

Chafee Quick User Guide

Instructions to manage your payment roster.



Hello Financial Aid Officer,

To better assist you in managing your payment roster on WebGrants for Administrators website, we are providing a Quick User Guide with instructions such as how to certify a student's eligibility, confirm financial aid details, and request payments.

Currently, we are working on a Chafee Coordinator's Guide with information about the program and instructions on navigating WebGrants for Administrators. Stay tuned!

If you have any questions and/or need further assistance, please contact the Chafee team via email at chafee@csac.ca.gov or call 888-294-0153, option 3.

Sincerely,

California Student Aid Commission
Specialized Programs Unit
csac.ca.gov/colleges/chafee

When to Work Your Payment Roster

Our system updates every Monday night, which means a new group of students is awarded based on our priority selection criteria.

What is Chafee? **Chafee Eligibility** **Application Process** **Awarding Process** **More Information**

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 26th birthday as of July 1st of the award year.
2. New and ***non-paid renewal students who will be 25 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.

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.

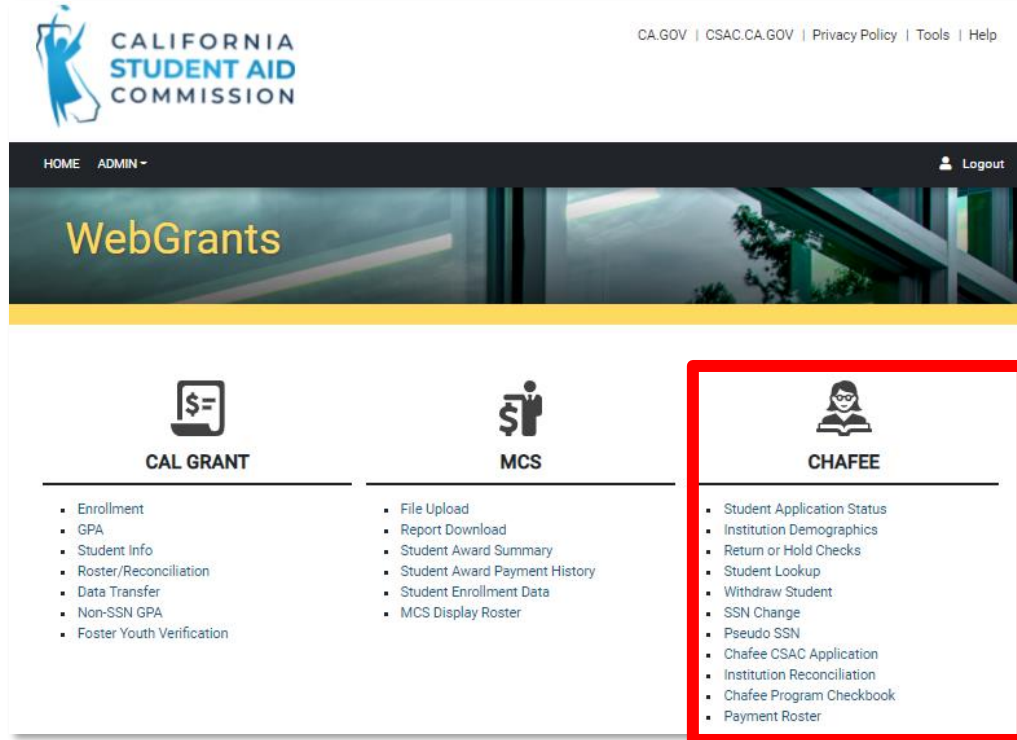
To maximize funding, you must certify both **eligible** and **ineligible** students.

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.

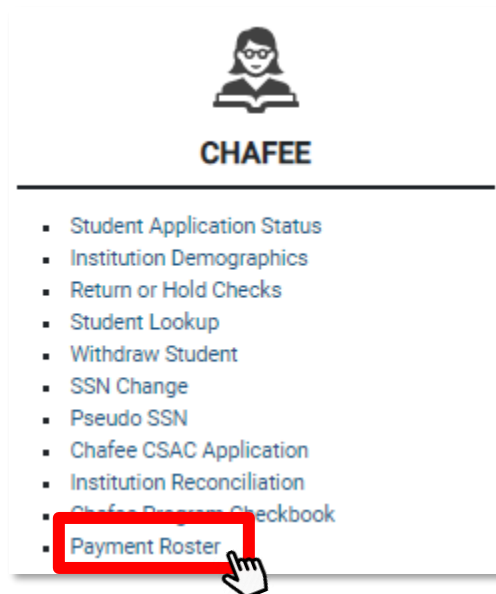
Any award that is not certified after 30 days of the offer date will be recycled to the next student on our waiting list. **See page 3 for additional details and learn how to put a student back into consideration for another award.**

View Your Payment Roster

- 1) After logging into your WebGrants for Administrators account, look for “Chafee Grant” on the right of the screen.



