California Student Aid Commission

CC New Directors Training

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Update:
Cal Grant IPA
Dream Act Application Processing
Using WebGrants for the Dream Act
Paying Dream Act Students
Dream Act Verification
Cal Grant Best Practices
CG Application and Processing Timeline
Important Processes to Manage

Institutional Participation Agreement (IPA)
Institutional Participation Agreement (IPA)

- The IPA is the contract between a school and CSAC.
- This document outlines school responsibilities.
- The IPA specifies the requirements for institutional participation in the Cal Grant Programs.
- Read it.

Institutional Participation Agreement

- IPA covers 2012-2016 Academic Year’s.
- Make sure you have current copy in file.
- Important sections:
  - High School Graduation Confirmation
  - All Cal Grant accounts must be interest-bearing
  - Term Reconciliation
  - Final Reconciliation
  - Residency Determinations

High School Graduation Confirmation

- The Commission will act as the primary repository of high school graduation confirmation information.
- Institutions are still required to resolve conflicting information.

"Act as the central repository of high school graduation confirmation received from a variety of sources, placing all new high school Entitlement participants on hold until receipt of confirmation that the student is, in fact, a high school graduate or the equivalent. (This does not absolve institutions of the requirement under Article IV, A to resolve conflicting information.)"
All Cal Grant Accounts Must be Interest-Bearing

- Interest bearing separate accounts or commingled accounts and all interest returns to the Commission
- Separate accounting ledger for Cal Grant funds

"The Institution agrees that all Cal Grant funds, including term advances transferred by the Commission pursuant to CEC 64323.8, constitute State funds, owned by the State, and held in trust for the State, until the funds are withdrawn to be paid as an award for an eligible Cal Grant recipient or as otherwise directed by the Commission."

Institutional Participation Agreement
Article III.D

Term Reconciliation

- Payments for each term must be reconciled no later than sixty (60) days following the end of that term.
- Institutions may make adjustments or payments after that date

"Institutions are required to reconcile payments no later than sixty (60) days after the end of the term. Term reconciliation does not preclude adjustments or payments after that date."

Institutional Participation Agreement
Article IV.C.2

Final Reconciliation deadline – December 31

- Commission will invoice school for funds due
- Pay invoice within 30 days
- Penalty letters will commence after invoice deadline

"Reconcile all Cal Grant funds received and disbursed by the Institution no later than December 31 following the award year (e.g., December 31, 2010, for the 2009-10 award year) or an earlier final processing date in December as authorized by the Commission. The Institution must report adjusted payment transactions for payment transactions previously reported in error."

Institutional Participation Agreement
Article IV.C.3
IPA Questions?

- If you have any questions regarding the IPA, contact the Commission at:

  California Student Aid Commission
  P.O. Box 419028
  Rancho Cordova, CA 95741-9028

  Devin Spurling
  (916) 464-8273
  dspurlin@csac.ca.gov

Dream Act Application Processing

Which Application to Use?

- FAFSA
  - Citizens
  - Eligible non-citizens
  - Must have SSN
  - Not Visa Holders
    Except “T” Visa

- Can include AB 540 Eligible
FAFSA or Dream Application?

- Dream Act Application
  - AB 540 eligible undocumented
  - AB 540 with DACA SSN
- Not Visa Holders
  - Except "U" Visa

3 Types of Social Security Cards

How do I apply?

California Dream Act Application
Welcome

Completion of the Dream Act Application is required to determine eligibility
for California student financial aid for AB540 eligible students. Your
application will be processed by the California Student Aid Commission.

The following questions will determine whether this is the best financial
aid application for you or whether you should fill out the Federal FAFSA
application.

Do you have a social security number?  
Yes  No

Did you obtain your social security number after the U.S.
Citizenship and Immigration Services (USCIS) granted you
Deferred Action status and you received an Employment
Authorization Card?

Deferred Action refers to Deferred Action for Childhood Arrivals (DACA). More
information on DACA can be found on USCIS website:
http://www.uscis.gov/iom/deferred-action-
students/consideration-deferred-action-childhood-arrivals-protection-
act
AB 540 Qualifications?

