



# California Military Department GI Bill Award Program (CMD GI Bill)

Formerly the California National Guard Education Assistance Award Program (CNG EAAP)

Hosted by: The California Student Aid Commission (Commission)  
*"Making Education Beyond High School Financially Accessible To All Californians"*

*Presented by: Katrina Beck, Program Coordinator*





# Update

**California Education Code (CEC) Sections 69999.10 - 69999.28**

**California Code of Regulations (CCR) subsection 30730 - 30741**

The California National Guard Education Assistance Award Program (CNG EAAP) transitioned to the CMD GI Bill Award Program (CMD GI Bill) as of the 2020-21 AY

Renewal applicants who maintain eligibility for program will continue under the CNG EAAP rules they entered the program under



# Changes to Program

- Effective for the 2020-2021 academic year, the requirement for new applicants to have already served 2 years in the California National Guard, California State Guard, or California Naval Military prior to participation in the program has been removed.
- New students who enter the program during or after the 2020-2021 academic year will be required to provide 2 years of service in the California National Guard, California State Guard, or the California Naval Militia upon completion of the last academic period the CMD GI Bill is utilized.
- New students who enter the program during or after the 2020-2021 academic year are limited to one degree (baccalaureate or higher). The award may be used for a certificate, degree, or diploma that leads to a baccalaureate, graduate, or doctoral degree. (Program students who entered prior to the 2020-2021 academic year can continue to receive multiple degrees or receive standalone certificates for as long as they have remaining eligibility to utilize and meet the requirements).



# Changes, continued

- New students who enter the program during or after the 2020-2021 academic year must complete their course of study within 10 years of initial acceptance into the program unless otherwise approved for an extension.
- Only program students who entered the program prior to the 2020-2021 academic year will be eligible for the \$500 stipend for books and supplies for graduate students.



# Background

**California Education Code (CEC) Sections 69999.10 - 69999.28**

**California Code of Regulations (CCR) subsection 30730 - 30741**

The California Military Department GI Bill Award Program (CMD GI Bill) is a State-funded grant designed as an educational incentive to improve skills, competencies, and abilities for up to 1,000 service members (as the budget allows) who remain active in the California Military Department (California Army or Air National Guard, the California State Guard (formerly the State Military Reserve), or the California Naval Militia). This grant is not based on financial need. We do not use EFC to determine the award amount.

Through an Interagency Agreement, the California Military Department (CMD) gave the California Student Aid Commission (Commission) the authority to process and disburse the award checks.

**Academic Year (AY)** goes from July 1 to June 30 and includes any classes that start during that timeframe.

Students can apply by going to [calguard.ca.gov/education](http://calguard.ca.gov/education).





# Purpose of Training

Today's training will provide instructions and procedures to successfully administer the program through the WebGrants System.

This includes instructions regarding

- student eligibility that the school must check
- Cost of Attendance
- Enrollment verification (number of units attending)
- Payment disbursement and steps school's must take after disbursement



# School Eligibility Requirements

In order for an institution to be eligible for the CMD GI Bill, it must meet the requirement of a “qualifying institution” for the Cal Grant program and have an Institutional Participation Agreement with the California Student Aid Commission.

Only campuses approved on the Institutional Participation Agreement are eligible for the CMD GI Bill. Institutions must verify if the program the student is enrolled in is eligible for CMD GI Bill Benefits. Generally, if a program is eligible for federal and state financial aid (Cal Grant), it will be eligible. Not all programs are eligible due to program length and other factors.

- We must be informed of any reason(s) the program would not be eligible for the Cal Grant program. If the program being a graduate level program is the only reason that it is not eligible, it may be eligible for the CMD GI Bill.

Unfortunately, when a graduate campus is separate from the approved undergraduate campus and not part of the Institutional Participation Agreement, the graduate campus is not eligible.



# Student Eligibility Requirements

The CMD GI Bill coordinator verifies that the service member meets certain eligibility requirements before we accept the service member into the CMD GI Bill.

The school will need to verify that the student meets the following requirements:

- The CMD GI Bill cannot be used to obtain a certificate, degree, or diploma currently held. For students who entered 2020-21 or later, the award must be used for a certificate, degree, or diploma that leads to a baccalaureate, graduate, or doctoral degree. If student is attending a possibly ineligible program, you can contact CMD GI Bill staff to confirm if student entered prior to 2020-21.
- Students must maintain enrollment in a minimum of three (3) academic units per term at a qualifying institution.
- Students must be California residents. Being eligible for a nonresident fee waiver for military service is not sufficient.
- Students cannot receive a Cal Grant award payment in the same academic year they receive a CMD GI Bill award payment.

# Student Eligibility Requirements cont'd

- Students must maintain a minimum of a 2.0 cumulative grade point average (GPA).

The cumulative GPA is verified when the students renew for the following academic year before enrollment information can be entered.

