

# Chafee Coordinator's Guide



**CSAC**

CALIFORNIA  
**STUDENT AID**  
COMMISSION

California Student Aid Commission

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The Chafee Coordinator's Guide contains essential program information about the California Chafee Grant for Foster Youth and introduces users to the California Student Aid Commission's (Commission) system application, WebGrants. This guide is intended to serve as a resource manual for postsecondary institutions that administer the Chafee Grant program for students.

### **Program Overview**

The Commission administers the Chafee Grant through an interagency partnership with the California Department of Social Services (CDSS). This program, funded by a combination of federal grants and state funds, is subject to annual availability of funds.

The Chafee program is designed for students who are current or former foster youth. Students may qualify for a maximum award of \$5,000 per year for college or career and technical training, not to exceed the cost of attendance at the school in which they are enrolled. In accordance with [California Education Code 69519](#), a student's receipt of a Chafee grant award shall not exceed five years (whether or not consecutive).

Chafee grants can be used at any California postsecondary institution, or out-of-state college that participates in the federal Pell Grant program. The final award amount is based on 1) the cost of attendance (COA), 2) at least half-time enrollment status, 3) Satisfactory Academic Progress (SAP), and 4) financial need. Chafee grants may be used to help pay for child care, transportation and rent while students are in school.

To be eligible for a Chafee Grant, a current or former foster youth must not reach their 26th birthday as of July 1 of the academic year awarded. Additionally, the court must have established state dependency for the student between the ages of 16 and 18. Kin-Gap youth, adopted youth, guardian placements, and voluntary placements are not eligible for Chafee, unless court dependence was established, at any time, between the ages of 16 and 18. A youth who was placed in out-of-home care by a tribe or tribal organization between the ages of 16-18 may also be eligible for the grant. The California Department of Social Services (CDSS) will verify students' foster youth eligibility status. Students who have received a Chafee award may be renewed through their 26th birthday.

### **Institution Requirements**

Pursuant to Assembly Bill 2506, commencing with the 2017-18 award year, qualifying institutions that wish to participate in the Chafee Grant must meet the following requirements:

- Be a Title IV Pell Grant-eligible institution
- Have greater than 30 percent overall graduation rate
- Have less than 15.5 percent three-year cohort loan default rate

Institutions that meet these requirements and wish to obtain access to the Commission's online grant delivery system, WebGrants, may request access. Instructions for requesting WebGrants access are found in the [WebGrants Access](#) section of this guide.

**SB 150** went into effect on January 1, 2020 and allows students to receive Chafee

grants for up to two years before becoming ineligible due to not making Satisfactory Academic Progress (SAP). Colleges are responsible for implementing this provision by adapting their SAP policies accordingly. In addition, SB 150 requires that:

- California Community College (CCC) and California State University (CSU) institutions must provide (and University of California (UC) institutions are requested to provide) all recipients, upon release of the first payment, with information regarding available support services on campus and the process for completing an educational plan.
- After one year of not meeting SAP, students must meet with an appropriate staff member to develop a plan for improving academic progress or update an existing plan in order to receive Chafee funds.
- Returning students who have been disenrolled for at least one term regain eligibility for the Chafee grant.
- Campuses must offer a specific appeal process for students who have lost the Chafee grant due to not making SAP.

### **Participant Requirements**

Applicants must have all of the following documents completed in order to be considered for a Chafee award:

1. Students must complete and file a Free Application for Federal Student Aid (FAFSA), or if applicable, a California Dream Act Application (CADAA) each year.
  - a. Students may submit a FAFSA online at <https://studentaid.gov>. For the Commission to receive the Institutional Student Information Records (ISIR) for students, a student must list a California school, even if they are not attending.
  - b. Undocumented students who meet AB 540 requirements may submit a CADAA online at <https://dream.csac.ca.gov/>. The Commission will assign a CSAC ID and a Dream Act ID. For the Commission to receive the California Institutional Student Information Records (Cal-ISIR) for students, a student must list a California school, even if they are not attending.
  - c. Undocumented students who do not meet AB 540 requirements will need to file a paper FAFSA. The FAFSA must be completed annually for students to receive consideration for the Chafee Grant each academic year.
2. Students must complete the California Chafee Grant for Foster Youth application. This is a one-time requirement. Students may submit a Chafee application at: <https://mygrantinfo.csac.ca.gov/fosteryouthapplication>
3. CDSS must confirm foster youth eligibility. In most cases, CDSS provides this verification electronically. However, students not identified as eligible through the monthly electronic reporting process must complete a Foster Care Eligibility form. The form must be certified by a social worker, Independent Living Program (ILP) coordinator, or juvenile probation worker. This is a one-time requirement. This form is located on the [CSAC Chafee website](#). Once CDSS verifies foster care eligibility, WebGrants and WebGrant4Students are updated.

