Presenters



Tae Kang

Cal Grant
Operations
Manager



Bryan Dickason

Program Administration *Senior Programs Manager*

Advanced Cal Grants

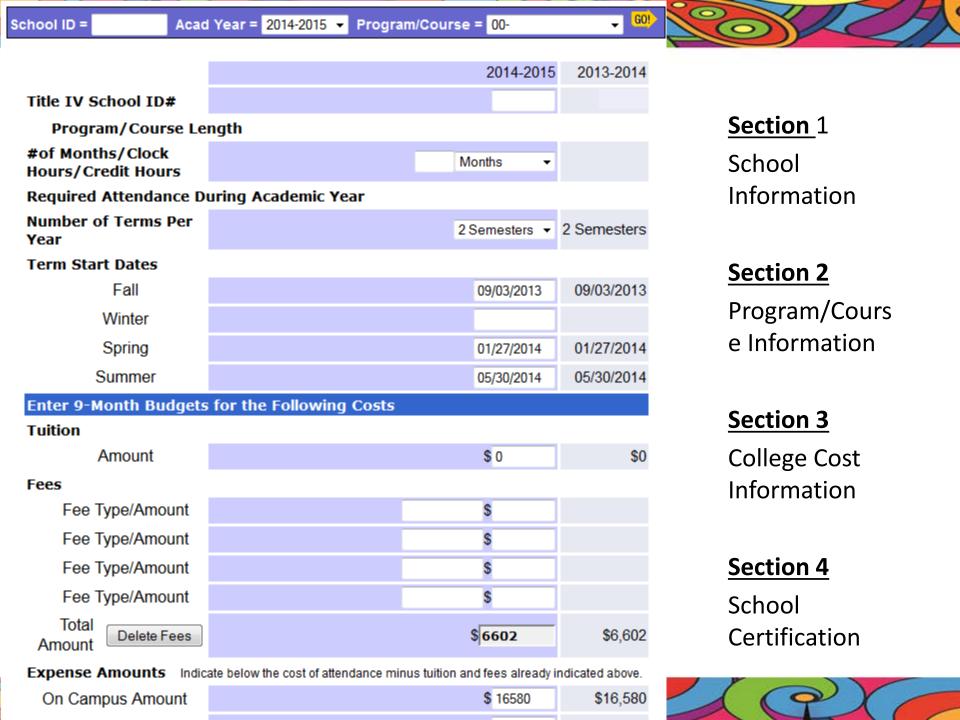
California Student Aid Commission

agenda

- College Cost Estimate
- WebGrants Reports
 - Award Status Extract Process
 - School Change Upload
 - Educational Level Report
 - Unclaimed Awards Report
- Customizing the Cal Grant Roster
- New Payment & Adjustment Codes
- Cash Management and Disbursement
- Ways to Get Involved
 - List Serve
 - Webinars
 - Workgroup Committees
- 2014 Projects

College Cost Estimate (CCE)

- The CCE is used to determine the financial need and award amounts for Cal Grant participants enrolling at your school.
- Each year (between Nov. and Jan.) a new CCE is to be completed/reviewed to ensure accuracy.
- CSAC populates the new CCE form with the prior year's data to ensure each institution has a CCE for the upcoming year.
- Please review the CCE each year make updates accordingly.



WEBGRANTS REPORTS

Award Status Extract Process

- Do your students have a Cal Grant?
- Output can be used to create a batch school change file
- Can be run multiple times per year
- Only a 3 step proces
 - Create an Upload File
 - Upload the file to WebGrants
 - Download output file

Award Status Extract Step One

- Creating the Award Status Upload File
 - Layout on WebGrants Help Screen
 - Header Record
 - School Code
 - School Name
 - Academic Year
 - Record Count
 - Content = SSNs
 - Save File to Your System

Award Status Extract Step Two

- Go to WebGrants File Upload Screen
- On the File Upload Menu in WebGrants

From the WebGrants Menu, go to the Data Transfer Menu

California Student Aid Commission WebGrants System Portal Menu WebGrants Tools Help Sign Out



