

APPENDIX 5

Analysis of Administrative Steps

CSAC CAL GRANT AND COLLEGE FINANCIAL AID PROCESS

WHO	WHAT	HOW	WHEN
Student	Files FAFSA and submits to Central Processing System (CPS). Requires FSA ID or paper signature.	Online or by paper to CPS	<ul style="list-style-type: none"> Oct 1 to Mar 2. Oct 1 to Sep 2 for C2 Competitive.
AB 540 student	AB 540 students complete the California Dream Act Application (CADA) and submits to CSAC.	Online to WebGrants or paper to CSAC	<ul style="list-style-type: none"> No deadline and no GPA for Renewal. CADA is available after Jan 1.
CPS	Sends Student Aid Report (SAR) to student. Lists FAFSA data, EFC, Verification selection, Pell Grant and Loan eligibility, and if EFC not calculated due to missing data.	Email or paper	<ul style="list-style-type: none"> 1-3 days if online. 3-5 days if by paper and has email. 3 weeks if by paper and no email.
CPS	Sends Institutional Student Information Record (ISIR) to colleges. (<i>See College Process</i>).	Electronic file	1-3 days after FAFSA submitted.
CSAC PROCESS			
WHO	WHAT	HOW	WHEN
CPS	Sends ISIR to CSAC if CA address or CA college listed.	Electronic file	1-3 days after FAFSA submitted
CSAC	Loads ISIR data into Grant Delivery System (GDS).	GDS	Oct; daily
CSAC	Loads CADA data into GDS; runs CADA process to calculate EFC; selects students for verification.	Keyed in WebGrants or online	Jan; daily
CSAC	For CADA, sends California ISIR (CA ISIR) to colleges.	WebGrants	1-3 days after CADA submitted; daily
High School	Sends GPA data to CSAC for graduating seniors. Encouraged to include seniors graduated one year out.	Keyed in WebGrants or electronic file or paper	Begins May of junior year until Mar 2
CSAC	Sends GPA Accepted/Rejected Report to HS.	WebGrants	After GPA reported
High School	Works GPA Rejected Report, makes corrections and resubmits to CSAC.	Keyed in WebGrants or electronic file or paper	After GPA Accept/Reject Report
College	Can send GPA Verification data to CSAC for their students. 3 GPA Types: Reestablished, Community College, College	Keyed in WebGrants or electronic file or paper	Prior to Mar 2; CC has second cycle prior to Sep 2.

College	Updates College Cost Estimate on WebGrants.	Keyed in WebGrants	Oct, prior to CSAC Awarding process
CSAC	Matches ISIR and CA ISIR with GPA by using demographics since GPA does not have SSN.	Keyed in WebGrants or electronic file, GDS	Oct; daily
CSAC	After ISIR (and CA ISIR) and GPA matched, creates FA record on GDS and begins Cal Grant Awarding process. Middle Class Scholarship (MCS), Cal Grant C, and Renewal Grants do not require GPA.	GDS	Oct to Mar; Oct to Sep for C2 Competitive; ongoing process until Dec of following year
CSAC	<u>CSAC Cal Grant Awards:</u> E1 = High School Entitlement Mar 2 E2 = Community College Transfer Entitlement Mar 2 C1 = Competitive Mar 2 C = Cal Grant C Mar 2 C2 = Competitive Sept 2 MCS = Middle Class Scholarship Mar 2 <i>Note: MCS is a Specialized Program</i>	GDS	Oct 1; daily
CSAC	Application period opens, run E1 Entitlement award cycle	GDS, WebGrants	Oct 1; daily
CSAC	Reviews for New Cal Grant eligibility from ISIR and GPA including: <ul style="list-style-type: none"> • US Citizen/eligible noncitizen • Selective Service • Not in default on Title IV loan or owe refund • CA resident • No prior bachelor's degree • Enrolled in an eligible program • Income and asset ceilings • Financial need • GPA 	GDS	Oct 1; daily
CSAC	Reviews CADA Cal Grant eligibility similar to regular process using CADA data and CA ISIR.	GDS	Jan 1 after CADA is processed; daily
CSAC	Sends California Aid Report (CAR) to student, sends E1 preliminary Cal Grant notice if awarded, includes eligibility for Pell Grant.	Email	Oct; 1-3 days after E1 cycle; daily
CSAC	Notifies college of Cal Grant Award on Cal Grant Roster. Once awarded, no longer evaluates subsequent ISIRs for any changes to FAFSA.	WebGrants	<u>Cal Grant Roster:</u> Jan for E1 Apr for E2 Apr for MCS? May for C Jun for C1 Jul for Renewals Oct for C2
CSAC	Notifies student they must select college.	Email	Feb