- The California Dream Act Application is for students who meet the qualifications of AB 540
- An eligible AB 540 student is a student who:
  - Attended a CA high school for 3+ years
  - Graduated from a CA high school or the equivalent
  - Enrolls in an accredited CA college or university
  - In case of student without lawful immigration status, filed an affidavit with institution stating that he/she has filed an application to legalize status or will file as soon as he or she is eligible

AB 540 students may include:

- Undocumented students
- Students who are U.S. citizens, but who are not residents of California
- Usually dependent students whose parents are not residents of California

California higher education institutions are responsible to certify student AB 540 eligibility

AB 540 Students are not:

- Students with a Non-immigrant Visa status
  - Non-immigrants, as defined by federal immigration law, may hold one of the following visas: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, TN, TD, V, TROV and NATO
- Students "home-schooled" by a parent who does not hold a CA teacher credential
  - A home school does not meet the definition of a "high school in California" as it applies to this exemption eligibility
  - A student schooled at home by a credentialed parent teacher may meet the definition of a private high school
**AB 540 Students are not:**

- Students living out-of-state and enrolling in a private California "internet high school"
  - Course work completed via a distance learning or a correspondence program, does not meet the definition of a "High school in California" as it applies to AB 540 and AB131

**Important Information for AB 540 Students**

Males 18 to 25 must register with Selective Service for Cal Grant and other state aid

- Do not need an SSN to register
- Get registration form at U.S. Post office, or download at caldreamact.org
- Complete, sign and mail
- Selective Service does not share data

**Important Information for AB 540 Students**

Students and parents residing in the United States must file US tax returns, if they meet the earning threshold

- Many Dream Applicants for 2013-14 did file returns (with ITIN) and pay taxes
- Tax returns may be required by college/university if selected for verification
- The IRS does not share data
Non-SSN GPA Submission

- Matching of GPAs to applications is done using other application elements - up to 20 elements
- Name, Address, Phone, DOB, email, SSID
- Necessary since dreamers may not have an SSN
- CSAC uses CC GPAs for Transfer Entitlement

Non-SSN GPA Submission

- Contact School Support Branch for non-SSN record layout
  - School Support (888) 294-0153
  - schoolsupport@csac.ca.gov

Using WebGrants for the Dream Act
Using WebGrants for the Dream Act

California Student Aid Commission (CSAC)
WebGrants System

Welcome! CSAC
To the CSAC Portal Menu:
You can be any user by going to the user menu at the top.
Number of total students since your last login:

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

Financial Aid
WebGrants
User Administration
CA Dream Act

Report Download
- To download or display a report or data file, click the "Download" button.
- All data columns can be sorted in ascending or descending order by clicking on the title column headings.
- To print two reports, select "Print" for the report and "Data File for Media Type" for the second report.
- To download the data file, select "Save File for Media Type" and the download file column will appear.

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<table>
<thead>
<tr>
<th>Serial #</th>
<th>Type</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Grade Level</th>
<th>State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Freshman</td>
<td>John Doe</td>
<td>123456789</td>
<td>10</td>
<td>CA</td>
</tr>
<tr>
<td>2</td>
<td>Sophomore</td>
<td>Jane Smith</td>
<td>987654321</td>
<td>11</td>
<td>CA</td>
</tr>
<tr>
<td>3</td>
<td>Junior</td>
<td>Michael Johnson</td>
<td>897654321</td>
<td>12</td>
<td>CA</td>
</tr>
<tr>
<td>4</td>
<td>Senior</td>
<td>Sarah Brown</td>
<td>765432109</td>
<td>13</td>
<td>CA</td>
</tr>
</tbody>
</table>

**Note:**
- Serial #: Unique identifier for each student.
- Type: Class level (Freshman, Sophomore, Junior, Senior).
- Student Name: First and last name of the student.
- Student ID: Permanent identification number.
- Grade Level: Current academic level.
- State Code: Jurisdictional code for the student's state.
Paying Dream Act Students

Paying students with no SSNs

- Some disbursement systems have been set up without thought about disbursement for students with no SSNs
- Some districts worked with their disbursement agent to provide lists of Dreamers so checks could be produced.
- At one college the funds for Dreamers were issued by the business office and could be cashed, if needed, at the campus book store.
Paying students with no SSNs

- What banks or credit unions near your institution will cash checks drawn for undocumented students?
- Do you have a list of these institutions available?