We do not require that a student maintain SAP to receive a CMD GI Bill award check as they may exceed the number of units when switching majors or obtaining another degree. Renewal students do not have to complete a FAFSA for the CMD GI Bill but are informed their institution may require it.

- The CMD GI Bill does not prohibit students from receiving other awards/grants/scholarships (other than the Cal Grant), but students are advised that those other awards/grants/scholarships may not allow the student to receive them and the CMD GI Bill.

Students can receive both the MCS and the CMD GI Bill. The CMD GI Bill is subtracted from the student's COA to determine the MCS amount.

The institution must determine if the student can receive school grants (like the State University Grant) and the CMD GI Bill simultaneously based on the rules of the school grants. Let CMD GI Bill staff know if the student cannot receive both.

If the student can receive both, the amount paid by the grant must be subtracted from the original Cost of Attendance before reporting it in WebGrants or notify the CMD GI Bill Coordinators.



# Award Amounts

The maximum award amounts below are based on a 9-month academic year. These amounts are subject to change if budgetary revisions are made.

The maximum award amount at a California Community College is the equivalent of a Cal Grant B per academic year (see slide 14 for Bachelor's degrees at a California Community College).

The maximum award amount for the 2022-23 academic year is

- \$1,648 per academic year
- \$824 per semester
- \$549 per quarter

The maximum award amount for at a California State University is the equivalent of the Cal Grant A amount for the CSU per academic year.

The maximum award amount for the 2022-23 academic year is

- \$5,742 per academic year
- \$2,871 per semester or \$1,914 per quarter

The maximum award amounts for non-public California institutions are equal to the Cal Grant A award amounts for the University of California per an academic year.

- \$13,104 per academic year
- \$6,552 per semester or \$4,368 per quarter

Please see the next page for the University of California

# Award Amounts - University of California

The maximum award amounts below are based on a 9-month academic year. These amounts are subject to change if budgetary revisions are made.

The maximum award amounts for undergraduate students at the University of California is based on their cohort year.

The maximum award amount for those in the 2021-22 cohort is

- \$12,570 per academic year
- \$6,285 per semester or \$4,190 per quarter

The maximum award amount for those in the 2022-23 cohort is

- \$13,104 per academic year
- \$6,552 per semester or \$4,368 per quarter

For graduate students who entered as of 2020-21 or later, the maximum award amount for 2022-23 is

- \$13,104 per academic year
- \$6,552 per semester or \$4,368 per quarter



# Award Amounts – Graduate students

Graduate study students who entered the program prior to the 2020-21 AY can receive an additional stipend of up to \$500 per AY.

The \$500 for graduate studies does not come separately but is added on to the initial maximum award amount per year to create a higher maximum award amount.

For example, a graduate student attending the University of La Verne would be eligible for up to \$13,070 per AY or a maximum of \$6,535 per semester or \$4,357 for fall and winter quarters and \$4,356 for the spring quarter.

WebGrants tracks who is eligible to receive the additional stipend based on whether the Grad Studies box on the School Roster has been checked. Unfortunately, this is the only way it tracks it. So, students in Grad Studies who entered the Program in 2020-21 or later will show without a checkmark in Grad Studies. If you think the student might be eligible to the stipend, reach out to the CMD GI Bill Coordinators at the e-mail address at the end of this presentation and they can check when the student entered the Program.



# Award Amounts - Summer

When an institution is set up in WebGrants as having a mandatory summer term, funds for the mandatory summer term will be automatically set aside and the summer term will show on the school roster with the other terms.

If an institution is set up with discretionary summer terms but has certain programs that have a mandatory summer term, they can request an additional school code be built with the mandatory summer term on it.

We can pay towards discretionary summer terms if there are excess funds remaining at the end of the academic year after all eligible applicants have been accepted and all mandatory terms have been paid (or the funds encumbered for them).

In order for a student to be eligible to receive funds for the summer term, the student must complete a Summer Term Certification form as found on the [calguard.ca.gov/education](http://calguard.ca.gov/education) website or by contacting the CMD GI Bill Coordinators.

Students who accelerate their attendance by receiving a summer term award check may not have enough funds remaining to fully cover 4 calendar years of attendance (please see slide 22 for more information).



# Contact Us Regarding Any Students in These Less Common Situations

If a student meets any of the conditions below, please contact the CMD GI Bill Coordinators.

- 5<sup>th</sup> Year Benefits – Students enrolled in a Commission approved undergraduate, mandatory five-year program may be eligible for an additional year of eligibility. A mandatory five-year program is one for which attendance beyond four years is required to meet the program's degree requirements. The student's course of study must require every student in that major to complete more than four years of study for graduation. The student must contact the CMD GI Bill Coordinators to complete the necessary form.
- Teaching Credential – Students who enroll in an initial teaching credential may be eligible for an additional year of eligibility. The student must contact the CMD GI Bill Coordinators to complete the necessary form.
- Bachelor's Program at a California Community College – Students enrolled in a Bachelor's Program at a California Community College may be eligible for additional funds once they are enrolled in their upper division coursework.

