



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



January 7, 2015

GOM 2015-01

TO: Financial Aid Administrators
High School Counselors

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

SUBJECT: California Chafee Foster Youth Grant Program Update

This Operations Memo provides an update on the California Chafee Foster Youth Grant (Chafee) Program.

2015-16 Chafee Application

- The 2015-16 Chafee Program Application is now available on the Commission's website at <https://www.chafee.csac.ca.gov/>. Information on the Chafee Program is available in the [Chafee Coordinator's Guide](#).
- New Chafee applicants need to submit a completed 2015-16 Chafee application, a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application, they must have their eligibility confirmed through California Department of Social Services and their school must submit a Needs Analysis Report (NAR).
- New Chafee applicants who are unable to access the online application may print a [paper application](#) and submit it to the Commission at the address indicated on the form.
- Renewal Chafee participants must complete and file a 2015-16 Free Application for Federal Student Aid (FAFSA) and their school must submit a 2015-16 NAR.

Chafee Needs Analysis Report

- [WebGrants](#) access is now available for submission of the 2015-16 NAR. The Commission encourages the use of WebGrants to submit NARs. This online process immediately confirms that the NAR was accepted, and it also allows students to immediately view their NAR through their account on [WebGrants for Students](#) (WGS).
- The 2014-15 NAR is still available for institutions to process students attending in the 2014-15 academic year. Institutions may select the 2014-15 or 2015-16 year when completing the NAR.
- Institutions without access to WebGrants may submit a [paper NAR](#).

Applicants with Missing Information

- Each year, the Commission matches required documents submitted by new applicants and processes those with complete files through the award cycle to determine Chafee award eligibility.
- Applicants who have missing information cannot be processed; thus, the Commission sends e-mails and letters instructing applicants to provide the necessary documents required for award consideration.
- To identify students who are missing 2015-16 NARs, institutions should check the *Chafee Need Analysis Roster* on WebGrants at "Report Download", which is updated weekly.

Chafee Letters on Aging Out

- To qualify for a Chafee Grant, new applicants must not have reached 22 years of age and renewal participants must not have reached age 23 by July 1, 2015.
- The Commission contacts aging-out applicants and participants via e-mails and letters to inform them if they no longer qualify for Chafee Grants.

Chafee Payments

- The 2014-15 spring term Chafee payments will be processed in January 2015.
- To facilitate the reconciliation and distribution of the 2014-15 Chafee payments, please review and update the status of Chafee recipients listed on the WebGrants *Payment Roster* and immediately return checks for any ineligible participants to the Commission.
- If a check is returned, do not deface the check by writing "VOID" as this creates a delay in offering additional Chafee awards.
- The 2014-15 Chafee online application will remain open through June 2015 for students wishing to apply for the 2014-15 academic year.

Institutional Support - Need to contact us?

- Institutional Support phone number: (888) 294-0153, Option 2
- Fax Number: 916-464-6499 "Attn: SD: Chafee Grant Program"
- E-mail: schoolsupport@csac.ca.gov

Working together to effectively promote education beyond high school!