



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

May 07, 2024

GSA 2024-33

TO: Financial Aid Administrators  
Chafee Coordinators

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

SUBJECT: **2023-24 California Chafee Grant for Foster Youth Update**

This Special Alert from the California Student Aid Commission (Commission) provides a program update for the California Chafee Grant for Foster Youth (Chafee).

### Opening of Summer Term

The Commission opened the 2023-24 Chafee summer term on **May 6, 2024**. Financial Aid Offices should continue to certify students and request payments.

### **Please use the 00 'School Program' code to request summer payments.**

Requesting summer payments using the 01 'School Program' code will result in an inaccurate award amount. For guidance on correcting summer payments requested using the 01 'School Program' code, please see page 2.

All EFT payments will be held after June 14, 2024, due to end of year accounting process requirements. All paper warrant payments will be held after May 31, 2024. Payments will resume in July 2024.

As a reminder, the following guidelines and resources are available:

- **Payment Roster** – Institutions should review their Payment Roster on [WebGrants](#) to certify and request payments for all eligible students. The [Chafee Quick User Guide](#) has instructions to manage your payment roster.
- **Recycling Awards Timeline** – To maximize the number of students who are awarded, the Commission will recycle awards **30 days** from the date of offer. Students who lose their award due to the recycle process can be considered again if the Financial Aid Administrator updates the payment roster.
- **Electronic Funds Transfer (EFT)** – If the institution receives funds via [EFT](#), funds from the Monday payment run will be transferred on Friday of that same week. Institutions opted out of EFT will receive paper warrants within 6-8 weeks of the date of payment request.
- **Non-Disbursed Payments** – All non-disbursed payments must be returned to the Commission within 30 business days of receipt to allow the Commission to maximize funds available for awards.

- **EFT** – For information about returning Chafee funds received via EFT, please visit the [Chafee EFT website](#).
- **Paper Warrant** – To return Chafee funds received via individual paper warrants, please complete the form attached to the check and do not void the check. Return both to:

California Student Aid Commission  
 PO BOX 419027  
 Rancho Cordova, CA 95741-9027

**2023-24 Chafee Award Processing**

- Students can apply for 2023-24 Chafee awards until August 2, 2024.
- Unpaid eligible 2023-24 Chafee awards must be certified by August 16, 2024.
- Payment requests for all awarded 2023-24 Chafee recipients must be received by 4:30 pm on August 30, 2024.
  - Attempting to certify students on this day will result in an unprocessed request and the student record will be stuck in a pending status.

**Correcting Payments Requested with the 01 ‘School Program’ Code**

Please use the 00 ‘School Program’ code to request summer payments. If you request payment using the 01 School Program, please also update the 00 School Program by selecting the appropriate terms attending, update the needs analysis (if appropriate), and save the record. The system will generate an additional payment during the weekly payment run.

**Complete if student is ELIGIBLE**

School Program	<input type="text" value="00 -"/>	Cost of Attendance *	\$ 29775
Living Arrangement	<input type="radio"/> On Campus <input checked="" type="radio"/> Off Campus <input type="radio"/> With Relatives	Expected Family Contribution *	\$ 0
Term(s) Attending ⓘ	<input checked="" type="checkbox"/> FL <input type="checkbox"/> WN <input type="checkbox"/> SP <input checked="" type="checkbox"/> SU	Other Aid * ⓘ	\$ <span style="color: red;">Enter Other Aid Amount.</span>
Education Level *	<input type="text" value="Sophomore"/>	Unmet Need ⓘ	\$ 29775
		Projected Award	\$ 5000
		Total Award Amount	\$5,000
		Paid Award Amount	\$0
		Unpaid Award Amount	\$5,000

**Request Payment - Open Terms: Fall, Winter, Spring**

Pay Fall Term - (07/23/2022)	<input type="checkbox"/>
Pay Winter Term - (11/01/2022)	<input type="checkbox"/>
Pay Spring Term - (01/09/2023)	<input type="checkbox"/>
Pay Summer Term - (05/15/2023)	<input type="checkbox"/>

*In this example, the student is attending a two-term school with an optional summer term. The FA official initially used the 01 School Program code. FL, SP, SU, terms were selected and a payment of \$1667 was generated. To generate a \$2500 payment, the school official updated the 00 School Program code. They unchecked the spring term attending box, rechecked the needs analysis and saved the record. The system will generate a check for the difference with the weekly payment run.*

**Need to contact us?**

- School Support phone number: (888) 294-0153
- E-mail: [chafee@csac.ca.gov](mailto:chafee@csac.ca.gov)

***Working together to effectively promote education beyond high school!***