Welcome! SA9BKD
To the WebGrants Menu

The last time you logged on to this system was: 10/04/2010 12:32:22 pm Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

WebGrants Menu

Enrollment

<u>GPA</u>

Student Info

School Info

Roster/Reconciliation

Data Transfer

Chafee Grant

Accounting

Account Information

View Your Account Details
Help With Your Account

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Revision: 9 Date: 12/14/2009 11:43:03 AM



From the WebGrants Data Transfer Menu go to the File Upload Menu

California Student Aid Commission

Portal Menu WebGrants Tools Help Sign Out

WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

Data Transfer File Upload Report Download SSN/ID Main

Data Transfer Menu

File Upload

Report Download

SSN/ID Main

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California Student Aid Commission

WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

Data Transfer File Upload Report Download SSN/ID Main

File Upload

- The dropdown box below lists the file types you can upload.
- Report Descriptions, File Headers, and Record Layouts are available in the Help Menu
- You may check any student's award status by uploading a file of SSN's. Files will be processed weekly and the results will be available on the Report Download screen the following Monday.
- Please make sure that all uploaded files are of the type "*.txt" (Instructions for converting an Excel file are available in the Help Menu)
- For "Audit File and Secure Transfer" file types only, the following files types will be accepted: *.txt, *.csv, *.xml, *.xls, *.doc, *.pdf, *.zip, *.jpg and *.bmp



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WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

Data Transfer File Upload Report Download SSN/ID Main

File Upload

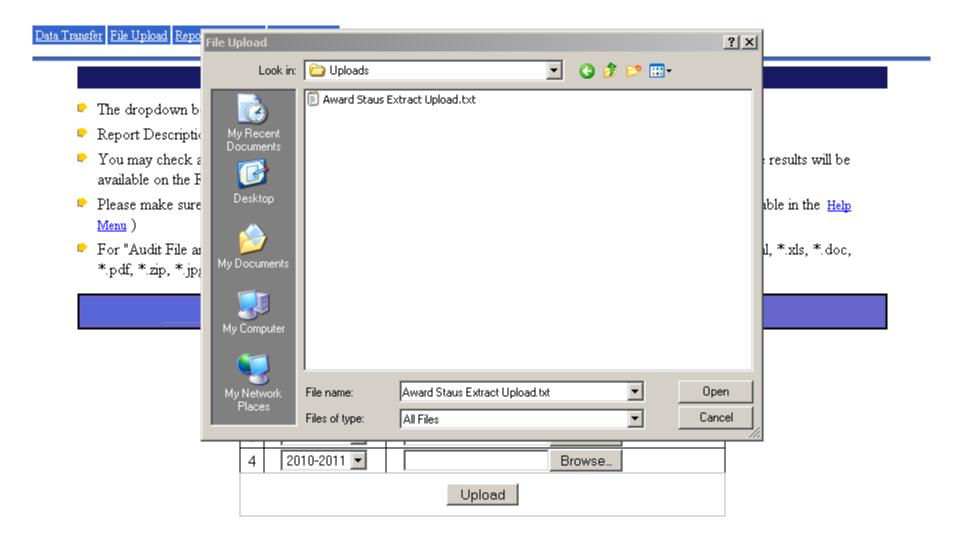
- The dropdown box below lists the file types you can upload.
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- You may check any student's award status by uploading a file of SSN's. Files will be processed weekly and the results will be available on the Report Download screen the following Monday.
- Please make sure that all uploaded files are of the type "* txt" (Instructions for converting an Excel file are available in the Help Menu)
- 🔸 For "Audit File and Secure Transfer" file types only, the following files types will be accepted: *.txt, *.csv, *.xml, *.xls, *.doc, *.pdf, *.zip, *.jpg and *.bmp

▼ G0! Type of Upload = Award Status Extract

	Academic Year	Browse and select files to upload									
1	2010-2011	Browse									
2	2010-2011	Browse									
3	2010-2011	Browse									
4	2010-2011	Browse									
	Upload										

(0)

WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting



Award Status Extract Step Three

- Two files will be returned
 - Award Status Information
 - Not Awarded information
- Use WebGrants Report Download screen

California Student Aid Commission

WebGrants System

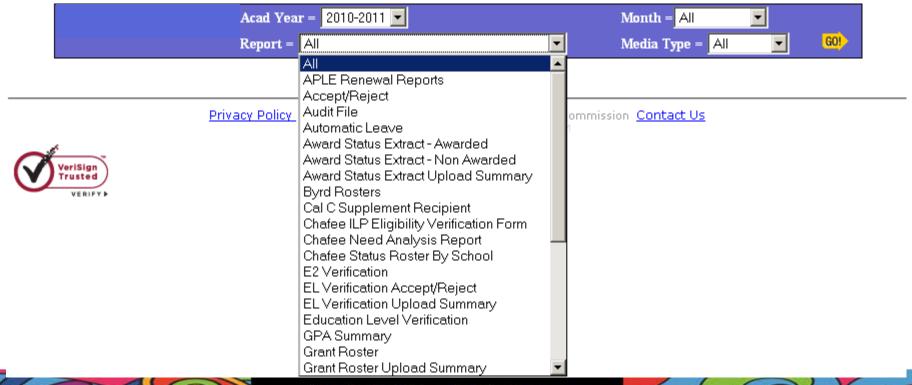
Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

0

Data Transfer File Upload Report Download SSN/ID Main

Report Download

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- To delete uploded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

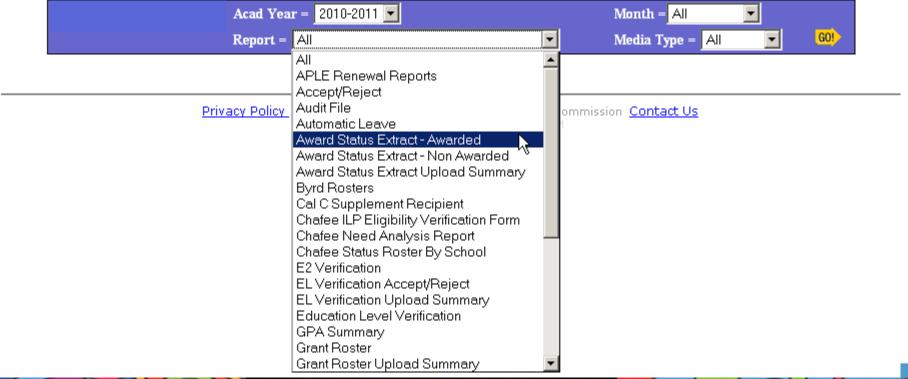


California Student Aid Commission WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

Data Transfer File Upload Report Download SSN/ID Main

Report Download

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- To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- To delete uploded Audit Files, select Audit File for Report and the Delete checkbox column will appear.



School Change Upload

- Data from the "Award Status Extract Awarded" output file, can be used to upload a School Change file
- Follow up with a school change and you can maximize the students you can serve.
- The file layout is on the WebGrants Help menu

Educational Level (EL)

- Some roster students may be selected for EL Verification
 - View the "Education Level Verification" report to view all students who require verification
 - Without verification, the student cannot be paid
- Other students may have incorrectly reported their EL
- Correcting their EL could help the student
 - Decreasing EL gives the student more years of eligibility
 - Increasing EL could give the student access to the T/F portion of their Cal Grant B
- EL should be in sync with loan grade level

