What is Reconciliation?

- Verification that all Cal Grant funds have been disbursed to each student in the correct amounts
- Confirmation that all payments have been properly reported to the Commission
What is Reconciliation?

**CSAC**


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Payment Period Reconciliation

- Per the 2017-21 Institutional Participation Agreement (Article IV(D)(2)(a)(b):
  - "Institutions are required to reconcile payments no later than 60 calendar days after the end of the payment period."
  - "Reconciliation does not preclude adjustments or payments after that date"

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2019-20 Reconciliation Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2019– June 2020</td>
<td>Payment/Adjustment Period</td>
</tr>
<tr>
<td>July 2020 – September 2020</td>
<td>Correction period</td>
</tr>
<tr>
<td>Early September, 2020</td>
<td>Final Reconciliation</td>
</tr>
<tr>
<td>Late September 2020</td>
<td>Invoicing for excess funds</td>
</tr>
<tr>
<td>October 2020</td>
<td>Beginning of penalty letters</td>
</tr>
</tbody>
</table>

---
4 Steps for Accurate Reconciliation

Step 1
Account for funds received from CSAC

Account for Funds Received

- Work with Business/Accounting Office
- Check Monthly Payment Activity Report for funds advances & supplemental payments
- If any questions about Electronic Funds Transfer (EFT), contact the Commission: EFT@csac.ca.gov
Supplemental Payments

Once all Cal Grant advance funds are exhausted:
- Supplemental Funds are sent automatically via EFT or warrant to the institution
- Both funds advances and supplemental payments appear on the Monthly Payment Activity Report

Monthly Payment Activity Report

WebGrants>Portal Menu>Data Transfer>Report Download

Step 2
Verify Accuracy of Disbursements
Verify Disbursements

Ensure that payments reported to the Commission accurately reflect the amount disbursed to each student.

- Utilize reports:
  - Check for reconciled payments (RP) or reconciled adjustments (RA) on a weekly basis using the Accept/Reject Report
  - Use the Reconciliation Summary Report to locate discrepancies (Cal Grant A/B/C terms; T/F vs. Access)
  - Use the Detailed Data Report to list student-by-student transactions. Compare against school accounting/ledger reports

Reconciliation Example

<table>
<thead>
<tr>
<th>Payments Reported in WebGrants</th>
<th>Payments Disbursed to Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ahkello Witherspoon $775</td>
<td>1. Ahkello Witherspoon $775</td>
</tr>
<tr>
<td>4. Nick Bosa  $5,191</td>
<td>4. Ruben Foster  $775</td>
</tr>
<tr>
<td></td>
<td>6. Richard Sherman  $4,416</td>
</tr>
<tr>
<td>Total $15,573</td>
<td>Total $15,573</td>
</tr>
</tbody>
</table>

Reconciliation Example

<table>
<thead>
<tr>
<th>Payments Reported to CSAC</th>
<th>Payments Disbursed to Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ahkello Witherspoon $775</td>
<td>1. Ahkello Witherspoon $775</td>
</tr>
<tr>
<td>4. Ruben Foster  $5,191</td>
<td>4. Ruben Foster  $775</td>
</tr>
<tr>
<td>Total $19,989</td>
<td>Total $15,573</td>
</tr>
</tbody>
</table>
### Reconciliation Example

<table>
<thead>
<tr>
<th>Payments Reported to CSAC</th>
<th>Payments Disbursed to Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 2019</strong></td>
<td><strong>February 2019</strong></td>
</tr>
<tr>
<td><strong>1. Ahkello Witherspoon</strong> $775</td>
<td><strong>1. Ahkello Witherspoon $775</strong></td>
</tr>
<tr>
<td><strong>3. Jimmy Garoppolo</strong> $775</td>
<td><strong>3. Jimmy Garoppolo $775</strong></td>
</tr>
<tr>
<td><strong>4. Nick Bosa</strong> $5,191</td>
<td><strong>4. Ruben Foster</strong> $5,191</td>
</tr>
<tr>
<td><strong>5. Kyle Juszczyk</strong> $4,416</td>
<td><strong>5. Kyle Juszczyk</strong> $4,416</td>
</tr>
<tr>
<td><strong>Total</strong> $19,989</td>
<td><strong>Total</strong> $19,989</td>
</tr>
</tbody>
</table>

---

### Reconciliation Report (Summary)

**Display Reconciliation**
- Highlight Row, Column, or Cell by clicking Display Type. For Report, selecting Display will produce the following results: Summary will provide once. You may select
- Display Type to display only the highlighted row or column. The display will
- Refresh display table and make it easier to your computer. This
- column shows the format used to generate the display using Excel.
- The display area displays a program that will resemble the display using Excel.
- If you are using Microsoft Word, access the Reconciliation/Summary and so forth. This uses your Excel menu option to generate.

