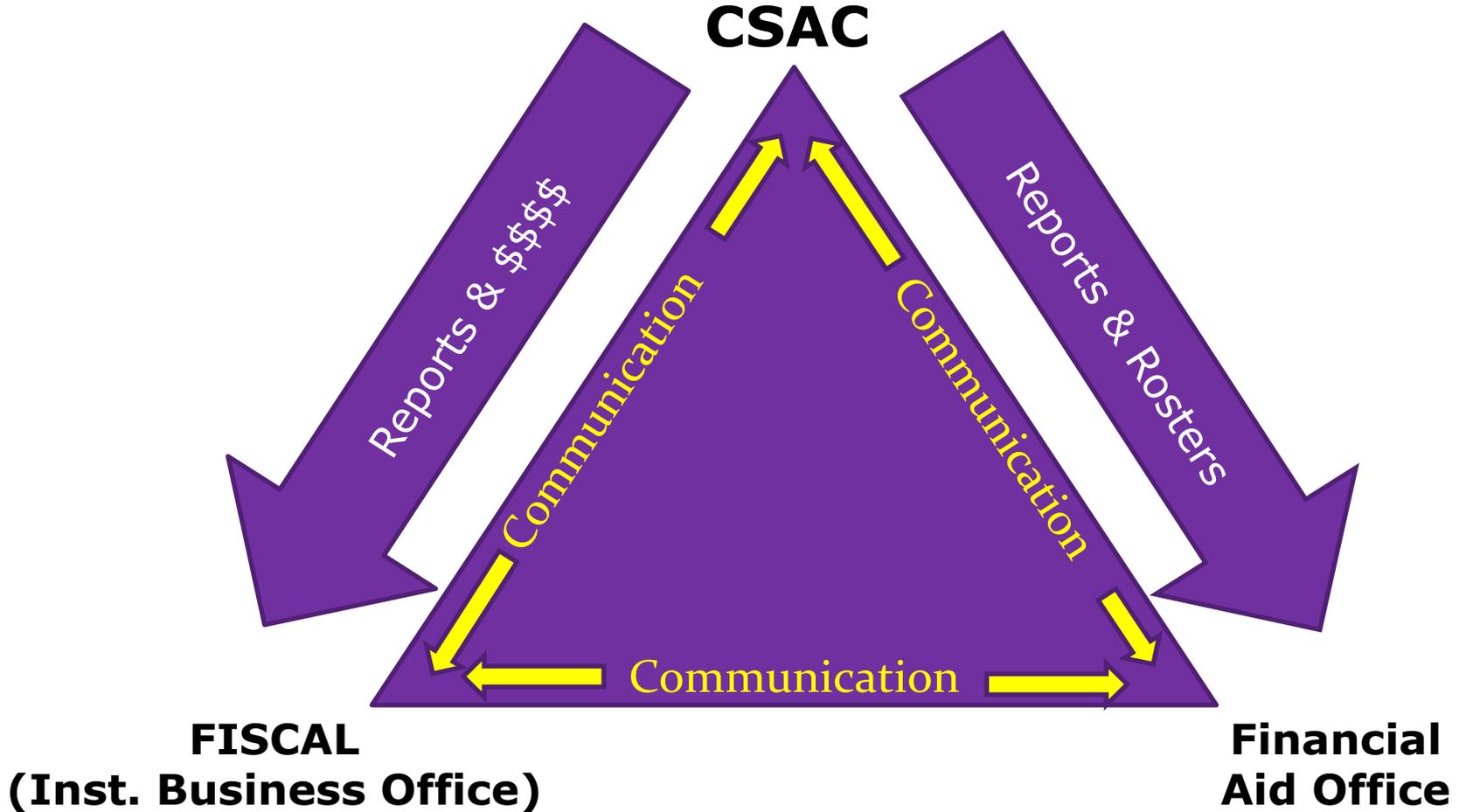
What is Reconciliation?

