OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA

May 4, 2017   **GOM 2017-14**

TO: Financial Aid Administrators

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

SUBJECT: **Educational Level Verification Requirement for Cal Grant Awardees
            at California Community Colleges**

This Operations Memo from the California Student Aid Commission (Commission) provides information on the requirement to verify the Educational Level (EL) of Cal Grant students at California Community Colleges (CCC).

- Beginning with the 2017-18 academic year, California Community Colleges will be required to verify the EL of all **New** Cal Grant offered awardees.

- Verifying the student's self-reported EL ensures that the correct amount of Cal Grant award eligibility is offered to the student.

- Cal Grant offered awardees cannot receive payment until the EL requirement is verified.

EL Verification Process

- Students that require an EL verification can be identified:

   o By downloading the Education Level Verification report from the Data Transfer link in WebGrants.
   o By Customizing your Display Roster in WebGrants.
   o On the roster with a message "Not yet paid, Verification Required" for their EL Verification Status.

- The student's EL can be verified directly on the roster by selecting the appropriate education level from the drop down menu next to the *Verified EL* field.

- An EL Verification Data File can be uploaded to WebGrants to verify the EL for multiple students.

   o The EL Verification Data File Layout is located in the WebGrants Help Link.
   o EL Verification Data Files are processed weekly.

EL Verification Training

The Commission will provide live webinar training in the month of June to assist CCC Financial Aid Administrators with this process.

Training sessions will cover the following topics:

- Customizing the WebGrants Roster to identify students that are flagged for EL verification.

- How to process an EL Verification in the WebGrants System on the Display Roster and through a Data File upload.

- How to utilize the system generated reports to identify students that require EL verification.

To register, visit the Commission's [Training Website](). Once you have registered, a confirmation email will be sent to you with the website login and teleconference phone line information. Retain this confirmation email, as you will need it to join the training session.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

Working together to effectively promote education beyond high school!