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**2019-2020 Reconciliation Report**

- **Summary**
Reconciliation Report (Detail)

Discrepancy in Cal Grant B, Spring term, Access award

Total: $34,407

Reconciliation Report (Detail)

School Accounting Report 2019-20 Cal Grant B Disbursements

Keller, H $388
Hawking, S $581
Einstein, A $388
Angelou, M $581
Sagan, C $775
Curie, M $388
King, M $775
Montessori, M $775
Step 3
Ensure Accurate Enrollment Status & Payments

Ensure Payment & Enrollment Status Match

- Report changes on roster
  - Adjust payments for enrollment status:
    - Half Time (HT)
    - Three Quarter Time (TT)
- Adjust tuition awards for students who withdraw from the institution
  - Cal Grant cannot exceed tuition and fees
- Watch for limited eligibility situations

Payment and Adjustment Policies

General Rules:
- Student enrollment status is locked in at census for payment
- Payments should be disbursed based on enrollment status at census date or its equivalent
- Institutions should follow their policy
Payment Guidelines
Follow school payment policy

<table>
<thead>
<tr>
<th>Initial Payment Made...</th>
<th>Payment Based On...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Census</td>
<td>Current Enrollment Status*</td>
</tr>
<tr>
<td>At Census</td>
<td>Enrollment Status at Census</td>
</tr>
<tr>
<td>After Census</td>
<td>Enrollment Status at Census</td>
</tr>
<tr>
<td>After Census (late add to roster)**</td>
<td>Enrollment Status at Time of Disbursement</td>
</tr>
<tr>
<td>After Completed Term</td>
<td>Enrollment Status at Time of Completed Term</td>
</tr>
</tbody>
</table>

*Adjustment may be needed at census if student enrollment status changes
**Situation occurs due to extenuating circumstances

Payment & Adjustment Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Resulting Action</th>
<th>Satisfy Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>Reporting a full time payment for an eligible student (Quick payment code)</td>
<td>Eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>SC</td>
<td>Reporting a School Change</td>
<td>Student will be added to your school’s roster</td>
<td>N</td>
</tr>
<tr>
<td>NA</td>
<td>Reporting students that are NOT in attendance at your school (Annually)</td>
<td>Student will be moved to the &quot;Not in Attendance&quot; section after weekly process</td>
<td>N</td>
</tr>
<tr>
<td>YA</td>
<td>Reporting students that are in attendance at your school, reverses the NA</td>
<td>Moving a student from the &quot;Not in Attendance&quot; section to the &quot;Eligible&quot; section after weekly process</td>
<td>N</td>
</tr>
<tr>
<td>IT</td>
<td>Reporting transfer entitlement ineligibility; Only visible for BDGI schools</td>
<td>Award is withdrawn immediately</td>
<td>N</td>
</tr>
</tbody>
</table>
Not in Attendance (NA)

- Student is not in attendance at your school
- Moves the student to the ‘Not in Attendance’ section of your roster
- Used as an annual level code rather than a term level
- To bring the student back to your roster, utilize ‘YA’ code and must wait for the weekend to process to allow for request of payment

Adjustment Reason Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Resulting Action</th>
<th>Satisfy Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>Reporting a Full-time payment</td>
<td>Eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>TT</td>
<td>Reporting a Three-Quarter time payment</td>
<td>Eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>HT</td>
<td>Reporting a Half-time payment</td>
<td>Eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>LH</td>
<td>Reporting a Less than Half-time status, ineligible for payment this term</td>
<td>Uses LH eligibility; max 100% lifetime</td>
<td>Y</td>
</tr>
<tr>
<td>LA</td>
<td>Reporting a Leave of Absence, student may return</td>
<td>Uses leave eligibility; max 200% lifetime</td>
<td>Y</td>
</tr>
</tbody>
</table>

Leave of Absence (LA)

- Student is on an approved leave from school
- A student attends a subsequent term, but no transaction was reported for Fall
- Student does not want to receive payment
- Schools are not eligible to report “LA” for newly-awarded Competitive students
Adjustment Reason Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Resulting Action</th>
<th>Satisfy Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>OF</td>
<td>Recipient is receiving Outside Funding (Full-time)</td>
<td>If amount = $0, no eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>OH</td>
<td>Recipient is receiving Outside Funding (Half-time)</td>
<td>If amount = $0, no eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>OT</td>
<td>Recipient is receiving Outside Funding (Three-Quarter time)</td>
<td>If amount = $0, no eligibility used</td>
<td>Y</td>
</tr>
<tr>
<td>FI</td>
<td>Unable to report payment due to incomplete financial aid file</td>
<td>Award is withdrawn following year end reconciliation</td>
<td>N</td>
</tr>
<tr>
<td>IG</td>
<td>Ineligible for grant due to ineligible program length or program type</td>
<td>Award is withdrawn immediately</td>
<td>N</td>
</tr>
</tbody>
</table>