Students ARE NOT required to:

- Have a Social Security Number
- Meet selective service requirements
- Be clear of loan default or grant over award
- Meet the Ability-to-Benefit requirement
- Be a California resident
- Attend a California school

Eligibility Criteria – Students Must:

- Be a current or former foster youth with court dependence established, at any time, between the ages of 16 and 18
- Not have reached their 26th birthday as of July 1 of the award year
- Have documented financial need
- Enroll in a school that participates in the Pell Grant program
- Be enrolled at least half-time
- Enroll in a program of at least one academic year in length
- Maintain SAP (based on school SAP policy)

Chafee funds can be used at colleges outside of California provided that the foster youth placement was established in California. Out-of-state residents who attend college in California may also be eligible for Chafee.

Priority Selection Criteria

Applications are sorted by the application submission date, and preliminary awards are offered based on the following priority selection criteria:

1. \*Paid renewal students who have not reached their 26th birthday as of July 1st of the award year
2. New and \*\*non-paid renewal students who will be 26 years old as of July 1st of the award year
3. New and non-paid renewal students who have dependents
4. New and non-paid renewal students who have an unmet need of \$5,000 or more
5. New and non-paid renewal students who have an unmet need of less than \$5,000

\* Students who have received a Chafee payment

\*\* Students who have not received a Chafee payment

Once all the requirements are fulfilled, award notifications are sent to Chafee recipients who have been preliminarily awarded. Returned funds will be recycled to other students in accordance with the priority selection criteria on a weekly basis throughout the academic year.

**WebGrants Access**

Institutions must certify student eligibility and request payments per term online via the Payment Roster, using the Commission's online portal, [WebGrants](#). To access this portal, institutions must have an active WebGrants account.

### Existing WebGrants Institutions

Institutions that wish to add a new WebGrants user must contact their campus WebGrants System Administrator (SA). The SA can authorize new users.

### New Chafee Eligible Institutions

Schools that meet the Institutional Requirements to administer the Chafee Grant and wish to gain WebGrants access must request WebGrants User Access Request forms.

To request WebGrants User Access Request forms, email [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) with the following information:

- Institution name
- Federal OPE ID
- Your name, title, email address, and phone number

Once approved by CSAC, a System Administrator at your institution will be assigned to administer Chafee.

## WebGrants Screens and Functions Overview

Institutions that have been granted WebGrants access will have access to the following WebGrants screens:

### Student Application Status

- View student demographics
- View current school of attendance
- View account status and payment history: name of certifying official and date certified

### Student Lookup

- Search for student records by full or partial name; date of birth (DOB); or by partial name and email address

### Institution Reconciliation

- Identify students related to EFT email notification
- Report disbursed and returned EFT funds
- Report disbursed and returned check warrants
- Display content in various formats

