WSAC Portal
Interim Reporting

2019

Interim Reports

- Institutions are required to submit Washington College Grant (WCG), College Bound Scholars (CBS) and Passport To Careers (PTC) student detail reports.

  - Performs eligibility checks on student data and awards.

- Data used for program evaluation, to forecast funding costs, and to inform the legislature of program progress.

Interim Reports

- Reports are submitted quarterly in the Portal via CSAW.

    - The interim report opens four weeks before the interim report due date.

2019-2020 Report	Due Dates
Fall Interim Report	November 8, 2019
Winter Interim Report	February 7, 2020
Spring Interim Report	May 8, 2020
Final Interim Report*	July 10, 2020

- Final interim report in July serves as a reconciliation report. Any unused funds or funds owed must be returned to WSAC via check.

Interim Reporting 4 (5) Step Process

1. Upload your file into CSAW

   (will over-write existing data)

2. Resolve Edits

3. Review students and request funds

4. Submit Interim Report

5. Return owed funds to WSAC
   (Reconciliation in July)

1. Upload your file into CSAW
(will over-write existing data)

- Upload your file into CSAW

  - File layout requirements outlined Chapter 4 of program manual.
    - Layout did not change for 2019-20, but is being updated for 2020-21.
  - File template available at https://wsac.wa.gov/FAA-resources
  - Detailed instructions available in the webinar titled "Uploading to CSAW"

Uploading Student Information into CSAW

- Each upload must be a full file and will replace earlier versions.

- Reporting data for five terms:

  - Summer 1
  - Fall
  - Winter (semester schools may leave blank)
  - Spring
  - Summer 2

2. Resolve Edits

- To review edits for your student in the WSAC Portal, go to: https://portal.wsac.wa.gov/csaw/ and click 'Edits'.

  - Detailed instructions on resolving edits in webinar titled "Addressing edits in CSAW"

- Edits are broken down into four sub-groups:

  1. WCG edits

  2. CBS edits

  3. PTC edits

  4. General Edits

CSAW: Resolving edits

Specific edits listed within the subgroups will be one of three types:

- NON-OVERRIDEABLE EDIT
  - Data must be corrected and cannot be overridden
    - Correcting the data will often clear the edit – WCG and CBS Program Manual, Chapter 4

- OVERRIDEABLE EDIT
  - Can be overridden when data can not be corrected
    - Canned overrides

- INFORMATIONAL EDIT
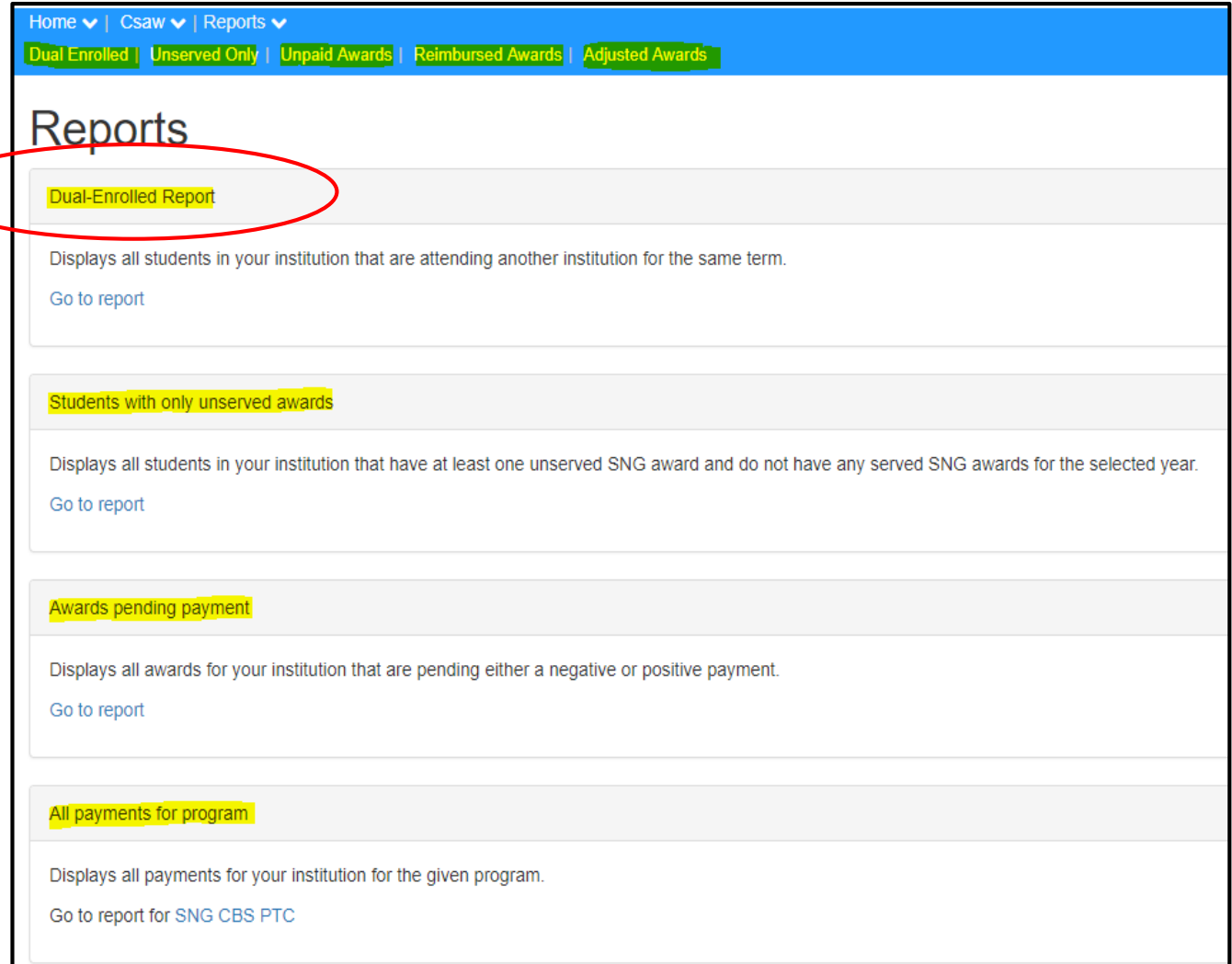 - Important student notification

