Golden State Teacher Grant Program

Coordinator's Guide

California Student Aid Commission

FEBRUARY 2022

Contents

Program Overview

The 2019-20 California State Budget established the Golden State Teacher Grant (GSTG) Program. This program is designed to provide funding for students who are currently enrolled in a teacher preparation program to earn a preliminary teaching credential in a high need field and commit to teach at a priority school, in California for four years, within five years after completing a teacher preparation program. The California Student Aid Commission (Commission) provides GSTG awards of up to twenty thousand dollars ($20,000) to participants enrolled in eligible teacher preparation programs leading to a preliminary teaching credential approved by the Commission on Teacher Credentialing (CTC) within an accredited California institution of higher education or in an approved program administered through a local education agency (LEA).

The 2021-22 California State Budget provided the authority behind the broadening of the Golden State Teacher Grant (GSTG) Program. This bill included an expansion of the GSTG Program and allocated $500 million beginning in the 2021-22 academic year for GSTG awards and authorized the Commission to continue to provide GSTG awards to eligible teaching candidates through June 30, 2026, or until funding is exhausted, whichever comes first.

The enacted budget also expanded the high-need field from solely special education to now include the following high-need fields:

- Bilingual education*

- Mathematics or science, technology, engineering, and mathematics (STEM), including career technical education in STEM areas

- Science

- Special education

- Multiple subject instruction

- Transitional kindergarten

- Other subjects as designated annually by the CTC based on an analysis of the availability of teachers in California pursuant to Education Code Section 44225.6.

*Please note: Bilingual Education includes Bilingual Authorization, which can be added to a preliminary teaching credential.

Additionally, program participants that are enrolled in teaching preparation coursework concurrently with a teaching intern and residency program are now eligible.

Eligibility Criteria

As specified California Education Code Section 69617, students must meet the following eligibility criteria for the GSTG:

- Be enrolled in a teacher preparation program approved by the CTC.

- While enrolled in the program, maintain good academic standing.

- Be working toward their preliminary credential in a 'high-need' field.

- Commit to teach at a 'priority school' for 4 years and will have five years after completion of their teacher preparation program to meet their teaching service requirement.

'High-need' field—The following fields have been identified as 'high-need': Bilingual education*; Mathematics or science, technology, engineering, and mathematics (STEM), including career technical education in STEM areas; Science; Special education; Multiple subject instruction; and Transitional kindergarten

Preliminary Credential—In accordance with the CTC regulations approved in 2010, there are two levels for participants completing teacher preparation programs, 'preliminary' and 'clear'. The GSTG program specifies that participants must be enrolled in a teacher preparation program that leads to a preliminary teaching credential. Students who already possess a preliminary credential may be eligible for GSTG as long as they are pursuing their preliminary credential in a high-need field and meet all other requirements.

'Priority School'—A school with 55 percent or more of its pupils being unduplicated pupils (English learner, eligible for a free or reduced-price meal, or current foster youth). The Commission in coordination with the California Department of Education (CDE) will publish a list of priority schools by January 1 of each year for which funds have been appropriated by the Legislature to support grants pursuant to this section. as defined in subdivision (b) of California Education Code Section 42238.02.

Application Process

To apply for the GSTG Program participants must submit the following:

- A GSTG application, which is available on the CSAC website at **https://gstg.csac.ca.gov**.

- A Free Application for Federal Student Aid (FAFSA) OR

- A California Dream Act Application (CADAA)

On the GSTG application, participants must indicate the school and the program in which they are enrolled. Once the applicant submits an application, the applicant's institution will need review the awarding guidelines and log into **WebGrants** to verify the student's eligibility.

Guidance for LEAs

For participants enrolled at an LEA, they must list a Cal-Grant eligible school (such as a University of California (UC) or California State University (CSU)) on their FAFSA or CADAA. Once the participant submits their FAFSA or CADAA, they will need to provide their LEA with their financial aid information by printing out their Student Aid Report (SAR). This information will be used by LEAs to verify the student's financial aid information including their Expected Family Contribution (EFC).

Awarding Guidelines

The following guidelines provide additional information on the awarding of the GSTG:

- Grant funds shall be used to supplement and not supplant other sources of grant financial aid. [*California Education Code 69617 (3)*]

- The GSTG may be used to replace subsidized loans and unsubsidized loans in accordance with the institutional financial aid packaging rules. Please see 'EFC/Loan Replacement' section of this guide for further information.

