CSAC | GOLDEN STATE TEACHER GRANT PROGRAM

GOLDEN STATE TEACHER GRANT PROGRAM

COORDINATOR'S GUIDE

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Program Overview

Background

The 2019-20 California State Budget established the GSTG Program, which awards up to $20,000 to students who meet eligibility requirements and commit to a 4-year Service Agreement.

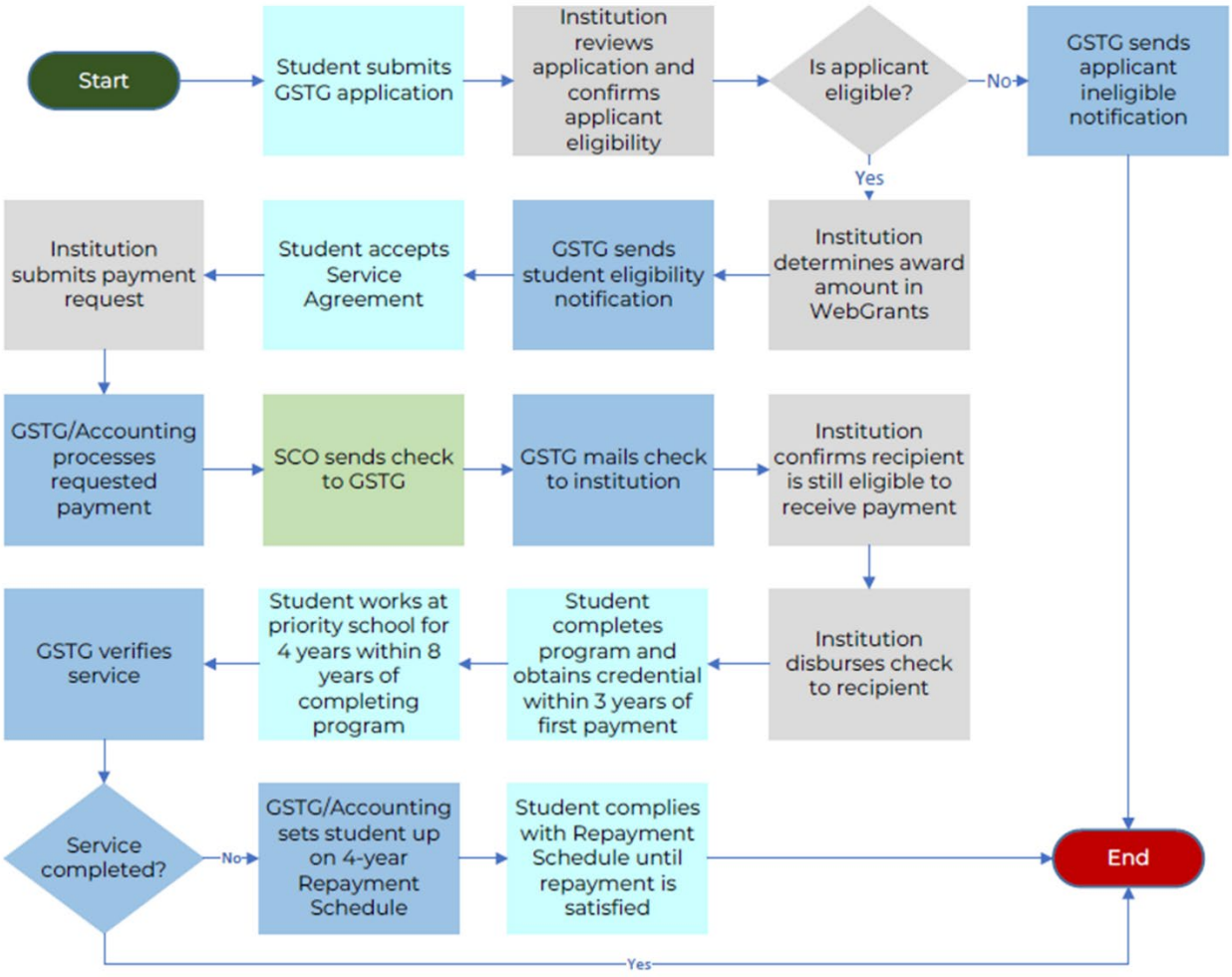
The program was first available to students who were enrolled during the 2020-21 academic year (AY) in a California Commission on Teacher Credentialing (CTC)-approved teacher preparation program to earn their Special Education preliminary teaching credential.

The 2021-22 California State Budget authorized the expansion of the program to students enrolled during the 2021-22 AY who committed to work in an eligible high-need field.

The 2022-23 California State Budget authorized an additional expansion of the program to include those working towards their preliminary teaching credential in non-high-need fields and those working towards their pupil personnel services (PPS) credential. Furthermore, all GSTG recipients (including past grantees) were required to complete their program and obtain their credential within 3 years from the date their first GSTG payment was mailed to their institution and to complete their 4-year service at a California priority school within 8 years from the date they complete their program. Also commencing with the 2022-23 academic year, students may receive up to the maximum $20,000 GSTG award paid out across multiple academic years as long as they continue to meet eligibility requirements each year.

The 2023-24 California State Budget expanded the program once again by awarding up to $10,000 (also payable over multiple academic years) to California residents enrolled in an online credential program at an approved institution that meets all requirements as stated in CA Education Code 69617.5. The timeframe for students to complete their program and obtain their credential was also lengthened from 3 to 6 years. Lastly, the service obligation was expanded to be fulfilled at a CA preschool program in addition to eligible priority schools.

High-Level Flow



Eligibility Criteria

As specified in California Education Code § 69617 and § 69617.5 and/or GSTG Regulations, students must meet the following eligibility criteria to be awarded a GSTG:

- Be enrolled in a CTC-approved professional preparation program on or after 1/1/2020 at an institution that either:
    - Has a main campus location or administrative entity in California.
    - Offers their approved credential program(s) to California residents exclusively online and meets all requirements as stated in § 69617.5.
- While enrolled in the program, maintain satisfactory academic progress (SAP) (in accordance with your institution's policies).
- Be working toward a preliminary teaching credential or a pupil personnel services (PPS) credential.
- Be eligible to receive State and Federal Aid (i.e., not in loan default or over award status, AB540 eligible, etc.).
    - **EXCEPTIONS:**
        - There is no minimum unit/time-base enrollment for the GSTG Program.
        - There may be other circumstances eligible for appeal, email the GSTG Program team for assistance prior to marking an applicant as ineligible if you are unsure.
- Have not already received the maximum GSTG funds available to them.
    - A maximum award of $20,000 is available to eligible applicants enrolled in a CTC-approved program at an institution with a main campus location or administrative entity in California.
    - A maximum award of $10,000 is available to eligible applicants enrolled in a CTC-approved program at an institution that offers that program to California residents exclusively online and meets all requirements as stated in § 69617.5.
- Sign a Service Agreement (SA) accepting their award amount and committing to work at a priority school or CA preschool program for 4 years within 8 years of the date they complete their professional preparation program.
- Submit a FAFSA or CADAA.

Undocumented Students

Undocumented students are eligible for the GSTG as long as they are AB540 eligible. However, they should keep in mind that they must also obtain an ITIN to receive their credential from CTC and have valid work authorization to complete the service requirement.

Not receiving their credential and/or not completing the service requirement will result in failure to meet program terms and require the repayment of all GSTG funds disbursed to them.

International and Non-Immigrant Students

International students do not qualify for federal nor state financial aid, including the GSTG.

Unless they hold a TPS or U Visa, non-immigrants granted one of the following visas do not qualify for AB 540 status to be granted a nonresident exemption and receive state aid: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, TN, TD, V, TROV, and NATO.

Preliminary Credential Guidance

There are two levels of credentials issued by CTC – "preliminary" and "clear." Teaching credentials can be issued as either preliminary or clear, while PPS credentials are only issued as clear. All GSTG recipients must be enrolled in a program that leads to their preliminary teaching credential or PPS credential.

Refer to the below table for additional guidance.

Current Credential	Credential Pursuing	GSTG Eligibility	Reason
None	Teaching	Eligible	Initial teaching credential will be issued as preliminary.
None	PPS	Eligible	Will be issued a PPS credential.
Preliminary Teaching	Additional Teaching	Eligible	The additional teaching credential will be issued as preliminary.
PPS	Additional PPS	Eligible	Will be issued an additional PPS credential.
Clear Teaching	Additional Teaching	Ineligible	The additional teaching credential will be issued as clear.
Clear or Preliminary Teaching	PPS	Eligible	Will be issued a PPS credential.
PPS	Teaching	Eligible	Will be issued a preliminary teaching credential.

HELPFUL TIP: If you are unsure if a student already received their credential, you can search the student's credential history using CTC's website.

Application Process

To be considered for the GSTG Program all applicants must:

- Submit a GSTG application for the academic year they would like to initially receive the grant.
    - Commencing with the 2022-23 academic year, GSTG recipients who received less than the maximum award available to them ($20,000 or $10,000) across prior academic years with no program completion date on file will have their most recent GSTG application automatically renewed by WebGrants and placed on your institution's current roster for review.
        - **Note:** Students in a Self-Decline or Ineligible status will not be picked up for renewal. If they were in either of these statuses in the previous academic year, they should submit a new application to be considered for the current academic year.
- Submit a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA).
    - Renewal students must also submit a FAFSA/CADAA.
- Accept the GSTG Program Service Agreement (SA).
    - Renewal students must also accept an updated SA. The SA will list their award total received in prior academic years in addition to the new award amount.

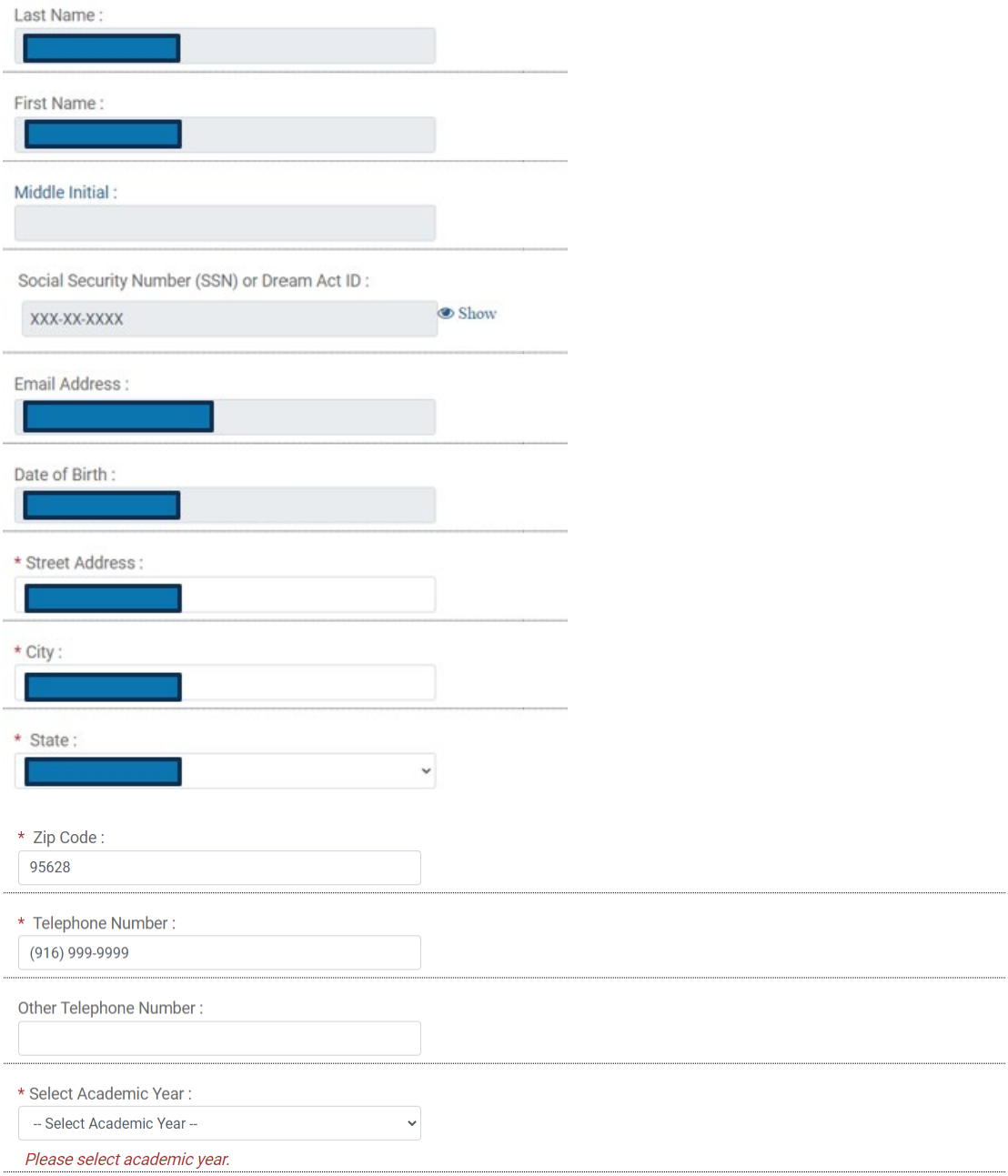
On the GSTG application, applicants must indicate their school of enrollment for their program and the credential type they are pursuing (preliminary teaching or PPS). As soon as the application is submitted, it is placed on the corresponding institution's roster for the academic year in "Pending Review" status.

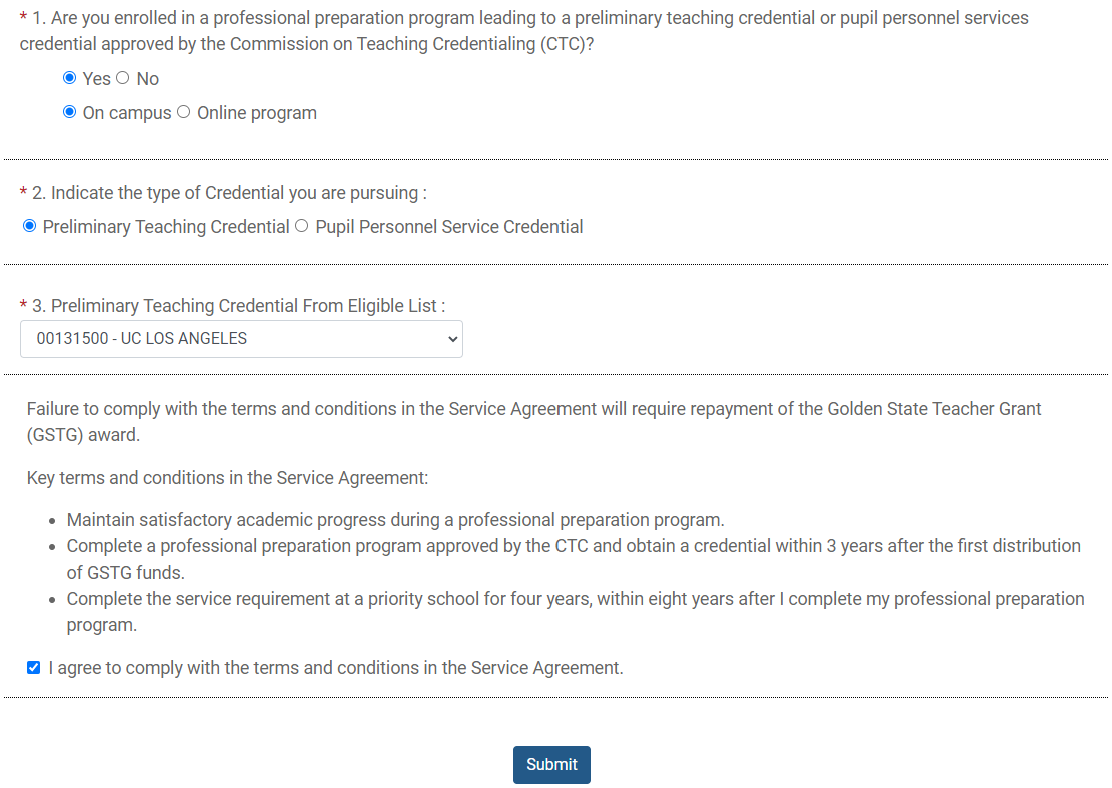
The institution should log into WebGrants to verify students' eligibility and determine their award amounts on a regular basis.

Application Questions

Important: The GSTG Application is currently being updated by CSAC IT to conform with 2023-24 legislative changes to California Education Code 69617 and 69617.5. Once complete, the screenshots in this section will be updated.

The below screenshots are of the GSTG application questions.




* 1. Are you enrolled in a professional preparation program leading to a preliminary teaching credential or pupil personnel services credential approved by the Commission on Teaching Credentialing (CTC)?

(●) Yes ( ) No

(●) On campus ( ) Online program

* 2. Indicate the type of Credential you are pursuing :

(●) Preliminary Teaching Credential ( ) Pupil Personnel Service Credential

* 3. Preliminary Teaching Credential From Eligible List :

00131500 - UC LOS ANGELES

Failure to comply with the terms and conditions in the Service Agreement will require repayment of the Golden State Teacher Grant (GSTG) award.

Key terms and conditions in the Service Agreement:

- Maintain satisfactory academic progress during a professional preparation program.
- Complete a professional preparation program approved by the CTC and obtain a credential within 3 years after the first distribution of GSTG funds.
- Complete the service requirement at a priority school for four years, within eight years after I complete my professional preparation program.

[✓] I agree to comply with the terms and conditions in the Service Agreement.

Submit

FAFSA/CADAA Guidance for LEAs and Cal Grant Ineligible Institutions

Since LEAs and Cal Grant ineligible institutions are not listed on the FAFSA/CADAA, applicants can choose any listed school [such as a University of California (UC) or California State University (CSU)].

Once they submit their FAFSA/CADAA, they will need to print out their Student Aid Report (SAR) and provide it to their GSTG Coordinator. The GSTG Coordinator will use the SAR to determine the applicant's Expected Family Contribution (EFC) and review any codes indicating the applicant's potential ineligibility for aid.

Awarding Guidelines

Refer to the below guidelines for assistance with determining an eligible applicant's award amount.

- The GSTG is based on the student's cost of attendance (COA) for the academic year (Fall through Summer) for which the applicant applied.
    - **Important:** The GSTG award is always awarded as Fall through Summer term, regardless of the institution's academic calendar.
- The total of the participant's GSTG plus other financial aid shall not exceed their COA. (Please adhere to your institution's financial aid packaging rules).
- The GSTG shall be used to supplement and not supplant other sources of grant financial aid [California Education Code § 69617 (a)(3)].
    - The Commission understands that the awarding of both MCS and GSTG is a complicated issue. Institutions do need to take into consideration that both can replace EFC up to COA and that both count as financial aid in each other's award determination. If one award needs to be reduced to avoid over awarding, the participant may choose to reduce GSTG since MCS does not have a service obligation tied to it. Institutions should evaluate this scenario on a case-by-case basis with the student.
- The GSTG may supplant subsidized and unsubsidized loans in accordance with the institution's financial aid packaging rules [Title 5 CA Code of Regulations § 30524 (c)]. Refer to the Replacing Student Loans section for further assistance.
- The GSTG may supplant EFC in accordance with the institution's financial aid packaging rules. Refer to the Replacing EFC section for further assistance.
- GSTG funds may be paid over multiple academic years if the participant continues to meet eligibility each year.
    - **Participants paid less than their maximum award available ($20,000 or $10,000) total across prior academic years should not submit an additional application.** WebGrants will pick up eligible renewal applications automatically once per week from July through March of the current academic year and place them on your roster for review.
        - **Note:** Students who were in a Self Decline or Ineligible status the prior academic year will not be picked up for renewal. These students should submit a new application to be considered for the current academic year.