# Cost of Attendance

**Cost of Attendance (COA)** refers to the student budget at the qualifying institution for the student to include tuition, fees, housing, food, books, transportation and personal expenses for the year. It may also include an allowance for the rental or purchase of a computer, child care or other dependent care costs and additional expenses for students with disabilities not already covered. COA is specific to each term (quarter or semester).

*Cost of Attendance should be adjusted for any waiver of, or reduction in, tuition and fees (such as the California College Promise Grant, the UC Blue and Gold Opportunity plan, or, the State University Grant).*

**VEB (referred to Veterans Benefit + GI Bill in WebGrants)** means any federal educational benefits for veterans. This includes, but is not limited to:

- Chapter 31, the Vocational Rehabilitation and Employment (VR&E) Program;
- Chapter 32, the Post-Vietnam Veterans Educational Assistance Program (VEAP);
- Chapter 1606, the Montgomery GI Bill for Selected Reserve (MG-SR);
- Chapter 30, the Montgomery GI Bill for Active Duty (MG-AD);
- Chapter 35, the Survivors' and Dependents' Educational Assistance Program (DEA);
- Chapter 33, the Post-9/11 GI Bill and the "Yellow Ribbon Program" (including the The Marine Gunnery Sergeant John David Fry Scholarship);
- ROTC Scholarship; and
- Federal Tuition Assistance (FTA)



# Calculating Award Amounts

**A student's award amount equals the term-specific Cost of Attendance (COA) minus any federal educational benefits for veteran's (VEB) for the term, up to the maximum amount allowed by the State's Annual Budget Act for the term.**

The CMD GI Bill is meant to pay after other benefits, including federal educational benefits for veterans (VEB).

There is some misunderstanding that all State benefits pay out before Post 9/11 benefits. United States Code, Title 38, Part III, Sec. 3313 (38 USC Sec.3313) states that a student receiving the Post-9/11 G.I. Bill (also known as Ch. 33) receives their Post-9/11 benefits only after subtracting “any scholarship, or other Federal, State, institutional, or employer-based aid or assistance ...that is provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees.”

**The CMD GI Bill payments are “to be used toward education related expenses” and the award checks are payable to the student, which allows the CMD GI Bill to pay out after VEB.**

When a student is receiving VEB, we usually need more information than can be inputted into WebGrants, so we will reach out to you.



# Other Financial Aid

The CMD GI Bill is not based on financial need.

CMD GI Bill students are informed that, if they are receiving benefits based on financial need, receiving the CMD GI Bill could cause a reduction in their eligibility for those financial need-based awards. They are advised to check with their financial aid counselor to see if there will be a conflict.

Student loans are not to be taken into consideration when awarding or disbursing the CMD GI Bill. Loans should not be included in the COA. One of the purposes of the CMD GI Bill is to help students avoid having to take out loans or to repay loans they had to take out for the semester. The student has the option of applying any CMD GI Bill funds to student loans, but it can be used to cover other areas of the student's COA, such as books, housing, or transportation.

- ***Cost of Attendance should be adjusted for any waiver of, or reduction in, tuition and fees (such as the California College Promise Grant, the UC Blue and Gold Opportunity plan, or, if the student is allowed by the institution to receive both, the State University Grant).***



# Award Checks

Award checks are mailed to the institution for disbursement so that the institution can verify at the time of disbursement that:

- the participant is maintaining or, if the term has ended, maintained enrollment in the minimum of 3 units for the term or , for a graduate student attending less than 3 units, that the number of units is the equivalent of at least quarter-time status;
- the student is a California resident (being eligible for a nonresident fee waiver for military service is not sufficient);
- the student is not receiving any Cal Grant award checks; and
- there are no changes to the Cost of Attendance that would change the award amount (contact us if there is a change to the federal educational benefits for veterans).