- The GSTG may replace the Expected Family Contribution portion of the applicant's award package in accordance with the institution's financial aid packaging rules. Please see 'EFC/Loan Replacement' section of this guide for further information.

- The GSTG plus any other estimated financial aid shall not exceed the cost of attendance. Please adhere to the award packaging and over award rules in accordance with the institution's/agency's financial aid policies.

- The GSTG award offer through the Commission is for the academic year in which the applicant applied. Institutions/agencies should apply the same academic year definition used for financial aid awards for applicants in enrolled in the teacher preparation program.

- Disbursement of GSTG funds shall be divided in equal disbursements dependent on the term type of the participating institution.

- GSTG disbursements may be used to pay other institutional charges in accordance with the institution's/agency's financial aid disbursement policy.

- GSTG is not subject to any refund or return of aid policies should the applicant withdraw from the term or program. Any GSTG disbursements received by the applicant is inclusive of the commitment and obligation of the program. The grant recipient is subject to the repayment obligations as defined in the Education Code.

WebGrants

This section provides step-by-step instructions on how to use the two new screens: 'Institution Roster' and 'Application Status', available on WebGrants for GSTG. These screens are the primary way to view student information, verify eligibility (which will trigger payment)., and report funding. To be able to access this information, institutions must already have access to WebGrants. If you have any questions about WebGrants access, please contact us via email at: goldenstateteachers@csac.ca.gov.

Viewing a Student Application

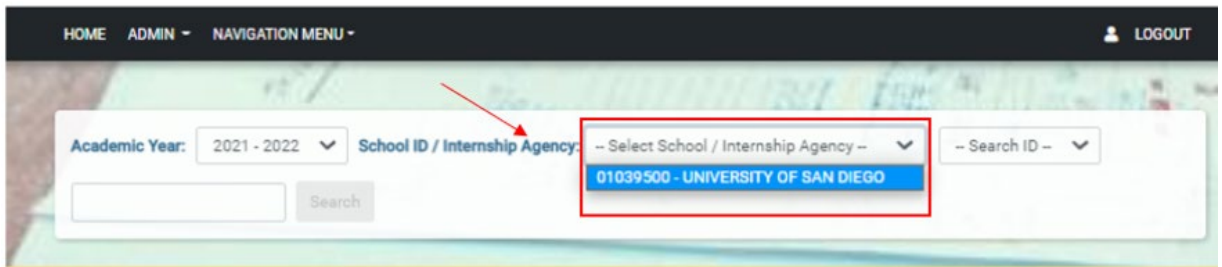1. Under the GST section, click on the 'Application Status'.
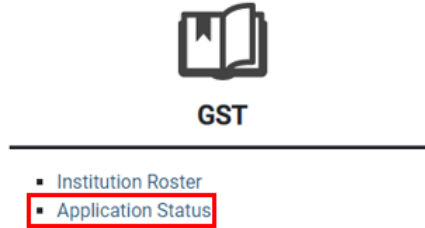
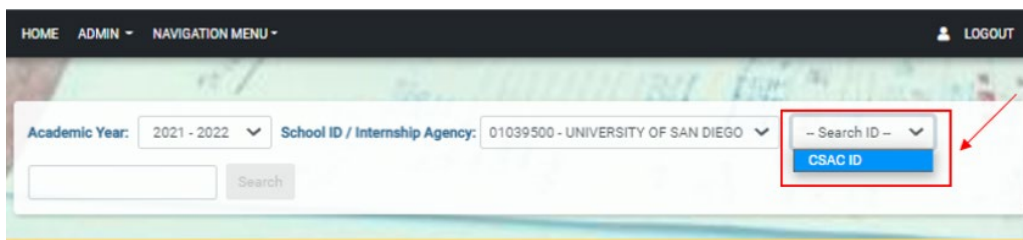2. Please select the academic year for which you want to search.
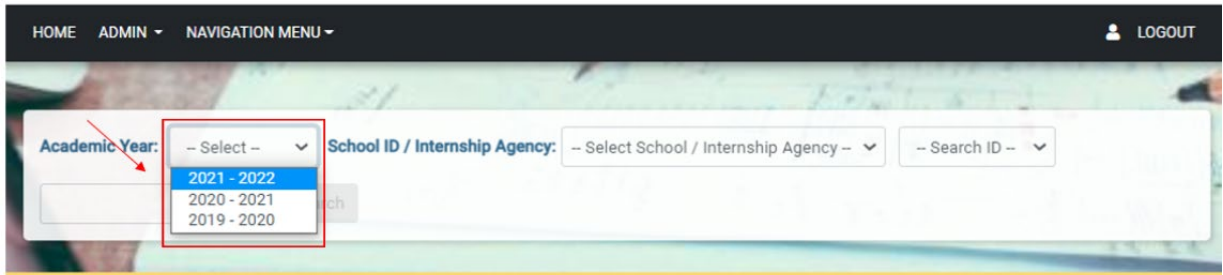
3. Please select your school.