Pre-Enrollment Grant Eligibility

As required by CA Education Code 69617(j) and GSTG Regulations § 30523(h) the Commission shall establish a process and timeline that allows institutions of higher education to provide applicants with grant eligibility determinations before the deadline for enrolling in their professional preparation program.

Institutions who would like to send a pre-enrollment grant eligibility determination, or a notice of an estimated award, to a potential student should refer to the GSTG Pre-Enrollment Grant Eligibility Report in WebGrants. Refer to the Pre-Enrollment Grant Eligibility Report subsection within the below WebGrants section for more information.

Any pre-enrollment grant eligibility determination shall be conditioned upon:

- The applicant's enrollment in the professional preparation program.
- The institution's verification of eligibility and final award determination.

WebGrants

WebGrants is used to determine students' GSTG eligibility and award amounts; view application status, award determination, and payment histories; request payments; and report program completion dates.

Access

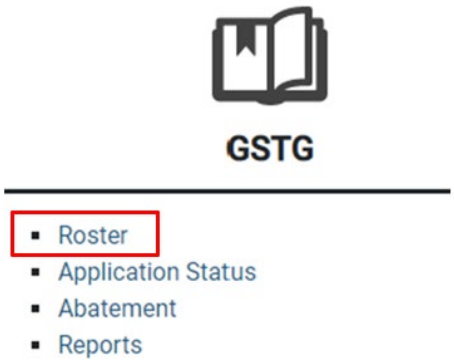
To access GSTG WebGrants screens, GSTG Coordinators must have access to WebGrants and the GSTG menu. If you have any questions about WebGrants access, please email the GSTG Program team or speak with your institution's System Administrator.

Note: You are required to renew your WebGrants access annually. LEAs and Cal Grant ineligible institutions should submit the WebGrants Access Request – Golden State Teacher Grant Form to goldenstateteachers@csac.ca.gov prior to their expiration date to avoid any disruption in their access.

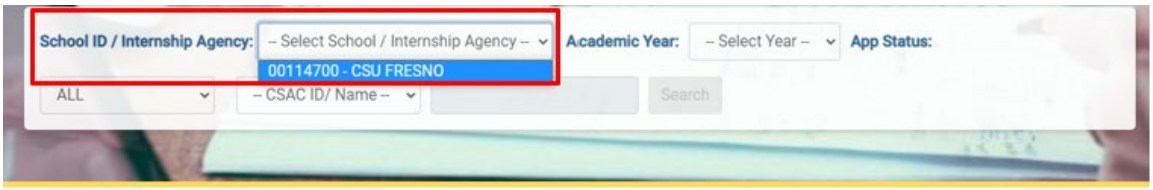
View All Applications for an Academic Year (Roster)

Use the Roster screen when needing to view/filter the entire roster for the academic year or when searching for an applicant whose CSAC ID is unknown.

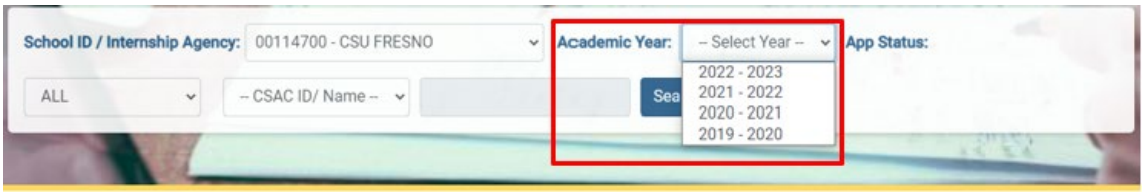
1. Under the GSTG menu, select “Roster.”



2. Select the institution in the School ID/Internship Agency drop-down menu.

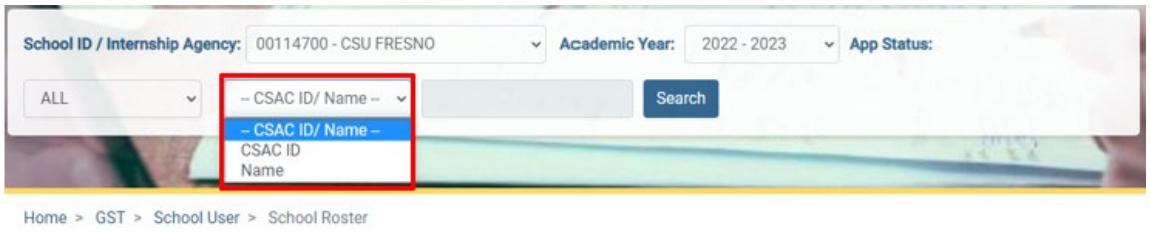


3. Select the academic year that you want to view.

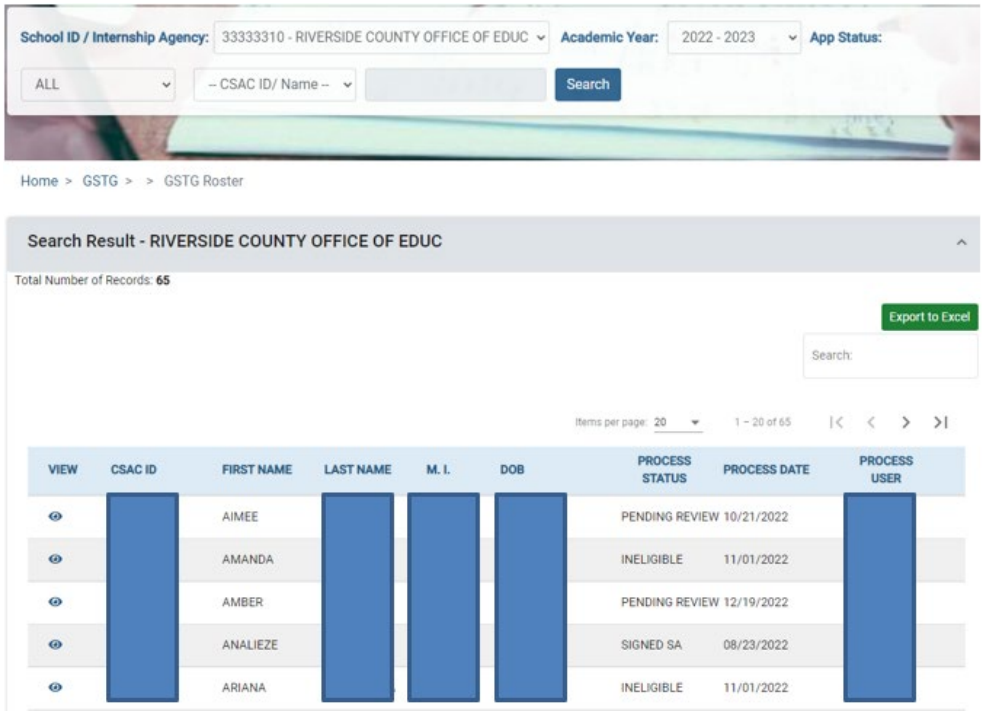


4. Select the application status to be filtered (if needed).

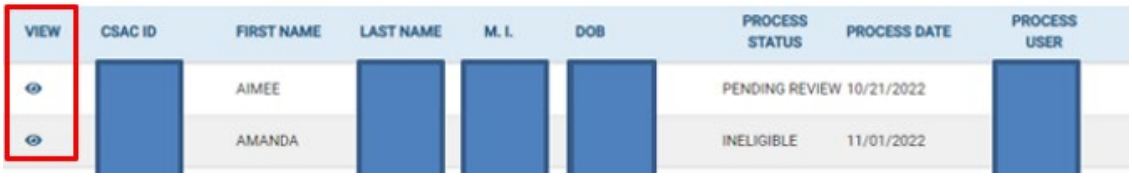
5. Leave “CSAC ID/Name” as-is in the “CSAC ID/Name” field, leave CSAC ID blank, and select “Search.” Alternatively, you may select “Name” and type the student’s first or last name.



6. The institution’s roster will populate for the selected academic year.



7. To view the application details for a specific student, select the eye icon in the “View” column.

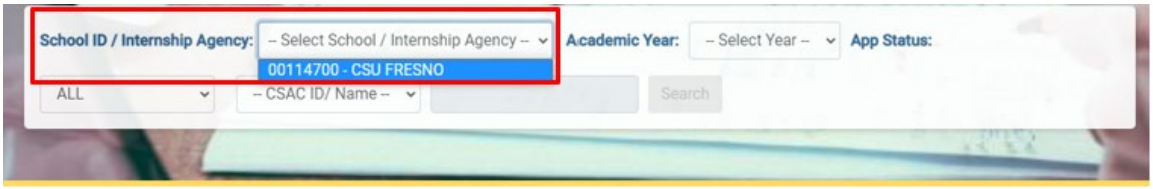


Download the Roster

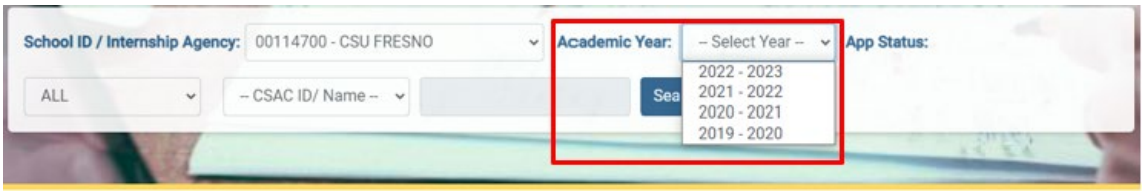
For ease of program monitoring, the institution's roster may be downloaded and exported to Excel, if desired.

1. Under the GSTG menu, select "Roster."

2. Select the institution in the School ID/Internship Agency drop-down menu.

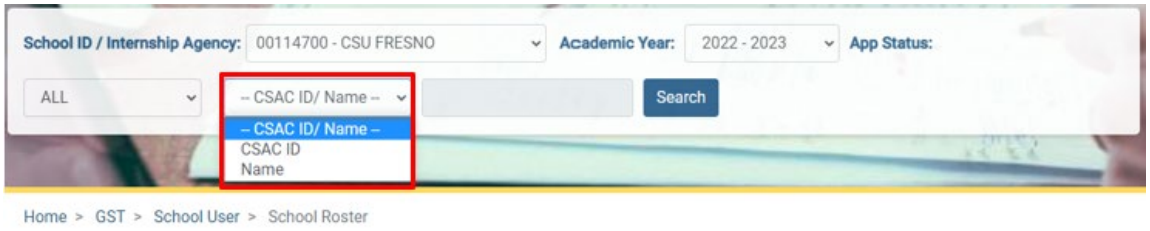


3. Select the academic year that you want to view.

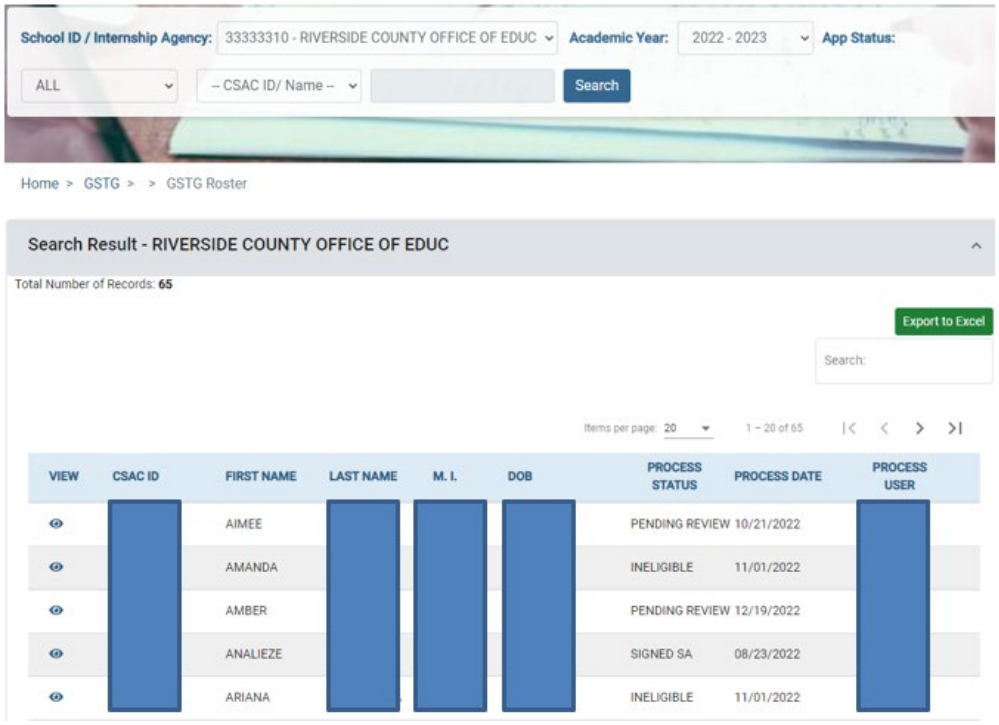


4. Select the application status to be filtered (if needed).

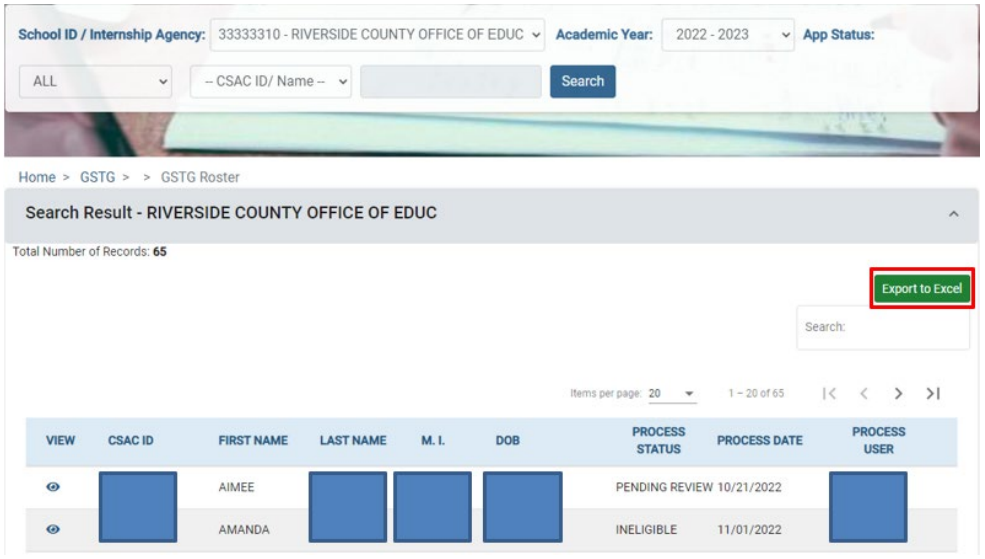
5. Leave “CSAC ID/Name” as-is in the “CSAC ID/Name” field, leave CSAC ID blank, and select “Search.”



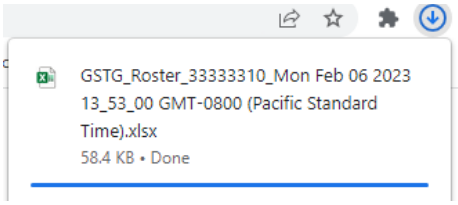
6. The roster will populate based on the search conditions entered.



7. Select the green “Export to Excel” button.



8. Select the report file in your browser's downloads folder.



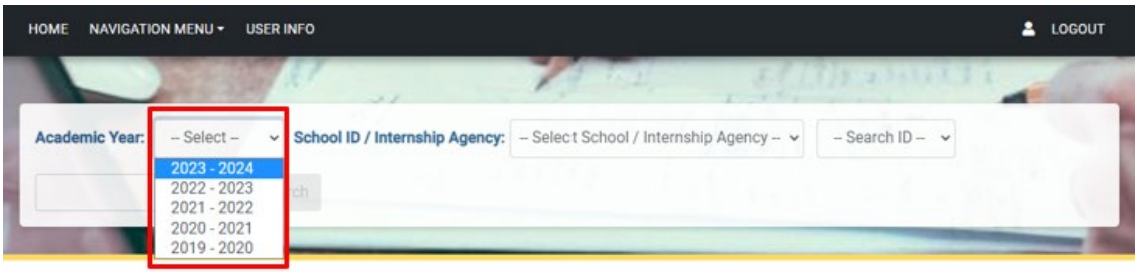
9. The Excel file will open. Remember to follow your institution's policies for files containing sensitive, identifying information when saving the file for your records.

View a Student's Roster/Application Details

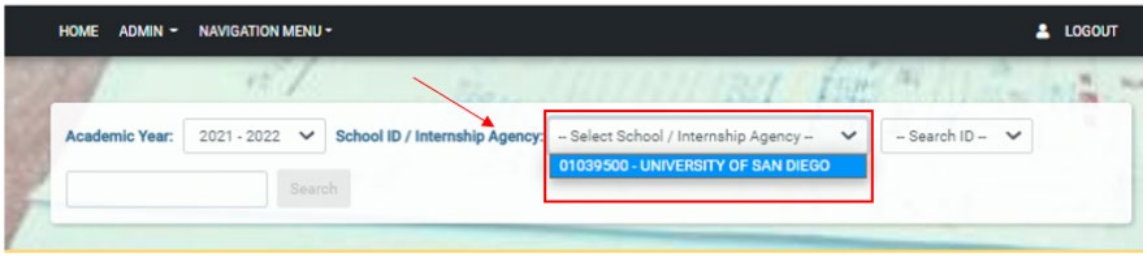
Use the Application Status screen when searching for a specific student's application and their CSAC ID is known.

1. Under the GSTG menu, select "Application Status."

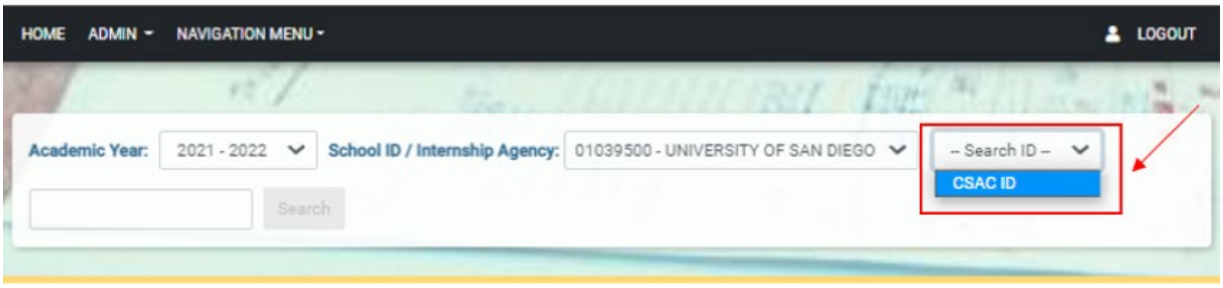
2. Select the academic year that you want to view.



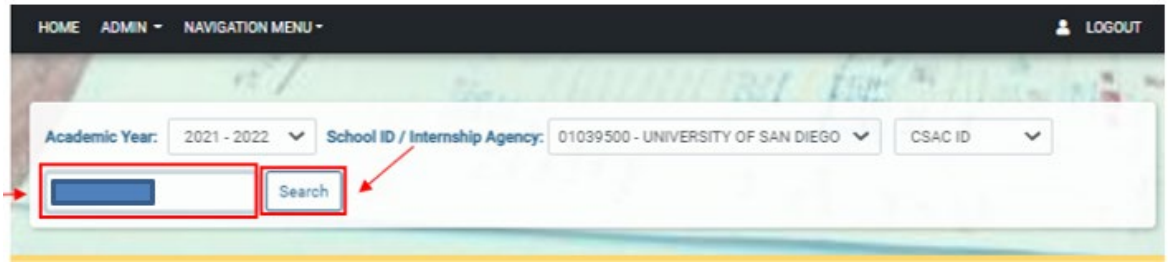
3. Select the institution in the School ID/Internship Agency drop-down menu.



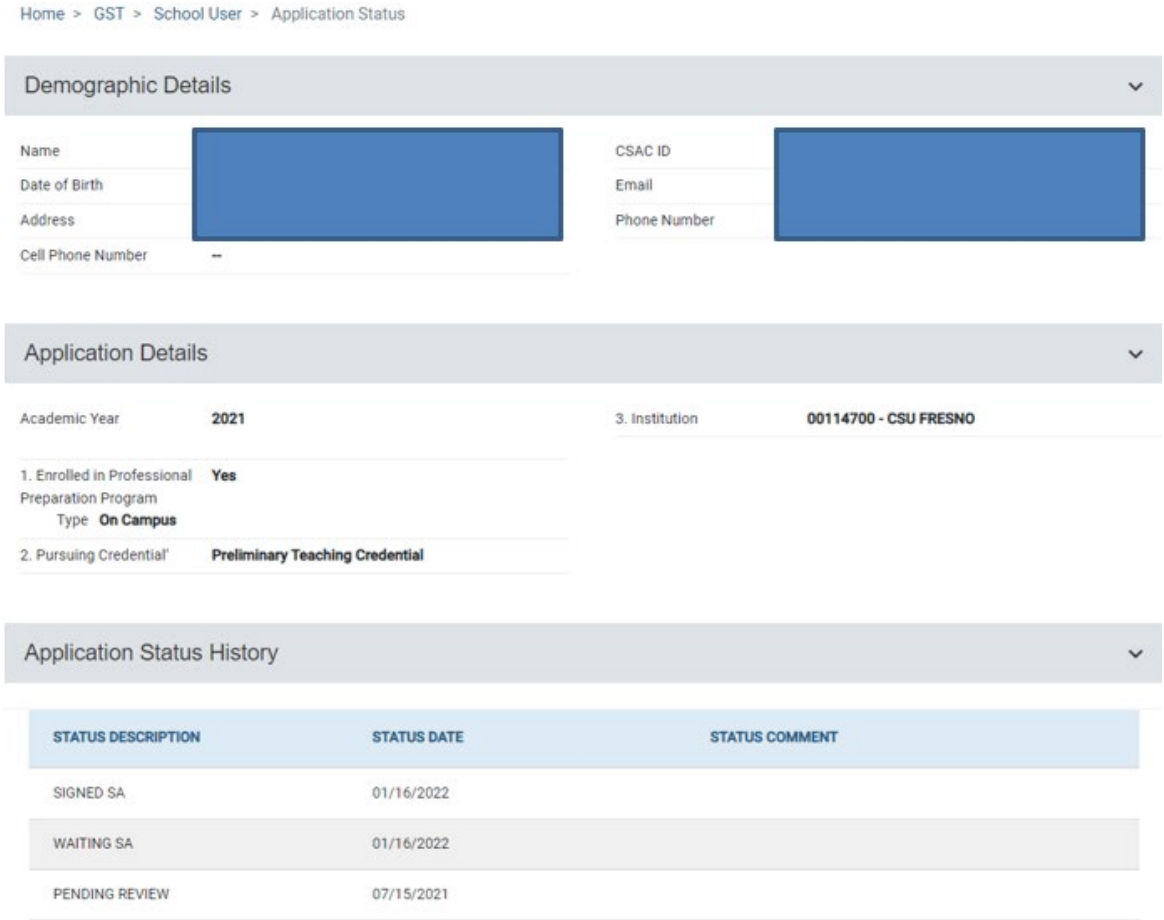
4. Select “CSAC ID” as the Search ID.



5. Type the student’s CSAC ID and select “Search.”



6. The student’s details will populate.



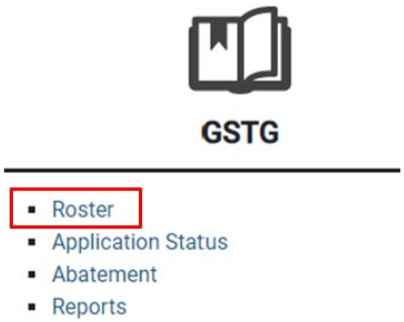
Application Statuses Defined

Term	Definition
Pending Review	Waiting on institution to confirm eligibility and determine award amount.
Waiting SA	Waiting on applicant to accept the Service Agreement.
Signed SA	Applicant accepted the Service Agreement and payment(s) can be requested once the term(s) is open. **Note:** The application will remain in Signed SA until payment(s) processed equal the requested Award Amount.
Paid in Full	Payment(s) equal to the Award Amount were processed. **Note:** This does not mean all payments have been mailed to the institution yet. Review the student's Payment History to determine if the payments are in process or have been mailed.
Ineligible	Applicant is not eligible for the GSTG Program.
Self Decline	Applicant has withdrawn their application or declined their award.

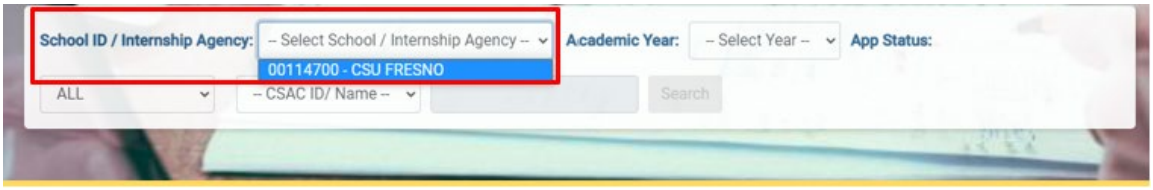
Verify Student Eligibility and Determine Award Amount

After a student submits their GSTG application, the institution's GSTG Coordinator will confirm the student's eligibility. The GSTG Coordinator will also need to input financial aid information [cost of attendance (COA), expected family contribution (EFC), and other aid] to determine the applicant's GSTG award amount. In coordination with the GSTG Coordinator, the applicant may opt for a lesser award amount based on individual preference. Please follow the steps below to verify eligibility on WebGrants:

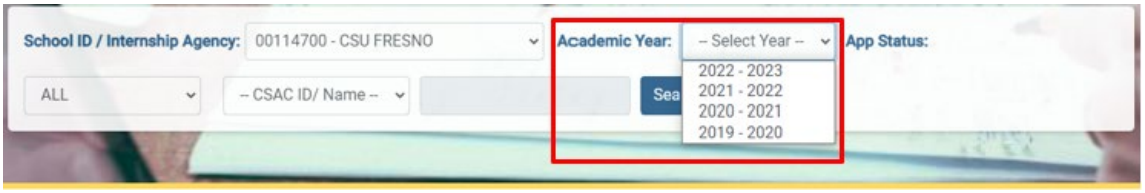
1. Under the GSTG menu, select "Roster."



2. Select the institution in the School ID/Internship Agency drop-down menu.

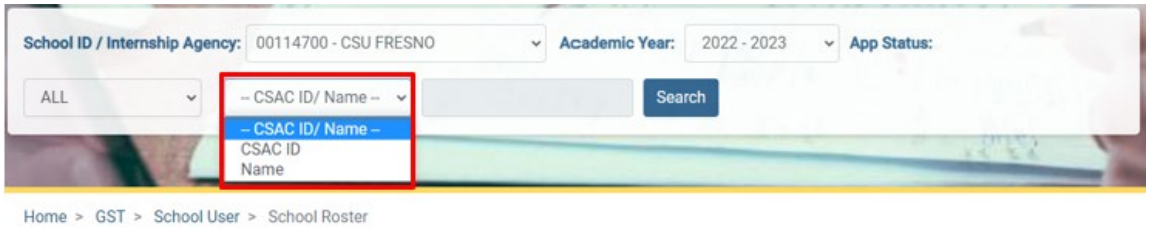


3. Select the current academic year.

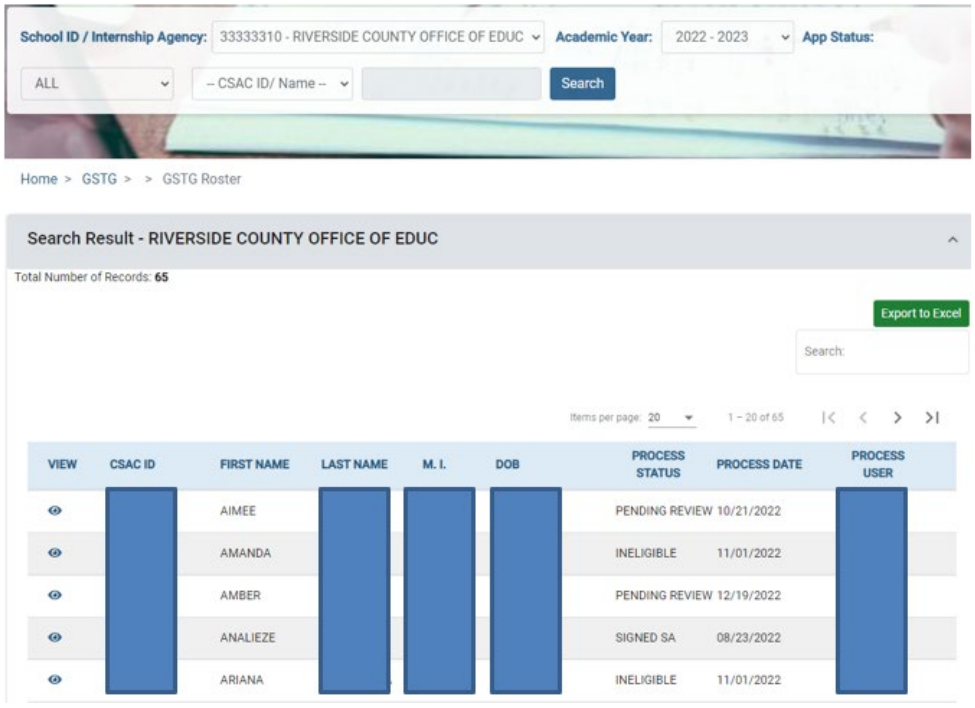


4. Select Pending Review in the application status field to view only applications needing review (if desired) or leave as "ALL."

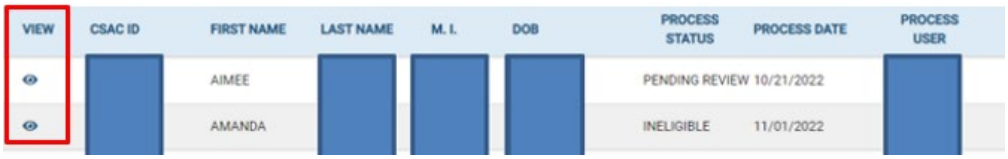
5. Leave "CSAC ID/Name" as-is in the "CSAC ID/Name" field, leave CSAC ID blank, and select "Search."



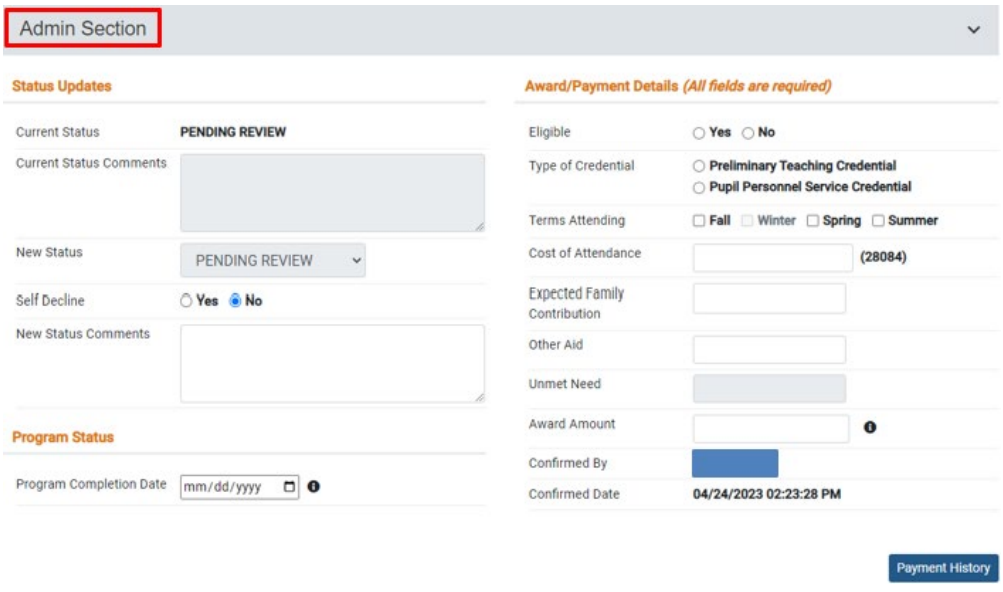
6. The institution's roster will populate for the selected academic year.



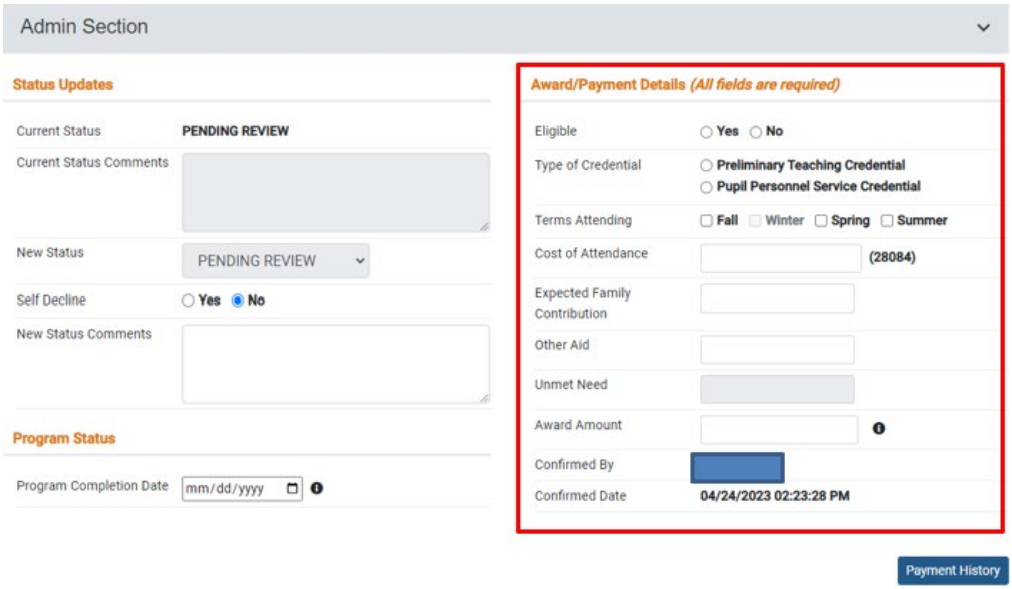
7. To view the application details for a specific student, select the eye icon in the "View" column.



8. Scroll to the "Admin Section" within the student's individual roster/application details.



9. Navigate to “Award/Payment Details” subsection to confirm the applicant’s eligibility and determine their award amount. Refer to the Awarding Guidelines section for additional guidance, if needed.

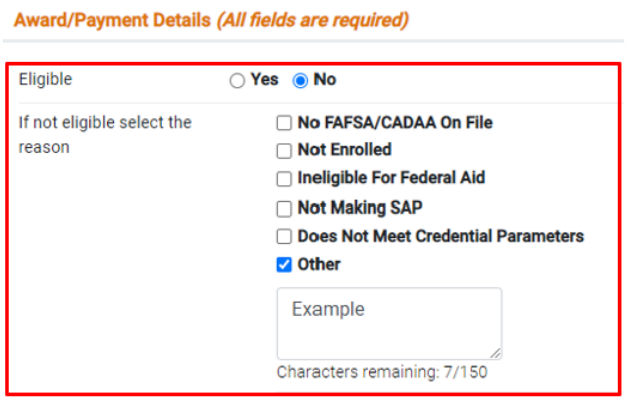


10. Please note, to be eligible for GSTG, a student must be working towards their preliminary credential. Refer to the Preliminary Credential Guidance section for assistance.

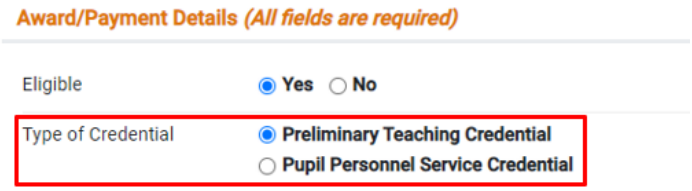
11. Determine if the applicant is eligible for the program. Refer to the Eligibility Criteria section to review program eligibility requirements.

    If the applicant is eligible, select the “Yes” radio button in the “Eligible” field and continue to Step 12 below.

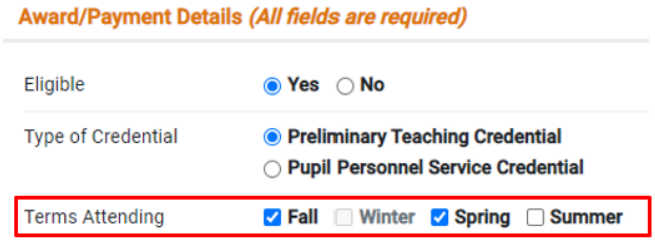
    If the applicant is not eligible, select the “No’” radio button and then select the check box next to the reason they are not eligible. If the reason is not listed, select “Other” and type the exact reasoning in the text box that appears once “Other” is selected (see below image). Finally, select “Submit” at the bottom of the page.



12. Select the type of credential the eligible applicant is working towards in their program.

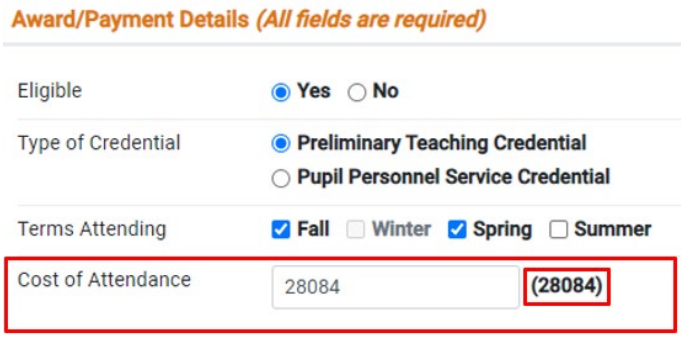


13. Select each term the eligible applicant will be attending for the academic year (AY). **Important:** For GSTG awarding purposes, the AY is Fall through Summer term, regardless of your institution's calendar.

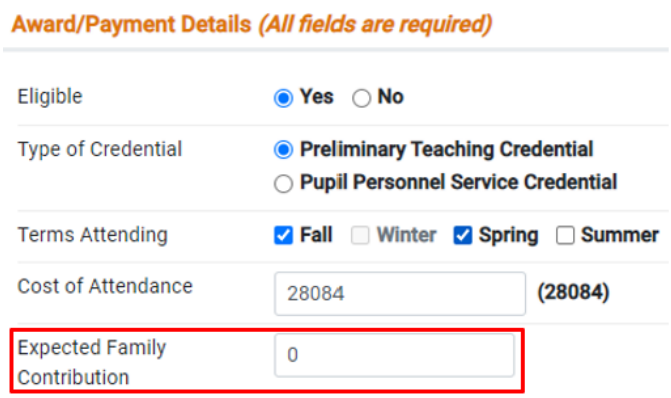


14. Input the applicant's cost of attendance for all terms enrolled during the AY (again, Fall through Summer) in the "Cost of Attendance" field.

    Important: LEAs should use the precalculated COA in parenthesis directly to the right of the "Cost of Attendance" field for applicants enrolled for the full AY. This amount was calculated using the LEA's tuition and fees gathered in the annual GSTG Program Cost Estimate Form plus the current Student Expense Budget. If a student is enrolled in only half the academic year (i.e., 1 term for 2 term programs), use half the amount.

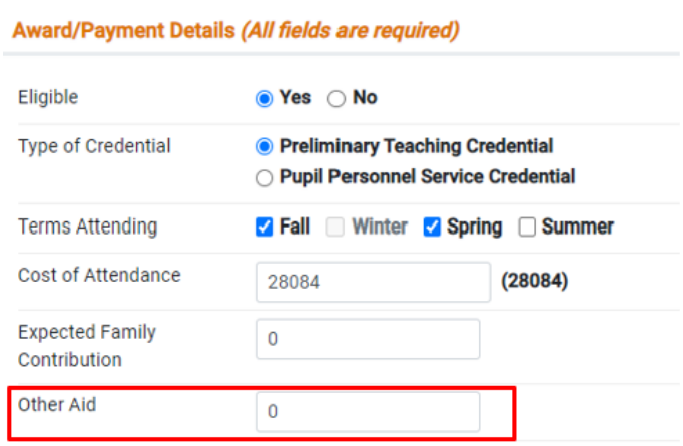


15. Input the Expected Family Contribution (EFC) from the applicant's FAFSA/CADAA Student Aid Report (SAR) in the "Expected Family Contribution" field.

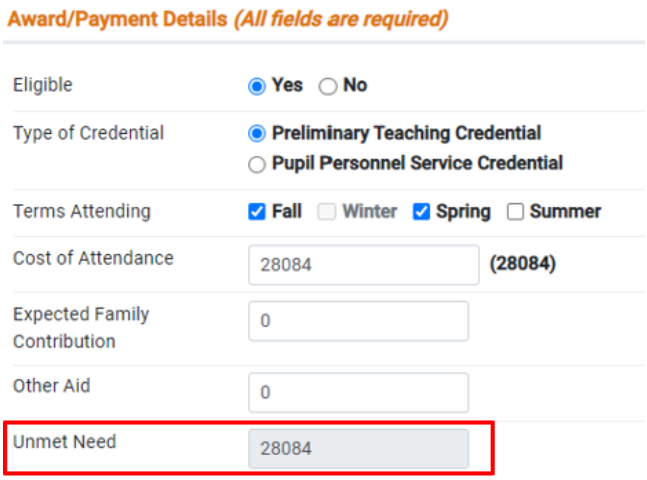


16. Enter the total of any other financial aid the student is expected to receive for the academic year in the "Other Aid" field. Follow your institution's policy on what constitutes "Other Aid."

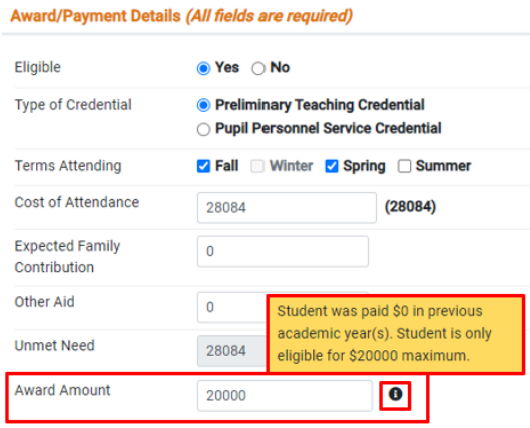
    Remember: The GSTG may not supplant other grant aid. If a student chooses to cancel/reduce their student loans to make room in their COA budget for GSTG, please report the actual amount the student is expected to receive. Refer to the Replacing Student Loans section for further assistance.



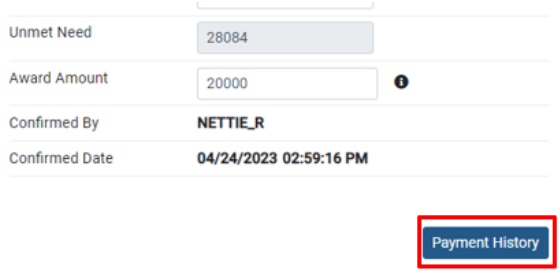
17. The “Unmet Need” field will auto-populate based on the COA, EFC, and other aid input into the section. This field cannot be edited.



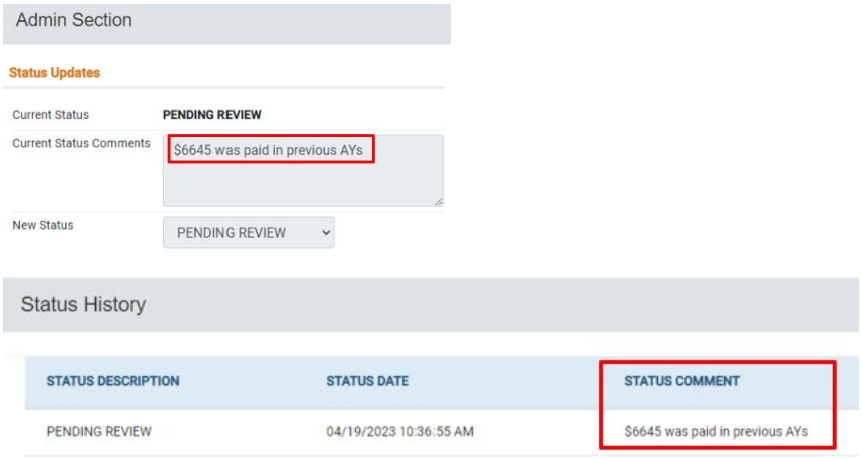
18. Determine the student’s maximum award amount by selecting the i-icon to the right of the “Award Amount” field to quickly determine if a student has been awarded in prior AYs and may need their award limited.



Note 1: You can also check/verify if a student has received prior GSTG payments by selecting the “Payment History” button located at the bottom right corner of the Admin Section.



Note 2: All renewal applications [students in an eligible status who were paid less than $20,000/$10,000 (if applicable) total in prior AYs] should also have a note attached to their Pending Review application status that states the amount they have been paid so far (see below examples).



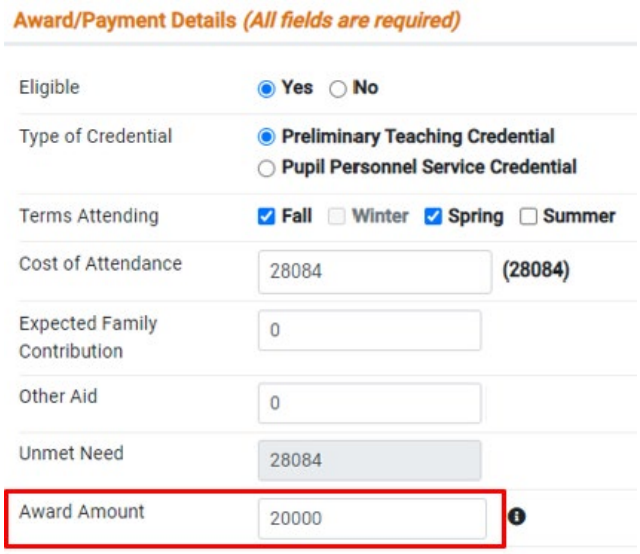
19. If the "Unmet Need" field is over the student's maximum award amount ($20,000 or $10,000), input the maximum award amount the student is eligible for (as determined in Step 18) into the "Award Amount" field.

    If the "Unmet Need" field is less than the maximum award amount, but higher than the maximum award amount the student is eligible for (as determined in Step 18), input the maximum award amount the student is eligible for into the "Award Amount" field.

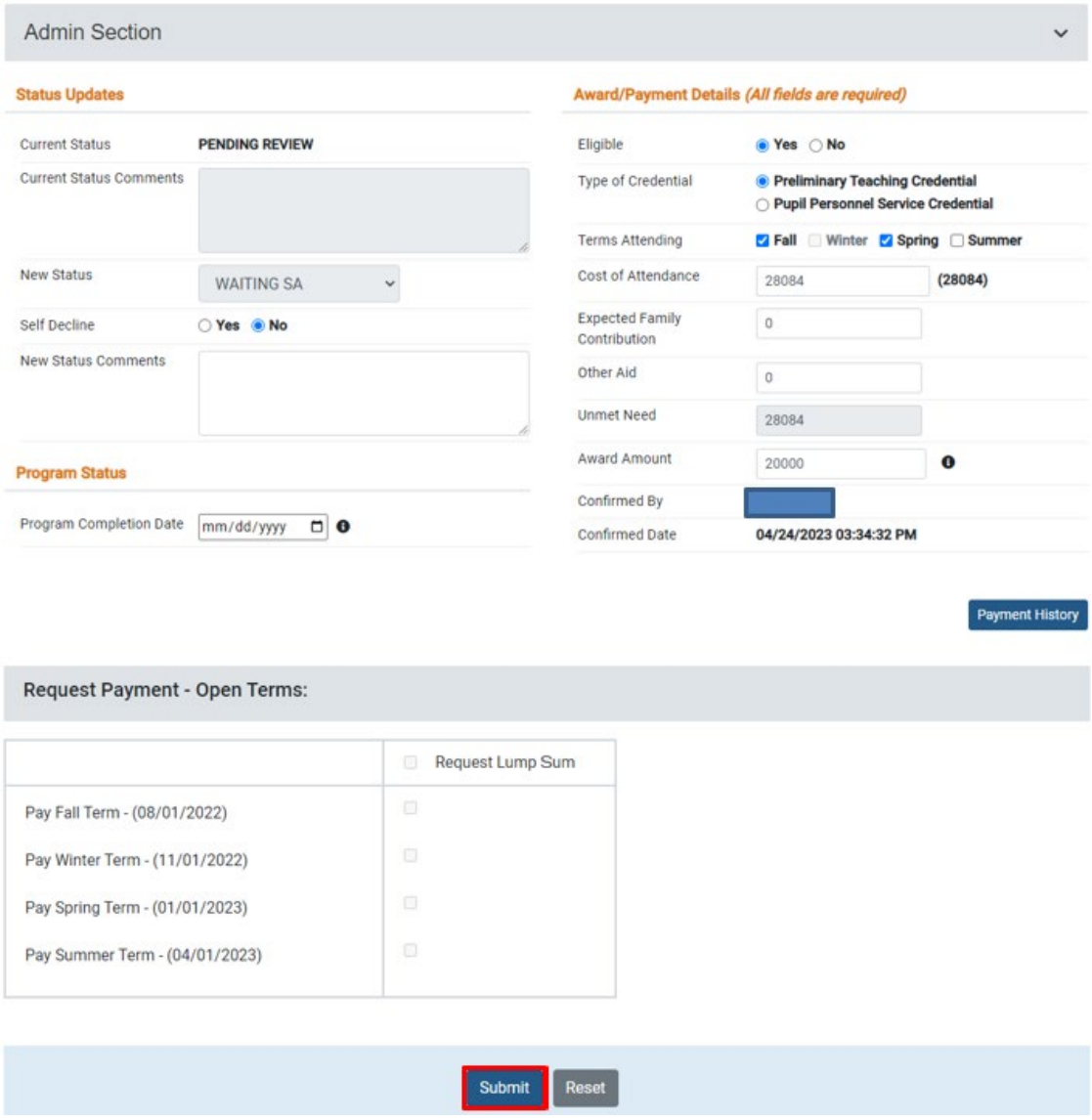
    If the "Unmet Need field is less than the maximum award amount, and less than the maximum award amount the student is eligible for (as determined in Step 18), input the unmet need total into the "Award Amount" field.

20. At this time, you may choose to supplant/replace EFC to maximize the applicant's award. (Refer to the EFC/Loan Replacement Guidance section for assistance).

    Note: The student may accept less than the award amount they are eligible for. In this scenario, enter the amount the student would like to accept in "Award Amount" and leave a note in the "New Status Comments" explaining the student chose to accept a lower award amount than they were deemed eligible to receive.



21. Review all information for accuracy and select “Submit” when ready.



22. Once the Award/Payment Details data is submitted, the system will send an auto-generated email to the applicant requesting they log into their GSTG Student Portal to sign their Service Agreement (SA). After they sign the SA, payment(s) may be requested upon term opening.

    Refer to the Request a Payment section for more information about how to request payment(s).

EFC/Loan Replacement Guidance

GSTG Coordinators shall calculate the maximum award, up to $20,000 or $10,000 depending on the institution as described in statute or COA, for each eligible applicant enrolled at their institution for the academic year. Since the GSTG is non-need based, the coordinator may supplant/replace the applicant's EFC and student loans consistent with their financial aid packaging guidelines. The GSTG award plus any other financial aid shall not exceed the COA.

Replacing EFC

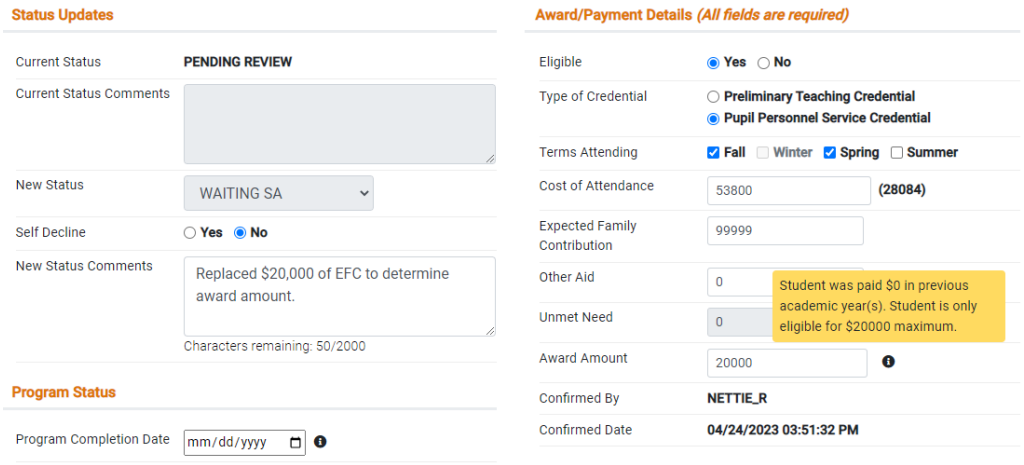
To replace EFC within the applicant's Award/Payment Details section:

1. Determine how much EFC can be replaced by subtracting the "Other Aid" and "Unmet Need" from the maximum award amount the student is eligible for as determined in Step 18 of the Verify Student Eligibility and Determine Award Amount section, or the COA, whichever is lower.
2. Add the EFC amount to be replaced to the "Unmet Need" total. Input the total into the "Award Amount" field.
3. Double-check your work. The "Award Amount" cannot exceed the maximum award amount the student is eligible for and cannot exceed the applicant's COA.
4. Navigate to the "Status Updates" section.
5. In the "New Status Comments" field, type a note stating "Replaced $[amount] of EFC to determine Award Amount."
6. Select "Submit."

Replacing EFC WebGrants Examples

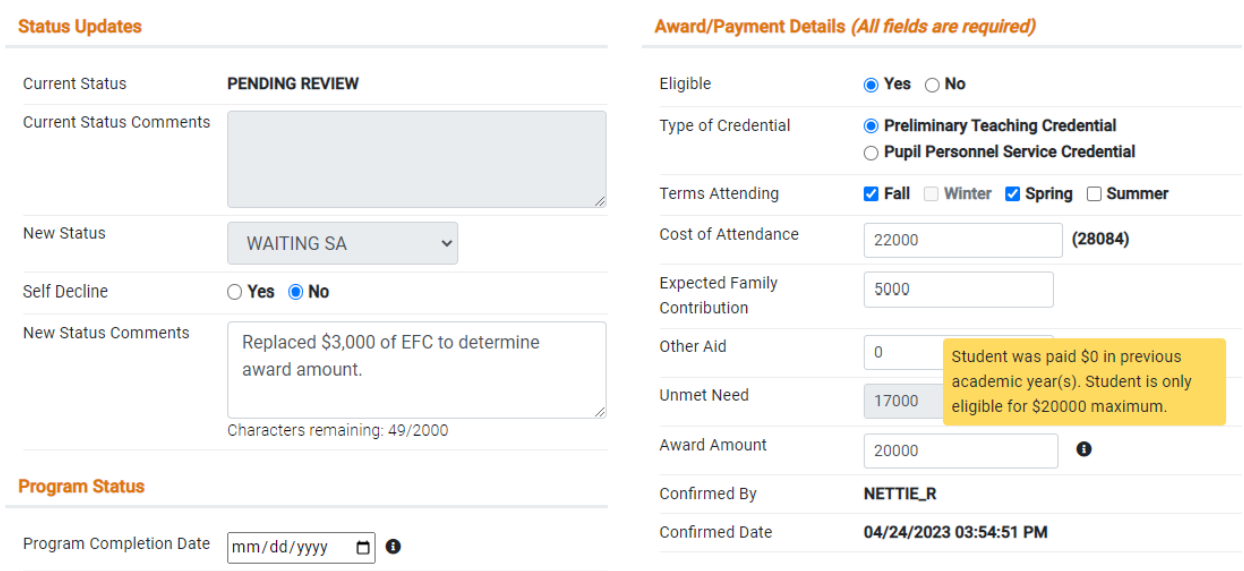
Example 1: EFC is higher than COA, student is receiving no other aid, maximum award eligibility is lower than COA.

$20,000 max eligible award - $0 Other Aid - $0 Unmet Need = $20,000 replaceable EFC.



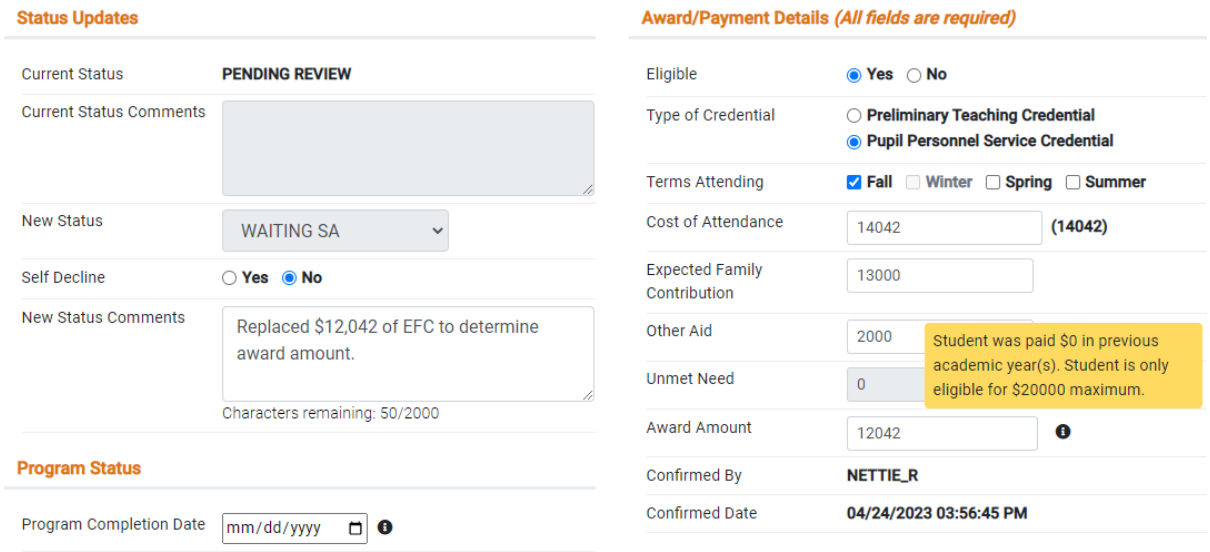
Example 2: EFC is lower than COA, student is receiving no other aid, maximum award eligibility is lower than COA.

$20,000 max award - $0 Other Aid - $17,000 Unmet Need = $3,000 replaceable EFC.



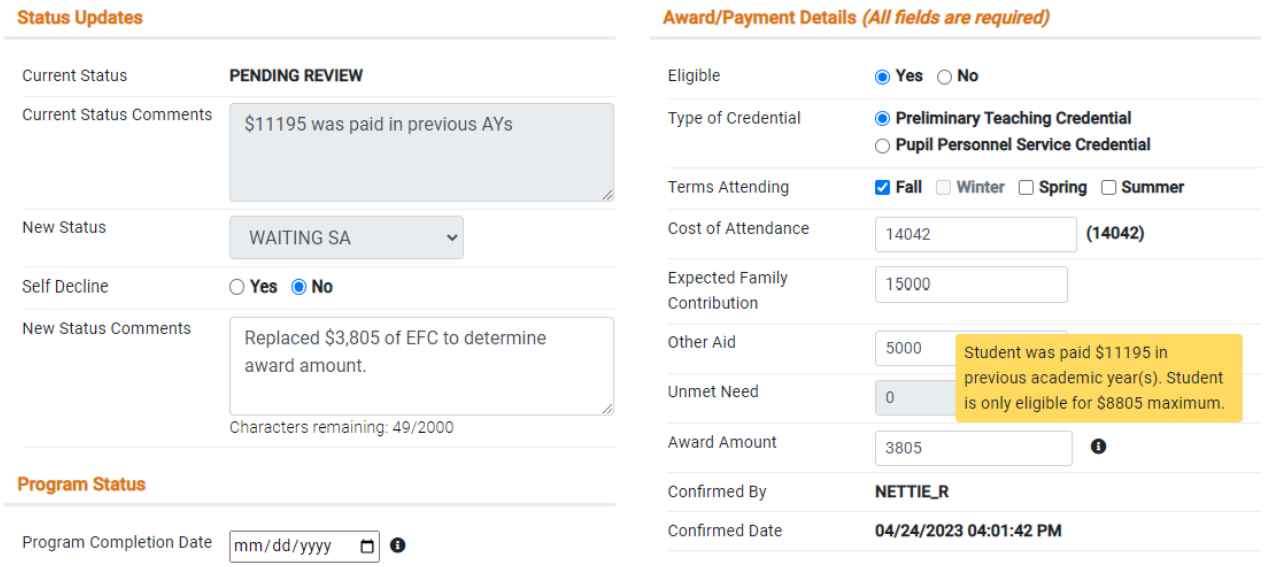
Example 3: EFC is lower than COA, student is receiving other aid, maximum award eligibility is higher than COA.

$14,636 COA - $2,000 Other Aid - $0 Unmet Need = $12,636 replaceable EFC.



Example 4: EFC is higher than COA, student is receiving other aid, maximum award eligibility is lower than COA.

$8,805 maximum eligibility - $5000 Other Aid - $0 Unmet Need = $3,805 replaceable EFC.



Replacing Student Loans

If the student chooses to cancel or reduce their student loans in order to make room in their COA budget for GSTG, report only the student loan amount the student will be receiving in the "Other Aid" field.

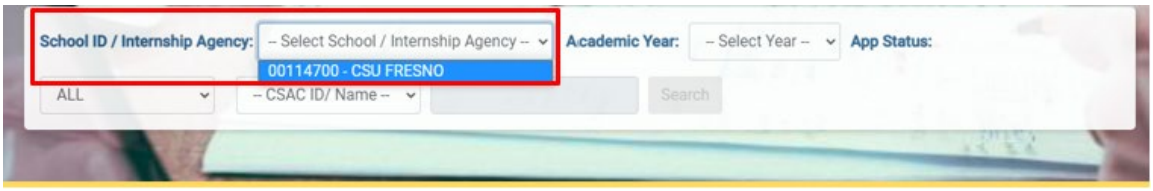
Request a Payment

The institution is responsible for requesting payments in accordance with in accordance with our Payment Timeline and term opening dates. The opening date listed per term is the earliest date a payment may be requested. The term will remain open for payment requests through at least August of the following academic year.

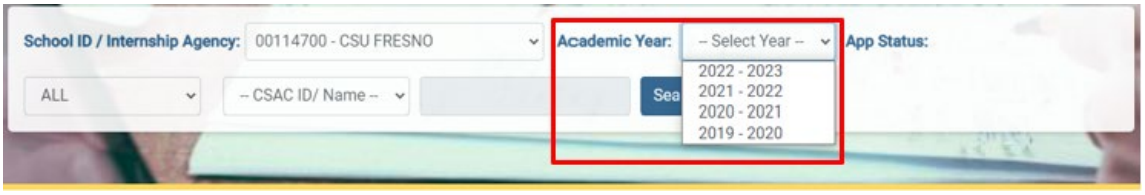
To request a payment:

1. Under the GSTG menu, select "Roster."

2. Select the institution in the School ID/Internship Agency drop-down menu.

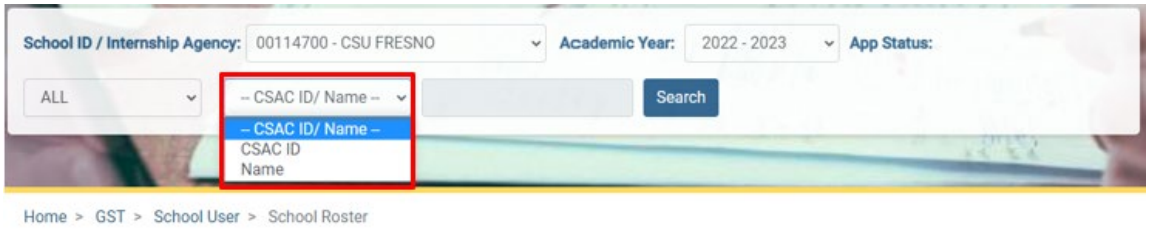


3. Select the current academic year.

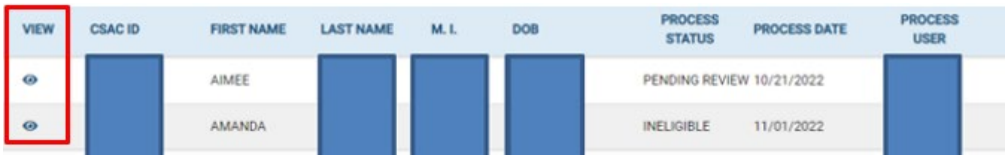


4. Select Signed SA in the application status field to view only applications eligible for payment request.

5. Leave "CSAC ID/Name" as-is in the "CSAC ID/Name" field, leave CSAC ID blank, and select "Search" to view all participants in a Signed SA status. Or, select "CSAC ID" and enter the CSAC ID of the specific participant's roster you'd like to view,



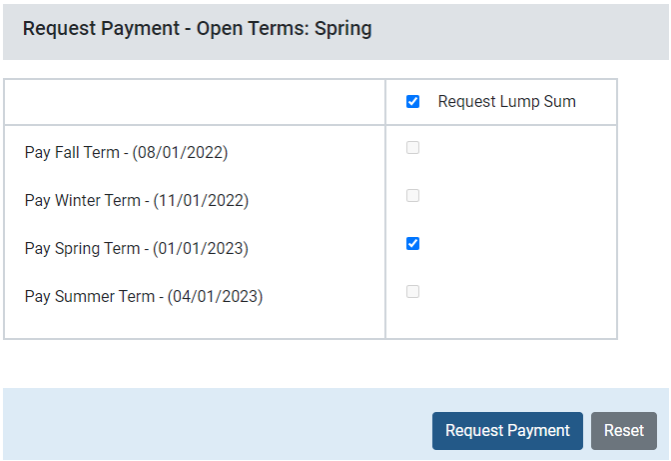
6. Select the eye icon in the "View" column to open the participant's roster.



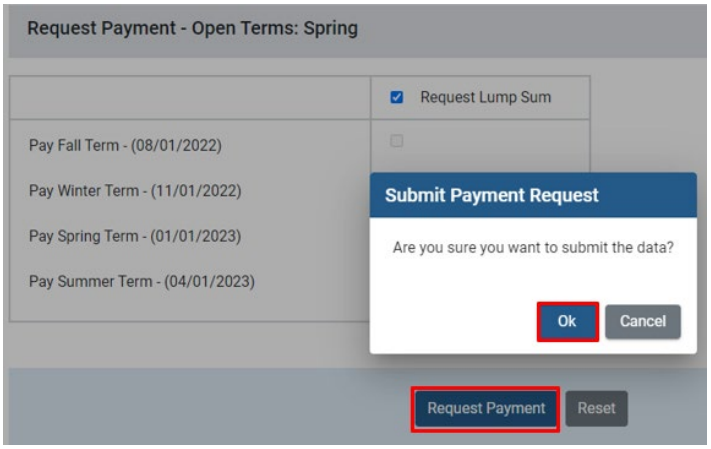
7. Scroll to the "Request Payment" subsection of the Admin Section within the student's individual roster.

8. Select the term(s) you would like to request payment(s) for. Remember, the term must be open to request payment. If you'd like to receive all payments per term at once (overriding the term open date), you may select "Request Lump Sum" as early as the Fall term opening date (August 1).

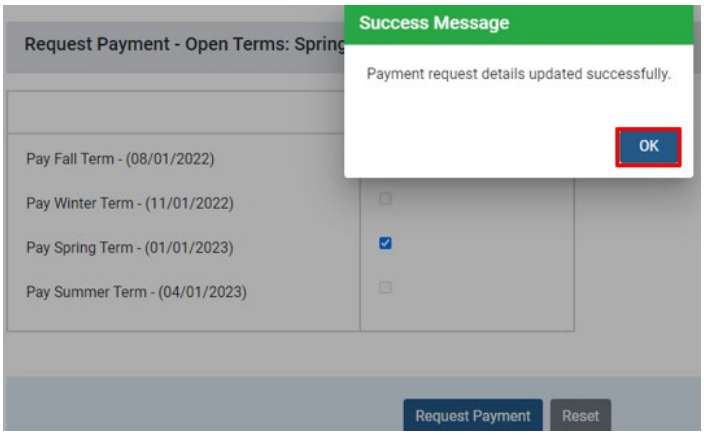
   Note: Only the terms selected as attending in the Award/Payment Details will be available to request a payment for.



9. Select "Request Payment" and "Ok" in the pop-up box.



10. Select “Ok” on the Success Message pop-up box.



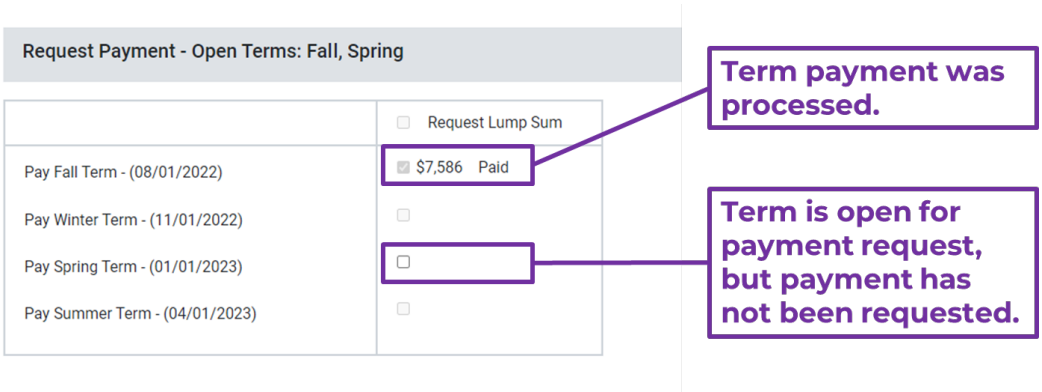
11. The weekly payment run job will run on Monday evenings at approximately 5:30pm. Until the job runs, you may reset your payment request and/or make edits to the Award/Payment details. After the job runs, the payment request is locked and the payment begins processing.

    Note: After the payment is in process, if a revision is needed, please email goldenstateteachers@csac.ca.gov to request the check be held, abated, and reprocessed prior to mailing. If the check has already been mailed to your institution, you must return the check for abatement in order to revise the award. Please see the Report Funds as Being Returned and Revise an Award sections for more information.

Payment Request Statuses

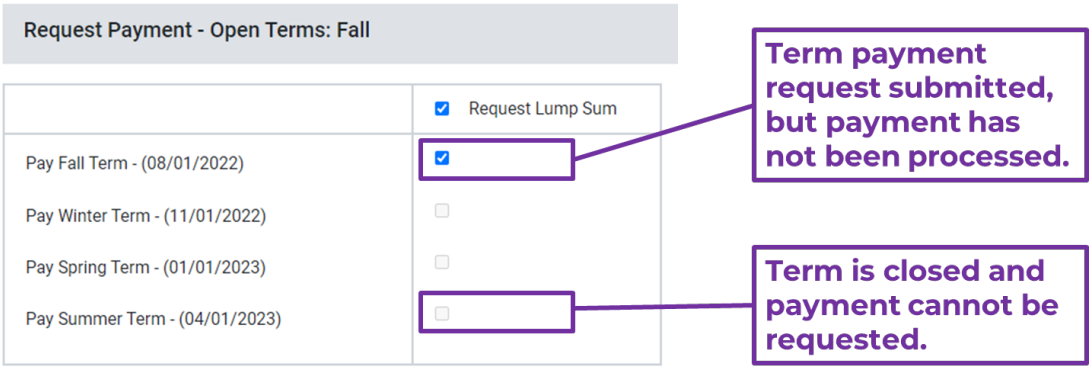
The below images show the different stages of the payment request process.

Image 1



In Image 1 above, the grey check mark with the dollar amount paid in Fall Term means the term payment was requested and processed by CSAC. The open check box with no payment listed in the Spring Term means the term is open for payment request, but the payment has not been requested by the institution.

Image 2



In Image 2 above, the blue check mark with no payment listed in Fall Term means the term payment was requested and not yet processed by CSAC. This payment is waiting for next Monday's job to run to be picked up by the system. The greyed-out check box with no payment listed in the Summer Term means the term is closed and payment cannot be requested by the institution. There are two options: One, wait for the term to open for payment requests on the date listed directly to the right of term; or, two, check the "Request Lump Sum" box beginning on the Fall Term open date to request all checks for the student be processed and mailed to the institution immediately.

Payment Timeline

After the applicant signs their Service Agreement (SA), their GSTG award may be requested for processing. WebGrants will automatically divide the participant's award amount into as even as possible, whole dollar payments per term that they are marked as enrolled in for the academic year.

Payments for each term may be requested as early as the opening date listed on the below timeline:

- Fall and Lump Sum Payments – August 1
- Winter – November 1
- Spring – January 1
- Summer – April 1

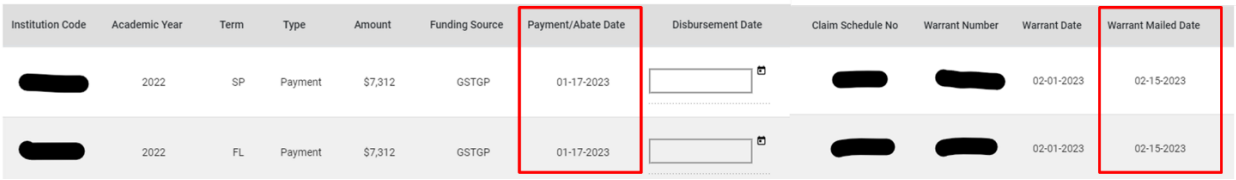
Payments are issued as a paper check per term made out in the participant's name in care of the institution. Once requested, it may take up to 8 weeks for the check(s) to arrive at your institution for disbursement to the participant.

Check if a Payment was Mailed

Once payments processed for the student equal the award amount requested for the academic year, the application status will change to “Paid in Full.” This does not mean all payments have been mailed, only that they are processed or are in processing.

