CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION & SERVICES DIVISION

MEMORANDUM

September 12, 2014

TO: University of California Financial Aid Directors
California State University Financial Aid Directors

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

SUBJECT: Middle Class Scholarship - Update

This memorandum provides information on the Middle Class Scholarship (MCS) award processing and notification. As noted in Cal Grant Special Alert (GSA) GSA 2014-23 dated July 31, 2014, the submission of MCS enrollment data to the California Student Aid Commission (Commission) was completed on September 2, 2014. The Commission is currently in the process of reviewing the submitted data in preparation for completing the MCS award process and notifying eligible students of their MCS award.

Eligibility Determination

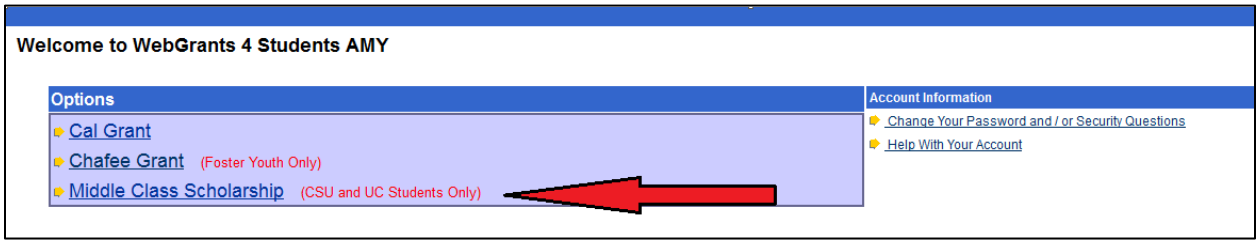
The MCS provides a scholarship for new and continuing undergraduate students with family incomes up to $150,000 attending the University of California (UC) or the California State University (CSU) who are not already receiving federal, state or institutional grants that exceed 40% of the charged mandatory system-wide tuition/fee amount. For a detailed description of student eligibility and an example of an award calculation, please refer to GSA 2014-23.

Award Notifications

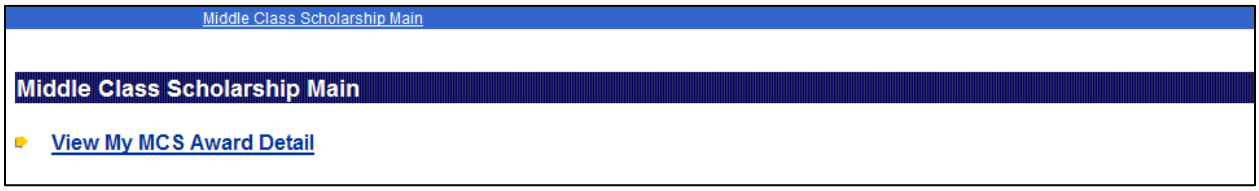
Students attending a UC or CSU campus that are determined to be eligible to receive an MCS award will be notified on Monday, September 15, 2014. Students will receive an email notification instructing them to log in to their WebGrants for Students (WGS) account. Once they have logged in to WGS, they'll be able to retrieve their Middle Class Scholarship California Aid Report (MCSCAR). The MCSCAR will provide the following information for each student: first and last name, address, CSAC ID number, 2014-15 MCS award amount, and school of attendance. Instructions are provided to the student on the MCSCAR as to who they should contact should any of the information appear to be incorrect, such as school of attendance. A copy of the MCSCAR is attached to this memo.