Resolving Edits

64 edits (929 informational) 🖫 CSV

CBS Edits	575
ⓘ CBS student has 3 or less QER INFORMATIONAL	484
ⓘ Student is OK to award, not OK to pay, and hasn't been awarded CBS INFORMATIONAL	82
☑ Student is OK to pay but hasn't been awarded CBS OVERRIDEABLE	9

General Edits	55
⚠ Enrollment status cannot be "Not Enrolled" unless all awards have been cancelled NONOVERRIDEABLE	4
⚠ Student has unpaid receivables for a prior term NONOVERRIDEABLE	12
☑ Combined enrollment status cannot exceed full-time for a single term OVERRIDEABLE	39

PTC Edits	2
ⓘ PTC student has 3 or less QER INFORMATIONAL	2

Resolving Edits

- WSAC provides Reports that can be used to help easily identify potential problems and manage your data

- Portal → CSAW → Reports

3. Review students and request funds

- Review your served and unserved.

- Award any student you may have missed or now have funds available for.

- Request payments for current and past terms through CSAW.

Interim Report: Unserved WCG

For academic year 2019 it is neccesary to continue to <u>accurately</u> and <u>fully</u> report unserved WCG students. Starting in 2020, WCG becomes an entitlement and there will no longer be unserved students.

- Unserved students are those fully eligible to receive WCG, up to the 70% MFI level and enrolled, **but cannot be awarded due to lack of funding.**

- Summer enrollees should be included as unserved even if it is institution policy not to award other aid for summer.
  - In 2020 you will be required to award students WCG and CBS for summer terms.

- Unserved students should be reported at their attempted, not completed, enrollment level.

- Enrolled WCG-eligible students that are anticipated to be unserved for future terms should be reported as unserved on the interim reports. These need to be updated if a student's actual enrollment changes.

Review Students

How to determine if a student is SERVED or UNSERVED

A student is considered UNSERVED if they meet all the eligibility requirements at time of awarding

BUT

There are no funds available to offer the student

Interim Reporting

Examples of Why a Student Should **NOT BE** Reported **UNSERVED**

- Incomplete File

- Not Enrolled

- Withdrew with Full Refund of Tuition

- Ineligible Program or Ineligible Coursework

- Need Met with Other Grants and/or Scholarships

- Unsatisfactory Academic Progress

- MFI Increase

- Student Declined Aid

- Student Graduated

- Residency status pending

- Not a Washington Resident

Review Students & Request Funds

- Portal → CSAW → Reports

Served, Unserved, and Eligible State Need Grant, by Sector

- View your data trends before submitting the report to ensure accuracy.

2019-2020 Fall Interim Report for   view other reports

Upload	Edits	Request Funds	Interim Report	Students	Account Status

Submit

Commitments

Expenditures

Served

Unserved

TotalEligible

Receivables

WCG Unserved Overview

Unserved Students i: 1,360
Unserved FTE i: 1,082

WCG Unserved Student Details

Interim Reporting Period	2019-2020 unserved students	2018-2019 unserved students	2017-2018 unserved students
Fall	*1,360*	*3,005*	*3,697*
Winter		3,081	4,094
Spring		2,793	3,782
Final		2,133	3,677

Unserved FTE Details

Interim Reporting Period	2019-2020 unserved FTE	2018-2019 unserved FTE	2017-2018 unserved FTE
Fall	*1,082*	*2,870*	*3,666*
Winter		2,441	3,683
Spring		2,224	3,399
Final		1,734	3,251