### Payment Roster

- Verify unmet need
- Certify student eligibility
- Request payments by term

### Data Transfer

- Access institution Chafee reports

## WebGrants Chafee Grant Menu

Login to WebGrants at <https://webgrants.csac.ca.gov/common/logon.aspx>



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### Sign In

Username

Password

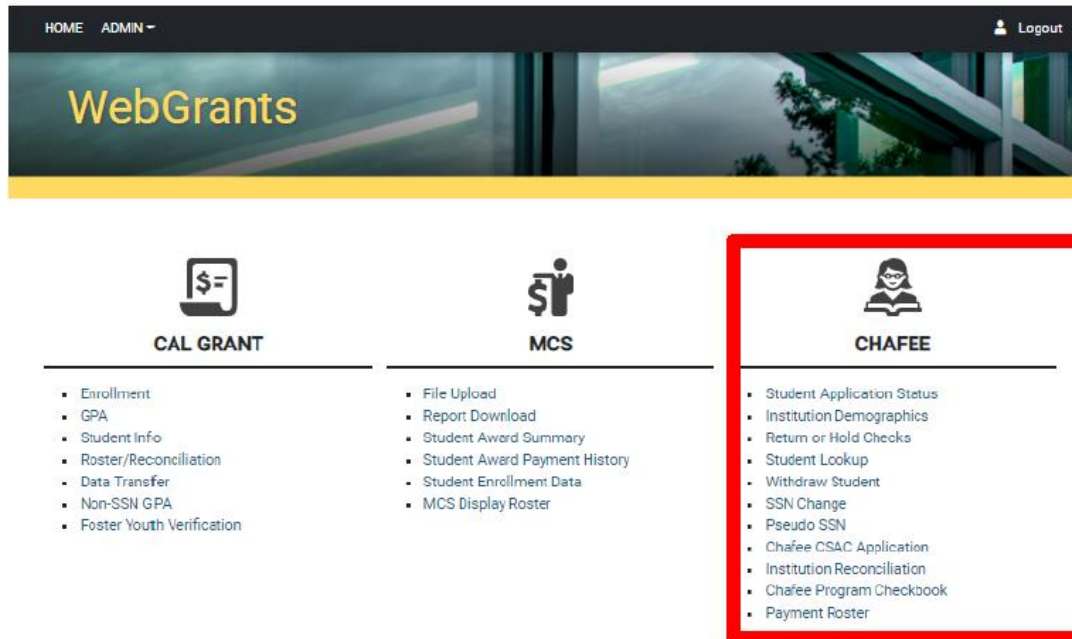
Remember me on this computer

After a successful sign in, we use a cookie in your browser to track your session. You can refer our [Cookie Policy](#) for more details.

By signing in, you agree to our [Privacy Policy](#)

[Forgot Username or Password ?](#)

After logging into your WebGrants account, look for the “Chafee” menu on the right side of the screen.



### Student Application Status

The “Student Application Status” screen displays demographic data and Chafee program details in a view-only format. Students’ demographic information, application status, and award status are displayed.

- Chafee program and student information are displayed.
- Processed documents and awards reflect “completed” with a green check.
- Missing requirements are displayed with a blank check box. These items normally indicate that action is required by the student or institution; or they provide additional information in pop up boxes about award status when hovered over with a computer mouse.
  - Students may view their application and award information and find forms by logging into WebGrants4Students:  
<https://mygrantinfo.csac.ca.gov/logon.asp>.
- Correspondence and comments appear on the lower portion of the screen.
- Each time a school change is reported, the new school must re-certify eligibility.
- After the award cycle has run, a student’s award will be in one of four statuses:
  - **Eligible - Not Awarded:** Not awarded based on priority ranking; may still be awarded as returned funds are recycled in future pay cycles.
  - **Preliminary Award Offered:** School Eligibility Certification required.
  - **Chafee Awarded:** College verified eligibility; checks will be mailed to student, in care of the school.
  - **Not Awarded - Ineligible:** School certified student as ineligible on WebGrants Payment Roster.



**Eligible - Not Awarded:**

Student Demographics			
Name	John Smith	SSN	123456789
Address	1234 Redwood Road, Sacramento, CA 95818	CSAC ID	105123456
E-Mail	smithj@gmail.com	Date of Birth	01/01/2000
Alternate E-Mail		Home Phone	(916) 555-1212
Academic Year	2020 - 2021	Work/Cell Phone	
Student Selected School of Attendance:	Change To: CSU SACRAMENTO - 00115000 - SACRAMENTO - CA		
CSU SACRAMENTO - 00115000 - SACRAMENTO - CA			

Application Status			
<input checked="" type="checkbox"/> Chafee Grant Application			
Date App Received	04/27/2020	Status	New
<input checked="" type="checkbox"/> Department of Social Services Record		County	SOLANO
Date FY Elig Received	07/24/2018	Dependent	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input checked="" type="checkbox"/> 2020-2021 FAFSA		Years Paid (5-year limit)	0
Date FAFSA Received	12/09/2019		
<b>!</b> School Eligibility Certification <b>i</b>			
<b>CERTIFIED BY</b>			
Institution Code	00115000	Financial Aid Official	
CSU SACRAMENTO	CSU SACRAMENTO 6000 J STREET SACRAMENTO CA 95819	Title	CSAC ADMIN
Unmet Need	\$26,587	Phone Number	(888) 294-0153
		E-mail Address	schoolsupport@csac.ca.gov
		Date Certified	04/27/2020
<input checked="" type="checkbox"/> 2020-2021 Eligible - Not Awarded			