- 2) Then select “Payment Roster” under Chafee Grant Menu.



3) Your payment roster will show a list of all Chafee participating students with one of five award statuses:

- **Awarded:** Student has a preliminary award and you can certify eligibility and request payment.
- **Not Awarded:** Student is marked as ineligible by the school and will not be considered for an award. **To reverse this action:** If a student regains eligibility, remove the checkmark on the ineligible reason located on the Chafee -Payment Request screen. Then click SAVE. Once the student is re-awarded, a payment can be requested in the “Request Payment” field.
- **Pending:** There is a recent pending transaction that will process on Monday evening. **See page 6 for additional details.**
- **Eligible, Not Awarded:** Student is eligible but not awarded. The student has lower priority on the awarding hierarchy and will be Awarded as funds get recycled. **See page 2 for additional details.**
- **Paid in Full:** Student has been paid for all eligible terms for the current academic year.

Payment Roster - Search Result for GROSSMONT COLLEGE (00120800) ▼

Text Format ▼ Download Roster

Filter

View	Dream Act ID / SSN	CSAC ID	Last Name	First Name	Award Status	Award Status Date
	[REDACTED]	[REDACTED]	LOPEZ	TOMAS	Awarded	08/23/2021
	[REDACTED]	[REDACTED]	SLATER	RAVEN	Awarded	08/23/2021
	[REDACTED]	[REDACTED]	HUTCHINSON	AUBREY	Awarded	08/30/2021
	[REDACTED]	[REDACTED]	REYNOSA	ANGELINA	Eligible - Not Awarded	

4) You can filter the list of students using the “Award Status” filter

Filter
Awarded

5) Or, you can click on the column “Award Status.”

Award Status ↑

Certify Eligibility and/or Request Payment(s)

- 1) To access a specific student's record to certify their eligibility and/or request payment(s), click on the view icon to the left of the student's Dream Act ID/SSN.

Payment Roster - Search Result for GROSSMONT COLLEGE (00120800)

Text Format Download Roster

Filter

View	Dream Act ID / SSN	CSAC ID	Last Name	First Name	Award Status	Award Status Date
	[REDACTED]	[REDACTED]	LOPEZ	TOMAS	Awarded	08/23/2021
	[REDACTED]	[REDACTED]	SLATER	RAVEN	Awarded	08/23/2021
	[REDACTED]	[REDACTED]	HUTCHINSON	AUBREY	Awarded	08/30/2021
	[REDACTED]	[REDACTED]	REYNOSA	ANGELINA	Eligible - Not Awarded	

- 2) This will take you to the “Chafee – Payment Request” page with four sections: Demographic Information, Reminders/Resources, 20-20xx Academic Year Data, and Request Payment – Open Terms: (Term Names).

Student Demographics

School Name Address Email Alt. Email [REDACTED]

CSAC ID SSN Date of Birth Phone Alt. Phone [REDACTED]

INELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is INELIGIBLE

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled Not Enrolled HT Graduated or Completed Not Maintaining SAP

ELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is ELIGIBLE

School Program: 00-

Living Arrangement: On Campus Off Campus With Relatives

Term(s) Attending: FL WN SP SU

Education Level: Freshman

Cost of Attendance: \$ 24299

Expected Family Contribution: \$ 0

Other Aid: \$ Enter Other Aid Amount.

Unmet Need: \$ 24299

Projected Award: \$ 5000

Total Award Amount: \$5,000

Paid Award Amount: \$0

Unpaid Award Amount: \$5,000

Request Payment - Open Terms: Fall

Pay Fall Term - (07/23/2021)

Pay Winter Term - (11/04/2021)

Pay Spring Term - (01/13/2022)

Pay Summer Term - (05/18/2022)

Save Reset

3) The 20xx-20xx Academic Year Data section has two sub-sections (A & B). Determine which sub-section applies to the student and complete.

SUB-SECTION A: Work this section only if you confirmed that the student is ineligible for the **entire academic year**. Then click SAVE. Do not proceed to the second section. Click for additional information and instructions.

INELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is INELIGIBLE

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled Not Enrolled HT Graduated or Completed Not Maintaining SAP

ELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is ELIGIBLE

School Program	<input type="text" value="00 -"/>	Cost of Attendance *	\$ 24299
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relatives	Expected Family Contribution *	\$ 0
Term(s) Attending	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU	Other Aid *	\$ Enter Other Aid Amount.
Education Level *	<input type="text" value="Freshman"/>	Unmet Need	\$ 24299
		Projected Award	\$ 5000
		Total Award Amount	\$5,000
		Paid Award Amount	\$0
		Unpaid Award Amount	\$5,000

SUB-SECTION B: Work this section only if you confirmed one of the following:

- The student is eligible for term payment(s).
- The student is ineligible in current/previous term(s) but *may re-gain eligibility in the following term(s)*.

4) If the student is eligible for payment in any current or previous term(s), mark the appropriate box(es). Then click SAVE.

Request Payment - Open Terms: Fall

Pay Fall Term - (07/23/2021)

Pay Winter Term - (11/04/2021)

Pay Spring Term - (01/13/2022)

Pay Summer Term - (05/18/2022)

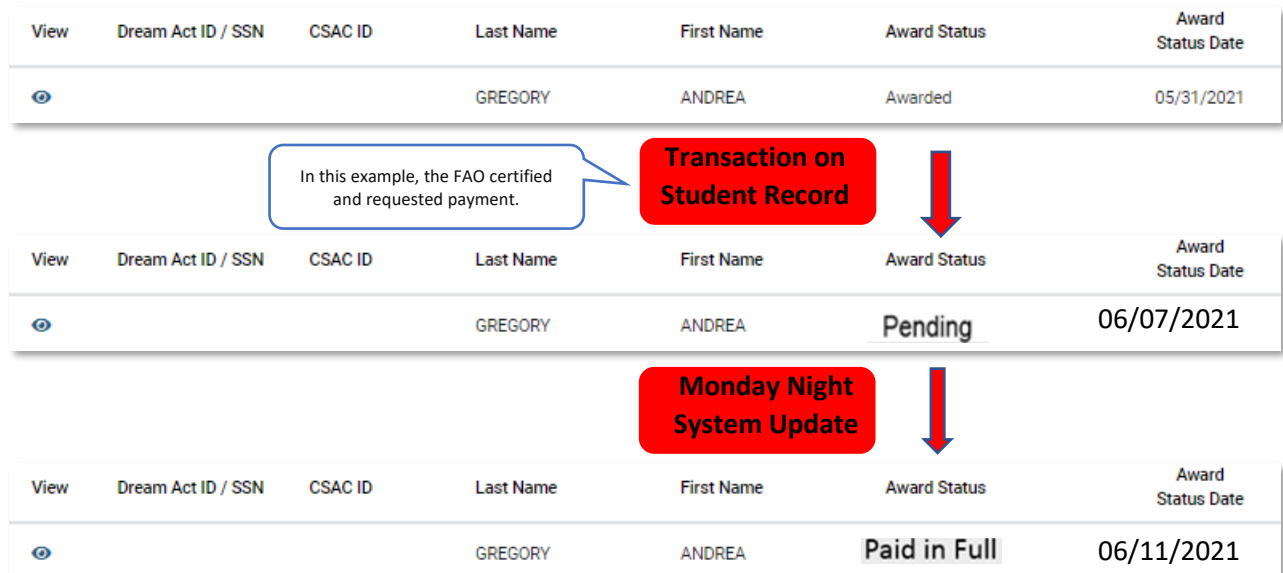
If the **check box is shaded**, you cannot request payment because one of the following reasons:

- You have indicated in “Term(s) Attending” that the student is not eligible for that term payment.
- We have not opened the term for schools to request payment. The dates in this section indicate the time in which we open each term.
- The term is not applicable to your school.

5) After you click SAVE, the student’s Award Status will change from “Awarded” to “Pending.” This is considered a “transaction.” You can only complete one transaction, on a student record, per week.