File Incomplete (FI)

- Used when a student is in attendance at your school but missing documentation
- Used as an annual level code
- When reporting FI, cannot change to a pay code only adjustment code
- Students with FI will be withdrawn at the end of year

Ineligible for Grant (IG)

Used when a student is ineligible due to program length or program type

- Ineligible Program Type: Cal Grant C recipient enrolled in a general education program vs. an occupational or technical program
- Ineligible Program Length: Cal Grant A recipient enrolled in a certificate program of 1 academic year vs. 2 years in duration

Usage of IG code will withdraw student’s award
### Adjustment Reason Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Resulting Action</th>
<th>Satisfy Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD</td>
<td>Ineligible for award due to loan default/grant overpayment</td>
<td>Award is withdrawn immediately</td>
<td>N</td>
</tr>
<tr>
<td>TV</td>
<td>Ineligible for 5th year or teacher credential program benefits</td>
<td>Award is withdrawn immediately</td>
<td>N</td>
</tr>
<tr>
<td>NP</td>
<td>Not maintaining Satisfactory Academic Progress</td>
<td>Award withdrawn after 3 consecutive terms</td>
<td>Y</td>
</tr>
<tr>
<td>NS</td>
<td>Used to reverse a reported payment</td>
<td>Eligibility returned to student</td>
<td>N</td>
</tr>
<tr>
<td>SR</td>
<td>Reporting last payment for a graduating senior</td>
<td>After payment posts, award is withdrawn immediately</td>
<td>N</td>
</tr>
</tbody>
</table>

### Graduating Senior (SR)

- Used to report the last payment for a student in a Bachelor’s program
- Allows the student to be paid their full tuition charges, up to the term maximum, if attending less than half-time and if there is remaining eligibility
- Access is prorated as usual, based on enrollment status

### Accept/Reject

- Displays Failed transactions, if applicable
- Provides confirmation for each accepted transaction
Common Reporting Errors

- Reporting a payment for a student who is not in attendance at your school
- Reporting a transaction or making a school change for the wrong term
- Reporting incorrect dollar amount for part-time students

Step 4
Return Remaining Funds to Commission

Final Reconciliation

- Due September following the award year
  - Deadline announced via GSA – sign up for List-Serv
- All roster payment, adjustments, and corrections must be done prior to deadline
- Excess funds must be returned to the Commission
  - Cannot be applied to another student
  - Cannot be carried over to next award year
- Invoices are sent to institutions in late September and are due within 30 days
- Any dispute regarding invoice will not be reviewed until invoice is paid in full
Returning funds for a Closed Academic Year

- Submit check payable to “California Student Aid Commission”
- Include a letter of explanation that contains:
  - Student Name
  - CSAC ID Number
  - Term and program for which funds are being returned
  - $Amount
  - Contact information
- Mail to:
  California Student Aid Commission
  Fiscal and Administrative Services Division
  P.O. Box 419026
  Rancho Cordova, CA 95741-9026

Compliance Review Process

- Initial Contact ➔ Engagement Letter ➔ Entrance Interview ➔ Draft Report ➔ Exit Interview ➔ Field Review ➔ Institution Response ➔ Final Report/ Closure
Top Audit Findings

1. Transfer Entitlement (E2) Eligibility
2. Early transfer/E2 documentation
3. AB 540 (Affidavit not collected/Citizenship status incorrect for CADAA)
4. Education Grade Level verified incorrectly (CCC Grade Level Policy)
5. SAP not in compliance with Title IV
6. No written policies & procedures
7. Noncompliance with Information Security & Confidentiality Agreement

Resources

It's easy to subscribe to the CSAC List-Serv!

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Add your e-mail

Choose your categories

Complete Captcha

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Name:

Job title:

Brief address:

E-mail address:

Select the topics to sign up for:

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- High School/Preparation: High School, High School Information, Learn, Student Promise
- CSU Presidents, Trustees, & Chancellors
- CSU Board of Trustees
- CSU Faculty & Staff
- CSU Budget: Revenue & Expenditures
- CSU Budget: Non-Mission Specific Funds
- CSU Budget: Salaries, Wages, Compensation
- CSU Budget: Higher Education Reform

State: CA

Please type the numbers into the box below:

(2003 + 2002) = 2005

Submit
List-Serv Notifications
- Operations Memos
- Special Alerts
- Commission Meetings

Watch or listen to live or recorded Commission meetings!
WWW-CSAC.CA.GOV

Cal Grant Handbook

Additional Training
Thank you!

Questions?

How Did We Do?

Institutional Support

Phone: (888) 294-0153
Fax: (916) 464-5499
SchoolSupport@csac.ca.gov
www.csac.ca.gov