



CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION & SERVICES DIVISION

MEMORANDUM

October 3, 2014

TO: University of California Financial Aid Directors
California State University Financial Aid Directors

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

SUBJECT: Middle Class Scholarship – Payment Roster Update

This memorandum provides an update on the Middle Class Scholarship (MCS) payment roster, disbursement process and remaining timeline.

The prior memorandum communicated a three-week delay in the disbursement process due issues in the final testing in the payment process. Over the past week, the California Student Aid Commission (CSAC) staff worked diligently with the State Controller's Office and successfully resolved all pending issues. With all testing and validation complete, the MCS payment roster will open on Tuesday, October 7, 2014. Campuses can start posting MCS payments and/or upload batch payment files in WebGrants on this day.

The following chart is the updated MCS timeline:

Function	Original Date	Estimated New Date
MCS Payment Rosters – campuses can post payments only on the MCS roster or batch upload in WebGrants. DO NOT SUBMIT ANY CORRECTIONS. CSAC will reconcile all payments over the weekend and then campuses can view the reports (accept/reject, payment activity), payment history screen and download new rosters.	9/29/2014	10/7/2014
EFT disbursements – once payments have been reconciled, CSAC will initiate MCS payment requests to SCO. SCO will disburse funds to campus accounts. Bank statements, EFT notices and transaction headers will be listed as CSAC MCS.	10/8/2014	10/15/2014
Enrollment files – campuses can resume submitting enrollment files for any students not previously submitted and ineligible students with new information for reconsideration.	10/13/2014	10/20/2014
Correction process – campuses can submit corrections to awarded MCS students on the roster that could change their eligibility. Corrections can be submitted on the on-line MCS roster or via the batch upload.	10/20/2014	10/27/2014

To assist campuses with the MCS payment functionality, a payment guide is enclosed with this memo with detailed instructions to post payments or upload batch files.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff via e-mail at schoolsupport@csac.ca.gov or at (888) 294-0153.