As previously mentioned, our system updates every Monday night. If you complete a transaction on Thursday, the student’s Award Status will change to “Pending.” After the Monday night system update, it will change again to either:

- **Awarded** (the student has recently been awarded or if the student has not been paid for all eligible terms), OR
- **Not Awarded** (if you marked the student as ineligible for the entire academic year), OR
- **Paid in Full** (if the student has been paid for all eligible terms), OR
- **Eligible, Not Awarded** (if you recently removed a check mark from an ineligible reason to put the student back into re-consideration for an award)






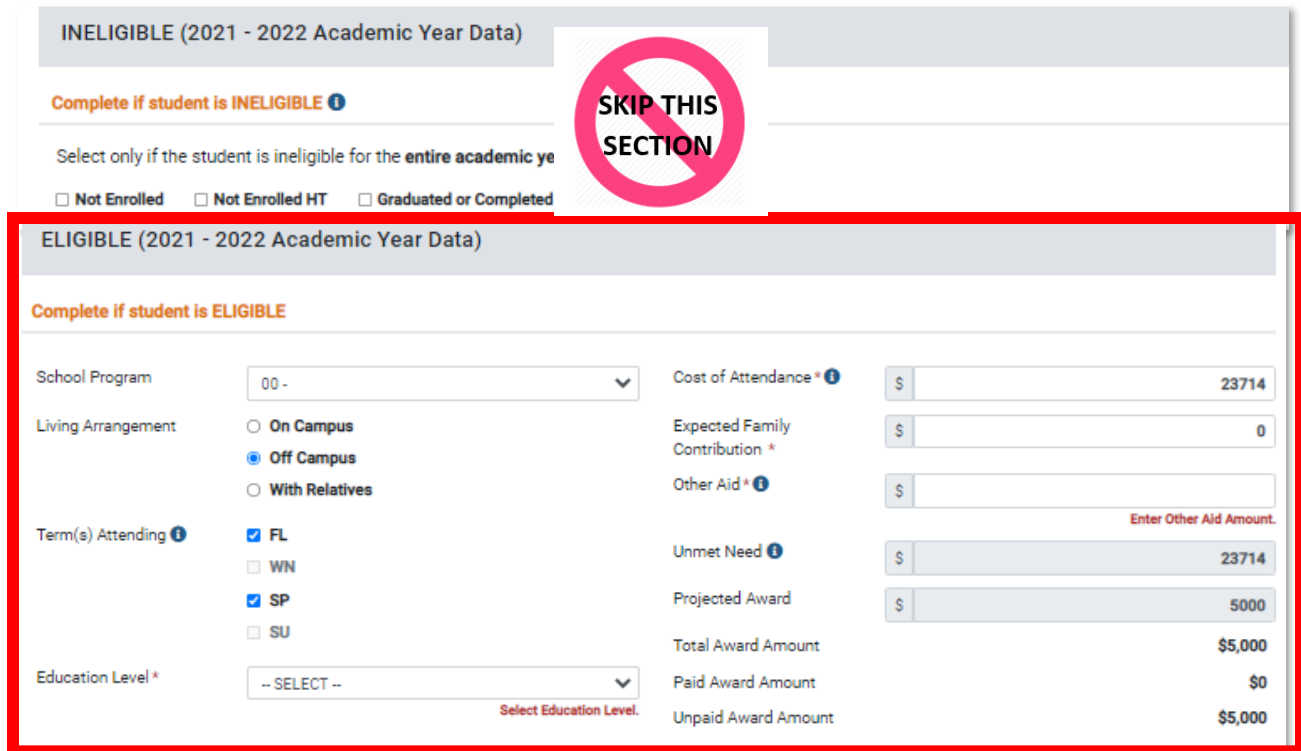
Examples

This guide cannot provide instructions on all scenarios, but here are several examples of the most common student eligibility cases so you may get a gist of what actions you need to take on the Chafee – Payment Request page. Please contact the Chafee team if you need assistance.

Case A: Student is awarded in Fall 2019. He attends a 2-term school. He is currently enrolled in the Fall semester at least half-time, meets SAP, and has an unmet need. He is most likely to attend Spring semester and be eligible for payment.

ACTIONS TO TAKE

1. **School Programs:** Do not alter.
2. **Term(s) Attending:** Ensure FL and SP term check boxes are marked.
3. **Living Arrangements:** Select one to indicate the student’s living arrangement.
4. **Educational Level:** Select one.
5. **Cost of Attendance:** Enter amount. Click  for additional information and instructions.
6. **EFC/SAI:** Enter amount. Click  for additional information and instructions.
7. **Other Aid:** Enter amount. Click  for additional information and instructions.



