OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF CALIFORNIA

May 02, 2017   **GOM 2017-13**

TO: Financial Aid Administrators

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

SUBJECT: **2017-18 Cal Grant Award Claiming Process**

This Operations Memo from the California Student Aid Commission (Commission) announces the capability for institutions to claim their Cal Grant eligible students to their 2017-18 WebGrants roster beginning today, **Tuesday, May 2, 2017**.

- Announced in GOM 2016-34, beginning with the 2017-18 academic year, a claiming process has been implemented for new Cal Grant High School Entitlement awardees.

- Newly awarded students received a Cal Grant Eligibility Notification encouraging them to create a WebGrants for Students (WGS) account at www.webgrants4students.org to confirm their school of attendance for the 2017-18 academic year.

- Institutions will be able to claim Cal Grant eligible students:

  o By submitting School Change Upload files into WebGrants.
  o Individually by performing a school change directly on the WebGrants Display Roster

- 2017-18 School Change Upload files will be processed weekly.

WebGrants Grant Roster

- The Eligible Section of the WebGrants Display Roster will populate with Cal Grant awarded students who have confirmed their school of attendance at WGS and as institutions submit school changes for students.

Training

Mini modules are available on the www.csac.ca.gov website on the Mini-Trainings page to assist schools with the process of claiming Cal Grant eligible students.

Need to contact us?

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

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