- Verification that all Cal Grant funds have been disbursed to each student in the correct amounts
- Confirmation that all payments have been properly reported to the Commission





What is Reconciliation?





Reconciliation Payment Period

Per the 2017-21 Institutional Participation Agreement:

"Institutions are required to reconcile payments no later than 60 calendar days after the end of the payment period."

"Reconciliation does not preclude adjustments or payments after that date."



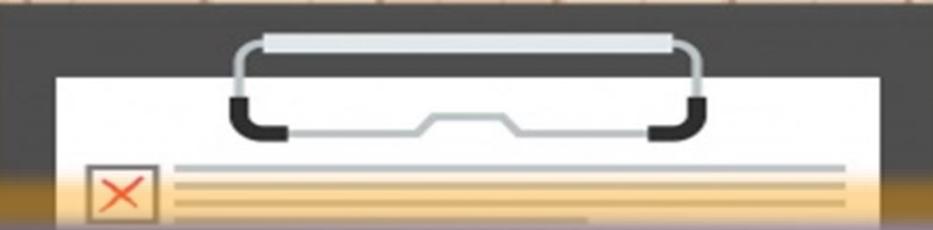
Reconciliation Timeline

<u>Month</u>	<u>Description</u>
August 2017– June 2018	Payment Period
July 2018 – September 2018	Correction period
September 2018	Final Reconciliation
Late September 2018	Invoicing for excess funds
October 2018	Beginning of penalty letters

4 Steps for Accurate Reconciliation



Making education beyond high school financially accessible to all Californians.



Step 1

Account for funds
received from CSAC





Account for Funds Received

- Check with Business Office
- Check Monthly Payment Activity Report
- If any questions about Electronic Funds Transfer (EFT), contact the Commission





Supplemental Payments

- Check for reconciled payments or adjustments (RP/RA) on a weekly basis
- Deduct all RP/RA from running Cal Grant balance
- When all Cal Grant funds are exhausted:
 - Supplemental Funds sent automatically via EFT or warrant to institution
 - Supplemental payments appears on the next Monthly Payment Activity Report



Step 2

Verify Accuracy of
Disbursement
Amounts for Each
Student





Reconciliation Example

Payments Reported to CSAC

For month of February 2017

Jim Otto	\$775
Shane Lechler	\$4,416
Rich Gannon	\$775
Tim Brown	\$5,191
Marcus Allen	\$4,416

Total **\$15,573**

Payments Disbursed to Students

For month of February 2017

Jim Otto	\$775
Shane Lechler	\$4,416
Rich Gannon	\$775
Tim Brown	\$775
Marcus Allen	\$4,416
Gene Upshaw	\$4,416

Total **\$15,573**



Reconciliation Example

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Total \$19,989

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Reconciliation Example

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Gene Upshaw	\$4,416

Total \$19,989



Create a Summary Report

Display Reconciliation

- ◆ Select either Report or Data file from Display Type. For Report, selecting **Detail** will produce student level information; **Summary** will provide totals. You may select either or both of the **Report** boxes.
- ◆ Reports will display in a text file format. They can be printed using your Web browser.
- ◆ Data Files will display in a text file format and may be saved to your computer. The Tools Menu contains a program that will format the data file using Excel.
- ◆ If you are using Netscape, select the Display/Download link to view. Then use your browser **Save** option to download.

Display Type: Detail Report Summary Report Detail Data

School ID = Acad Year = 2017-2018 Format = CSAC Standard Reconciliation

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- ◆ Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type



Reconciliation Report (Summary)

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	21,562,647.00	21,112,303.00	20,547,056.00		63,222,006.00
B T/F	8,661,966.00	8,226,543.00	7,877,858.00		24,766,367.00
B ACC	1,124,881.00	1,079,980.00	1,027,295.00		3,232,156.00
B TOTAL	9,786,847.00	9,306,523.00	8,905,153.00	0.00	27,998,523.00
C T/F	1,728.00	1,728.00	1,728.00		5,184.00
C B/S	384.00	384.00	384.00		1,152.00
C TOTAL	2,112.00	2,112.00	2,112.00	0.00	6,336.00