Unclaimed Awards Report

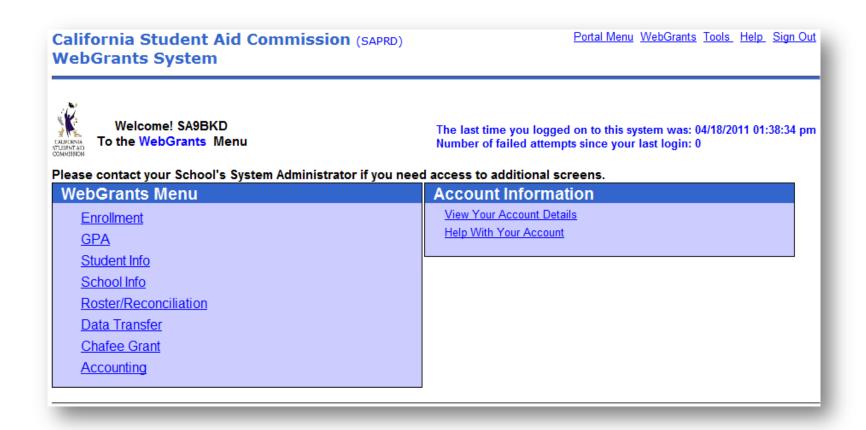
- List of unpaid eligible students who listed your school on their FAFSA/Dream app
 - Are they attending?
 - Did they never supply verification documents?
 - Are they on a leave?
 - Could they be paid?
 - Good practice Work this report once each term after you have made all payments

How could customizing your roster help you?

You can use WebGrants Customize Roster to:

- show unpaid records show records missing verification of
 - High school graduation (E1)
 - E2 Eligibility Confirmation
 - EL (Grade Level) verification
- show limited eligibility for the year
 - Less than 100%
- Or, whatever you can imagine!

Customizing your Cal Grant Roster



Click on Roster/Reconciliation, then Customize Roster

California Student Aid Commission (SAPRD)

Portal Menu WebGrants Tools Help Sign Out

WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting

Roster/Reconciliation | Customize Roster | Display Roster | Print Roster | Customize Reconciliation | Display Reconciliation | Display Accept / Reject Report

Your list of rosters will contain only the **CSAC Standard** Roster until you create your own rosters. The names listed below are only examples. You can name your rosters anything you wish.

Customize Roster

- The following is a list of your roster formats.
- The CSAC Standard Roster format can not be changed or deleted.
- Existing roster formats can be copied, edited and renamed.
- Any roster format can be chosen as the "Preferred Format." The Preferred Format will display automatically when "Display Roster" is selected from the Roster Main menu

To edit or create a new customized roster, select the "Edit" icon.

Row #	Name	Preferred Format	Edit	Celete
1	CSAC Standard Roster	•		
2	<u>Cal B</u>	0		
3	<u>Cal C</u>	0	P	
4	Confirmed	0	₽	
5	<u>Customized Roster</u>	0		
6	<u>E1</u>	0	P	
7	E1 New	0		
8	E2 not confirmed	0	₽	

California Student Aid Commission (SAPRD)

Portal Menu WebGrants Tools Help Sign Out

WebGrants System Enrollment GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant Accounting NON-SSN GPA

Set this new

roster as

Preferred

"No"

Roster/Reconciliation | Customize Roster | Display Roster | Print Roster | Customize Reconciliation | Display Reconciliation | Display Accept / Reject Report

0

Add / Edit Your Roster Format

Change the name of the Roster Format.

Select and manage the content of your roster.

Click on Save Roster Format to complete the changes.

If you save a format that exceeds your maximum number of allowed formats, your customized selections will be lost

Do NOT use special characters such as apostrophes, hyphens or slashes in the Roster Format Title Only letters and numbers should be used.