WebGrants for Students Access

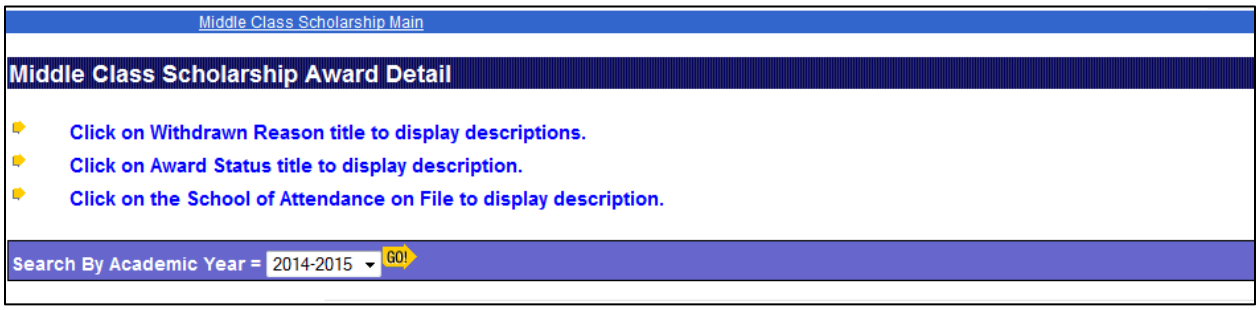
Beginning Monday, September 15, 2014 students will also be able to access their award information on WGS through the home page.



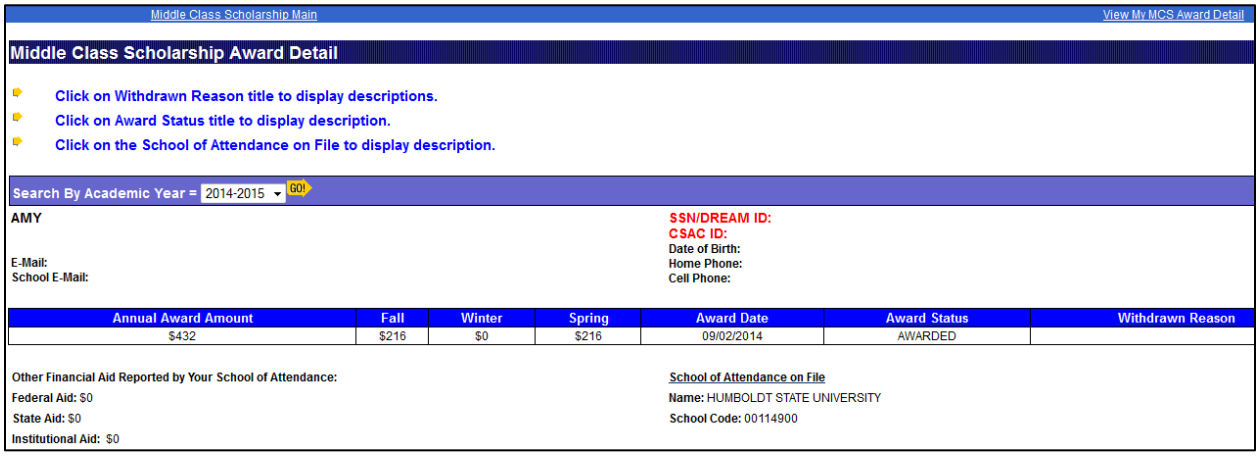
After selecting the Middle Class Scholarship link, students can select "View My MCS Award Detail"



Next, clicking "GO!" will take the student to the "Middle Class Scholarship Award Detail" screen.