**Preliminary Award Offered:**

Student Demographics	
Name	[Redacted]
Address	[Redacted]
E-Mail	[Redacted]
Alternate E-Mail	[Redacted]
Academic Year	2021 - 2022
Student Selected School of Attendance:	Change To: LOS ANGELES SOUTHWEST COLLEGE - 00704701
<small>LOS ANGELES SOUTHWEST COLLEGE - 00704700 - LOS ANGELES - CA</small>	
SSN	[Redacted]
CSAC ID	[Redacted]
Date of Birth	[Redacted]
Home Phone	[Redacted]
Work/Cell Phone	[Redacted]

Application Status

✓ Chafee Grant Application

Date App Received	05/11/2012	Status	Non-Paid Renewal
-------------------	------------	--------	------------------

✓ Department of Social Services Record

Date FY Elig Received	07/16/2012	County	LOS ANGELES
-----------------------	------------	--------	-------------

✓ 2021-2022 FAFSA

Date FAFSA Received	09/27/2021	Dependent	N
		Years Paid (5-year limit)	0

! School Eligibility Certification ⓘ

**CERTIFIED BY**

Institution Code	[Redacted]	Financial Aid Official	
LOS ANGELES SOUTHWEST COLLEGE		Title	CSAC ADMIN
Unmet Need	[Redacted]	Phone Number	(888) 294-0153
		E-mail Address	schoolsupport@csac.ca.gov
		Date Certified	10/18/2021

✓ 2021-2022 Preliminary Award Offered ⓘ

**CERTIFIED BY**

Award Amount	\$5,000	Award Date	10/18/2021
--------------	---------	------------	------------

**Chafee Awarded:**

Student Demographics	
Name	[Redacted]
Address	[Redacted]
E-Mail	[Redacted]
Alternate E-Mail	[Redacted]
Academic Year	2021 - 2022
Student Selected School of Attendance:	Change To: LOS ANGELES SOUTHWEST COLLEGE - 00704701
<small>LOS ANGELES SOUTHWEST COLLEGE - 00704700 - LOS ANGELES - CA</small>	
SSN	[Redacted]
CSAC ID	[Redacted]
Date of Birth	[Redacted]
Home Phone	[Redacted]
Work/Cell Phone	[Redacted]

**Application Status**

✓ Chafee Grant Application

Date App Received	07/12/2012	Status	Paid Renewal
-------------------	------------	--------	--------------

✓ Department of Social Services Record

Date FY Elig Received	09/11/2012	County	LOS ANGELES
-----------------------	------------	--------	-------------

✓ 2021-2022 FAFSA

Date FAFSA Received	07/15/2021	Dependent	N
		Years Paid (5-year limit)	1

✓ School Eligibility Certification ⓘ

**CERTIFIED BY**

Institution Code	[Redacted]	Financial Aid Official	[Redacted]
LOS ANGELES TRADE TECH COLL		Title	[Redacted]
Unmet Need	[Redacted]	Phone Number	[Redacted]
		E-mail Address	[Redacted]
		Date Certified	10/06/2021

✓ 2021-2022 Chafee Awarded ⓘ

**CERTIFIED BY**

Award Amount	\$5,000	Award Date	10/11/2021
Warrant Number	[Redacted]	Issued Date	10/15/2021
Payment Amount	\$2,500	Term	FL
		Process Date	10/11/2021

**Not Awarded - Ineligible:**

Student Demographics	
Name	[Redacted]
Address	[Redacted]
E-Mail	[Redacted]
Alternate E-Mail	[Redacted]
Academic Year	2021 - 2022
Student Selected School of Attendance:	Change To: LOS ANGELES SOUTHWEST COLLEGE - 00704701
SSN	[Redacted]
CSAC ID	[Redacted]
Date of Birth	[Redacted]
Home Phone	[Redacted]
Work/Cell Phone	[Redacted]