Student	Reports changes through WebGrants or paper forms.	WebGrants or paper	Feb; daily
CSAC	Processes changes from college as a result of the college financial aid and verification process from Grant Change Roster or paper.	GDS; Keyed in WebGrants or electronic file	Feb; daily
CSAC	Notifies colleges and students of changes to Cal Grant Award from college financial aid process.	WebGrants	Feb; daily
CSAC	Mar 2 Application closes; Run E2 Transfer Entitlement cycle.	GDS	Mar 2
CSAC	Reviews for E2 Transfer Entitlement eligibility from ISIR including: <ul style="list-style-type: none"> • US Citizen/eligible noncitizen • Selective Service • Not in default on Title IV loan or owe refund • CA resident • No prior bachelor's degree • Enrolled in an eligible program • Income and asset ceilings • Financial need • GPA 	GDS	Mar
CSAC	Sends G-6 Transfer Entitlement Forms to E2 students.	Mail paper	Mar
CSAC	Mar 2 MCS Application closes; Run MCS award process. Reviews MCS students for eligibility, including: <ul style="list-style-type: none"> • Attending CSU or UC • Income and asset ceilings 	GDS	Mar
CSAC	Sends MCS award notices to students and college.	WebGrants	Mar
Student	Returns G-6 Transfer Entitlement Form to CSAC.	Mail paper	Apr, daily
CSAC	Keys G-6 Transfer Entitlement forms to review and makes E2 awards: <ul style="list-style-type: none"> • Graduated from CA High School after June 30, 2000 and were CA resident when they graduated from HS • Transferring from CC to 4-year university with no break in attendance 	GDS	Apr, daily
CSAC	Sends E2 Transfer Entitlement Award notices to students and college	WebGrants	Apr
CSAC	Run C1 Competitive Scoring Matrix. Run C1 award cycle. Reviews for C1 eligibility from ISIR and GPA including: <ul style="list-style-type: none"> • US Citizen/eligible noncitizen 	GDS	May

	<ul style="list-style-type: none"> • Selective Service • Not in default on Title IV loan or owe refund • CA resident • No prior bachelor's degree • Enrolled in an eligible program • Income and asset ceilings • Financial need • GPA 		
CSAC	Sends C1 Competitive Award notices to students and colleges.	WebGrants	May
CSAC	Cal Grant C cycle begins, notifies students of possible eligibility, sends student Cal Grant C Supplement Form.	Mail paper	May
Student	Returns Cal Grant C Supplement Form to CSAC.	Mail paper	May
CSAC	Keys Cal Grant C Supplement and makes awards.	GDS	May
CSAC	Sends Cal Grant C notices to students and college.	WebGrants	May
CSAC	Notifies student to confirm HS graduation	Email	May
Student	Confirms High School graduation.	WebGrants for Students	Jun
High School	Confirms High School graduation.	Keyed in WebGrants or electronic file	Jun
CSAC	Confirms HS graduation if not reported with CA Department of Education (CDE).	With CDE	Jun
CSAC	Keys Cal C Supplement, runs cycle, notifies students and colleges of Cal Grant C Award.	GDS, WebGrants	Jun
Student	Sends form to CSAC if awarded Cal Grant and transferring to eligible Cal Grant college.	Paper form	Jun
CSAC	Renewal Cal Grant cycle begins. Reviews for Renewal eligibility including: <ul style="list-style-type: none"> • CA resident • Have at least 10% remaining eligibility • Have valid transaction for each term of the prior year 	GDS	Jul; weekly
CSAC	Send Renewal Cal Grant notices to students and colleges.	WebGrants	Jul; weekly
CSAC	Send Fall Advance to college, 95% of prior Fall reconciliation.	EFT or paper check	Aug
CSAC	Process Cal Grant Roster data from college.	GDS	After data is submitted; daily