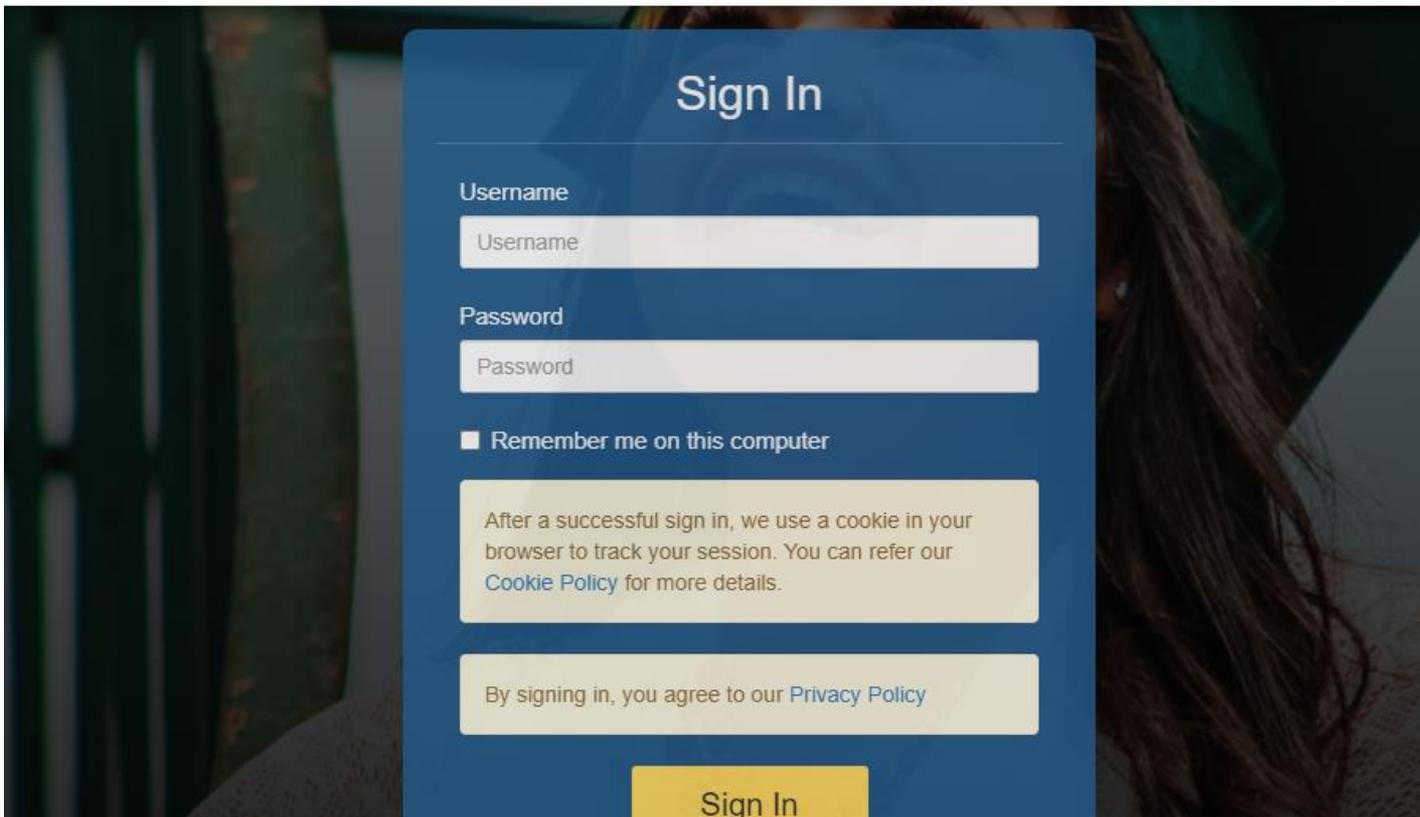
This also allows the institution to determine if receiving the CMD GI Bill impacts any financial-need based programs that would need to be adjusted or returned and to report the CMD GI Bill on the student's financial aid file.



# Getting Started with WebGrants

Navigate to: <http://webgrants.csac.ca.gov>

Once you click Login, you will be taken to a Sign In page.





# WebGrants – School Contact Info

Make sure that the Contact Information under School Info is up-to-date by clicking on the link.



## CAL GRANT

- GPA
- Student Info
- Roster/Reconciliation
- Data Transfer
- Non-SSN GPA
- Foster Youth Verification



## MCS

- File Upload
- Report Download
- Student Award Summary
- Student Award Payment History
- MCS Display Roster



## CHAFEE

- Student Application Status
- Student Lookup
- Institution Reconciliation
- Payment Roster



## CADAA

- Dream Act ISIR Search



## CMD GI BILL

- School Roster
- Payment Roster



## SCHOOL INFO

- Demographics
- **Contact Information**
- Cost Estimate
- Search



# WebGrants – School Contact Info cont’d

Scroll down to where you see CA MILITARY DEPARTMENT GI BILL

**Review the information listed for your institution.**

## CA MILITARY DEPARTMENT GI BILL

Last Changed By: **SAZIZ** Change Date: **01/25/2022**

Name	Title	Address	Phone No.
Last name, First Name	Contact's Position Title	Address checks Will be mailed to Including building/room #	(XXX) XXX-XXXX

Email	Comment	Actions
yourname@institution.edu	List any notes here, like an additional contact person with name and e-mail address	  

If the information needs to be updated, use the Edit button.

When we first start reaching out to institutions regarding the new academic year, we use the information found here and import it to an Excel spreadsheet. We use that when following up and don't check here often to see if it changed through the AY, so please e-mail us with any changes to the contact.