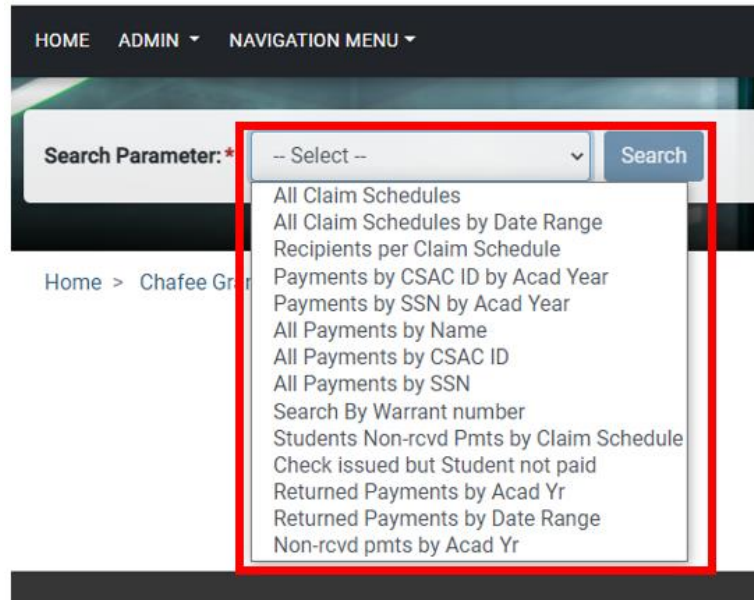
Application Status

<p>✓ Chafee Grant Application</p>	
Date App Received	07/12/2012
Status	Paid Renewal
<p>✓ Department of Social Services Record</p>	
Date FY Elig Received	09/11/2012
County	LOS ANGELES
<p>✓ 2021-2022 FAFSA</p>	
Date FAFSA Received	07/15/2021
Dependent	N
Years Paid (5-year limit)	1
<p>✓ School Eligibility Certification ⓘ</p>	
<p><b>SUBMITTED BY</b></p>	
Institution Code	[Redacted]
LOS ANGELES TRADE TECH COLL	[Redacted]
Unmet Need	[Redacted]
Financial Aid Official	[Redacted]
Title	[Redacted]
Phone Number	[Redacted]
E-mail Address	[Redacted]
Date Submitted	08/20/2021

<p>⊘ 2021-2022 Not Awarded - Ineligible</p>	
Date Processed	08/23/2021
Reason	Not Enrolled

Institution Reconciliation

The institution Reconciliation screen is used to identify weekly EFT payees whose funds were requested the week prior. The EFT coordinator will receive an email Wednesday with the Claim Schedule number for that week. Select Recipients per Claim Schedule and enter the EFT Claim Schedule number. The resulting list will be your funded students.



Payments for Claim Schedule 22276581 For School 00123400

Total no of records: 6

[Download Student List \(.pdf\)](#) [Export Report \(.csv\)](#)

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View	Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
	25	123456789	MORENO, CARLO G	2022	62-685819	\$2,500	10/07/2022	2022	
	44	123456789	WILLIAMS, DYNASTY A	2022	62-685819	\$2,500	10/07/2022	2022	
	61	123456789	Bright ITZEL	2022	62-685819	\$2,500	10/07/2022	2022	
	53	123456789	Smith, EMILIE R	2022	62-685819	\$2,500	10/07/2022	2022	
	16	123456789	BRIGHT, ELIJAH A	2022	62-685819	\$2,500	10/07/2022	2022	
	41	123456789	ROBINSON, DEVIN M	2022	62-685819	\$2,500	10/07/2022	2022	

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Warrant Check Institutions will not receive an EFT email. The checks will arrive at the campus two to three weeks after the issue date.

Both EFT and Warrant Check Institutions use this screen to reconcile payments after disbursing or returning funds. Schools may use different search filters using the drop-down box in order to query data in different report formats.

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All results matching the search criteria used will be displayed in a list which links to specific student/payment detail when clicked. Click student name from list to display reconciliation detail.

All Payments by Name ^

Total no of records: 72 Download Student List (.pdf) Export Report (.csv)

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View	Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
	316	[REDACTED]	STUART, [REDACTED]	2021	69-5	\$2,500	09/03/2021	2021	
	68	[REDACTED]	STUART, [REDACTED]	2021	69-6	\$2,500	09/17/2021	2021	
	343	[REDACTED]	STUART, [REDACTED]	2021	69-5	\$2,500	09/03/2021	2021	

Colleges use three columns to report disbursed and returned checks:

1. Disbursed funds: Use "Date School Pd Stdt (mm/dd/yyyy)" to report the date payment was disbursed to the student.
2. Returned funds:
  - a. Use "School Return Amount" to report the amount being returned.
  - b. Use "School Return Date (mm/dd/yyyy)" to report the date the check was returned to CSAC.