4. Select 'CSAC ID' as the Search ID.

5. Input the student's CSAC ID and click 'Search'.
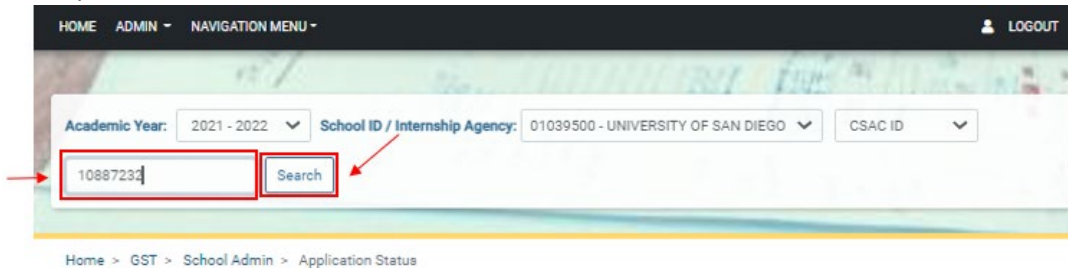
6. This will populate the student's application information.
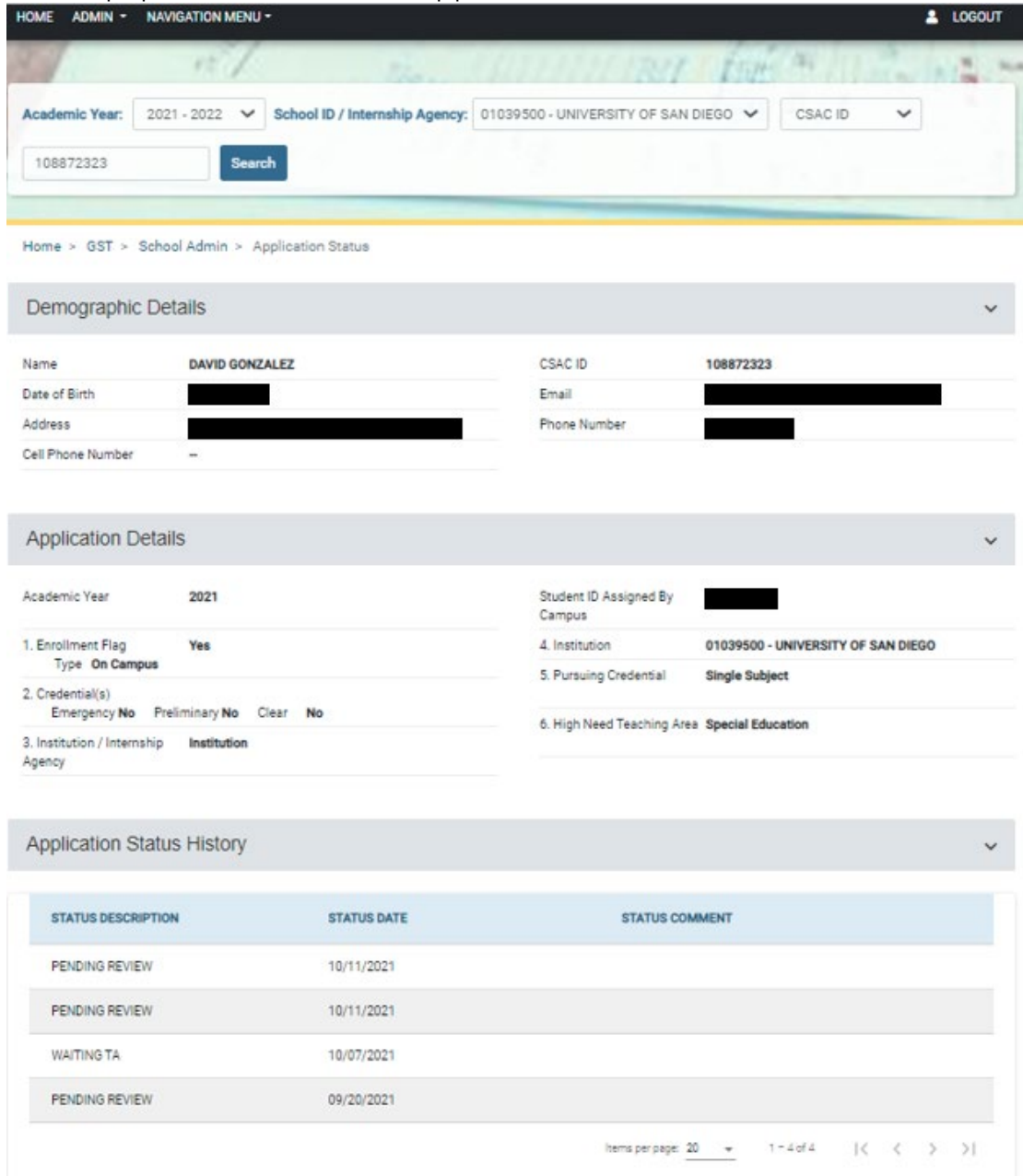
7. In the 'Application Status History' section, under 'STATUS DESCRIPTION' you can see the status of the application. You can also find this information on the 'Institution Roster' Screen under 'STATUS DESCRIPTION'. (Please see below for a definition of terms).