CSAC	Process Payment Codes from college. Once payment and adjustment codes are accepted, Payment Status code will reflect AP (Accepted Payment) or AA (Accepted Adjustment).	GDS	After data is submitted; daily
CSAC	Process Payment Cycle. Over weekend, AP and AA will change to RP (Reconciled Payment) or RA (Reconciled Adjustment).	GDS	Weekend process
CSAC	Send Monthly Payment Activity Report to College.	GDS, WebGrants	Aug and monthly process
CSAC	If supplemental funds needed, send Supplemental Payment to college.	EFT or paper check	Aug, after payment cycle, weekly
CSAC	C2 Competitive CC application closes.	GDS	Sep 2
CSAC	Receives enrollment file and GPA file from Community College.	Electronic, GDS	Sep
CSAC	C2 Competitive award cycle run. Send C2 award notice to students and Community College.	GDS, WebGrants	Oct
CSAC	Notifies colleges of year end and deadline to report payments for prior award year.	Email by memos	Sep
CSAC	New award year application period opens; first E1 awards made; first E1 notices sent; E1 runs weekly until next year December.	GDS, WebGrants	Oct 1; daily
CSAC	Notifies colleges payment deadline, review year end reconciliation for prior award year.	Email by memos	Oct
CSAC	Notifies students when Cal Grant A Reserve is coming to end.	Email	Nov
CSAC	GPA collection begins for new award year.	GDS	Nov
CSAC	End of year closeout for prior year, notifies colleges of final invoice if schools pay more than was accepted through reconciliation; conclude Entitlement and Renewal cycle.	GDS, Paper with invoice	Dec
CSAC	Sends invoices to colleges, with payments due by January.	Paper invoice	Jan
CSAC	Final closeout activities.	GDS	Feb
COLLEGE PROCESS			
WHO	WHAT	HOW	WHEN
College	Loads ISIR and CA ISIR data into their computer system. <i>Note: Colleges do not have a uniform timeframe due to FAM software updates and institutional policies.</i>	Electronic file to college Financial Aid Management (FAM) system	Jan 1, after FAM system is updated; daily
College	Sends student information regarding FAFSA and CADA receipt and next steps.	Email	After FAM updated; daily

College	<p>Reviews for new Cal Grant Eligibility requirements in addition to other federal requirements:</p> <ul style="list-style-type: none"> ● CA Resident or AB 540 eligible ● US Citizen or eligible non-citizen or AB 540 eligible ● Selective Service for males ● Not have earned a bachelor's degree ● Not be in grant repayment or in default on a student loan ● Not be incarcerated ● Enrolled at least half-time ● Maintain Satisfactory Academic Progress (SAP) ● Has financial need ● Meets Income and Asset requirements ● If Transfer Entitlement Award, meets all requirements <ul style="list-style-type: none"> ○ Graduated from CA High School after June 30, 2000 and were CA resident when they graduated from HS ○ Transferring from CCC to 4-year university with no break in attendance 	College FAM and WebGrants	<p>After FAM updated, and CA ISIR received, and Cal Grant Roster available; daily</p> <p><u>Cal Grant Rosters:</u> Jan for E1 Apr for E2 Apr for MCS? May for C Jun for C1 Jul for Renewals Oct for C2</p>
College	<p>Reviews CADA Cal Grant students for eligibility requirements and those selected for Verification including:</p> <ul style="list-style-type: none"> ● IRS Tax Transcripts ● Proof of income if IRS Tax return not filed ● Enrollment in eligible course of study ● Enrollment status 	College FAM and WebGrants	Jan 1, after FAM updated, CA ISIR received, and Cal Grant Roster available; daily
UC and CSU	<p>Reviews MCS students for eligibility, including:</p> <ul style="list-style-type: none"> ● Income and assets below ceilings ● Are receiving less than 40% of their mandatory statewide fees in federal or institutional aid 	WebGrants and FAM	Apr?, after FAM updated, CA ISIR received, and Cal Grant Roster available; daily
College	<p>Reviews Cal Grant C Roster for eligibility including:</p> <ul style="list-style-type: none"> ● Enrolled in vocational, occupational, or technical program 	WebGrants and FAM	May, after FAM updated, and CA ISIR received, and Cal Grant Roster available; daily

