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 may use the program to obtain one baccalaureate, graduate, or doctoral degree. The award may be used for a certificate, degree, or diploma that leads to a baccalaureate, graduate, or doctoral degree. **Standalone certificates or diplomas are no longer eligible.** (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.
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 (so a standalone certificate would not qualify). 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

- 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. For example, the Middle Class Scholarship (MCS) does not allow students to receive the CMD GI Bill and the MCS. 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.
Award Amounts

The maximum award amounts below are based on a 9-month academic year.

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

The award amount for the 2021-22 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 award amount for the 2021-22 academic year is
- $5,742 per academic year
- $2,871 per semester or $1,914 per quarter

The maximum award amounts for the University of California and California private institutions are equal to the Cal Grant A award amounts for the UC per an academic year.

The award amount for the 2021-22 academic year is
- $12,570 per academic year
- $6,285 per semester or $4,190 per quarter

These amounts are subject to change if budgetary revisions are made.
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 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.

• 5th 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.
WebGrants – School Contact Info

Scroll down to where you see NATIONAL GUARD EAAP Program. When WebGrants was updated to the new version, almost all of the references to the EAAP were updated to say CMD GI Bill, but not the one here. We asked for CSAC to update it for consistency in the name.

Review the information listed for your institution.

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<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name, First Name</td>
<td>Contact’s Position Title</td>
<td>Address checks Will be mailed to Including building/room #</td>
<td>(XXX) XXX-XXXX</td>
</tr>
</tbody>
</table>

(XXX) XXX-XXXX  yourname@institution.edu

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.

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
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

To view a student, click on the eye icon.
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/](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.**

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.
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.

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.**

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.

Select “SAVE” when required fields are correctly populated.

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

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

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

It will change to show SavedSuccessfully.

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

No fields can be changed at this point.
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.

Click Payment Disbursed then click “SAVE”

Click OK
Disbursing Payments (1st Method)

It will show as Saved Successfully

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<th>Enrollment</th>
<th>School ID</th>
<th>Housing</th>
<th>Studies</th>
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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.
Disbursing Payments – 2nd Method

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

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

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

Input the Disbursement Date and then click Submit.

The grey data row indicates the academic year is closed for update.
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 ng.ca.caarng.list.cn6-eaap-mailbox-access@army.mil

Or

Katrina Beck
At katrina.m.beck2.nfg@army.mil

Clarita Cortez
At clarita.l.cortez.nfg@army.mil