# Getting Started-Accessing CMD GI Bill From the Main Menu.



## CAL GRANT

- GPA
- Student Info
- Roster/Reconciliation



## MCS

- File Upload
- Report Download
- Student Award Summary



## CHAFEE

- Student Application Status
- Student Lookup
- Institution Reconciliation
- Payment Roster

If you do not see CMD GI Bill here, your institution's WebGrants System Administrator will need to assign you access.

Under CMD G Bill, click on School Roster



## CADAA

- Dream Act ISIR Search



## CMD GI BILL

- **School Roster**
- Payment Roster



## SCHOOL INFO

- Demographics
- Contact Information
- Cost Estimate
- Search

# School Roster – List of Students

Select applicable academic year

school ID code automatically populates/displays here

Leave this blank to see all students listed at this School ID when you hit Search

Academic Year: \* 2020 - 2021 School ID: \* 00112500 Optional: Search

Home > CMD GI Bill > School Roster

To view a student, click on the icon.

Total no of records: 9

Page 1 of 1

View	SSN	CSAC ID	Last Name	First Name	DOB	New/ Renewal	Remaining Eligibility	Roster Status
				JAMES		N	375%	Active
				ALYSSA		N	337.5%	Active
				JONATHAN		R	225%	Inactive
				BRENDA		R	300%	Active
				DAISY		R	337.5%	Active
				SEAN		N	375%	Active
				YVETTE		R	375%	Active
				DOUGLAS		N	400%	Active
				JEREMY		N	400%	Inactive



# Notes for previous slide

This slide lists remaining eligibility for each student. All students start out with 4 full-time 9-month academic years worth of eligibility, or 400 percent. A person who has 400 percent eligibility has not been issued any award checks. Eligibility decreases with each payment issued based on enrollment status.

If a student has less than 100 percent eligibility remaining, then they have less than one full-time year's worth of eligibility remaining.

If a student is Inactive, they are either on a Hold for the academic year pending additional information (such as federal educational benefits for veterans) or have been withdrawn from the program. Please feel free to ask the CMD GI Bill Coordinators about students showing as Inactive as we can advise if the student is on hold and why or if the student was withdrawn.

Students must complete all of the renewal steps to indicate that they will continue in the program for the following academic year. These become available at <https://calguard.ca.gov/education/> on January 15 and must be submitted to the CMD GI Bill Coordinators by the June 1 deadline unless given an extension.

**Before award checks for the new academic year can be requested for renewal students, the renewal student's Cumulative Grade Point Average (GPA) must be verified to meet the requirement of being a 2.0 or greater as of the last term attended for the previous academic year.**

## Student List - SAN DIEGO MESA COLLEGE

### Student Information

Name	MALDONADORIOS, CHARLES	CSAC ID	[REDACTED]	Remaining Eligibility:	387.5%
SSN	[REDACTED]	New/Renewal	R	Minimum of 2.0 Cumulative GPA:	<input type="radio"/> Yes <input type="radio"/> No
DOB	[REDACTED]	Roster Status		<input type="button" value="View Payment History"/>	

This will show as N for New students

GPA verification required at beginning of academic year for renewal students. Will not show for new students.

On or Off Campus or live with parents. Based on what student listed on application

Term	Enrollment	School ID	Housing	Grad Studies	Cost Att	Veteran Benefit	Term Amount	Ac St
FALL	<input type="text"/>	00127500	<input type="text" value="Off Campus"/>	<input type="checkbox"/>	117			
SPRING	<input type="text"/>	00127500	<input type="text" value="Off Campus"/>	<input type="checkbox"/>	117			

As of 2020-21, new students cannot receive the additional \$500 stipend graduate students used to receive, so this is supposed to be an inactive field. If you think it should be changed, check with the CMD GI Bill office and they can change if student entered prior to 2020-21.

# School Roster – Individual cont'd

Student List - SAN DIEGO MESA COLLEGE

Student Information

VEB (see slide 13) is initially populated from student's application based on the student's guess of what they will receive. CMD GI Bill Coordinators can update amount listed. \$0 means student reported no VEB. \$1 means student reported will receive VEB but unsure of amount – more information needed to calculate. **If this needs to be changed, do not request payment.**

COA populated from Commission tables. Not likely to be student's actual COA, so will probably need to be corrected. It is important for the correct amount to be listed, especially when a student receives VEB, as it can affect award amount. See slides 10 and 17 regarding institutional grants that need to be subtracted from the COA when reporting it.