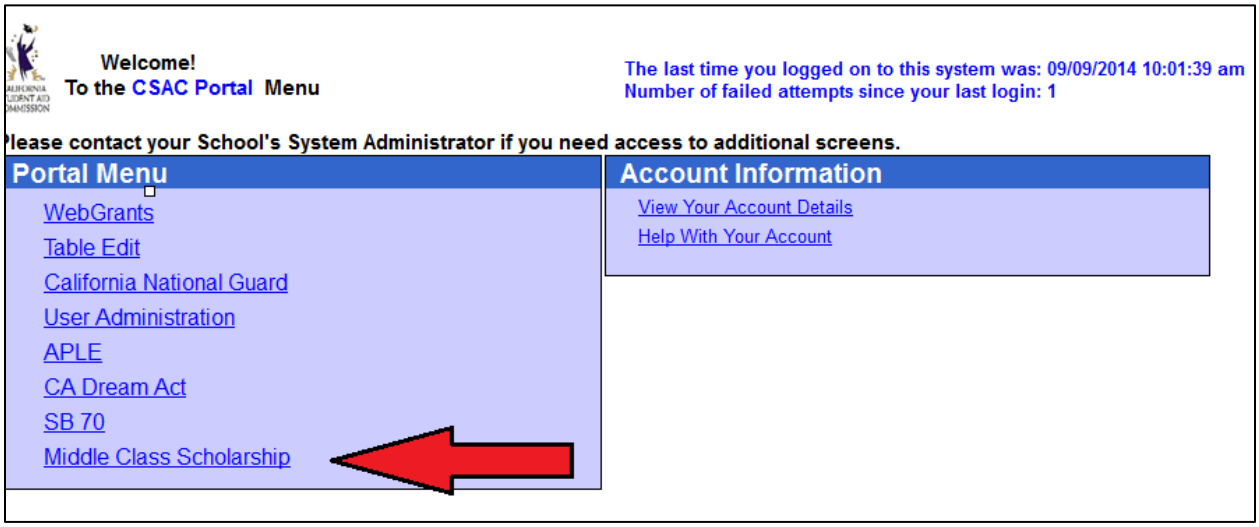


Once they are on this screen, a student will be able to see their annual MCS award amount, their award amount per term, school of attendance, and federal, state and Institutional aid as reported by their campus. Students that were not awarded due to financial eligibility reasons will see this notated in the "Award Status".

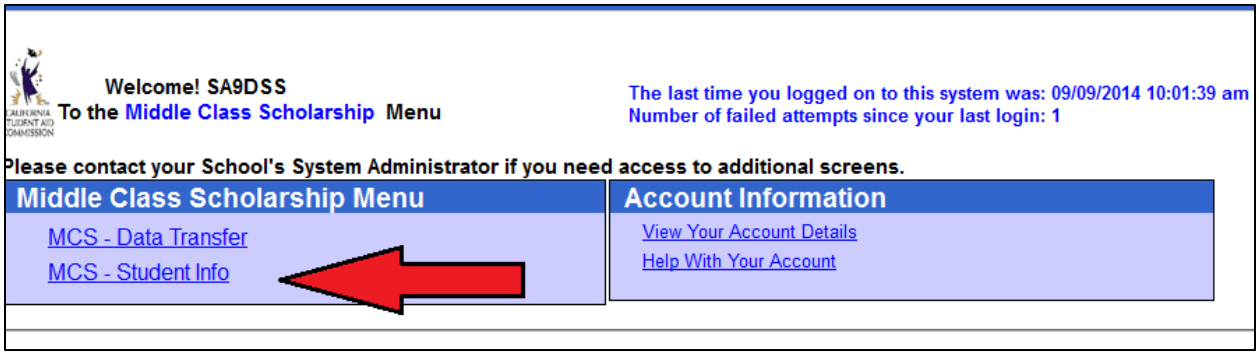


WebGrants Access

Campus and Commission staff will have the ability to view a student's award status through the "MCS Student Award Summary" screen. To access this screen, select the Middle Class Scholarship link from the portal menu.