TOTAL	31,351,606.00	30,420,938.00	29,454,321.00	0.00	
GRAND TOTAL					91,226,865.00

California
 FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
 INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	4,552.00		2,427.00	0.00	6,979.00
B T/F	25,484.00		30,338.00	13,349.00	69,171.00
B ACC	4,069.00		4,844.00	2,134.00	11,047.00
B TOTAL	29,553.00	0.00	35,182.00	15,483.00	80,218.00
C T/F					0.00
C B/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL	34,105.00	0.00	37,609.00	15,483.00	
GRAND TOTAL					87,197.00

Accounting Report
 2016-17 Cal Grant
 Disbursements

Cal Grant A: \$ 6,979

Cal Grant B: \$79,443

Total: \$86,422

Accounting Report
 2016-17 Cal Grant B
 Disbursements

Fall: \$29,553

Spring: \$34,407

Total: \$79,433

Accounting Report
 2016-17 Cal Grant B
 Spring Disbursements

Tuition & Fees: \$30,338

Access: \$ 4,069

Total: \$34,407



Create a Detailed Report

Display Type: **Detail Report** Summary Report Detail Data

School ID = Acad Year = 2016-2017 ▼ Format = CSAC Standard Reconciliation ▼ **GO!**

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- ▶ Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type **GO!**



Reconciliation Report (Detail)

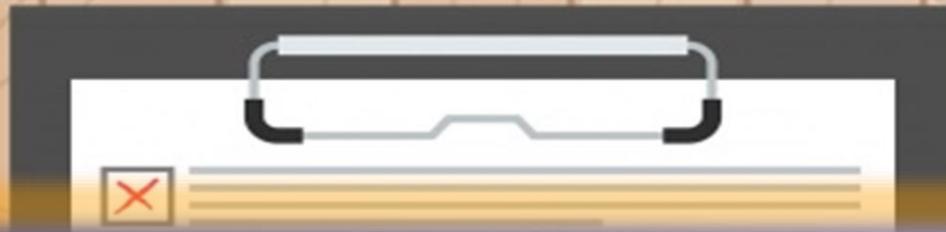
RECONCILIATION REPORT (DETAIL)
00111100 - ALLAN HANCOCK COLLEGE

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND
SORT CRITERIA : SSN ASCENDING , TERM ASCENDING , AWARD TYPE
DATES SHOWN IN THIS REPORT ARE IN MMDDYY FORMAT

LAST NAME	FIRST NAME (10 Char)	ADJ RSN	DISB AMT	ELIG USED	CREATE DATE	PAY DATE
POOH	WINNIE T.	HT	388	25.00	032112	033012
			388			
LIGHTYEAR	BUZZ	TT	581	37.50	032212	032312
			581			
MCQUEEN	LIGHTENING	HT	388	25.00	032212	032312
			388			
WHITE	SNOW	TT	581	37.50	032212	032312
			581			
MOUSE	MICKEY		775	50.00	032212	032312
			775			
DUCK	DONALD		775	50.00	032212	032312
			775			
HOOD	ROBIN	HT	388	25.00	032212	032312
			388			
SMITH	JOHN		775	50.00	032112	032312
			775			
ROBIN	CHRISTOPHER		775	50.00	032212	032312

Accounting Report
2016-17 Cal Grant B
Spring Disbursements

Pooh, W	\$388
Lightyear, B	\$581
McQueen, L	\$388
White, S	\$581
Mouse, M	\$775
Hood, R	\$388
Smith, J	\$775
Robin, C	\$775