Save Roster Format

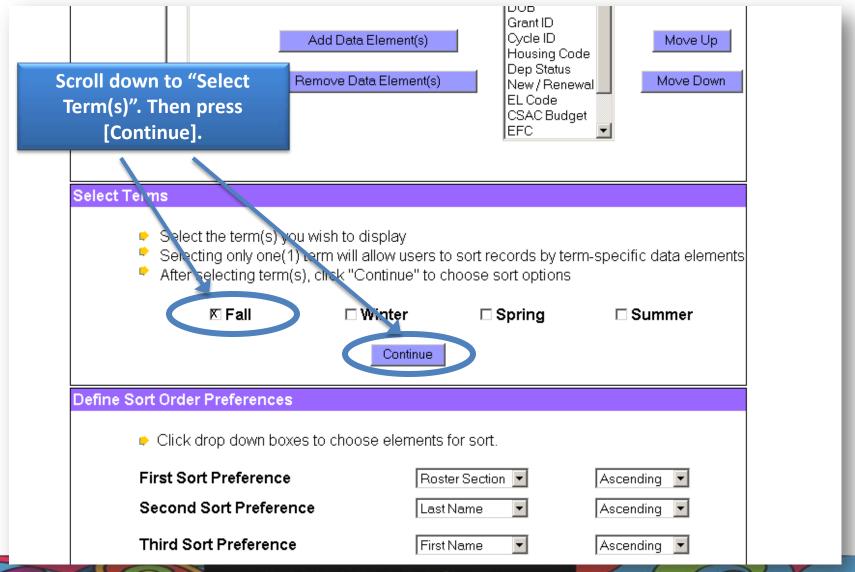
Total custom formats defined:18

Roster Format Title

Roster Format

Fall Unpaid

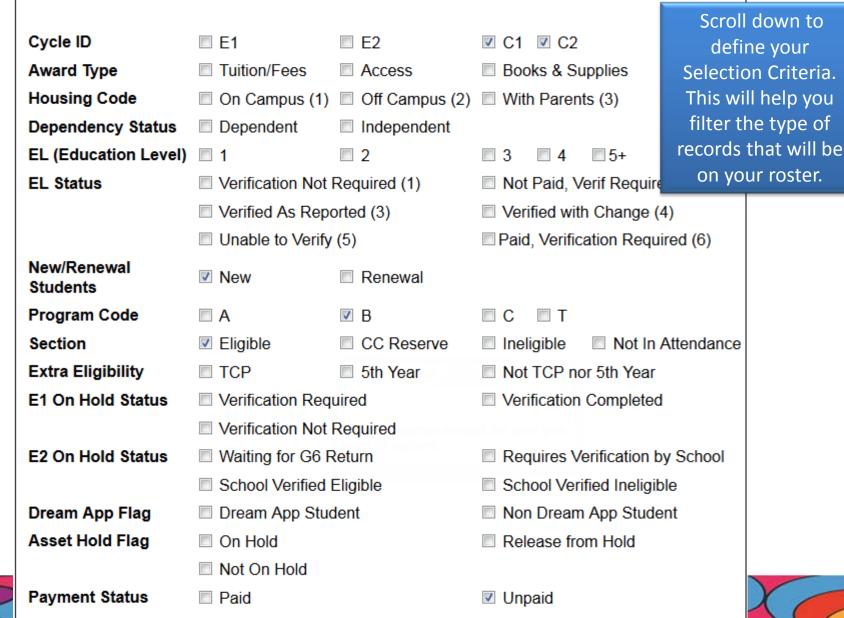
Preferred O Yes O No



0

Define Selection Criteria

- Check boxes below to limit the records you wish to display.
- A checked box means that only records with those values will be included. (If no box or every box is checked in a category, you will see all those records for your school.)

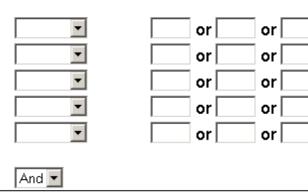


Customizing Your Cal Grant Roster

- Custom Codes are for school use only and are optional.
- Custom Codes must be input through the Display roster screen prior to being used in a filter.
- To begin, select either "Include" or "Exclude" from the first drop box next to the Custom Code. that contains the data being filtered.
- Enter the two character code(s) you wish to include in the filter; up to three selections can be entered. If any of the values selected match, then the record will be displayed.
- When selecting more than one Custom Code field, select "And" or "Or" from the drop box at the bottom of the screen. Selecting "And" means that only records where all fields match will be displayed. Selecting "Or" means that if any of the values entered exist, the record will be displayed.