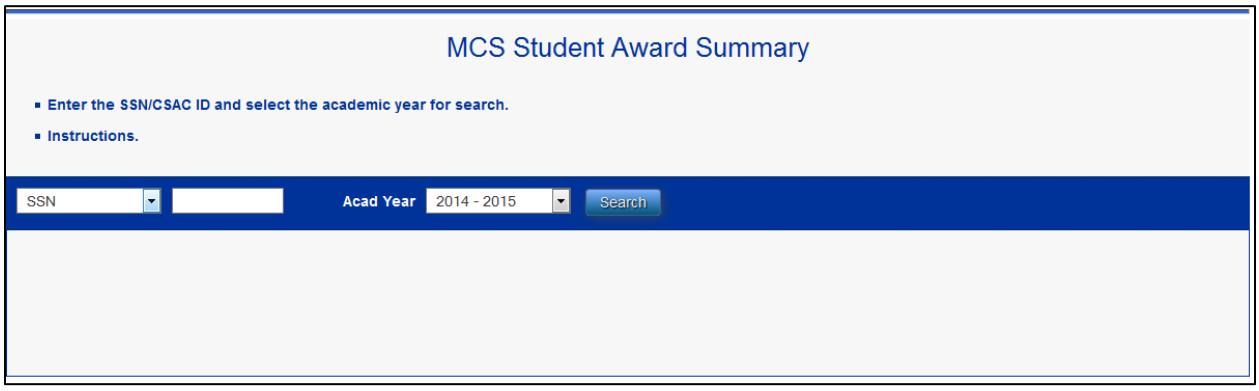


Next, select the "MCS – Student Info" link.

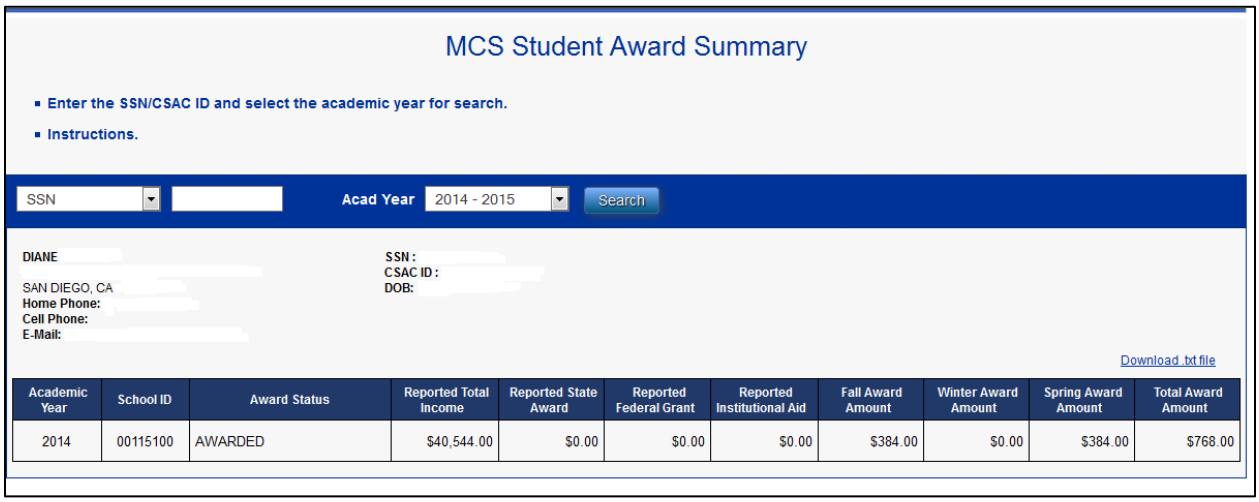


Select "Student Award Summary"

Students can be searched by SSN or CSAC ID number. After entering the student's information, click "Search".



The "MCS Student Award Summary" screen will populate.



Payment Processing and Correction Submission Timeline

MCS WebGrants functionality is being rolled out in phases. The first phase, discussed above, will notify students of their award and allow for student information to be viewed through WebGrants and WGS. Below is a timeline of the remaining releases and the increased functionality associated with each release.

Monday, September 22, 2014

- MCS Payment File (download report) will be available through WebGrants
- MCS Award Roster (**read-only**)
- MCS Payment File Processing - Testing Period. Campuses will be able to upload payment files to test the payment file process during the week of September 22, 2014.

Monday, September 29, 2014

- MCS Award Roster will be made available with limited functionality (payment transactions only)
- Payment transactions may also be uploaded through the batch file upload process
- Commission will process all payment transactions at the end of the week

NOTE: Once the initial payment transactions have been submitted, the Commission will submit the information to the State Controller's Office the following week. Delivery of funds to each campus should mirror the timeframe for Cal Grant funds delivery.