Step 3

Ensure Payment and
Student Statuses
were Reported
Correctly





Ensure Payment & Statuses are Reported

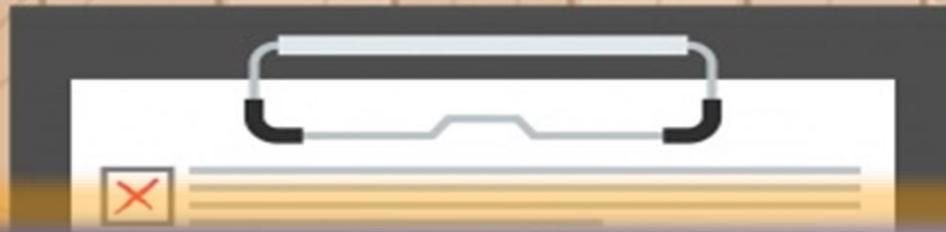
- Report changes to Commission
 - Adjust payments for attendance status
 - Half Time (HT)
 - Three Quarter Time (TT)
- Adjust tuition awards for students who withdraw from the institution
- Watch for limited eligibility situations





Common Reporting Errors

- Reporting a payment for a student who is not in attendance at your school
- Reporting a transaction or making a school change for an incorrect award year
- Reporting incorrect dollar amount for part time students



Step 4

Ensure That
Remaining Funds are
Returned to
Commission





Final Reconciliation



- September following the award year
- All roster payment adjustments and corrections should be done prior to September Year-End Deadline
- Excess funds must be returned to the Commission
 - May not be applied to any other student
 - May not be carried over to next award year
- Invoices sent to institutions in late September and are due within 30 days
- Any dispute regarding invoice will not be reviewed until invoice is paid in full



Returning funds for a Closed Academic Year

- Submitted via check made out to the California Student Aid Commission
- Include a letter of explanation that contains the following information:
 - ❑ Student Name
 - ❑ CSAC ID Number
 - ❑ Term for which funds are bring returned
 - ❑ Amount
 - ❑ Contact information



Best Practices

Do's

- ✓ Make adjustments in WebGrants
- ✓ Check reports (i.e. MPA, Accept/Reject)
- ✓ Send check within 30 days of invoice date at Year End Recon
- ✓ Attach proper documentation with refunds
- ✓ Train new staff



Don'ts

- ✗ DON'T send refund checks during open award year
- ✗ DON'T forget to reconcile timely
- ✗ DON'T pay all students at FT at the beginning of the term



Common Payment Scenarios

Making education beyond high school financially accessible to all Californians.

What If...?

...my student didn't attend for the term or I reported a payment in error. How do I back out a payment?

Answer: You use the "NS" code with a \$0 adjustment amount

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

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What If...?

...I want to remove a non-enrolled student from the roster?

Answer: Use the "NA" Payment Status code

Comments: This moves the student record to the ineligible section of the roster

To bring them back on your active roster, use **"YA"**

Fall Term				Adi Reason Codes			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	PD			GRT
Spring Term				Adi Reason C			Pay Status		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

What If...?

...my student graduated before the first disbursement date?

Answer: Report "SR" and \$0 payment

Comment: The student will receive a withdrawal notification for graduating.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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What If...?

...I have a student who hasn't completed verification at time of disbursement. What do I report in WG?

Answer: Report "FI" and \$0 payment

Comment: The student will receive a notification directing them to the financial aid office to complete necessary documents/documentation.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT

Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adi Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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What If...?

...my student is awarded a Cal Grant C but isn't enrolled in a technical/vocational program?

Answer: Report "IG"

Comment: The student's award is withdrawn immediately. IG should only be used for program length ineligibility.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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What If..?

...my student has 16.67% remaining eligibility and is attending half-time for the fall. Should I pay the remaining eligibility or half of the 16.67%?

Answer: You should pay the student the 16.67% remaining eligibility as long as the T/F does not exceed the actual tuition assessment.

Fall Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824		▼	▼			GRT
Spring Term				Adi Reason Codes				Pay Status	
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income & Asset Year Used	Rec Type
Totals		\$1,648	\$824			▼	11827	2014	
B	ACSS	\$1,648	\$824			▼			GRT

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Questions?

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Institutional Support

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