All Payments for [REDACTED] ^

Name [REDACTED] SSN [REDACTED]  
DOB [REDACTED] CSAC ID [REDACTED]

Total no of records: 8 Page 1 of

School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Stdt	School Return Amount	School Return Date	Ri	Cr
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	09/28/2021		MM/DD/YYYY		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	09/28/2021				

[REDACTED] is closed for update

### When to Work Your Payment Roster

Our system updates every Monday night, which means new students are awarded weekly based on our priority selection criteria.

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## Awarding Process

Student's completed applications are sorted by application date, and awards are offered based on the following priority selection criteria:

1. \*\* Paid renewal students who have not reached their 26<sup>th</sup> birthday as of July 1<sup>st</sup> of the award year.
2. New and \*\*\*non-paid renewal students who will be 25 years old as of July 1<sup>st</sup> of the award year.
3. New and non-paid renewal students who have dependents.
4. New and non-paid renewal students who have an unmet need of \$5,000 or more.
5. New and non-paid renewal students who have an unmet need of less than \$5,000.

\*\* Students who have received a Chafee payment.

\*\*\* Students who have not received a Chafee payment.

Upon selection for an award, students are sent payment notifications for each term.

*The majority of Chafee Grant awards are initiated during the fall term and additional awards are offered year round based on available federal and state funding each year.*

To maximize funding, you must certify both **eligible** and **ineligible** students. You must certify eligibility and request payments (if eligible) each term. A good habit is to review your payment roster on a weekly basis, after Monday night. Any award that is not certified after **30 days** of the offer date will be recycled to the next student on our waiting list.

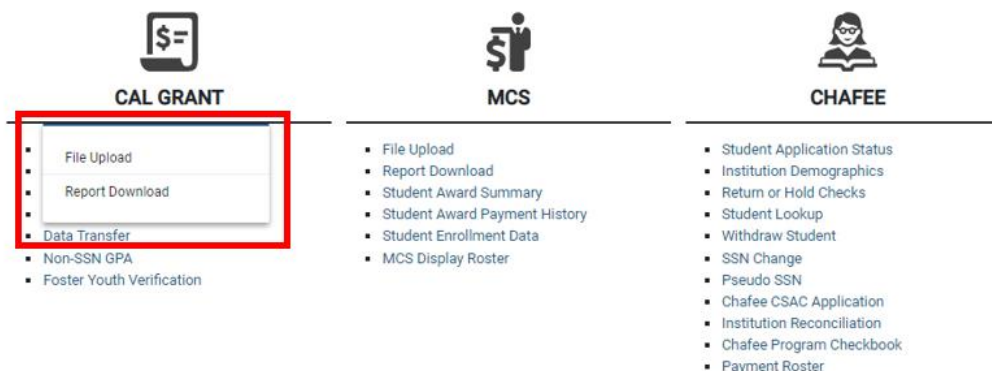
If a student has been marked ineligible and becomes eligible for the grant again, please follow the steps below to place them back into consideration.

1. Log into WebGrants.
2. Got to the Payment Roster.
3. Search for the student using their SSN or CSAC ID.
4. Unclick the ineligible reason.
5. Select the term(s) they are now attending and click 'Save'.

This change will take effect over the weekend and place the student back into consideration the following week.

## Data Transfer

The "Data Transfer" screen allows schools to view weekly Chafee reports.



From the landing page, select Cal Grant > Data Transfer > Report Download:

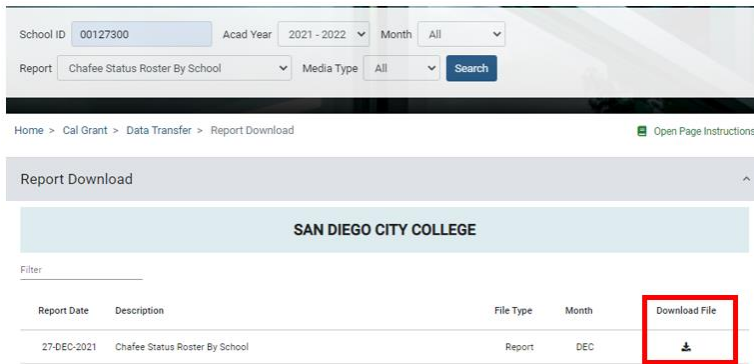
- Select Academic Year. Then, select desired report type or "All" to view all reports.
- "Chafee Status Roster by School": Generated weekly and displays students'

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completion status of the following Chafee components with Yes (Y) or No (N) indicators:

- APP: Chafee application
- CDSS: California Department of Social Services Foster care eligibility
- FAFSA/CADAA: FAFSA or CADAA completion
- Totals for students who are “Enrolled,” “Not Enrolled,” “Not Maint. Satisf. Acad. Progress,” etc. appear at bottom of report. This data is extracted from the Payment Roster

When report list is populated, select “Download File” icon to download and save the report.



