SPECIAL ALERT
Update from the California Student Aid Commission

January 14, 2020

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 / 888-224-7268, option 3.

Thank you for your continued efforts to serve students!

P.O. Box 419027, Rancho Cordova, CA 95741-9027 Website: www.csac.ca.gov