The screenshot shows the Chafee Payment Request form. The top section is titled "INELIGIBLE (2021 - 2022 Academic Year Data)" and contains a "SKIP THIS SECTION" warning. The bottom section, "ELIGIBLE (2021 - 2022 Academic Year Data)", is highlighted with a red border. This section includes fields for School Program (00 -), Living Arrangement (Off Campus selected), Term(s) Attending (FL and SP selected), Education Level (dropdown), Cost of Attendance (\$23714), Expected Family Contribution (\$0), Other Aid, Unmet Need (\$23714), Projected Award (\$5000), Total Award Amount (\$5,000), Paid Award Amount (\$0), and Unpaid Award Amount (\$5,000).

(continue to the next page for additional instructions)

8. **Request Payment:** Check the box on the right of “Pay Fall Term – (07/23/2019).”
9. Select “SAVE”.

Request Payment - Open Terms: Fall, Winter

- Pay Fall Term - (07/23/2021)
- Pay Winter Term - (11/04/2021)
- Pay Spring Term - (01/13/2022)
- Pay Summer Term - (05/18/2022)

Save Reset

Case B: Student is awarded in Fall 2021. She is not enrolled at your school.

ACTIONS TO TAKE

1. Check the “Not Enrolled” ineligible reason box.
2. Select “SAVE”.

INELIGIBLE (2021 - 2022 Academic Year Data)


Complete if student is INELIGIBLE ⓘ

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled Not Enrolled HT Graduated or Completed Not Maintaining SAP

ELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is ELIGIBLE

School Program	00 -		\$	23714
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relatives		\$	0
Term(s) Attending ⓘ	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU		\$	Enter Other Aid Amount.
Education Level *	-- SELECT --		\$	23714
			\$	5000
			\$5,000	
			\$0	
			\$5,000	

nt

Case C: Student, from Case B, officially enrolls at your school a few weeks later into the Fall semester. This is after you have marked her as ineligible (or “Not Enrolled”) for the grant. She has contacted you regarding receiving her Chafee payment. You confirm that she is eligible for Fall term payment.

ACTIONS TO TAKE

1. Remove the checkmark on the ineligible reason (“Not Enrolled”).
2. Click “SAVE”.
3. Re-visit the student’s record after the following Monday* to check if the student has been re-awarded. Certify and request payment, if applicable.

*See page 7 on why you must wait until after the following Monday.

INELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is **INELIGIBLE** ⓘ

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled Not Enrolled HT Graduated or Completed Not Maintaining SAP

ELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is **ELIGIBLE**

School Program: 00 -

Living Arrangement: On Campus, Off Campus, With Relatives

Term(s) Attending ⓘ: FL, WN, SP, SU




Education Level *: -- SELECT --

\$	23714
\$	0
\$	
\$	23714
\$	5000
	\$5,000
	\$0
	\$5,000


Case D: Student is awarded at the end of the academic year in May. His school has three terms. He was ineligible for Fall and Winter term payments due to not making SAP requirement. But he is eligible in the current term – Spring.

ACTIONS TO TAKE

1. **School Programs:** Do not alter.
2. **Term(s) Attending:** Remove checkmarks from FL and WN. Ensure SP is still checked.

3. **Living Arrangements:** Select one to indicate the student’s living arrangement.
4. **Educational Level:** Select one.
5. **Cost of Attendance:** Enter amount. Click  for additional information and instructions.
6. **EFC/SAI:** Enter amount. Click  for additional information and instructions.
7. **Other Aid:** Enter amount. Click  for additional information and instructions.
(continue to the next page for additional instructions)

INELIGIBLE (2021 - 2022 Academic Year Data)





Complete if student is INELIGIBLE 

Select only if the student is ineligible for the **entire academic year**. Then click SAVE.

Not Enrolled
 Not Enrolled HT
 Graduated or Completed
 Not Maintaining SAP

ELIGIBLE (2021 - 2022 Academic Year Data)

Complete if student is ELIGIBLE

School Program	<input type="text" value="00 -"/>	Cost of Attendance * 	\$ <input type="text" value="23714"/>
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relatives	Expected Family Contribution *	\$ <input type="text" value="0"/>
Term(s) Attending 	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input checked="" type="checkbox"/> SP <input type="checkbox"/> SU	Other Aid * 	\$ <input type="text" value=""/> <small>Enter Other Aid Amount.</small>
Education Level *	<input type="text" value="-- SELECT --"/>	Unmet Need 	\$ <input type="text" value="23714"/>
	<small>Select Education Level.</small>	Projected Award	\$ <input type="text" value="5000"/>
		Total Award Amount	\$5,000
		Paid Award Amount	\$0
		Unpaid Award Amount	\$5,000

8. **Request Payment:** Check the box on the right of “Pay Spring Term – (01/13/2022).”
9. Select “SAVE”.