College	Notifies students what documents and other requirements are needed for federal and state aid.	Email	Mar, after FAM updated; daily
Student	Submits college's request for documents and other requirements.	College FAM, Email, mail, in person, and/or faxes.	Mar, after FAM updated; daily
College	Reviews documents and other requirements from student for acceptability.	College FAM	Mar, after FAM updated; daily
College	Sends FAFSA corrections to CPS. (Same process as FAFSA; CPS will send student SAR and college ISIR).	College FAM, electronic file to CPS	Mar, after FAM updated; daily
College	Loads correction ISIR, review results for accuracy, request documents to resolve conflicting data. Reiterative process until no changes are required.	College FAM	Mar, after FAM updated, after correction ISIR received; daily
College	Report corrections to CSAC on Grant Record Change Screen or paper (G-21 Form).	Keyed in WebGrants or paper	Apr, after ISIR corrections and Cal Grant Roster is received; daily
College	Report Education Level (EL) to CSAC. EL 1 = 1 – 29 units EL 2 = 30 – 59 units EL 3 = 60 – 89 units EL 4 = 90 – 120 units	Keyed inn WebGrants or electronic file	Apr, after ISIR and Cal Grant Roster is received; daily
College	Reviews financial aid award and COA components including living and enrollment status, EFC and Financial Need.	College FAM	Apr, after FAM updated; daily
College	Reviews and updates Funds Management for awards, coordinates funds with institutional, federal, and state sources with Business Office	College FAM, federal and state systems (COD, G-5, WebGrants)	Apr, after FAM updated; daily
College	Packages aid according to institutional, federal and state policies. Some colleges can send preliminary award letters prior to verification completion.	College FAM	Apr, after FAM updated; daily
College	Notifies students of awards with preliminary or official Award Letter.	Email or college portal	Apr, after FAM updated; daily. Some colleges can send early award letters.
College	Adjusts award packages new awards or eligibility changes and notifies student. Cannot receive more than 1 award restricted to tuition and fees.	Email or college portal	Apr, after FAM updated; daily
College	Reviews for Renewal Cal Grant Eligibility in addition to other federal requirements <ul style="list-style-type: none"> ● CA resident: ● Attend at least half-time ● Meet SAP 	College FAM and WebGrants	Jul, after FAM updated, ISIR and CA ISIR received, and Cal Grant Roster available; daily