Dream Act Verification

Who is selected for Verification?

- For the 2013-14 year, CSAC performed a random selection of completed applications.
- Completed means the application version has an EFC and all required signatures.
- 20% of all records are flagged for verification but only students who are Cal Grant eligible need to be verified.
Which data elements have to be verified?

- Required verification elements will be the same as those in the federal V1 verification group
- Process to verify non-tax filers is the same as with FAFSA verification.
- Selective Service registration must be verified for males, 18 to 25.
- Only selected Cal Grant participants need to be verified

Required Policies and Procedures

- A school must have written policies on:
  - the time period in which students must submit verification documentation,
  - the consequences for failing to submit those documents on time,
  - the method you will use to notify students if their California State aid amounts change,
  - the procedures you or students will follow to correct Dream Application data,
  - the procedure you will follow to refer a student to the State Attorney General.
- Can add to existing federal policies

Cal Grant Best Practices
Best Practice

- Check Accept/Reject Report each Monday
- Make sure that rejected transactions are addressed.
- If not Monday, then definitely before the end of the week.

Best Practice

- Review Monthly Payment Activity each Monday
- To see campus Cal Grant cash flow
- Share with business office, district office, etc.

WebGrants Account Management

- All accounts expire annually
- Access should be granted as job requires, and pulled when no longer needed
- System Administrators still manage their local accounts, but must ensure annual InfoSec training before creating/renewing accounts
- Training provided by CSAC on WebGrants Help page
Contact Information
School Support Services Branch
California Student Aid Commission
(888) 294-0153
schoolsupport@csac.ca.gov

Cal Grant Application and Processing Timeline

- September of prior year
  - March 2 GPA Verification download opens
- October
  - Transfer Entitlement enrollment data Operations Memo
- December
  - Complete College Cost Estimate on WebGrants
- January – March 2
  - Prepare and send GPA File
    - File Layout available on WebGrants
    - Prepare after fall grades post
Cal Grant Timeline

- **Late January** – First Entitlement Awards offered
  - First new recipient rosters available
  - Posted weekly thereafter
- **March 2** – First Cal Grant Deadline
- **March 15 (Approx)** – deadline for CCs to submit winter and spring enrollment files
- **April 1** – Approximate “final” drawdown
  - All ISIR corrections for Competitive Cal Grant applicants must be in
- **May – June** – WebGrants allows HS Graduation Confirmation

Cal Grant Timeline

- **June 15** – Cal Grant C Supplement Deadline
  - Download Cal Grant C Supplement Recipient Roster
  - Award rate is very high, up to 33%
- **June** – Sept 2 Enrollment Data Operations Memo
- **August** – Fall Advances sent from State Controller’s Office
  - Could be later in late budget years
- **August** – Prepare and send C2 GPA file.
  - File Layout available on WebGrants
  - Prepare after summer grades post

Cal Grant Timeline

- **September 2** – CCC Competitive Cal Grant deadline
- **September 10** – Deadline to submit CCC Enrollment Data File (or Sept. 17)
- **September 22 (approx.)** – Final Drawdown of ISIRs
  - Last chance for income or other corrections
- **October 1** - Awards made
Important Processes to Manage

Unclaimed Awards Report

- School receives list of eligible students who have not been paid
  - Are they attending?
  - Did they never supply verification documents?
  - Are they on a leave?
  - Could they be paid?

Cal Grant C Supplement list

- Cal Grant C Supplement list
  - List of Students who have potential Cal Grant C eligibility
  - To go further, students would have to use WebGrants4Students to complete the Cal Grant C supplement
School Change Upload

- Follow up with a school change and you can maximize the students you can serve.
- The file layout is on the WebGrants Help menu

Decreasing the EL

- Decreasing a student’s Grade Level (EL) ultimately gives the student more years of eligibility
- Should be in sync with your loan grade level determination

Advising Students About Remaining Program Eligibility

Should we warn students that they may be using up all of their Cal Grant payment eligibility?

- Web Grants will accept four years of CC disbursements
- Preserve student’s payment eligibility % with leave of absence if student requests