Remaining Eligibility: 387.5%  
Minimum of 2.0  Yes  No  
Cumulative GPA:  
[View Payment History](#)

Term	Enrollment	School ID	Housing	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Term Amount	Action / Status
FALL	<input type="text"/>	00127500	<input type="text" value="Off Campus"/>	<input type="checkbox"/>	11723	12730	50%	0	
SPRING	<input type="text"/>	00127500	<input type="text" value="Off Campus"/>	<input type="checkbox"/>	11723	12206	50%	0	

This will show as blank for renewals until GPA has been verified



# Notes for previous slide

- VEB (referred to as Veterans Benefit + GI Bill in WebGrants) amounts can be complicated based on the type of federal educational benefits for veterans the student receives. Many fully (like the Montgomery GI Bill) or partially (like the Post 9/11 or VA Vocational Rehabilitation & Employment Program) pay directly to the student. Schools may only know the amount the VA paid for tuition and fees.
- If we know a student is receiving VEB, we will often mark the student on a military hold (which shows as an Inactive status) until we can determine the VEB amount received by obtaining information from the institution and/or the student.
- **If your records show a student is receiving VEB (such as a VA payment for tuition/fees), do not request payment until you contact us to confirm we know the amounts (especially if a student shows \$0 or \$1 VEB on WebGrants). Students sometimes start receiving these benefits after they completed the CMD GI Bill application and forget to report that they are now receiving benefits, so we depend on institutions reporting benefits received for the term.**



# Enrollment Data

Each term, the institution will enter or **update**:

- the student's enrollment status
  - 12+ units
  - 9.0-11.99 units
  - 6.0-8.99 units
  - 3.0-5.99 units
  - Less than 3 units
  - Not enrolled
- the student's housing status
  - On Campus
  - Off Campus
  - With Parents
- the student's **term-specific** Cost of Attendance (COA) for the student.

# Requesting Payment

You must wait until the census date has passed prior to requesting payment. If there is not a census date, you must wait until the last day to drop and receive a refund or 30 days after the term has started. For those with multiple sessions per term, you must wait until the last session of the term has started.

Select enrollment status for the term  
If student is not at your institution, select Not Enrolled. Undergraduates must attend minimum of 3 units to be eligible.

Enter student's specific COA for TERM enrolled (not annual amount)

Select Request Payment

Term	Enrollment	School ID	Housing	Lead Studies	Cost of Attendance	+ GI Bill	Eligibility Used	Term Amount	Action / Status
SUMMER	<input type="text" value=""/>	01146000	<input type="text" value="Off Camp"/>	<input type="checkbox"/>	<input type="text" value="14316"/>	4556	33.33%	4190	Request Payment <input type="checkbox"/>
FALL	<input type="text" value=""/>	01146000	<input type="text" value="Off Camp"/>	<input type="checkbox"/>	<input type="text" value="14317"/>	4556	33.33%	4190	
WINTER	<input type="text" value=""/>	01146000	<input type="text" value="Off Camp"/>	<input type="checkbox"/>	<input type="text" value="14317"/>	4556	33.33%	4190	
SPRING	<input type="text" value=""/>	01146000	<input type="text" value="Off Camp"/>	<input type="checkbox"/>	<input type="text" value="14317"/>	4556	33.33%	4190	

Select "SAVE" when required fields are correctly populated.

Term Amount is the amount of the CMD GI Bill award the student will receive. It is auto-calculated by taking Cost of Attendance (COA) and subtracting Veteran Benefit + GI Bill to determine unmet COA. An award is issued for the lesser of unmet COA or maximum award amount allowed for term.



# Requesting Payment cont'd

Term	Enrollment	School ID	Housing	Grad Studies	Cost of Attendance	+ GI Bill	Eligibility Used	Term Amount	Action / Status
FALL	12+ Units	00114400	Off Camp	<input type="checkbox"/>	14003	0	50%	2871	Student Paid
SPRING	12+ Units	00114400	Off Camp	<input type="checkbox"/>	12400	2871	50%	2871	Student Paid
SUMMER	6.0-8.99 Units	00114400	Off Camp	<input type="checkbox"/>	6565	0	25%	2871	Request Payment <input checked="" type="checkbox"/>

You will receive this pop-up message. Click OK.

Are you sure you want to save the data?
 Ok
Cancel

Once you press OK, the line will show as grayed out.

Term	Enrollment	School ID	Housing	Studies	Attendance	GI Bill	Used	Amount	Action / Status
FALL	12+ Units	00114400	Off Camp	<input type="checkbox"/>	14003	0	50%	2871	Student Paid
SPRING	12+ Units	00114400	Off Camp	<input type="checkbox"/>	12400	2871	50%	2871	Student Paid
SUMMER	6.0-8.99 Units	00114400	Off Camp	<input type="checkbox"/>	6565	0	25%	2871	Request Payment <input checked="" type="checkbox"/>

It will change to show Saved Successfully

Saved Successfully Reset

✔ Data Saved Successfully

If it changes to red and shows as unsuccessful, log out and try again 30

# Requesting Payment (cont'd)

If you scroll back up to the top of the page and hit Search again, when you click on the student, it will allow for adjustments or suspension until it starts processing