## Screenshot of “Chafee Status Roster by School”:

FYBRPTPK CALIFORNIA STUDENT AID COMMISSION RUN DATE: 07/25  
 FYBCSRBS CHAFEE STATUS ROSTER BY SCHOOL ACADEMIC YEAR 2015 RUN TIME: 17:31

SCHOOL CODE: 00123456 COLLEGE NAME: YOUR COLLEGE

The California Student Aid Commission (CSAC) has provided a listing of each student that has applied for a Chafee Grant and has selected your school for attendance.

Please make every effort to check the WebGrants Data Transfer Report Download Screen for your updated Chafee Status Rosters every Tuesday.

Students Enrolled					
SSN	CSAC ID	NAME	DOB	APP	Item Received? Yes (Y) No (N)
012345678	105XXXXXX	AWESOME, STUDENT	23-JUN-94	Y	APP- Chafee application
001234567	106XXXXXX	BUNYAN, PAUL	06-JUL-92	Y	CDSS - Foster Care Eligibility
000123456	107XXXXXX	FINN, HUCKLEBERRY	18-SEP-94	Y	FAFSA- FAFSA/CADAA

Students Not Enrolled								
SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded
000012345	105XXXXXX	STARK, TONY	07-AUG-93	Y	Y	Y	Y	N
000001234	102XXXXXX	WONKA, WILLY	24-JAN-95	Y	Y	Y	Y	N

Students Not Maintaining Satisf. Academic Progress								
SSN	CSAC ID	NAME	DOB	APP	CDSS	FAFSA	FNAR	Awded
000000123	106XXXXXX	DARLING, WENDY	06-JUL-92	Y	Y	Y	Y	N
000012345	103XXXXXX	PAN, PETER	27-JUL-94	Y	Y	Y	Y	N

Count of Students Enrolled : 156  
 Count of Students Not Enrolled : 2  
 Count of Students Not Enrolled At Least Half Time : 0  
 Count of Students Not Maint. Satisf. Acad. Progress : 7  
 Count of Students with Incomplete Fin. Aid Package : 0  
 Count of Students Graduated or Completed Training : 0

Total Count for this School Code : 165



## Awarding and Disbursing Funds

### Awarding Process

- Subject to state and federal policy and funding.
- All awards are subject to priority selection criteria and offers are made based on availability of funds.
- Awards and payments are processed weekly, generally on Monday evenings.
- Initial awards are offered in early fall term.
- Additional awards are offered year round, based on available funding.
- CSAC may send preliminary award notification to students prior to final budget.
- Awards are allocated for the full academic year unless funds are returned by the school or a school change is processed.
- Total annual award amount is divided and paid out by the number of academic terms reported by the institution.
- Award notification is sent to the student.
- Terms of enrollment for award are noted in the Correspondence section on the Student Application Status screen.
- Award status is updated to "Y" on the institution's "Chafee Status Roster by School Report."

### Payment Process

- After a student's eligibility is confirmed and payment is requested, the following payment details will be displayed on the Student Application Status: payment amount award date, process date, and warrant number.
- Per-term award amount is calculated based on the annual award amount. Payments are split into the number of academic terms reported by the institution.
- Institutions enrolled in Electronic Funds Transfer (EFT). When Chafee Funds are scheduled to be electronically transferred to the institution's bank, an email from the Commission will be sent. For more information about Chafee EFT, please read the Chafee Payment Roster Guide.
- For non EFT institutions, check warrants are sent to the student, in care of (c/o) the institution. Payment date on check reflects the date the payment was issued by the State Controller's Office (SCO); checks are valid for one year from that date.

### Disbursements

Institutions are required to disburse payments in accordance with their institution's disbursement policies. With EFT, once an institution's payment roster is processed, funds will be sent to the institution's bank later that week.

Financial aid offices will decide how to disburse EFT Chafee funds to students, such as: university check, debit card, Bank Mobile, applying the payment to the student's account, etc. As Chafee funds can be used for education related expenses besides tuition (rent, food, childcare, transportation), institutions should make Chafee funding directly available to the student.

More information can be found in the Chafee Payment Roster Guide

For non EFT institutions, check warrants should be issued to all eligible students.