Request Payment - Open Terms: Fall, Winter

Pay Fall Term - (07/23/2021)	<input type="checkbox"/>
Pay Winter Term - (11/04/2021)	<input type="checkbox"/>
Pay Spring Term - (01/13/2022)	<input checked="" type="checkbox"/>
Pay Summer Term - (05/18/2022)	<input type="checkbox"/>

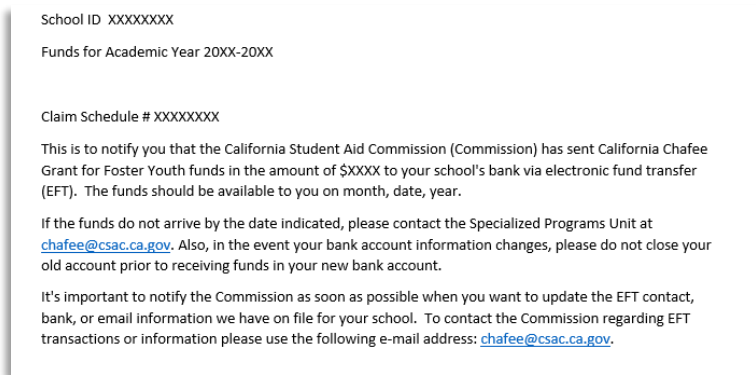
Why are these first two **check boxes shaded**? See #4 on page 6 for more details.

Disbursement

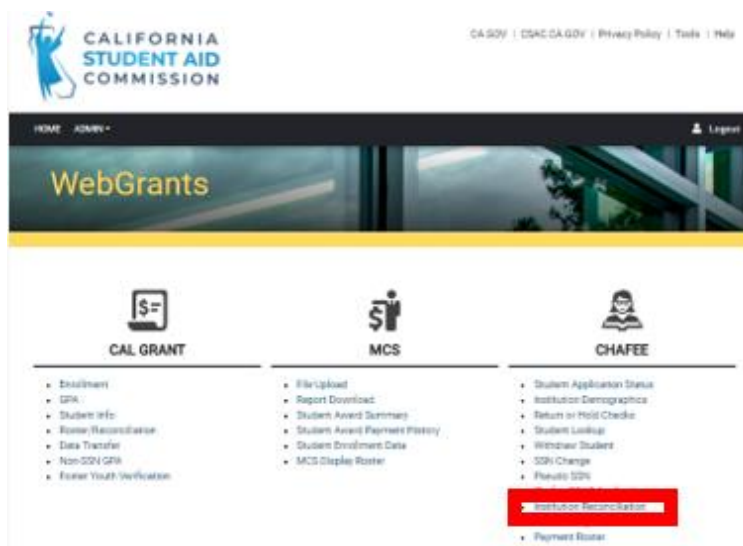
On Monday night the system will process all payment roster requests. That information will be packaged and sent over to the State Controller's Office (SCO) Tuesday morning. Institutions will either receive funds via electronic funds transfer (EFT) or paper warrant. If an institution already receives Cal Grant and or the Middle Class Scholarship via EFT, then Chafee funds will also be transmitted via EFT unless the school has opted out. This section of the guide will cover disbursement via EFT and the paper warrant process.

Disbursement via EFT:

1. After payment requests have been packaged and sent to SCO, the institution will receive an email notifying them of the impending transfer two days before the transaction. This message will be sent to the institution's EFT coordinator and the institution's fiscal officer on file with The Commission.



2. Anyone with Chafee screen access will use the claim schedule number to identify that week's payees. Locate the Payment Reconciliation Screen under the Chafee section of WebGrants.



3. Once on the Institution Reconciliation screen please select “Recipients per Claim Schedule” under the Search Parameter, select the current academic year, and enter the claim schedule number from the e-mail. You will have the option to view the list of students on the screen, download a PDF, or export into CSV file.

Student Records are displayed on the next section of the screen. Notice that the Warrant number is constant. Under EFT, a lump sum under one warrant number is sent to the institution’s account on file. The warrant date will match the date from the EFT notification email.

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	

*The claim schedule #22276581 displays those students whose funds were requested the prior week. Payment requests made this week will appear on next week’s claim schedule.