Application Status History

STATUS DESCRIPTION	STATUS DATE	STATUS COMMENT
PENDING REVIEW	10/11/2021	
PENDING REVIEW	10/11/2021	
WAITING TA	10/07/2021	
PENDING REVIEW	09/20/2021	

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OR

HOME ADMIN ▾ NAVIGATION MENU ▾   👤 LOGOUT

School ID / Internship Agency: 01039500 - UNIVERSITY OF SAN DIEGO ⌄ Academic Year: 2021 - 2022 ⌄ App Status:

ALL ⌄   -- CSAC ID/ Name -- ⌄   [Search]

Home > GST > School Admin > School Roster

Search Result - UNIVERSITY OF SAN DIEGO

Total Number of Records: **3**

Search:

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VIEW	CSAC ID	FIRST NAME	LAST NAME	M. I.	DOB	PROCESS STATUS
👁	108872323	DAVID	GONZALEZ		01/26/1999	PENDING REVIEW
👁	111942335	MARIA	JUNO	B	06/02/1980	WAITING TA
👁	111953893	SWERTE	AGNO	S	10/15/2000	SIGNED TA

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Definition of Terms:

Term	Definition
PENDING REVIEW	Waiting on review from institution to certify and request payment.
WAITING TA	Status after school certifies and requests payment, Student will be sent Teaching Agreement (TA) to sign.
SIGNED TA	Student has signed TA.
FUNDED	Student had been paid. Schools will indicate on roster funded status once student 's check.is disbursed.
INELIGIBLE	Student is no longer eligible for the program.
SELF DECLINE	Student has self-declined GSTG.

Verifying Student Eligibility

The institution will need to verify enrollment in an approved program leading to a preliminary credential in a high-need field. The financial aid office or LEA will also need to provide financial aid information (cost of attendance (COA), expected family contribution (EFC), other aid) to determine an award amount. In coordination with the Financial Aid Office or LEA, the applicant may opt for a lesser award amount based on individual preference. Please follow the steps below to verify eligibility on WebGrants

