



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

January 14, 2020

GSA 2020-04

TO: Financial Aid Administrators

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

SUBJECT: **2019-20 California Chafee Grant Program Updates**

The California Student Aid Commission (Commission) opened the 2019-20 Spring term for the Chafee Grant Program on January 13, 2020. Financial Aid Offices can certify students and request payments.

### **REMINDERS**

#### **Work Your Payment Roster**

- The Commission is asking that you review your Payment Roster on [WebGrants](#) to certify and request payments for all awarded students.

#### **Payment Request Page / Quick User Guide**

- The Commission has updated the Payment Request page. An additional section called 'Reminders/Resources' has been created and the 'Academic Year Data' section has been revised.
- Under the section 'Reminders/Resources', there is a link to download a copy of our new *Quick User Guide*, which provides details on how to manage your Payment Roster.

#### **Recycling Awards – Days Reduced**

- To maximize the number of students who are awarded, the Commission will recycle awards **21 days** from the date of offer, instead of the standard 30 days. This change is applicable for the remainder of the 2019-20 academic year. Students who lose their award due to the recycle process can be considered again if the Financial Aid Officer updates the payment roster.

#### **Non-Disbursed Chafee Checks**

- All non-disbursed checks must be returned to the Commission within 30 business days of receipt. This will allow the Commission to maximize the funds.
- Complete the form attached to the check and do not void the check. Return both to:

California Student Aid Commission  
PO BOX 419027  
Rancho Cordova, CA 95741-9027

#### **Need to contact us?**

- The Commission's Chafee team is available if you need assistance or have questions: [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) / 888-224-7268, option 3.

***Thank you for your continued efforts to serve students!***