4. Making Funds Available to the Student:

Institutions should update their cash management policy to include how Chafee EFT funds will be handled internally since the institutional office that receives Chafee funds may change.

Institutions 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.

5. After the funds have been disbursed to the student via the institution's preferred method, the chafee program coordinator should update the Chafee Institution Reconciliation screen with the date the funds were applied to the student and save the record.

Go back to Recipients per Claim Schedule and enter the Claim Schedule Number. Click on the eye icon to the left of the student's CSAC ID.

Search Parameter: * Recipients per Claim Schedu 00131200 23023441 Search

Home > Chafee Grant > Institution Reconciliation

Payments for Claim Schedule 23023441 For School 00131200

Total no of records: 10 Download Student List (.pdf) Export Report (.csv)

Page 1 of 1

View	Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
	123	123456789	Last, First	2022	01-123456	\$1,666	01/27/2023	2022	

6. A list of all payments for the student will be displayed. Locate the relevant record and enter the date the funds were made available to the student. In the example below the institution had Chafee EFT funds arrive on 1/27/23 at their bank on file with the Commission. These funds were applied to the student's account on 2/24/2023.

All Payments for Last, First

Name: Last, First SSN: 987654321
DOB: 01/01/2001 CSAC ID: 123456789

Total no of records: 4 Page 1 of 1

School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd	School Return Amount	School Return Date	Ret Co
00131200	22/22	\$1,666	SP	23023441	01/27/2023	01-123456	02/24/2023		MM/DD/YYYY	
00131200	22/22	\$1,666	FL	22297661	10/28/2022	01-123456	11/22/2022		MM/DD/YYYY	
00131200	21/21	\$2,500	SP	22024761	01/28/2022	01-123456	02/24/2022			
This academic year is closed for update										
00131200	21/21	\$2,500	FL	21299271	10/29/2021	01-123456	11/16/2021			
This academic year is closed for update										

The grey data row indicates the academic year is closed for update

Submit Reset Page 1 of 1

Disbursement via Paper Warrant:

1. After payment requests have been packaged and sent to SCO on Tuesday, paper warrants will be mailed out to the Chafee Coordinator’s address on file. Institutions should expect the checks to arrive on campus within two to three weeks with additional time needed for the payments to arrive at the financial aid office. The checks are made to the student in care of the institution. Please alert the mail room that Chafee checks should be routed to the financial aid office.



2. When the checks arrive, please release them to the student following institutional policy. The student needs to be eligible at the time funds are disbursed. Chafee checks can be mailed to the student from the institution. The commission recommends sending the checks via certified mail should the student not be required to show up in person to receive payment. The Commission recommends making the funds directly available to the student. However, the check may be endorsed by the student, and handed back over to the institution for deposit as long as such procedures are allowed under your disbursement guidelines and the student’s account is credited correctly. As Chafee can be used for things like food, rent, childcare and transportation all institutions are highly encouraged to make the funds directly available to the student.

2. After you have given the funds to the eligible student update the Institutional Reconciliation Screen. The chafee program coordinator should update the Chafee Institution Reconciliation screen with the date the funds were given to the student and save the record.

Go back to Recipients per Claim Schedule and enter the Claim Schedule Number. Click on the eye icon to the left of the student’s CSAC ID.

Search Parameter: * Recipients per Claim Schedu 00131200 23023441 Search

Home > Chafee Grant > Institution Reconciliation

Payments for Claim Schedule 23023441 For School 00131200

Total no of records: 10 Download Student List (.pdf) Export Report (.csv) Page 1 of 1

View	Seq #	CSAC Id	Name	Acad Year	Warrant Number	Warrant Amount	Warrant Date	Fund Year	CSAC Recv'd Return Ck Date
	123	123456789	Last, First	2022	01-123456	\$1,666	01/27/2023	2022	

6. A list of all payments for the student will be displayed. Locate the relevant record and enter the date the funds were given to the student. In the example below the institution had a paper warrant issued on 1/27/23. The check was given to the student on 2/24/2023.