Custom Code1 Custom Code2

Press [Save Roster Format]

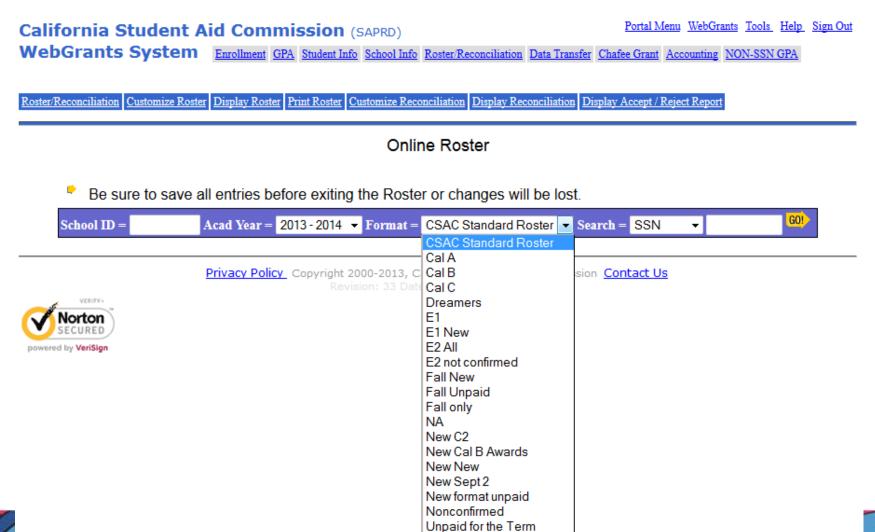


Save Roster Format



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Now go to Display Roster, select your new format from the dropdown box under Format, and press [GO].



Students who have not been paid will have a "GRT" Pay Code

•			CSAC ID:						View History					Record: 1		
SSN	DOB	Gran	t ID Cy	cle ID F	lousing Code	Dep Status	New / Renewal	EL Code	CSA Budg		FC	Remain Elig	Forecast Elig	Roster Section		
	12/05/74			C1	2	1	N	3	2314	2	0	200.00%	100.00%	ELIGIBLE(1)		
Custom Co	odes	1	2	2	3	4	4	5								
Education	EL) Ve	rificatio	n Rej	orted EL	3 Verif	fied EL		•	Sta	tus 2	- Not yet p	aid, Verificat	ion Required			
Fall Term	Fall Term				Adj Reason Codes			Pay Status Codes				<u>des</u>	Delete T	xn		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income Asset Year Us	t	Rec Type						
	Totals	\$6,945	\$3,473			-	23142									
В	T/F	\$5,472	\$2,736		-	-				GRT						
В	B ACSS		\$737		-	-				GRT						
•				CSAC ID:				View History					Record: 2			
SSN	DOB	Gran	t ID Cy	cle ID F	lousing Code	Dep Status	New / Renewal	EL Code	CSA Budg	_	FC	Remain Elig	Forecast Elig	Roster Section		
	08/19/83	C1		C1	2	I	N	2	2314	2	0	300.00%	100.00%	ELIGIBLE(1)		
Custom Co	odes	1	2	2	3	4	4	5								
Education	Level (EL) Ve	rificatio	n Rej	orted EL	2 Verif	fied EL		•	Sta	tus 2	- Not yet p	aid, Verificat	ion Required		
Fall Term				Ad	di Reason	Codes			<u>Pa</u>	y Statu	ıs Co	<u>ides</u>	Delete T	xn		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Income Asset Year Us	t	Rec Type						
	Totals	\$6,945	\$3,473			-	23142									
В	T/F	\$5,472	\$2,736		-	-				GRT						
В	ACSS	\$1,473	\$737		-	-				GRT						

NEW PAYMENT & ADJUSTMENT CODES

New Payment Adjustment Codes

FI - File Incomplete

 Student has an incomplete file at their school and the school cannot pay student until the student completes necessary requirements (provide tax doc's, complete form, etc.)

COMMISSION ACTION/RESULT-

The Commission will send a notification to the student that their Cal Grant Award cannot be paid until they complete their file at the school. If status is not changed before the end of the academic year's reporting period, the award will be withdrawn

New Payment Adjustment Codes

LH – Less than Half Time

 Student is enrolled less than half time and is not eligible to receive a Cal Grant payment

COMMISSION ACTION/RESULT-

The Commission will send a notification to the student which states that the student must increase their enrollment if they wish to receive their Cal Grant disbursement for the reported term. If LH is reported for more than 3 semesters or 6 quarters, their award will be withdrawn. Cannot be used in tandem with LA code – will be counted the same as LA

New Payment Adjustment Codes

IT – Ineligible for Transfer Entitlement

 Student does not meet criteria for the Transfer Entitlement Cal Grant Program.