Account Status Page

- Transactions listed in date order

- Sort by date processed

- Download into .csv

CSAW - WCG Account Status   2019-2020 ▾   ▾   ✉ send a secure message to WSAC

| Upload | Edits | Request Funds | Interim Report | Students | Account Status |

WCG Allocation: **39.49% spent**

Total Allocation: $91,682,434.00

Payments: $36,203,978.00

Pending Payments: $0.00

Cash Receipts: $0.00

Total Expenditures: $36,203,978.00

i **Amount Available to Request: $55,478,456.00**

i Allocation Balance: $55,478,456.00

💾 csv   All Transactions

Showing 1-20 of 20 results

Date Processed ▲	Type ⇕	Amount	
5/31/19	Initial Allocation	$82,721,295.00	
8/7/19	Student Payment	$6,942,658.00	☰
8/8/19	Supplemental	$8,961,139.00	
8/13/19	Student Payment	$2,687.00	☰

4. Submit Interim Report

- CSAW → Interim Report
  - Correct errors

	Upload	Edits	Request Funds	Interim Report	Students	Account Status

Submit

Interim Report cannot be submitted for the following reasons:
- There are still edits that need to be addresssed. Address edits
- There are receivables that must be in repayment or cancelled for the final Interim Report. View receivables

Commitments

Expenditures

Served

Unserved

TotalEligible

Receivables

Expenditure Type	WCG	CBS
Funds Drawn	$36,203,978.00	$1,750,131.00
Returned by Institution	$0.00	$0.00
Net Funds Drawn	$36,203,978.00	$1,750,131.00
Total Funds Requested	$36,203,978.00	$1,750,131.00
Unrequested Awards	$58,075,273.00	$2,850,368.00
Awards Reported	$94,279,251.00	$4,600,499.00
Difference	-$58,075,273.00	-$2,850,368.00

Not yet submitted - due on 12/8/19

Submit Interim Report

Submit Interim Report

If you don't see any error messages, click SUBMIT

	Upload	Edits	Request Funds	**Interim Report**	Students	Account Status

	Expenditure Type	**WCG**	**CBS**
Submit	Funds Drawn	$36,203,978.00	$1,750,131.00
Commitments	Returned by Institution	$0.00	$0.00
Expenditures	Net Funds Drawn	$36,203,978.00	$1,750,131.00
Served	Total Funds Requested	$36,203,978.00	$1,750,131.00
Unserved	Unrequested Awards	$57,912,369.00	$2,848,843.00
TotalEligible	Awards Reported	$94,116,347.00	$4,598,974.00
Receivables	Difference	⊙ -$57,912,369.00	⊙ -$2,848,843.00

Not yet submitted - due on 12/8/19

Submit Interim Report

Confirmation of Interim Submission

- You will receive an email confirmation that you have submitted your interim report showing a summary of your WCG & CBS interim report data.

  - Submitting your interim report does not mean that it was accepted. It may be reverted by WSAC if you need to make any corrections.

Interim report 2019-2020 was submitted by John Smith at 11/13/2019 11:36:04 AM

Program		Total	Summer 1	Fall	Winter	Spring	Summer 2
WCG	Award Total	$47,456,752.00	$0.00	$24,776,853.00	$0.00	$21,931,594.00	$748,305.00
	Served Awards	11104	0	5703	0	5106	295
	Unserved Awards	4811	0	2051	0	1828	932
	Eligible Awards	15915	0	7754	0	6934	1227
CBS	Award Total	$3,498,053.00	$0.00	$1,749,037.00	$0.00	$1,607,995.00	$141,021.00
	Awards	4381	0	2137	0	1956	288

5. Return owed funds to WSAC (Reconciliation in July)

Prior to submitting your final interim report:

- Convert all your Institution to Bill student accounts to In Repayment.

  - Summer students cannot be reported as Institution to Bill.

- Check to see if you owe funds back to WSAC.

  - Prior to submitting your final interim report, there is a disclaimer you have to check to acknowledge you will be returning funds back to WSAC.

    - Separate from funds owed for late reported receivables.

Expenditure Review – Need to return funds to WSAC?

- You can see the amount of WCG & CBS funds you owe funds.

  - You will receive an email with amounts owed for each program, including PTC.

Interim Report cannot be submitted for the following reasons:

- There are receivables that must be in repayment or cancelled for the final Interim Report. View receivables

Expenditure Type	SNG		CBS
Funds Drawn	$15,388,230.00		$1,196,387.00
Returned by Institution	$0.00		$0.00
Net Funds Drawn	$15,388,230.00		$1,196,387.00
Total Funds Requested	$15,388,230.00		$1,196,387.00
Funds Owed to WSAC	$0.00		-$1,275.00
Awards Reported	$15,388,230.00		$1,195,112.00
Difference	✔ $0.00		✔ $0.00

Final Step – Reconciliation

- Returning funds to WSAC

    - Funds should be returned in the form of a check

    - Please be sure to alert your Business and/or Accounting Office as funds will be booked.

- The following information needs to be included with your repayment
    1. Student Name
    2. Last 4 digits of Social Security Number
    3. Term
    4. Program name (WCG, CBS, PTC)

- Checks should be mailed to:

    Washington Student Achievement Council

    PO Box 43430

    Olympia, WA 98504-3430

Questions?

WCG@wsac.wa.gov

1-888-535-0747 Opt 3

Thank you for joining us!