All Payments for Last, First

Name Last, First SSN 987654321
DOB 01/01/2001 CSAC ID 123456789

Total no of records: 4 Page 1 of 1

School ID	FY/AY	Pmt Amt	Term	Claim Schedule	Issue Date	Warrant Number	Date School Pd Std	School Return Amount	School Return Date	Ret Coi
00131200	22/22	\$1,666	SP	23023441	01/27/2023	01-123456	02/24/2023		MM/DD/YYYY	
00131200	22/22	\$1,666	FL	22297661	10/28/2022	01-123456	11/22/2022		MM/DD/YYYY	
00131200	21/21	\$2,500	SP	22024761	01/28/2022	01-123456	12/24/2022			
This academic year is closed for update										
00131200	21/21	\$2,500	FL	21299271	10/29/2021	01-123456	11/16/2021			
This academic year is closed for update										

The grey data row indicates the academic year is closed for update

Submit Reset Page 1 of 1

General 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 to CSAC

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 41907
Rancho Cordova, CA 95741-9027

Return funds via wire transfer. Email chafee@csac.ca.gov and 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 returned

The Commission's accounting office will provide further information on 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. Should the return date be unavailable on WebGrants. CSAC staff will update the record CSAC notifies students of returned EFT Funds.

Returning Funds Warrant Checks:


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.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - VIEW AT AN ANGLE




STATE OF CALIFORNIA

12-123456

H THE TREASURER OF THE STATE WILL PAY OUT OF THE IDENTIFICATION NO. 698T

FUND NO. 0001 FUND NAME GENERAL FUND
MO. DAY YR. 02 30 2023

DOLLARS CENTS
 \$****1667.00


 BETTY T. YEE
 CALIFORNIA STATE CONTROLLER

DETACH ON DOTTED LINE
KEEP THIS PORTION FOR YOUR RECORDS

12-123456

TO: Last, First

c/o CSAC University
Office of Financial Aid
1234 Any Street
Anytown, CA 90000

I:0001232I: 00000123H

ISSUE DATE: 12/23/2022

CSAC ID: 123456789 STUDENT: Last, First

INST CODE: 00448000 ACADEMIC YEAR: 2022/2023

PAYMENT TERM: WN CHECK AMOUNT: \$1667.00

CALIFORNIA CHAFEE GRANT PROGRAM

STUDENT:
CHECK AMOUNT IS DETERMINED BY SCHOOL FINANCIAL AID OFFICE.
UPDATE YOUR CHAFEE GRANT RECORD ON WEBGRANTS4STUDENTS.ORG.

SCHOOL:
DISBURSE CHECK IF STUDENT IS ENROLLED AT LEAST HALF-TIME,
MAINTAINING SAP, AND DEMONSTRATES FINANCIAL NEED.

RECONCILE ALL FUNDS DISBURSED OR RETURNED BY USING THE
WEBGRANTS INSTITUTION RECONCILIATION SCREEN.

RETURN THE ORIGINAL CHECK AND THIS COMPLETED FORM WITHIN
THIRTY (30) BUSINESS DAYS OF RECEIPT.


QUESTIONS? CHAFEE@CSAC.CA.GOV / (888) 224-7268 OPTION 3

***** DO NOT WRITE "VOID" ON THE CHECK *****

SELECT ONE (1) REASON BELOW:

<input type="checkbox"/> NOT ENROLLED	<input checked="" type="checkbox"/> ELIG, BUT UNABLE TO LOCATE STDNT
<input type="checkbox"/> NOT MAINTAINING SAP	<input checked="" type="checkbox"/> ENROLLED LESS THAN HALF-TIME
<input type="checkbox"/> REVISED NEED ANALYSIS	<input type="checkbox"/> OTHER REASON, EXPLAIN: _____
<input type="checkbox"/> AWARD EXCEEDS NEED	

RETURN ORIGINAL UN-VOIDED CHECK AND THIS COMPLETED FORM TO:


 CALIFORNIA STUDENT AID COMMISSION
 P.O. BOX 419027
 RANCHO CORDOVA, CA 95741-9027

***California Institutions should ensure that the student has exhausted all appeals relating to Satisfactory Academic Progress before returning funds due to, "not meeting SAP." More information on SAP and SB 150 is found below. Out of state institutions should follow their internal SAP policies.**

SAP and SB 150

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:

- CCCs and CSUs must provide (and UCs 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.

Per statute, an “institution shall automatically reinstate a student’s Chafee grant eligibility” if one of the following applies:

- The student achieves either a 2.0 GPA during the previous semester or quarter, or other applicable term, or a cumulative GPA of 2.0, even if the student did not meet the institution’s satisfactory academic progress policy requirements.
- The student demonstrates the existence of an extenuating circumstance that impeded successful course completion in the past but that has since been addressed such that the student is likely to demonstrate satisfactory academic progress in the future.
- The student provides evidence of engagement with a supportive program, either on or off-campus, that is assisting the student to make continued academic progress.”