1. Under the GST section, click on the 'Institution Roster'.

2. Under 'Academic Year', select the current academic year.
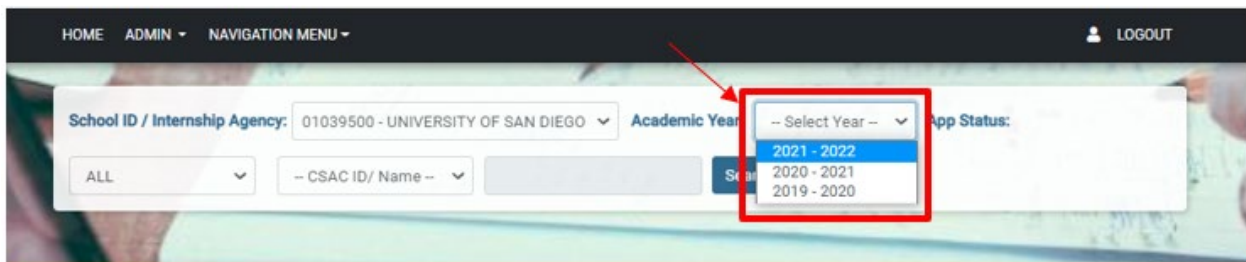
3. Under 'App Status' select 'ALL' to view all students on your roster. Click 'Search' (you may also search for students individually by name or CSAC ID).
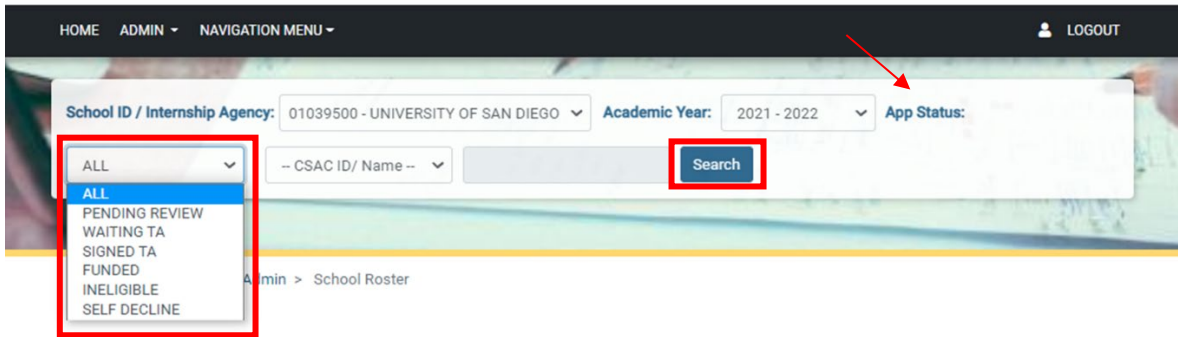
4. Once your roster populates, you may click on the eye icon under the 'VIEW' section to pull up a student's roster individually.
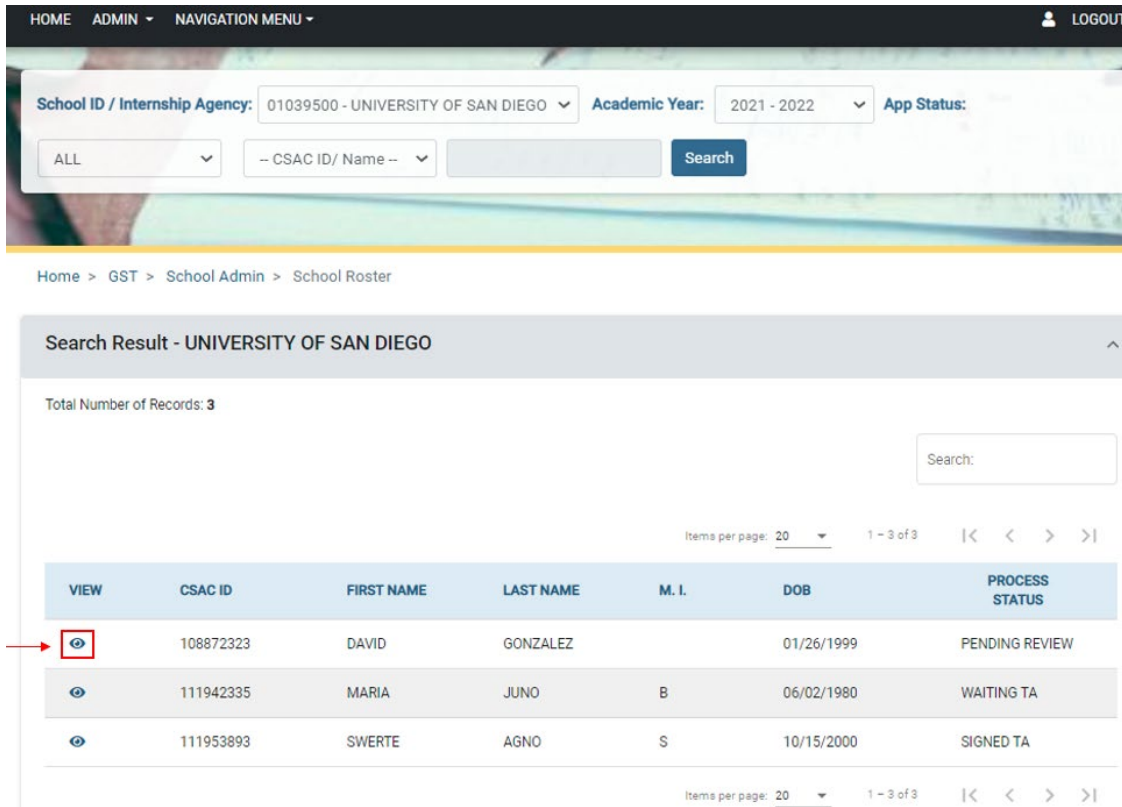
5. This will populate the individual student's roster. Under the 'Admin Section' is where you will fill out the required information to certify and request a payment.