Once EFT funds are given to a student or a Chafee check is disbursed, please report the transaction on the Chafee Institution Reconciliation screen.

**Disbursement Guidelines:**

Funds may be disbursed to a student if the student was eligible at the time Chafee funds were requested. However, Institutions should follow their internal disbursement policies.

Returning Funds EFT

If the student is found **ineligible** for payment at the time of disbursement by the institution, please do the following:

- Return undisbursed Chafee EFT funds to CSAC within **30 business days** of receipt.
  - Return funds via check. Institutions should mail a university check to the Commission with the following information for each student:
    - Name and CSAC ID
    - Term and amount being returned
    - Reason the funds are being returned
    - Returned checks should be mailed to the following address:  
California Student Aid Commission  
Chafee Grant Program  
P.O Box 419027  
Rancho Cordova, CA 95741-9027
  - Return funds via wire transfer. Email [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov) and [AEAAccounting@csac.ca.gov](mailto:AEAAccounting@csac.ca.gov) with the following information for each student:
    - Name and CSAC ID
    - Term and amount being returned
    - Reason the funds are being returnedThe Commission's accounting office will provide further information ~~how~~ to return the funds electronically.
- EFT funds that are returned will be recycled to make additional awards.
- Schools report EFT funds return date and amount on Institution Reconciliation in WebGrants.
- CSAC notifies students of returned EFT Funds.

Returning Funds Warrant Check

If the student is found **ineligible** for payment at the time of disbursement by the

institution, please do the following:

- Return undisbursed Warrant Check to CSAC within **30 business days** of receipt.
- Institutions must indicate the reason for check return on remittance form.
- Institutions must also return checks for students that they are unable to locate for disbursement.
- Institutions **must not deface returned checks (DO NOT WRITE VOID ON THE CHECK)**.
- Checks that are returned will be recycled to make additional awards.
- Schools report check return date and amount on Institution Reconciliation in WebGrants.
- CSAC notifies students of returned checks.

### Lost or Missing Chafee Checks (Warrant Check Only)

- Please notify the Commission immediately via email.
- Report the CSAC ID, student name, approximate date the check was lost, stolen or misplaced, and the pertinent circumstances.
- Due to the on-going COVID-19 pandemic, the Commission will send a "Request for Duplicate Controller's Warrant/Stop Payment" form. The form must be reviewed by the institution and then sent back to the Commission to be forwarded to the SCO via email.
- Processing time for checks to be reissued is approximately 10 to 12 weeks.

### Withdrawn Record

When students are withdrawn, comments are placed on the Student Application Status screen. Students are placed in a withdrawn status when:

- Schools do not certify student eligibility within established timeframe.
- Student does not meet foster care eligibility.

## Chafee Program Resources

### Chafee Correspondence

Below is a list of correspondence that is sent to students:

- Preliminary Award Letters
- Renewal Letters
- Missing Information Letters
- Age Out Letters
- Periodic reminders of next steps (missing Chafee application, missing FAFSA/CADAA, or CDSS verification)

### Chafee Resources for Schools

In addition, many valuable training tools and documents designed for colleges, such as webinars and the Chafee Coordinator's Guide, are available for viewing and for download at: <http://www.csac.ca.gov/> > Schools & Counselors > College Staff > California Chafee Grant Program

School staff can also sign up to receive Grant Operations Memos (GOM) and Grant Special Alerts (GSA) about the Chafee and Cal Grants by subscribing to the CSAC

## Chafee Coordinator's Guide

Listserv, located at the bottom of the CSAC home page under 'Commission Resources' <http://www.csac.ca.gov/>.

Schools may contact the Chafee team by phone or email:

- Phone: 1-888-294-0153, Option 3
- Email: [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov)

For Technical Support or Password issues, contact the CSAC IT Service Desk:

- Phone: 1-888-294-0153, Option 2
- Email: [csacitservicedesk@csac.ca.gov](mailto:csacitservicedesk@csac.ca.gov)

### Chafee Resources for Students

Students can look up general Chafee program information and eligibility requirements online: <https://www.chafee.csac.ca.gov/>.

WebGrants4Students portal at <https://mygrantinfo.csac.ca.gov/>

- Monitor application and award status
- Update address, phone number, and email address
- Change school of attendance

Students may contact Student Support by phone or email:

- Phone: 1-888-224-7268, Option 3
- Email: [studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov)