



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

June 7, 2024

GSA 2024-40

TO: Financial Aid Administrators  
College Admissions and Records Officials  
College Registrars

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

**SUBJECT: 2024-25 CADAA Update - AB 540 Affidavit Screen**

This Operations Memo from the California Student Aid Commission (Commission) provides an update on the 2024-25 California Dream Act Application (CADAA) and AB 540 Affidavit pursuant to the requirements from [Assembly Bill 1540](#).

### AB 540 Affidavit Screen

The Commission has released the “AB 540 Affidavit” screen in Web Grants to facilitate the sharing of this information within college departments. The screen allows users to view and print individual AB 540 affidavits completed by students who have selected their college on the CADAA application.

- This screen is specific to the AB 540 Affidavit and having access to this screen does not automatically grant access to the CADAA search screen. The AB 540 screen is only available to college WebGrants users. High schools and community organizations do not have access to this screen.
- The Commission has automatically granted access to WebGrants System Administrators and regular users who currently have access to the existing CADAA menu.
- New WebGrants users or existing users that require access to this screen will need to be granted access by their college’s WebGrants System Administrator.
  - The process for applying for WebGrants access or granting access to a specific screen, has not changed. System Administrators will now see a new option for the “AB 540 Affidavit” screen when processing a WebGrants access request for their prospective users.
- Campus staff outside of the financial aid office may be granted access to this screen, however, access should be limited to staff that require access to a student’s AB 540 affidavit. Examples include but are not limited to staff at Admissions and Records, Registrar office, and Dream Resource Center.

- The final decision for granting access will be determined by each college.

### **Compliance Reviews - AB 540 Audit Process**

Colleges are advised that the implementation of the AB 540 affidavit through the CADAA does not require any changes to existing verification processes at the college.

- This includes campuses with a student self-certification AB 540 policy, where additional documentation is not required/collected.
- The Commission's Program Compliance auditors will follow the institution's AB 540 policy and procedures whenever conducting audits.

### **Upcoming Deliverables**

<b>Deliverable</b>	<b>Completion Date (Estimate)</b>
Availability of AB 540 School Report	Mid-Late June 2024
CSAC Begins Processing Paper CADAAs	Mid-Late June 2024
Opening of CADAA College Corrections	Mid-Late June 2024

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- School Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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