Monday, October 6, 2014

- "Student History Screen" will be available in WebGrants tracking student payment history
- Campuses will be able to download reports for their MCS payment processing

Monday, October 13, 2014

- Campuses may begin to submit additional enrollment files as well as continue submission of payment files.
- School changes will be allowed. (Details on how to complete a school change will be addressed within the MCS Payment Guide)

Monday, October 20, 2014

- Campuses will be able to submit eligibility changes and adjustment codes utilizing both the batch file upload process and the on-line roster.

The Commission is in the process of developing an MCS Payment Guide which will be made available to campus staff to assist with processing payments. The guide will contain instructions as well as tips on how to handle different scenarios. Once the Correction Process has been implemented, the Payment Guide will be updated to capture both Payment and Correction Processing.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff via e-mail at schoolsupport@csac.ca.gov or at (888) 294-0153.

Enclosures: Middle Class Scholarship California Aid Report

CALIFORNIA STUDENT AID COMMISSION

MIDDLE CLASS SCHOLARSHIP

2014-2015 Middle Class Scholarship Notification

- MCS STUDENT
- 1234 ANYWHERE AVENUE
- LOCATION CA 99999

Date 09/15/2014
CSAC ID Number 12345678

Congratulations! The California Student Aid Commission (CSAC) has determined you are eligible to receive a Middle Class Scholarship (MCS) award for the 2014-15 academic year! The MCS program may offset some of the mandatory system-wide tuition and fee charges for eligible CSU and UC undergraduate students.

The following scholarship offer is based on the information from your Free Application for Federal Student Aid (FAFSA) or California Dream Application (CADA) and your pertinent financial aid as reported by your school.

*2014/15 Scholarship Amount	School on File
$400	CSU BAKERSFIELD

*Your Middle Class Scholarship amount may be adjusted or withdrawn based on revised information provided by your school.

Important Middle Class Scholarship Information

- ✓ If you are not attending the school listed above, you must contact the financial aid office of the CSU or UC school you are attending to inform them of your potential MCS eligibility.
- ✓ Complete all financial aid requirements with your financial aid office.

To check the status of your MCS award, go to the WebGrants for Students (WGS) website located at www.webgrants4students.org . On WGS, you should create an account by clicking the link that says “Create an Account” or log into your existing account. Make sure to visit WGS periodically to obtain important program and contact information. For more information about the Middle Class Scholarship, go to http://www.csac.ca.gov/

PRIVACY STATEMENT: If you have taken any college courses or are 18 years of age or older, federal law requires CSAC to obtain your authorization before releasing confidential Middle Class Scholarship information to a third party. You may authorize third party access to your account on WebGrants for Students, located at webgrants4students.org .

Diana Fuentes-Michel, Executive Director
California Student Aid Commission

MCSAward (9/14)
L14770105/16/2014101308150

MCS Notification: E-mail version

Dear Student:

Congratulations! The California Student Aid Commission (CSAC) has determined you are eligible to receive a 2014-15 Middle Class Scholarship (MCS) award! The MCS program will offset some of the mandatory system-wide tuition and fee charges for eligible CSU and UC undergraduate students with family incomes up to and including $150,000.

The scholarship offer is based on the self-reported information from your Free Application for Federal Student Aid (FAFSA) or Dream Application (DA) and your pertinent, need-based financial aid as reported by your campus. Your MCS amount may be adjusted or withdrawn based on the final eligibility determination made by your campus.

To check the amount of your award and to confirm that the CSU or UC campus we have listed is the one that you plan to attend, please go to the WebGrants for Students (WGS) website located at www.webgrants4students.org . On WGS, you should create an account by clicking the link that says "Create an Account" or log into your existing account. You may use this website to confirm the status of your award at any time.

To receive the MCS, you must complete all financial aid requirements with your University financial aid office. For more information about the Middle Class Scholarship, go to http://www.csac.ca.gov/

Make sure you visit WebGrants for Students periodically, located at www.webgrants4students.org where you will find important program and contact information.