6. Under the 'Admin Section', you will find the 'Award/Payment Details' section. In this section, you will certify that the information listed under that section is accurate. You will also input the data requested.

7. answer the first three questions and review for accuracy.

Please note: If the student is no longer eligible, please click, 'No' and select the reason they are no longer eligible, then click 'Submit' and the bottom of the page. No further action is needed.

8. If the student is still eligible, please continue by selecting the terms the student will be attending for the **entire** academic year. This will determine how the student is paid. Please reserve saving data until **all fields** are complete.

9. In 'Cost of Attendance', please input the cost of attendance.

10. In 'Expected Family Contribution', please input the Expected Family Contribution (EFC). This will automatically populate a number in the 'Unmet Need'.

11. In 'Other Aid', enter the total aid received. Follow your school's policy on what constitutes 'Other Aid'.

12. Please do not change 'Unmet Need' as it populates the total from subtracting 'Expected Family Contribution' and 'Other Aid' from the 'Cost of Attendance'.

13. For 'Award Amount', if the unmet need is over 20,000 the award amount should be 20,000. If the unmet need is less than 20,000 the award amount should be the same as the unmet need. At this time, you may choose to replace EFC or student loans. Please see our 'EFC/Loan Replacement' section following this section for further instructions.

14. In 'Requested Award Amount', please input the amount that you are requesting for the **entire** academic year. As a reminder, this amount should not exceed 20,000 or the unmet need if the unmet need is less than 20,000. Please note: Entering data in this field will trigger a payment request once the teaching agreement (TA) is completed by the student.

15. In 'Confirmed By' , please input your WebGrants user ID.

16. In 'Signed Date' please enter the date.

17. Review all information for accuracy and then click 'Submit'.

EFC/Loan Replacement

Institutions shall determine the maximum award for each eligible applicant. In making this determination, you may replace the Expected Family Contribution (EFC) and student loans consistent with your financial aid packaging guidelines. The GSTG award plus any other estimated financial aid shall not exceed the cost of attendance (COA).

- To replace EFC:
    i. Add the EFC amount to be replaced to the 'Award Amount' and enter this total into the 'Requested Award Amount' (max $20,000 and cannot exceed COA).
    ii. Under the Admin Section Application Status menu, select new status – Waiting TA. Then, add a new status comment stating "Replaced $[amount] of EFC in Requested Award Amount."
- To replace loans:
    i. Add the loan amount to be replaced to the 'Award Amount' and enter this total into the 'Requested Award Amount' (max $20,000 and no more than COA).
    ii. Under the Admin Section Application Status menu, select new status – Waiting TA. Then, add a new status comment stating "Replaced $[amount] student loans in Requested Award Amount."

1. Enter your WebGrants user ID in 'Confirmed By'.
2. Enter the date in 'Signed Date'.
3. Select 'Submit'.

4. Here is an example of an EFC replacement to maximize the student's award:

Teaching Agreement

Once the applicant's eligibility has been verified and the 'Requested Award Amount' field has been filled out by the institution, eligible GSTG applicants will receive an email to log into their portal to sign the Teaching Agreement (TA). The TA outlines the requirements of the program and stipulates that CSAC will authorize a one-time grant, with the amount stipulated on the TA, to an eligible applicant who commits to teach in a high-need field at a priority school for four years. The applicants must sign the TA within **30 days** to be certified as a participant in the GSTG program. Once the teaching agreement is completed a student will be eligible to receive their GSTG payment. Participants who do not return the TA in the allotted time will not be eligible to participate.

