

California Student Aid Commission

What to Expect from a Cal Grant Review

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Audit Objective

- To ensure program compliance by postsecondary institutions participating in the Commission's Cal Grant Programs.
- To evaluate and report on the institution's administration of Commission programs.



General Eligibility

- School's Policies and Procedures
- Cal Grant Institutional Participation Agreement
- Fiscal Operations Report and Application to Participate (FISAP)
- Independent Auditor's Report
- Educational Programs
- Information Security and Confidentiality Agreement



Applicant Eligibility

- Citizenship Requirements
- U.S. Selective Service Requirements
- Not in Default
- California Residency
- Enrolled in Eligible Program
- Does not Have Bachelor's or Professional Degree
- Education Level (EL)
- Income/Asset Does not Exceed Ceilings
- Demonstrates Need for the Award (Over-awards)
- Meeting Satisfactory Academic Progress
- Valid Institutional Student Information Record (ISIR)



Fund Disbursements and Refunds

- Enrollment Status - Number of Units
- Disbursement Policy & Dates
- Refund Policy
- Cal Grant Tuition Awards May Not Exceed Actual Tuition Charges
- Authorization – Cal Grant B Access and C Book & Supply Awards



Fiscal Responsibility

- Cal Grant Reconciliation (student by student)
- Accounting Documents – Ledgers (Receipt of Cal Grant Funds and Disbursements to Students)
- Reconciliation Discrepancies (excess funds, unreported payment, undisbursed funds)
- Cal Grant Funds Maintained in an Interest Bearing Account
- Return of Interest Earned on Cal Grant Funds



Audit Findings and Reporting

- Exit Conference–Summary of Finding/Observation Results
- Management Representation Letter
- Draft Report
- Institutional Audit Response to Draft Report
- Final Report



Common Cal Grant Findings

- Cal Grant Reconciliation
- Education Grade Level Verified Incorrectly
- No Written Policies & Procedures
- SAP Not in Compliance with Title IV
- Noncompliance with Information Security and Confidentiality Agreement
- Ineligible Student/Program
- Income/Assets Exceeds Ceiling
- Incorrect Payment Amounts Due To Enrollment Status
- Cal Grant Tuition Disbursement Exceeds Tuition Charges



Cal Grant Checklist

Information to Verify

1. Program of Study
2. Program Length
3. Eligible CG Program
4. Education Level
5. Start Date
6. SAP
7. E2 Status
8. Citizenship
9. CA Resident
10. Dependency Status
11. Edit Comments

Source

1. Transcripts, Enrollment Agreement
2. Catalog, Transcripts, Enrollment
3. School Catalog
4. Transcripts
5. Transcripts, Enrollment Agreement
6. Transcripts, SAP Letters, SAP Policy
7. Transcripts (CC, HS, & BDGI)
8. ISIR, Naturalization Certificate, Affidavit, etc.
9. ISIR, HS Transcripts, Utility Bills, Affidavit, etc
10. ISIR, Taxes, Verification Documents
11. ISIR, Verification Docs, Citizenship Docs, etc.



Cal Grant Checklist

<u>Information to Verify</u>	<u>Source</u>
12. Degree	12. ISIR, Transcripts, Diplomas
13. Parent Income	13. ISIR, Taxes, W-2, Verification Docs
14. Student Income	14. ISIR, Taxes, W-2, Verification Docs
15. Family Size	15. ISIR, Taxes, Verification Docs
16. Cost of Attendance	16. Budget, Award Letter, Need Analysis
17. EFC	17. ISIR, Award Letter, Need Analysis
18. EFA	18. Award Letter, Account Ledger, etc.
19. Disbursed Amount	19. Account Ledger, Negotiated Checks
20. Disbursed Date	20. Account Ledger, Negotiated Checks
21. Units Attempted	21. Transcripts, Add/Drop Screens
22. Units Completed	22. Transcripts, Add/Drop Screens
23. Authorized Signature	23. Negotiated Checks, Authorization



Thank You for Attending!

**Program Compliance
is available at:**

1-916-464-8912

or

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