COMMISSION ACTION/RESULT-

The Commission will withdraw students Cal Grant award. If reported prior to C1 squared, student will then be considered for Competitive Cal Grant award.

CODES TO BE REMOVED

Codes To Be Removed

To Be Removed

- AF, AT, AH
 - The "A" codes result in the same action as the straight payment codes.
- GR
 - Both GR and LD refer to a student owing on a federal student loan or grant. Action to be take is the same for both and there is no need to differentiate.
- MV
 - Both MV and TV are used to W/D a student who does not meet 5th year or TCP benefits.
 Only select schools use these codes. Action to be taken is the same for both and there is no need to differentiate.

Codes To Use Instead

• FT, TT, HT

LD

TV

Codes To Be Removed

To Be Removed

- PF, PT, PH
 - Action to be taken is same for both situations and there is no need to differentiate
- ST, SH, SL
 - Student Payment amount entered by school for Graduating Seniors last Cal Grant Payment. Enrollment status does not need to be identified. Student can be paid up to the maximum remaining eligibility
- RF, RT, RH
 - Revised need is no longer being reported on the Cal Grant Roster

Codes To Use Instead

• FT, TT, HT

• SR

No Code Used

All Available Codes (Proposed)

- FT- Full Time
- TT- ¾ Time
- HT- Half Time
- SR- Grad Senior
- OF- Outside Fund (FT)
- OH- Outside Fund (HT)
- OT- Outside Fund (TT)
- LA- Leave of Absence
- LH- Less than ½ Time

- FI- File Incomplete
- IA- Inelig. Cal Grant A
- IB- Inelig. Cal Grant B
- IC- Inelig. Cal Grant C
- IT- Inelig. Transfer Ent.
- LD- In Loan Default
- TV- Inelig. TCP/5th Yr.
- NP- Not Maintaining SAP
- NS- Reverse Payment

New Codes

New Codes – anticipated by end of January

Removed Codes – start of 2014-15 roster to slowly phase out and disable codes

CASH MANAGEMENT AND DISBURSEMENT

GET THAT MONEY!!!

Cal Grant Term Advance

 CSAC will send a Cal Grant Advance payment at the start of each term.

- Currently, the Commission will be multiplying the previous year's reconciled term amount by 25 to 50 percent to determine the advance amount.
- Institutions may receive supplemental disbursements within a week of the term advance by immediately reconciling eligible payments in WebGrants.

Cal Grant Advance

- For the 2012/13 AY, a college reconciled
 - o \$150,000 in Fall 2012
 - o \$130,000 in Spring 2013
- In August of 2013 (start of the 2013-14 AY),
 CSAC sends a Fall Term Advance
 - Fall Advance in the amount of \$75,000
- In January of 2014 (start of the Spring 13/14 Sem.), CSAC sends a Spring Term Advance
 - Spring advance in the amount of \$65,000

Cal Grant Supplemental Payments

 Institutions will post student payments in WebGrants, and use their Term Advance to pay students.

 Additional Funds are sent to institutions if needed on a weekly basis.

 Unused funds will be invoiced at the close of the Academic Year.

 The 2012/13 AY closed December 11. Invoices will be sent in January.