	<ul style="list-style-type: none"> • Meet income and asset thresholds • Meet financial need requirements • Meet minimum award need criteria • Have at least 10% remaining eligibility • Have valid transaction for each term of the prior year 		
College	Transmits data to Common Origination and Disbursement (COD) system for federal Pell Grant and Student Loan funding	College FAM electronic file to COD	Summer; daily
COD and G-5	Processes COD data and updates COD and makes funds available through G-5 federal payment system.	COD electronic files to college FAM	1-2 days; daily
College	Financial Aid and Business Office review COD and G-5 system for federal funding.	COD, G-5, and college FAM	Prior to Fall term; daily
College	Perform monthly reconciliation for federal aid programs.	COD and college FAM	Aug; monthly
College	Receives Cal Grant Fall Advance, 95% of prior Fall reconciliation. Deposit funds in interest bearing account and monitor interest to return to CSAC.	EFT to college bank account or paper check	Aug; monitor interest earnings
College	Makes Cal Grant and financial aid disbursements to students.	Applies tuition fee amounts, disburses refunds to students	Beginning of Fall term; weekly
College	Reports Cal Grant Payment Activity to report payments and obtain additional Cal Grant funds.	Keyed in WebGrants or electronic file	Aug; weekly
College	Reviews Accept/Reject Payment reports. If rejected, update and transmit corrections, and monitor for Accept/Reject reports.	Keyed in WebGrants or electronic file	Aug; weekly
College	Adjusts amounts for students not attending full-time, prorates award and adjust financial aid packages. FT = Full Time (12 or more units) TT = Three quarter Time (9 – 11 units) HT = Half Time (6 – 8 units)	Keyed in WebGrants or electronic file	Aug, weekly
College	Reviews Monthly Payment Activity Report for reconciliation.	Keyed in WebGrants or electronic file	Aug, monthly
College	Monitor student awards for any changes including withdraw and calculate return funds for federal and state aid.	FAM, COD, Keyed in WebGrants	Aug, weekly
Community College	Sends enrollment data and GPA data for C2 Competitive cycle.	Electronic file in WebGrants	Sep
College	Works with US Department of Education (ED) and FAM vendors to prepare for new aid year cycle.	ED and FAM Vendors	According to ED system update calendar for new

			award year and FAFSA on Oct 1.
College	Works to complete all roster payment adjustments and corrections prior to September 30 for prior award year.	Keyed in WebGrants or electronic file	Prior to Sep 30 deadline
College	Works to close out reconciliation for prior award year. Sends check invoice amount to CSAC if required.	Paper check to CSAC	30 days after invoice
College	Calculates earned interest and sends check to CSAC for prior award year.	Paper check to CSAC	Mar 1

CHAFEE GRANT PROCESS

WHO	WHAT	HOW	WHEN
Student	Files FAFSA and submits to Central Processing System (CPS). Requires FSA ID or paper signature.	Online or by paper to CPS	<ul style="list-style-type: none"> Oct 1, no deadline.
AB 540 student	<p>AB 540 students complete the California Dream Act Application (CADA) and submits to CSAC.</p> <p>Same process as Cal Grant and College process</p>	Online in WebGrants or paper to CSAC	<ul style="list-style-type: none"> CADA is available after Jan 1.
Student	Submits Chafee Grant Application to CSAC. Renewals do not need a subsequent Chafee Grant Application.	Online in WebGrants or paper	?
CSAC	<p>Reviews Chafee Grant eligibility including:</p> <ul style="list-style-type: none"> CA Resident Financial Need <p>Priority awarding criteria:</p> <ul style="list-style-type: none"> Paid Renewal students not reached 23 years as of July 1 New and non-paid renewal students who will be 22 years as of July 1 New and non-paid renewal students who have dependents New and non-paid renewal students who have an unmet need of \$5,000 or more New and non-paid renewal students who have unmet need of less than \$5,000. 	GDS	After Chafee Grant Application received
CSAC	Verifies Foster Youth status with CA Dept. of Social Services (CDSS)	Electronic file?	After Chafee Grant Application is received
Student	If CDSS does not verify Foster Youth status, completes Foster Care	Paper form	After review with CDSS and no match

	Eligibility Certification Form to get certified by county. Sends to CSAC		
CSAC	Processes Foster Care Eligibility Certification Form	Keyed in WebGrants	After Foster Care Eligibility Form received
CSAC	Reviews for Eligibility, awards student, notifies student	GDS, email to student	After all above steps completed
CSAC	Sends funds to college		After award is made
College	Reviews for Eligibility: <ul style="list-style-type: none"> ● Enrolled at least half-time ● Enrolled in a program at least one academic year long ● Maintain SAP ● Demonstrate Financial Need May need to adjust previously awarded financial aid.		After notification of award is received
College	Disburses Chafee Grant to student, reports payment to CSAC.	FAM	After funds are received.
College	Reports Chafee payment to CSAC.	WebGrants	After disbursement is made.