To check if a payment has been mailed, scroll to the Admin Section and select the blue Payment History button. The student’s full GSTG payment history across all AYs will display.

Scroll to the far right to view the “Warrant Mailed Date” column. If the date and other warrant details are blank, the check is in process and has not been mailed.



Institution Code	Academic Year	Term	Type	Amount	Funding Source	Payment/Abate Date	Disbursement Date	Claim Schedule No	Warrant Number	Warrant Date	Warrant Mailed Date
[redacted]	2022	SP	Payment	$7,312	GSTGP	01-17-2023		[redacted]	[redacted]	02-01-2023	02-15-2023
[redacted]	2022	FL	Payment	$7,312	GSTGP	01-17-2023		[redacted]	[redacted]	02-01-2023	02-15-2023

If there is a warrant mailed date listed, allow up to 6 weeks for the check to arrive at the institution from the Payment/Abate Date. You can also cross-reference this date with the USPS tracking information within the email notification from the GSTG team sent the same day.

Revise an Award

During the academic year, a GSTG recipient may need their award altered. This can happen when they withdraw from a term, no longer meet eligibility, or decide to decline the award altogether.

After you revise an award, advise the student to log into their GSTG Student Portal to accept their revised SA. No additional payment(s) may be requested until the application is back in a Signed SA status.

Revised Need – Under Awarded

If the participant will be under awarded by disbursing the current check:

1. Disburse the check to the participant.
2. Update the participant's Award/Payment Details in WebGrants to reflect the higher revised award they are eligible to receive for the entire AY and select Submit.

   Important: Do not subtract any payments that have already been disbursed or requested. The award amount should reflect the participant's award eligibility for the full academic year.

   a) Override the Terms Attending, COA, EFC, Other Aid, and Award Amount fields as needed.

   b) Select the blue "Submit" button below the Request Payment Section.
3. Advise the participant to log into their GSTG Student Portal to sign their updated SA.
4. You may request the payment for the remaining balance after the participant signs their revised SA, in accordance with our Payment Timeline and term opening dates. Refer to the Request a Payment section for more information.

Revised Need – Over Awarded

If the participant will be over awarded by disbursing the current check:

1. Do not write anything on the check and do not disburse the check to the participant.
   a. **Note:** If the original check is no longer available (i.e., the institution cashed it), the institution shall cut a check equal to the amount of the check that should have been returned. We are not able to accept a partial return of funds.
2. Write a note on the Payee List included with the check the reasoning for the check's return.
3. Sign the Disbursement Guidelines form included with the check.

4. Return the check, signed Disbursement Guidelines, and noted Payee List to the following address within 30 days of receipt:

   Program Administration and Services
   P.O. Box 419027
   Rancho Cordova, CA 95741-9027

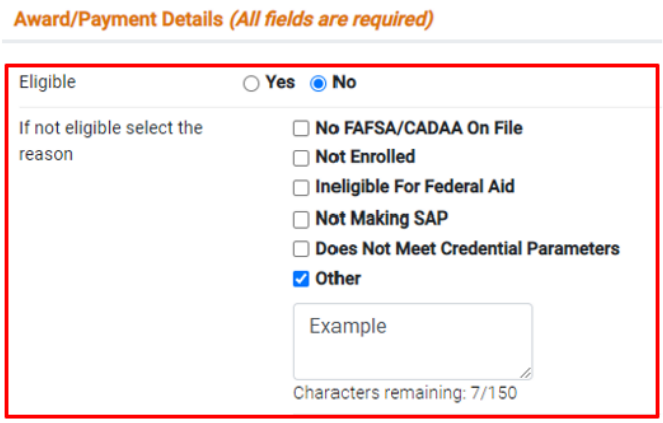
5. Report the check as being returned to the Commission on WebGrants.
   a. Refer to the Report Funds as Being Returned section for assistance.

6. After the Commission has abated the check, update the participant's Award/Payment Details in WebGrants.

   Important: Do not subtract any payments that have already been disbursed or requested. The award amount should reflect the participant's award eligibility for the full academic year.

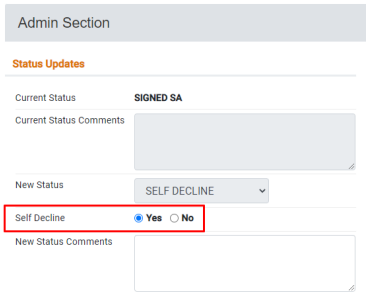
   a. If the participant is **ineligible to receive a GSTG for the full AY**, select "No" in the "Eligible" field and the corresponding reason.

      Note: You can only mark a participant as Ineligible if they have a $0 net paid total and are ineligible for the full AY. If the participant has funds disbursed already during the AY, but is ineligible to receive the current funds mailed, update their Terms Attending and Award Amount to match what was already disbursed to them.



b. If the participant chose to **decline their full award for the AY** at the time of disbursement, select the "Self Decline" radio button.

Note: You can only mark a participant as self-declined if they have a $0 net paid total and are declining the GSTG for the full AY. If the participant has funds disbursed already, but refuses part of their award, update their Terms Attending and Award Amount to match what was already disbursed to them.



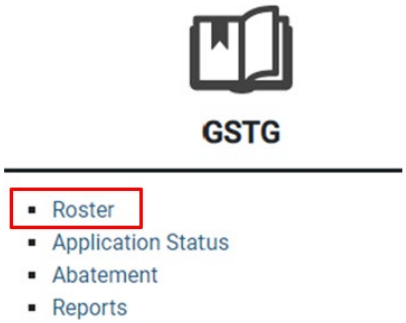
c. If the participant is **eligible to receive less** than what was originally requested, override the Terms Attending, COA, EFC, Other Aid, and Award Amount fields as needed.

7. Select the blue "Submit" button below the Request Payment Section to submit your changes.
8. If a revised payment is needed, advise the student to log into their GSTG Student Portal to sign their revised SA so a new payment may be requested.
9. You may request the payment for the remaining balance after the participant signs their revised SA, in accordance with our Payment Timeline and term opening dates. Refer to the Request a Payment section for more information.

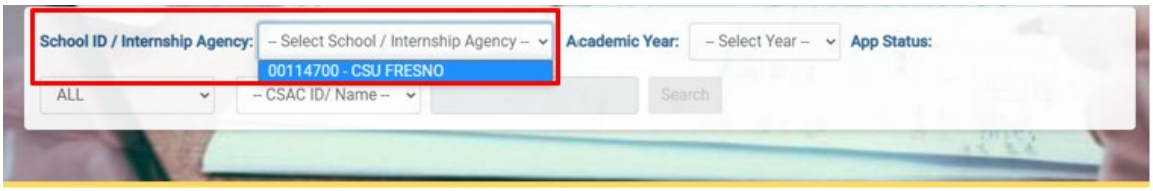
View an Applicant's Payment History

The Payment History section lists all payments processed for the applicant, across all academic years.

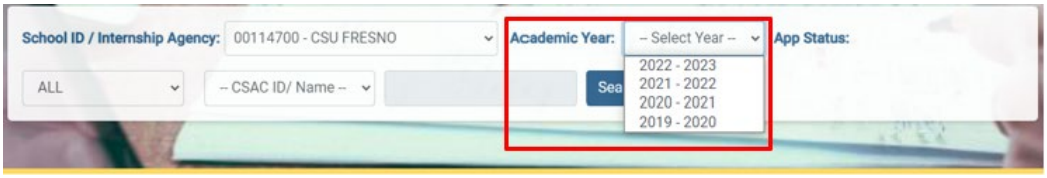
1. Under the GSTG menu, select "Roster."



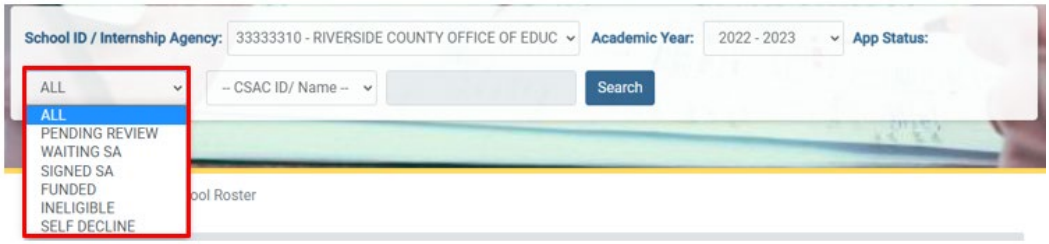
2. Select the institution in the School ID/Internship Agency drop-down menu.



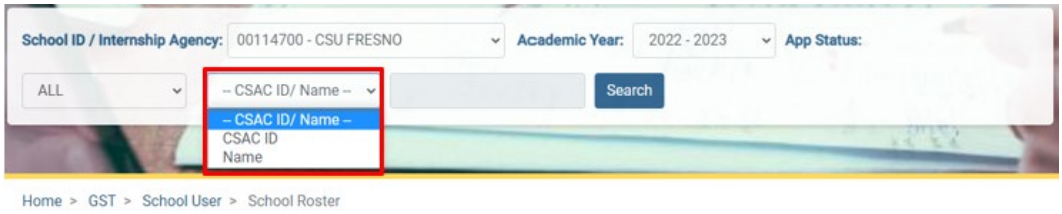
3. Select the academic year you'd like to open.



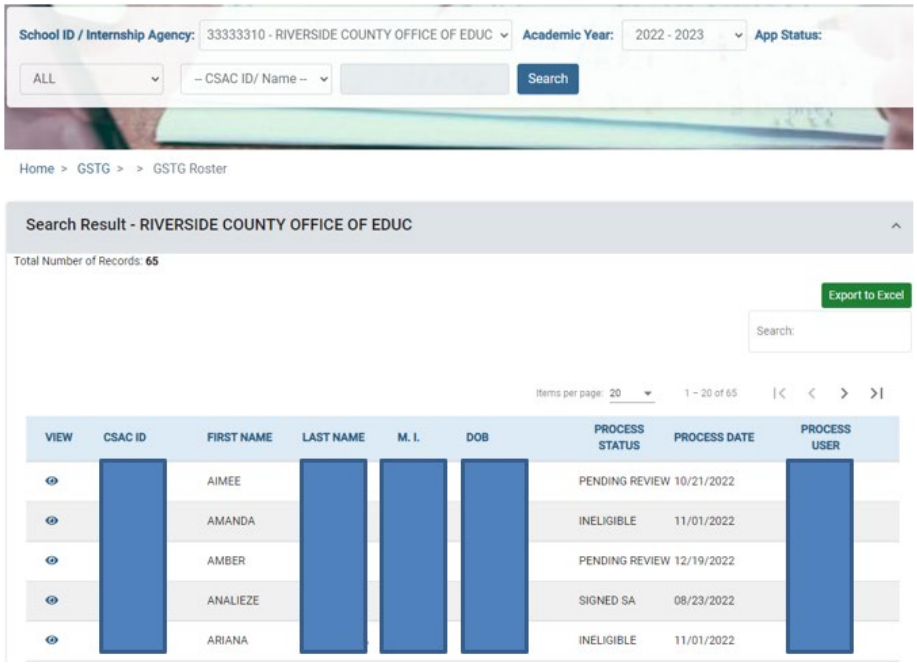
4. Leave the App Status as "ALL."



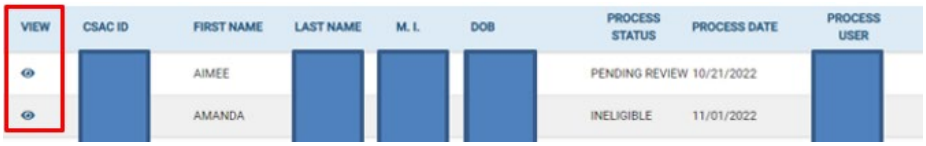
5. If the participant's CSAC ID is known, select "CSAC ID", enter the CSAC ID, and select Search. If the participant's CSAC ID is unknown, leave "CSAC ID/Name" as-is in the "CSAC ID/Name" field, leave CSAC ID blank, and select "Search."



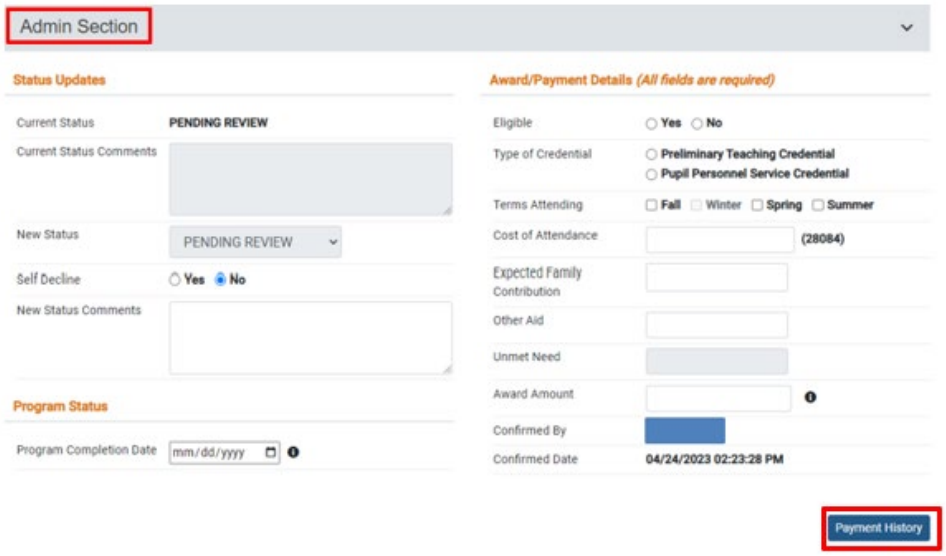
6. The roster will populate for the selected academic year based on the search conditions entered.



7. Select the eye icon in the "View" column to open the participant's roster/application details.

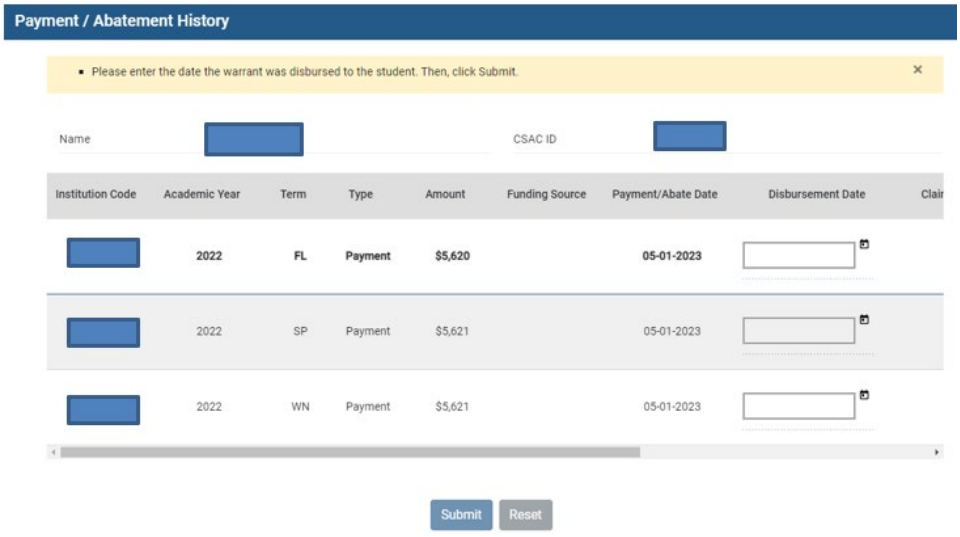


8. Scroll to the “Admin Section” within the participant’s roster/application details and select the “Payment History” button.



9. The applicant’s Payment History across all AYs will open (if any payments have been processed).

   Note: If the Type column lists “Payment,” the Payment/Abate Date represents the date the Commission began processing the payment request. If the Type column lists “Abated,” the Payment/Abate Date represents the date the Commission processed the abatement.



Reports

Pre-Enrollment Grant Eligibility Report

As required by CA Education Code section 69617(i), the Commission established a process that allows institutions to provide applicants with grant eligibility determinations before the deadline for enrolling in their professional preparation program.

Institutions may download a WebGrants report that displays all GSTG applicants who listed their institution on their FAFSA/CADAA to send a pre-enrollment grant eligibility determination, if they so choose.

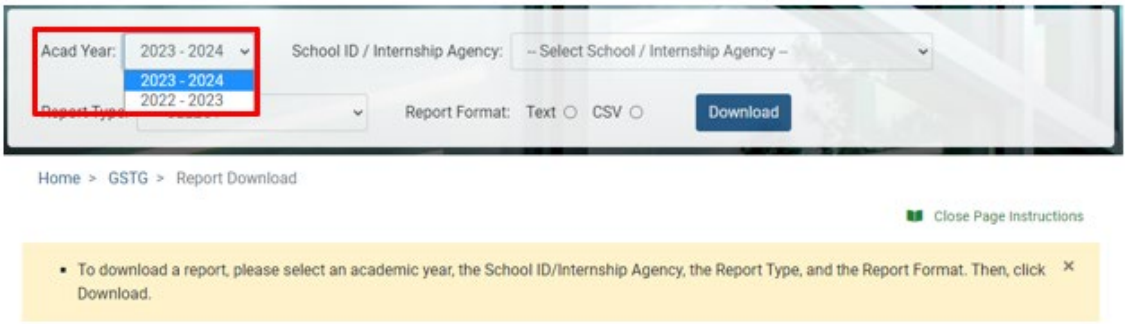
Note: Since LEAs are not listed on the FAFSA/CADAA, they may determine their own process to provide pre-enrollment grant eligibility determinations to prospective students.

As defined within GSTG Regulations § 30520, a "pre-enrollment grant eligibility determination" is an institution notice of an estimated award that is conditioned upon enrollment in their professional preparation program and verification of eligibility and award determination by the institution.