Institutions will need to notify CSAC once the applicant has completed their program. CSAC will verify the participant's credential date with the CTC. An employment verification form will be sent to each participant.

Payment Timeline

- The GSTG Coordinator completes the GSTG 'Institution Roster' on WebGrants and indicates an applicant's eligibility and the amount of funding they are eligible to receive.

- Upon the institution verifying eligibility on WebGrants, CSAC will send an email to the applicant to log into their portal to sign the GSTG TA. The TA outlines the terms and conditions of receiving the grant.

- The applicant logs into their portal and must sign the TA within thirty (30) days.

- CSAC updates the GSTG Roster with the date the applicant returned the TA.

- CSAC processes a payment to the applicant. Warrants will be made out to the applicant.

- Checks will be mailed out directly to institutions 4-6 weeks after the TA has been completed.

Disbursement Guidelines

Disbursement of GSTG funds shall be divided in equal disbursements dependent on the term type of the participating institution. For example, if a student is attending a semester school, they will receive two GSTG disbursements. Please disburse the check directly to the student. No one, under any circumstance, is allowed to pick up warrants on behalf of a recipient. According to generally accepted accounting practices, the school is required to keep the recipient's signature on file to verify the recipient received the check. Please sign, make a copy, and return the original payment roster via e-mail to goldenstateteachers@csac.ca.gov. Additionally, once the check has been disbursed, please log into your WebGrants account to report the disbursement.

Reporting Disbursement in WebGrants

1. Under the 'Admin Section' of the roster under 'Application Status', please select 'Funded' from the 'New Status' dropdown menu.

2. In 'New Status Comments', please indicate for what term the check was disbursed. For example, "disbursed Fall 2021 payment on 1/10/22" and click 'Submit'.

3. Please repeat the process for each term for which a payment is disbursed.

Students No Longer Eligible

If the student is no longer eligible due to institutional policy, the check should not be disbursed. A financial aid representative should process the disbursement roster as follows:

1. Indicate the reason the student is no longer eligible to receive the GSTG disbursement on the payment roster.

2. Do not write VOID or stamp the check.

3. Sign the bottom of the roster and make a copy for your records.

4. Return the original payment roster and any non-disbursed check to CSAC at the address below within 21 days of receipt. Do not return materials to the State Controller's Office.

Repayment Requirements

Obligations will begin either after completing the teacher credential program or, if the participant fails to maintain good academic standing or complete the program, as noted within the repayment requirements.

Students will be required to repay the GSTG if at any point during the five years after gaining their teaching credential if they fail to comply with the requirements outlined in the TA. Failure to meet the four-year teaching obligation requires the grant recipient to repay the State twenty-five percent (25%) of the total amount awarded annually for each year the recipient fails to do one or more of the following:

- Be enrolled in or have successfully completed a teacher preparation program approved by the CTC.
- While enrolled in the teacher preparation program, maintain good academic standing.
- Complete the required teaching service following completion of the teacher preparation program.

CSAC will collect twenty five percent (25%) annually for each year of non-compliance. Any exceptions to repayment are outlined in section 4 of Education code 69617:

> Any exceptions to the requirement for repayment shall be defined by the commission, and may include, but shall not necessarily be limited to, counting a school year towards the required four-year teaching requirement if a grant recipient is unable to complete the school year when any of the following occur:
>
> (A) The grant recipient has completed at least one-half of the school year.
>
> (B) The employer deems the grant recipient to have fulfilled the grant recipient's contractual requirements for the school year for the purposes of salary increases, probationary or permanent status, and retirement.
>
> (C) The grant recipient was not able to teach due to the financial circumstances of the school district, including a decision to not reelect the employee for the next succeeding school year.
>
> (D) The grant recipient has a condition covered under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601 et seq.) or similar state law.
>
> (E) The grant recipient was called or ordered to active-duty status for more than 30 days as a member of a reserve component of the Armed Forces of the United States.

If you have any questions that are not clarified in this guide, please contact CSAC's GSTG Program Analysts at: goldenstateteachers@csac.ca.gov.