OPERATIONS MEMO

Update from the California Student Aid Commission

July 19, 2016   **GOM 2016-21**

TO: Financial Aid Administrators
           High School Counselors

FROM: Catalina G. Mistler
           Chief, Program Administration & Services Division

SUBJECT: **2016-17 California Chafee Foster Youth Grant Program Update**

This Operations Memo from the California Student Aid Commission (Commission) announces changes to the Chafee Foster Youth Grant Program (Chafee Program). The Commission ran the 2016-17 award cycle on **July 18, 2016** which provided students with a preliminary award offer.

2016-17 Chafee Application Process

- As noted in GOM 2015-41, beginning with the 2016-17 academic year, institutions were not required to submit Need Analysis Report (NAR).

- The 2016-17 Chafee Application is available on the Commission's website at https://www.chafee.csac.ca.gov/. Information on the Chafee Program is available in the Chafee Coordinator's Guide.

- New Chafee applicants need to submit the following completed forms for award consideration:
    o Chafee Application
    o Free Application for Federal Student Aid (FAFSA), or
      California Dream Act Application (CADAA)
    o Foster care eligibility confirmed through the California Department of Social Services (CDSS). The paper form is only necessary if CDSS does not provide the Foster Youth Eligibility information electronically.

- To qualify for a Chafee award, new applicants must not have reached 22 years of age and renewal participants must not have reached age 23 by July 1, 2016.

2016-17 Chafee Award and Processing Changes

- The 2016-17 California State Budget includes an augmentation of $3 million to increase the number of education and training voucher grant (Chafee) awards.

- The WebGrants Financial Need Analysis (NAR) screen name has been changed to the Student Award Detail screen. Beginning with 2016-17, this screen is a read only screen. The functionality of the former NAR screen now takes place after the awarding process on the new Chafee Roster/Payment screen(s).

- Institutions will have access to the new Chafee Payment Roster and Payment Screen in early August. These new screens were designed to replace the functionality of the NAR screen to simplify the financial need analysis process. Specifically, the new design is a verification process with fewer fields for institutions to populate.

- The Payment Roster will allow schools to review and access preliminary award offers, as well as applicants waiting to be selected should additional funds become available.

- The Payment Screen will be accessed automatically when an Institution selects a student on the Payment Roster by clicking on the student's name. The payment screen will allow an Institution to:
  - Review the applicant's demographic information.
  - Review and/or Update the self-reported FAFSA/CADAA and Program Budget information the Commission used to offer a preliminary award.
  - Request payment(s) per term.

- To process awards and payments, institutions must have access to WebGrants and work their rosters on a regular basis. If awards are not confirmed, the Commission plans to withdraw and recycle awards for students that are not paid for the Fall term by **October 15, 2016**.

Applicants with Missing Information

- To determine Chafee award eligibility, the Commission matches required documents submitted by new applicants and processes those with complete files through the award cycle.

- Applicants with missing information cannot be processed. The Commission sends emails instructing applicants to provide necessary documents required for award considerations. To identify students who are missing information, institutions should utilize the *Chafee Status Roster By School* on WebGrants at "Report Download," which is updated weekly.

As a reminder, institutions must still submit the 2015-16 NAR for students attending during the 2015-16 academic year until **September 9, 2016**.

Need to contact us?

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