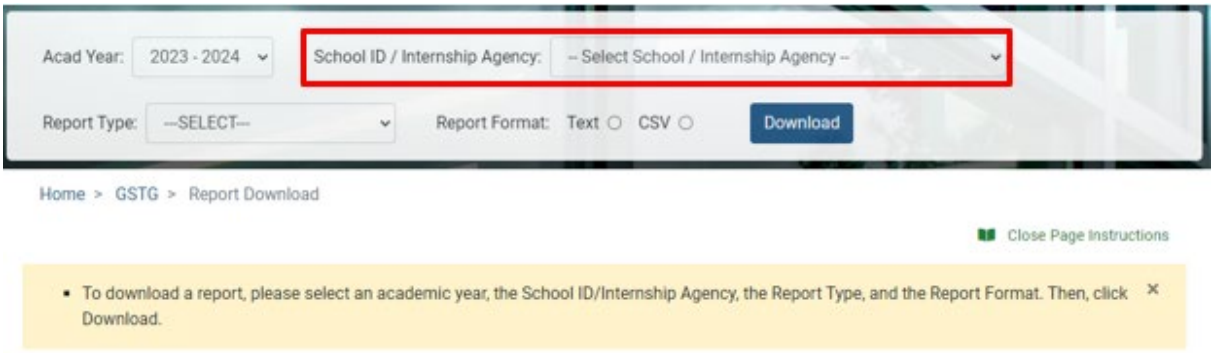
Follow the below steps to download the report:

1. Select Reports under the GSTG menu.

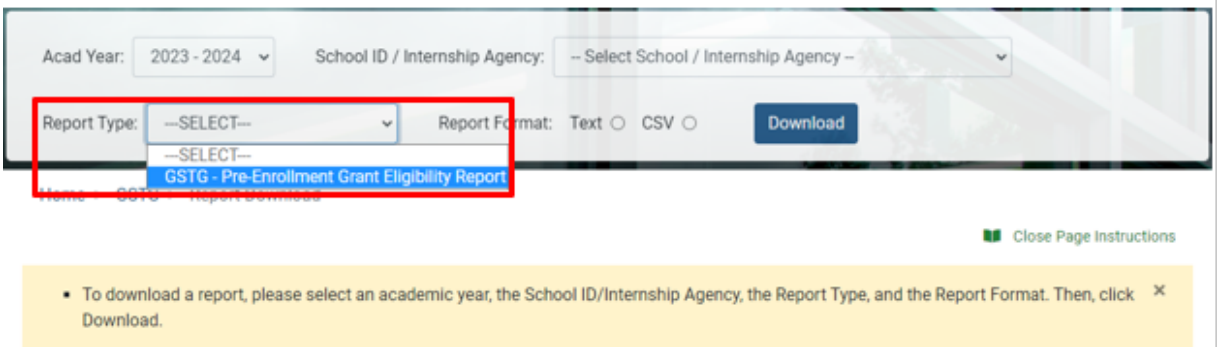
2. Select the academic year you want to view from the drop-down menu.



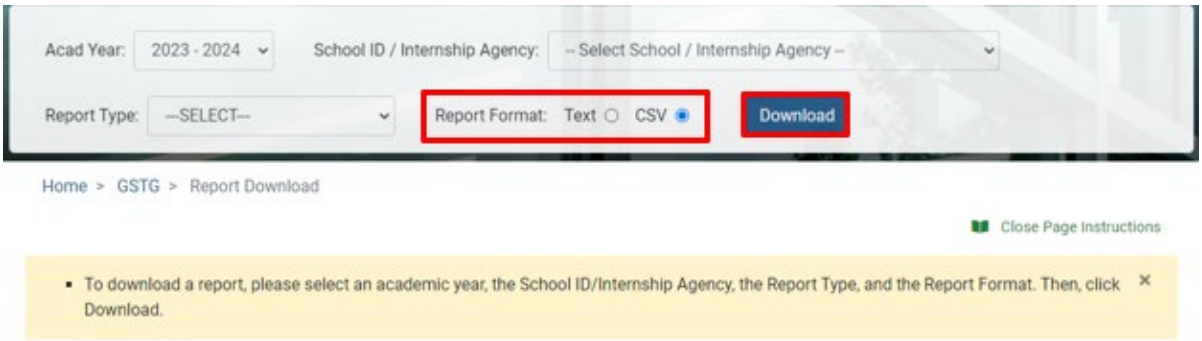
3. Select your institution.



4. Select the Report Type "GSTG – Pre-Enrollment Grant Eligibility Report.



5. Select the Report Format desired (Text or CSV) and Download button.



All students listed on the report have submitted a FAFSA/CADAA that lists your institution as a school of interest as well as a GSTG application for the academic year. If you see a student on your report, but do not see them on your GSTG Roster, the student submitted a GSTG application listing a different institution.

Important: If you do not see the Reports screen option within the WebGrants GSTG menu, please contact your institution's System Admin for access.

Service Agreement

As soon as the institution confirms the applicant's eligibility and submits the requested award amount, the applicant will receive a system-generated email requesting them to log into their GSTG Student Portal to accept their Service Agreement (SA). The SA lists the applicant's current and previous award amounts, outlines the 4-year service obligation at a priority school or California preschool program, and details their repayment obligation if they fail to meet the service obligation.

If they agree to the terms, they should accept the SA within 30 days. Once the SA is accepted, their GSTG award will be processed in accordance with the Payment Timeline. Applicants who do not accept the SA are not eligible to participate in the GSTG Program.

Service Obligation

By signing the Service Agreement (SA), the participant agrees to the service obligation as required by California Education Code § 69617.

Participants commit to work 4 years at an eligible California priority school or California preschool program within 8 years of completing their program, regardless of their award amount. A priority school is a CA public school that provides instruction in any grade K-12 with more than 55 percent of pupils who are classified as an English learner, eligible for a free or reduced-price meal, or current foster youth. Priority schools are not the same as Title I schools. The priority school list is compiled by April 15 annually using data submitted via CALPADS to the California Department of Education (CDE) by each public California school. The lists of priority schools are available on the GSTG website.

A California preschool program is a state-funded or federally funded preschool program in the state, including tribal preschool programs and Head Start programs. For convenience, eligible California preschool programs have been added into the GSTG priority school lists commencing with the 2023-24 GSTG Priority School List. The 2023-24 school year is the first year recipients may begin to receive credit for working at a California preschool program.

When determining which list to refer to, participants may use either the priority school list published for the year they initially received the GSTG or the list published at the time they are seeking new employment after completing their professional preparation program. Any time spent teaching prior to completing their program and obtaining their credential is not counted towards their service obligation.

The Commission will email an annual Employment Verification Form to participants to track their service obligation. The Commission will work with the California Commission on Teacher Credentialing (CTC) to track the issuance of the participant's credential.

Institutions are responsible for reporting when a participant completes their program. Refer to the Report Program Completion section for guidance.

Disbursement Guidelines

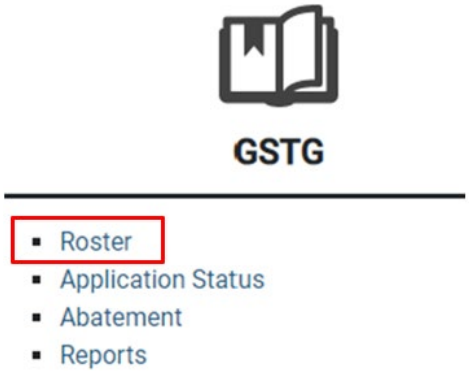
GSTG awards can be used on any academic-related expense, including the cost of living.

Follow the below steps upon receipt of a GSTG check:

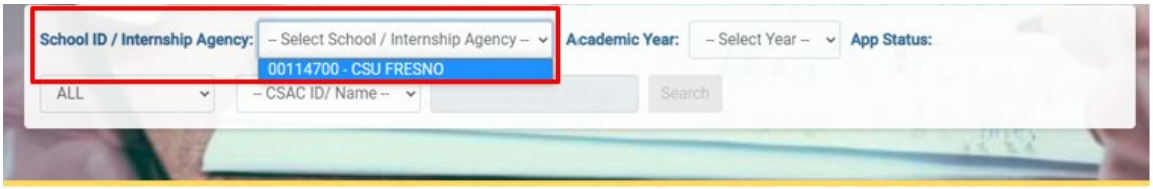
1. Ensure the participant continues to meet GSTG eligibility.
    a. If the participant no longer meets program eligibility [including having already received the maximum award available to them ($20,000/$10,000) in total GSTG payments] or has a revised need, refer to the Revise an Award and Report Funds as Being Returned sections for guidance.
2. Within 30 days of receipt, disburse the check to the participant according to your institution's policies. No one, under any circumstance, is allowed to pick up paper checks on behalf of the recipient.
    a. Appropriate examples of disbursement include, but are not limited to, handing the check directly to the participant or depositing the check into the participant's institution student account.
        i. GSTG funds may be used to pay current balances in accordance with the institution's financial aid disbursement policies.
    b. After disbursement of a check, Report a Check as Disbursed in WebGrants.

Report a Check as Disbursed

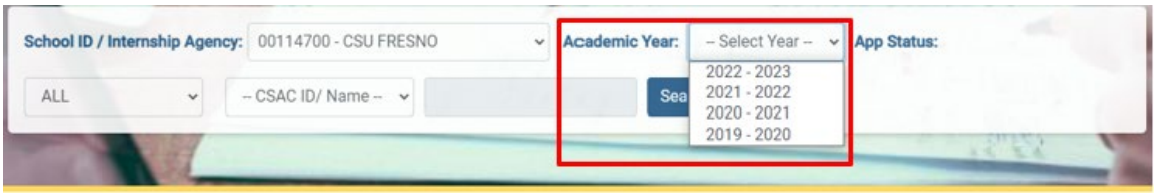
1. Under the GSTG menu, select “Roster.”



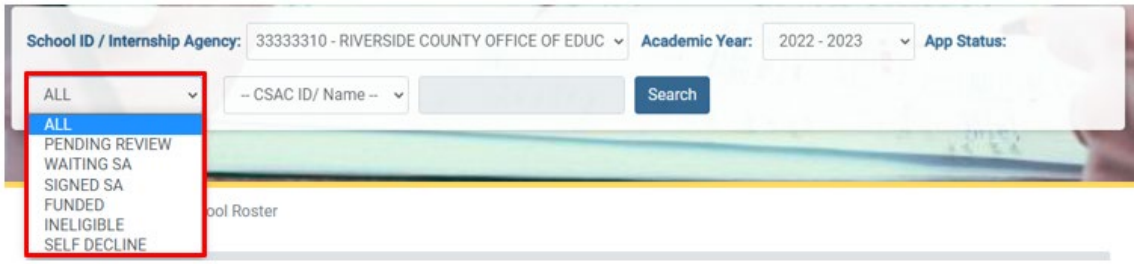
2. Select the institution in the School ID/Internship Agency drop-down menu.



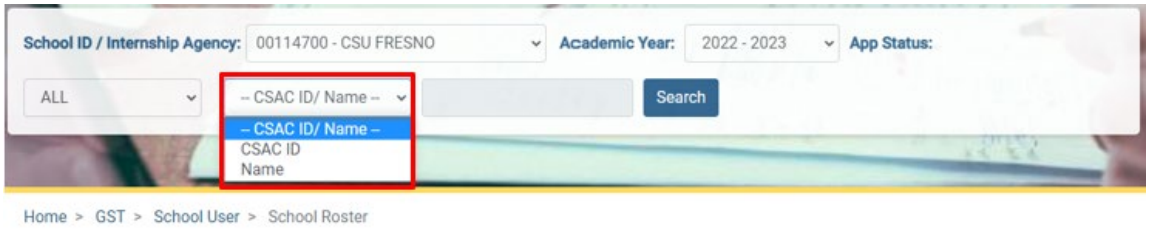
3. Select the academic year you’d like to open.



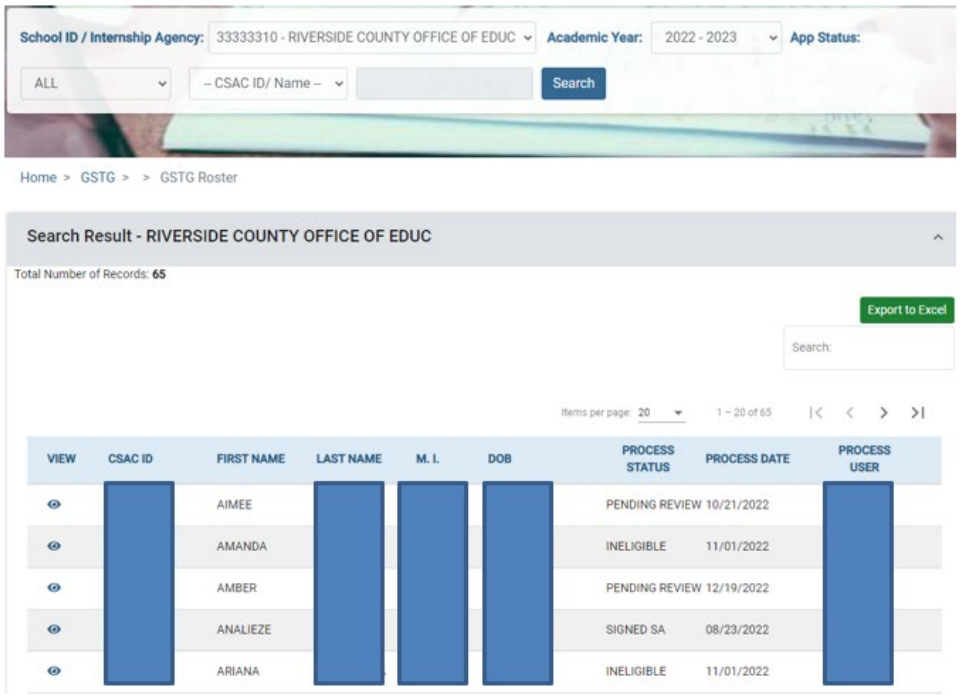
4. Leave the App Status as “ALL.”



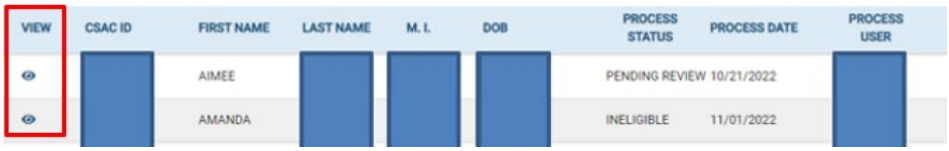
5. If the participant's CSAC ID is known, select "CSAC ID", enter the CSAC ID, and select Search. If the participant's CSAC ID is unknown, leave "CSAC ID/Name" as-is in the "CSAC ID/Name" field, leave CSAC ID blank, and select "Search."



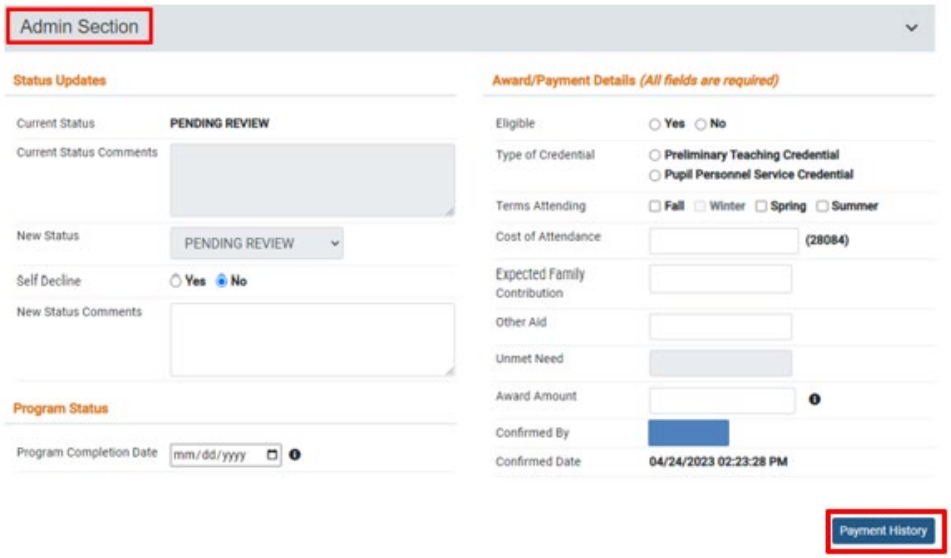
6. The roster will populate for the selected academic year based on the search conditions entered.



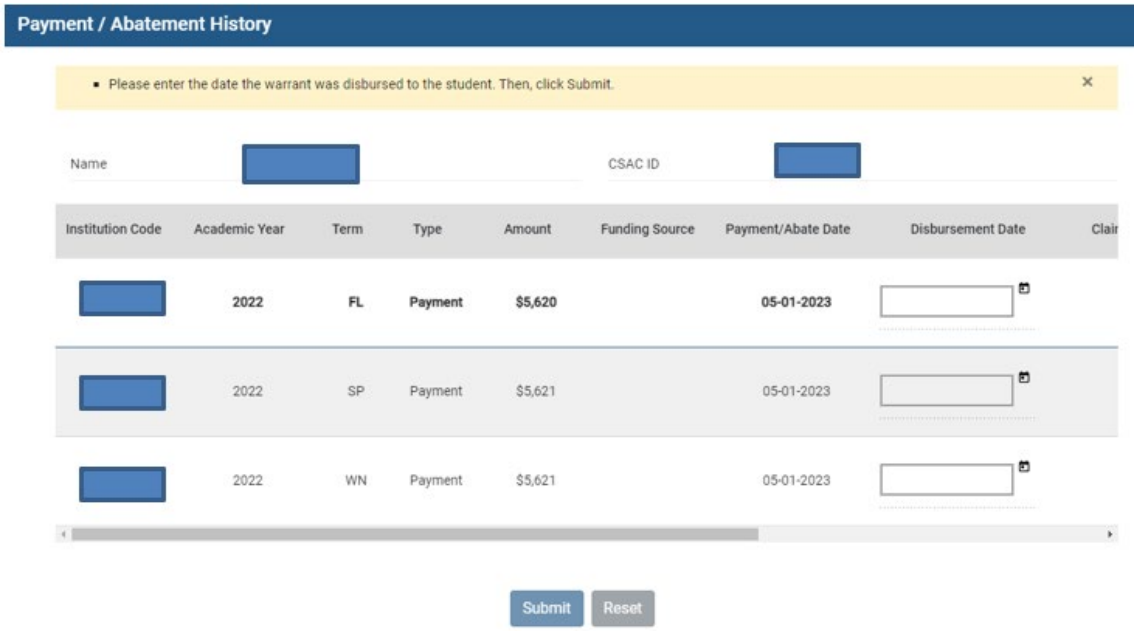
7. Select the eye icon in the "View" column to open the participant's roster/application details.



8. Scroll to the “Admin Section” within the participant’s roster/application details and select the “Payment History” button.

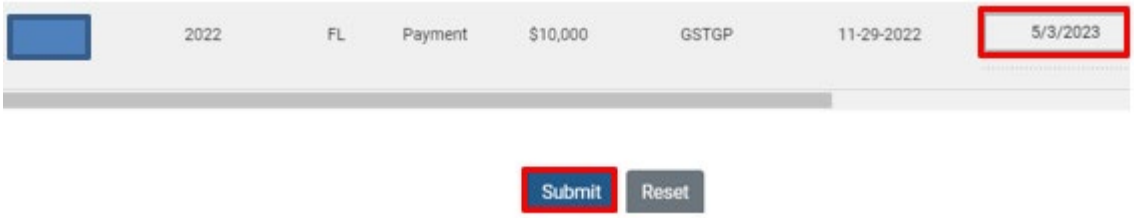


9. The applicant’s Payment History across all AYs will open.



10. Navigate to the check you’d like to report as being disbursed to the participant.

11. Select the calendar icon in the Disbursement Date column to add the date the check was disbursed to the participant and select Submit.