Working the Roster

- Additional funds will be sent if justifying payments are reported
- Use school records to verify the accuracy of information reported to the Commission
- Determine eligibility and update system in a timely manner
- CSAC School help line: (888) 294-0153

Weekly Processing

- The Commission processes school submitted payment transactions on a weekly basis.
- If a school has reported transactions during a week, the school will receive a report of all accepted and/or rejected transactions
 -PAY STAT - "AP" (Accepted Payment)
- All rejected transactions must be corrected by the school and reported to the Commission again

Accept/Reject Report

- Weekly report of accepted and rejected processed transactions
- Use it to resolve rejected transactions
- Divided into two sections:
 - Rejected transactions with reason code
 - Accepted transactions with transaction details

Weekly Processing

- Compares the dollar amount of all the accepted transactions for a school to the dollar amount in the school's grant account
- Reconciled Payments
 - PAY STAT changes from "AP" to "RP" (Reconciled Payment)
- Additional funds sent via EFT

Payment Activity Report

- Use report to track balances
- Detail and summary of the institution's:
 - Term advances;
 - Accepted and reconciled payment transactions;
 and
 - Cal Grant fund balance.
- Semi-monthly report
- Divided into two sections:
 - Accounting Summary
 - Payment Transaction Summary

GET INVOLVED

GET THAT MONEY!!!

List Serve Subscription

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High School Professionals (HSP) - WebGrants Updates - High (GPA Verification Forms and School (Announcements, System Status Updates) Status Updates)				
Information Technology Updates and Technical System Information				
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▼ Other Events	Торгс	Funciac	
Dec 11, 2013 10:00 am	2014-15 CA Dream Act Overview: High School Counselors		
Dec 11, 2013 2:00 pm	GPA Submission Training - Non-SSN	<u></u> <u>Register</u>	
Dec 12, 2013 2:00 pm	2014-15 CA Dream Act Overview: Financial Aid Administrators	<u></u> Register	
Dec 12, 2013 2:00 pm	Customizing Cal Grant Roster & Reconciliation Reports	<u></u> Register	
Dec 16, 2013 10:00 am	2014-15 CA Dream Act Overview: High School Counselors	<u> </u>	
Dec 19, 2013 2:00 pm	2014-15 CA Dream Act Overview: Financial Aid Administrators	<u> </u>	
Jan 8, 2014 2:00 pm	2014-15 CA Dream Act Overview: Financial Aid Administrators	<u> </u>	
Jan 8, 2014 2:00 pm	GPA Submission Training - SSN	<u></u> Register	
Jan 9, 2014 2:00 pm	2014-15 CA Dream Act Overview: High School Counselors	<u> </u>	
Jan 14, 2014 2:00 pm	2014-15 CA Dream Act Overview: High School Counselors	<u> </u>	

Host Log In

Advisory Workgroups

- Sign up for a Commission Advisory Workgroup and provide your input!
 - ❖ WebGrants Payment Codes Review Workgroup: Contact Jeana Maduli at <u>JMaduli@csac.ca.gov</u>
 - Student Communications & WebGrants Messaging Workgroup: Contact Linda Brown LBrown@csac.ca.gov
 - Competitive Scoring and Selection Criteria Workgroup:

Contact Kurt Zimmer <u>KZimmer@csac.ca.gov</u> or Cheryl Phelps <u>CPhelps@csac.ca.gov</u>

Advisory Workgroups

- The Cal Grant C Advisory Committee will look at scoring, recent and upcoming statutory changes to selection criteria, and improving award utilization. Contact Lori Nezhura at LNezhura@csac.ca.gov.
- The Financial Aid Debit Card Advisory Committee will look at the use of debit cards, the impact to students, and the best practices for campuses using debit cards. Contact Bryan Dickason at BryanD@csac.ca.gov.
- The Competitive Program Leaves of Absence Advisory Committee will review the current leaves of absence process to determine whether or not to continue deferral of payments. Contact Tae Kang at TKang@csac.ca.gov.

Upcoming for 2014

- **2014-15 Dream Act Application** releasing on January 6, 2014. Attend our Dream Act Session!
- Middle Class Scholarship Program CSAC continues to work with UC & CSU Staff to coordinate the initial year of scholarship program for the 2014-15 academic year
- Enrollment Files CSAC may request enrollment files from Cal Grant participating institutions to increase award utilization, student communication and data matching for Cal Grant consideration

Thank You for Attending! Enjoy the rest of the conference

Contact us at

888-294-0153

schoolsupport@csac.ca.gov