Term	Enrollment	School ID	Housing	Grad Studies	Cost of Attendance	+ GI Bill	Eligibility Used	Term Amount	Action / Status
FALL	12+ Units	00114400	Off Camp	<input type="checkbox"/>	14003	0	50%	2871	Student Paid
SPRING	12+ Units	00114400	Off Camp	<input type="checkbox"/>	12400	2871	50%	2871	Student Paid
SUMMER	6.0-8.99 Units	00114400	Off Camp	<input type="checkbox"/>	6565	0	25%	2871	Suspend Payment <input type="checkbox"/>

You can change Enrollment, Housing, and/or Cost of Attendance until it starts processing at 5:00 PM on Monday evening.

Payment can be suspended until processed at 5:00 PM on Monday evening.

After 5:00 PM on Monday, warrant is in the process of issuance. It will remain in Processing until the check is mailed to the institution.

Term	Enrollment	School ID	Housing	Studies	Attendance				
FALL	12+ Units	00711500	Off Camp	<input type="checkbox"/>	11822	0	50%	828	Student Paid
SPRING	6.0-8.99 Units	00711500	Off Camp	<input type="checkbox"/>	11822	0	25%	828	Student Paid
SUMMER	3.0-5.99 Units	00711500	Off Camp	<input type="checkbox"/>	11822	0	12.5%	828	Processing

No fields can be changed at this point

Save Reset



# Disbursements

After the Commission receives the award checks from the State Controller's Office, the Commission will send the award checks to the institution along with a Disbursement Roster and a copy of the Disbursement Guidelines.

Once the check is mailed, the Action/Status in WebGrants that previously read "**Processing**" will be changed to show the "**Payment Disbursed**" box. This box should not be checked until the award has been received at the institution and disbursed to the student.

Before disbursing the payment to the student, the institution must verify that the student has not received a Cal Grant payment and is maintaining or, if the term has ended, maintained enrollment in the minimum of 3 units for the term or , for a graduate student attending less than 3 units, that the number of units is the equivalent of at least quarter-time status.

***If there is a change to VEB, contact us.*** If there are changes to just the Cost of Attendance but the change would not impact the award amount, the payment is ***released to the student***. Report the adjusted Cost of Attendance on the disbursement roster.



# Disbursements, continued

Once the institution has received the CMD GI Bill award checks, disburse the checks to the students. If your institution has a special processing policy, let the student know how long the processing time will take.

If you do not hear back from the student after a month, e-mail us and we will contact the student. If we cannot get ahold of the student, we will let you know to return the check to the CSAC Accounting address listed on the Disbursement Guidelines.

Once the payment has been disbursed, you will need to do 2 things:

1. Complete and return the disbursement roster that was attached to the check. The best way to do this is to scan and e-mail them to the e-mail address at the end of this presentation (also on the disbursement guidelines).
2. Go into WebGrants and mark the check as disbursed. This can be done on the School Roster screen (which allows the next check to be requested).



# Disbursing Payments - School Roster

(See Slide 20 on how to navigate to screen)

There are 2 ways to report payment. If the check was disbursed on the day that you are reporting it in WebGrants, below is the fastest way to update it as disbursed in WebGrants. See the next slide if disbursed on a different date.

DOB [REDACTED] Roster Status Active [View Payment History](#)

Term	Enrollment	School ID	Housing	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Term Amount	Action / Status
FALL	6.0-8.99 Units	00112500	Off Campi	<input type="checkbox"/>	9652	1500	25%	6285	Payment Disbursed <input type="checkbox"/>
SPRING		00112500	Off Campi	<input type="checkbox"/>	9652	1500	50%	6285	

[Save](#) [Reset](#)

Click Payment Disbursed then click "SAVE"

Click OK

Are you sure you want to save the data?

[Ok](#) [Cancel](#)



# Disbursing Payments (1<sup>st</sup> Method)

It will show as Saved Successfully

Term	Enrollment	School ID	Housing	Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Term Amount	Action / Status
FALL	6.0–8.99 Units	00132600	Off Campu	<input checked="" type="checkbox"/>	12520	4768	16.67%	4357	Payment Disbursed <input checked="" type="checkbox"/>
WINTER	9.0–11.99 Units	00132600	Off Campu	<input checked="" type="checkbox"/>	13500	5811	25%	4357	
SPRING	6.0–8.99 Units	00132600	Off Campu	<input checked="" type="checkbox"/>	11538	3724	16.67%	4356	

Saved Successfully Reset

✔ Data Saved Successfully

Click again on Search at the top to re-open the student's file

Payment shows as disbursed and next payment open for request. If the student is not receiving VEB (or if receiving FTA and the amount shows correctly) and the census date or the last date to drop and receive a refund has passed (or last session has started, if multiple sessions per term), you can request the next check.