Report Funds as Being Returned

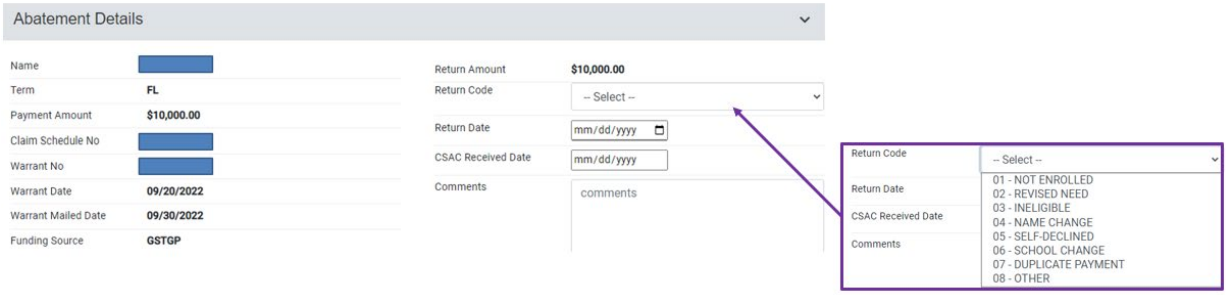
Use the Abatement Screen to report and track returned checks.

1. Under the GSTG menu, select “Abatement.”

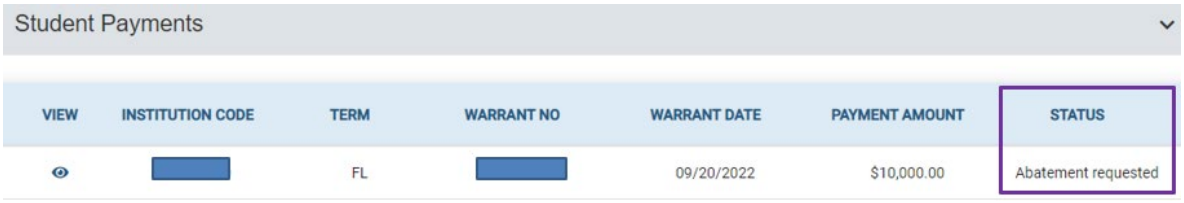
2. Select the AY, institution name, and CSAC ID for the check you want to return and click “Search.”

3. The Student Payments section will open displaying all warrants processed for the student. Select the eye icon to open a specific warrant.

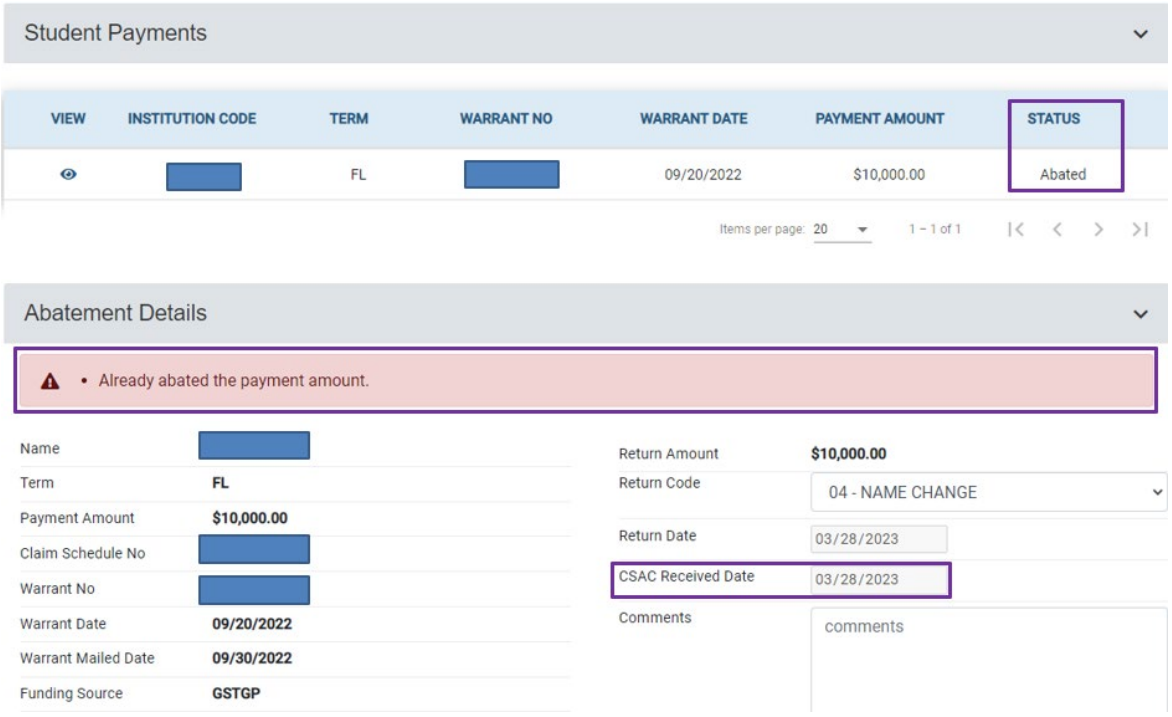
4. The Abatement Details section will open for the warrant selected.
5. Select a Return Code from the drop-down menu.



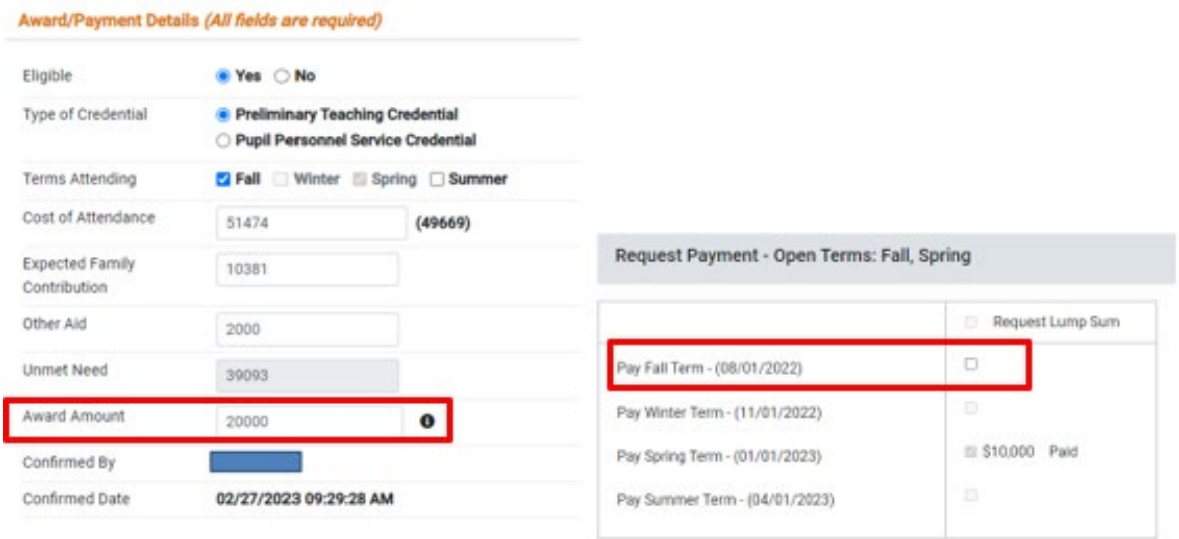
6. Select the Return Date. This date should be the same date the check was mailed back to the Commission. Enter comments as needed and click “Submit.”
7. A “Success” message will display confirming the abatement request was received and the Student Payment record will then display the warrant’s status as “Abatement Requested.”



8. Once the check is received, the Commission will enter the date into the "CSAC Received Date" field in the Abatement Details section. The payment's "Status" column will change to "Abated" and an Abatement Details message stating "Already abated the payment amount" will display.



9. Finally, the payment will be removed from the student's awarded (net paid) total and the Request Payment section, re-opening the term for a payment request and the Award/Payment Details section for an award revision.

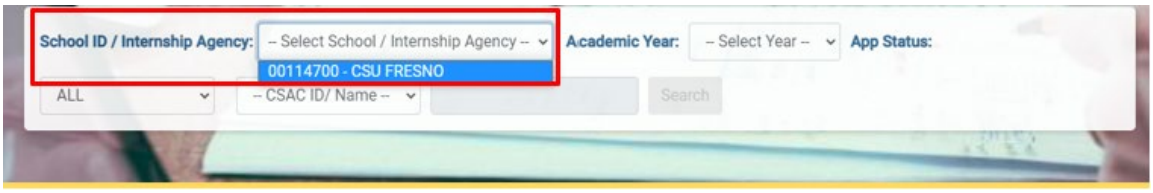


Report Program Completion

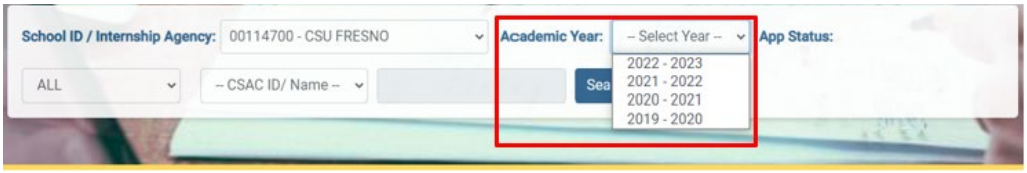
GSTG Coordinators are responsible for notifying the Commission once a participant has completed their program. Follow the steps below to report a participant's program completion date on [WebGrants:]

1. Under the GSTG menu, select "Roster."

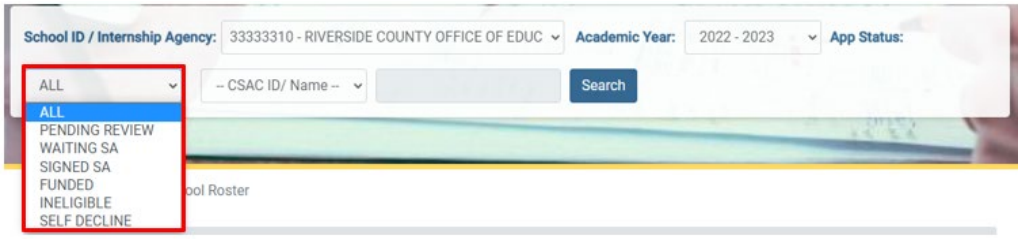
2. Select the institution in the School ID/Internship Agency drop-down menu.



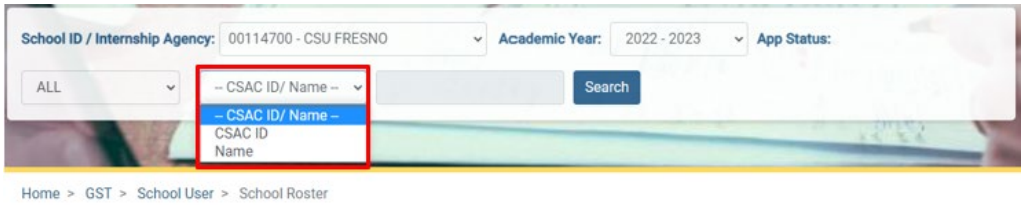
3. Select the academic year the participant was initially awarded the GSTG.



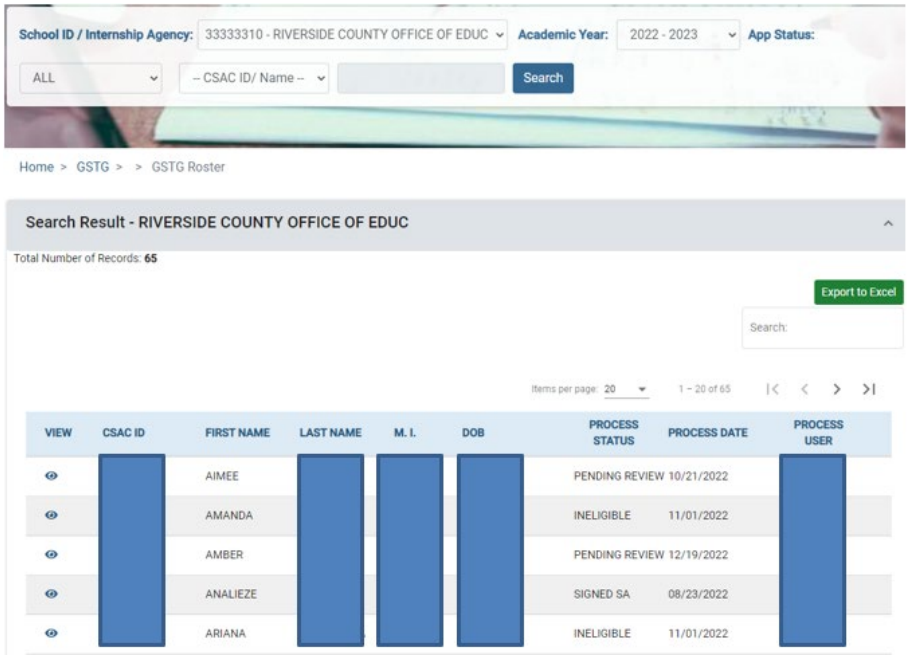
4. Leave the App Status as "ALL."



5. If the participant's CSAC ID is known, select "CSAC ID", enter the CSAC ID, and select Search. If the participant's CSAC ID is unknown, leave "CSAC ID/Name" as-is in the "CSAC ID/Name" field, leave CSAC ID blank, and select "Search."

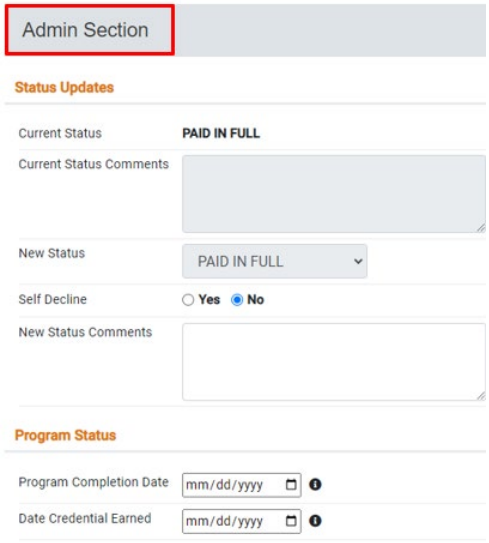


6. The roster will populate for the selected academic year based on the search conditions entered.

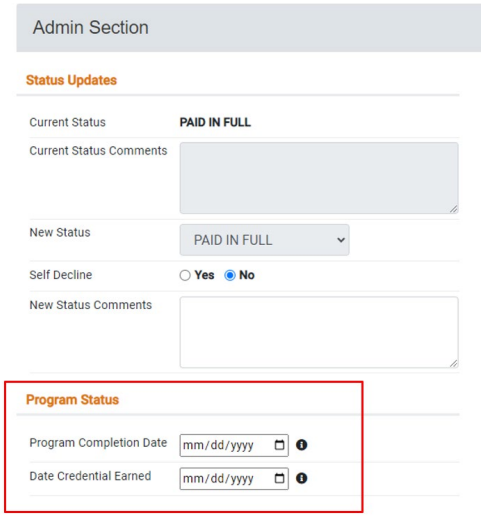


7. Select the eye icon in the "View" column to open the participant's roster/application details.

8. Scroll to the “Admin Section” within the participant’s roster/application details.



9. Navigate to the “Program Status” subsection, enter the participant’s program completion date, and select the blue “Submit” button located below the “Request Payment” section.



Over Awarded Funds

As defined in GSTG Regulations § 30526, the institution is responsible for repayment of over awarded funds. If the institution disburses funds to a student who at the time of disbursement was not eligible to receive funds, the institution is responsible for repaying those funds to the Commission. The Commission will invoice the institution to recover those funds. The Commission may also take action to cease processing future GSTG transactions to any institution that over awards funds or fails to repay any such over awards.

If the institution disburses funds to a student who at the time of disbursement was eligible to receive funds, but then later does not fulfill the terms of their Service Agreement, the student will be responsible for repaying those funds to the Commission. Disbursed funds are inclusive of the commitment and obligation of the program. The participant will be subject to the repayment obligations as defined in the California Education Code § 69617 and Service Agreement. The Commission will work directly with students when repayment is necessary.

Participant Repayment

The Service Agreement (SA) outlines a participant's service obligations under the provisions of the grant. A participant will have 8 years to fulfill their 4-year service obligation at an eligible priority school or California preschool program from the date they complete their program. The Commission will monitor the participant's service obligation process, working directly with the student if repayment is necessary.

The lists of eligible schools are available on the GSTG Program website. When determining which list to refer to, participants may use either the priority school list published for the year they initially received the GSTG or the list published at the time they are seeking new employment after completing their professional preparation program.

Important:

- A participant may change employment during their service obligation period as long as they are working at an eligible priority school or California preschool program.
- The participant does not need to be employed by the school, only working at the school site.
- Per GSTG Regulations § 30527, the participant must work in an eligible position that utilizes the credential earned as a result of completing the program they were enrolled in at the time they were awarded the GSTG.

- Preliminary teaching credential participants must work as a teacher in any subject.
- PPS credential participants may work as a school counselor, school psychologist, school social worker, or child welfare & attendance official.
- Other positions may be accepted if proof that the position requires the participant to have the appropriate credential is provided.

A participant's 8-year timeframe to complete the 4-year service obligation will begin on the date they complete their program. If they fail to complete their program and obtain their credential within 6 years from the date the Commission mailed their initial payment to their institution, the participant will be responsible for repaying 100% of the GSTG funds disbursed to them.

The repayment is for funds awarded only, no interest. At the end of the 8 year timeframe, for every year the service obligation is not fulfilled, the participant will be required to repay 25% of their total awarded amount. For those years their obligation is met, no repayment will be necessary. The 4-year service does not need to be completed consecutively as the participant has the full 8 years to meet their obligation.

So, if the obligation is met for:

- 1 year = Repay 75% of the awarded amount
- 2 years = Repay 50% of the awarded amount
- 3 years = Repay 25% of the awarded amount
- 4 years = No Repayment, obligation complete

The participant will have the option to repay funds in a lump sum or enter into a 4-year repayment plan.

Repayment Exceptions

Exceptions to the requirement for repayment are defined by the Commission in Section IV of the Service Agreement. If a participant believes they may qualify for a repayment exception, they should notify the Commission in writing at goldenstateteachers@csac.ca.gov and submit any supporting documentation at that time.

A school year shall be counted towards the 4-year service obligation when any of the following occur:

- The participant worked time equivalent to at least one-half of the school year.
- A school site official deems the participant to have fulfilled their contractual requirements for the school year for the purposes of salary increases, probationary or permanent status, and retirement.
- The participant was not able to work due to the financial circumstances of the school district, including the district's non-renewal of the participant's contract for the next succeeding school year.
- The participant has a condition covered under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601 et seq.) or similar state law, or otherwise can demonstrate a physical or mental disability recognized by the Social Security Administration that prevented them from completing their program or service obligation.
- The participant was called or ordered to active-duty status for more than 30 days as a member of a reserve component of the Armed Forces of the United States.