Term	Enrollment	School ID	Eligibility Used	Term Amount	Action / Status
FALL	6.0–8.99 Units	00132600	16.67%	4357	Student Paid
WINTER	9.0–11.99 Units	00132600	25%	4357	Request Payment <input type="checkbox"/>
SPRING	6.0–8.99 Units	00132600	16.67%	4356	

Save Reset



# Disbursing Payments – 2<sup>nd</sup> Method

The other way to report the check as disbursed is to click on the View Payment History tab.

DOB [REDACTED] Register Status: Active [View Payment History](#)

Once you click the View Payment History tab, a pop up box will appear

Term	Grad Studies	Cost of Attendance	Veteran Benefit + GI Bill	Eligibility Used	Term Amount	Action / Status
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### Payment History

Name:  SSN:

DOB:  CSAC ID:

Total no of records: 3 Page 1 of 1

Term	School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Stdt	School Return Amount
FALL	00113800	20/20	\$2,722	SU	21249690	09/13/2021	4633110	<input type="text"/>	<input type="text"/>
SPRING	00113800	20/20	\$2,871	SP	21053970	03/23/2021	4501190	<input type="text"/>	<input type="text"/>
SUMMER	00113800	20/20	\$2,871	FL	21018740	01/27/2021	4459878	<input type="text"/>	<input type="text"/>

The grey data row indicates the academic year is closed for update

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# Disbursing Payments – 2<sup>nd</sup> Method cont'd

When WebGrants was revised, it was changed to a grey, white, grey, white table format but the message on the screen at the bottom was not removed. (We requested the message be removed).

School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Std	School Return Amount	School Return Date	Re Co
00121602	20/20	\$4,190	SP				<input type="text" value="06/04/2021"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
00121602	20/20	\$4,190	WN				<input type="text" value="04/30/2021"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
00121602	20/20	\$4,190	FL	20342460	12/23/2020	4439486	<input type="text" value="01/21/2021"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
01284200	19/19	\$836	SP	2020003	07/27/2020	4328835	<input type="text" value="10/05/2020"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
00859600	1				05/16/2017	7631107	08/28/2017			
This academic year is closed for update										
00753600	1				11/27/2013	4446662	07/08/2015			
This academic year is closed for update										
00753600	12/12	\$737	FL	2012118	10/15/2012	8349900	11/05/2013			
This academic year is closed for update										

If disbursement date box is white, you can input the date & save it.

When the AY is actually closed, the message will show with the payment and there will be no white box for the date as seen above

The grey data row indicates the academic year is closed for update



# Disbursing Payments – 2<sup>nd</sup> Method cont'd

FY/AY refers to the **start** of the State Fiscal Year (FY) and Academic Year (AY). So 2020-21 will show as 20/20.

School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Stdt	School Return Amount
00113800	20/20	\$2,722	SU				<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
00113800	20/20	\$2,871	SP				<input type="text" value="04/12/2021"/>	<input type="text"/>
00113800	20/20	\$2,871	FL	21018740	07/27/2021	4459878	<input type="text" value="02/18/2021"/>	<input type="text"/>

The grey data row indicates the academic year is closed for update

Submit    Reset

Page 1 of 1

Input the Disbursement Date and then click Submit.





# Returning an Award Check

If the payment/check needs to be returned, follow the instructions on the disbursement guidelines and complete the disbursement roster.

Do not request the next term's payment until the prior term's payment has been disbursed to the student or enrollment status has been updated to show a leave of absence.

If a school requests the next payment while another payment for the same academic year is still processing, it creates system problems and delays future payments/checks. You should not be allowed to request the next term's award check until the open one has been closed, but WebGrants sometimes allows this to happen.

# Why do I need to return the disbursement roster and mark the check as disbursed in WebGrants? Isn't doing one enough?

- While these seem like the same step, they have two different purposes.
- We need the disbursement roster returned to us for auditing purposes. The form has space for you, the institution contact, to send us updated information regarding the Cost of Attendance, the VEB, and enrollment status. These changes cannot be recorded in WebGrants.
- Marking the check as disbursed in WebGrants opens up the next term. Then, the enrollment information can be entered and that payment requested for that term.

If time allows, we will contact you a month after the check has been mailed if not marked as paid in WebGrants to verify it has been received and disbursed to the student. This is to ensure you are not having problems contacting the student and that the check has not been misdirected or lost. If it is lost, we are able to request a stop payment earlier rather than delaying payments further.



# Contact Information

You send an e-mail to the  
CMD GI Bill Coordinators  
at

[cmd.gi.bill@cmd.ca.gov](mailto:cmd.gi.bill@cmd.ca.gov)

*Clarita Cortez*

At [clarita.cortez@cmd.ca.gov](mailto:clarita.cortez@cmd.ca.gov)