



# 2025 Spring Interim Reporting Walkthrough and Q&A

April 2025





# Presenter



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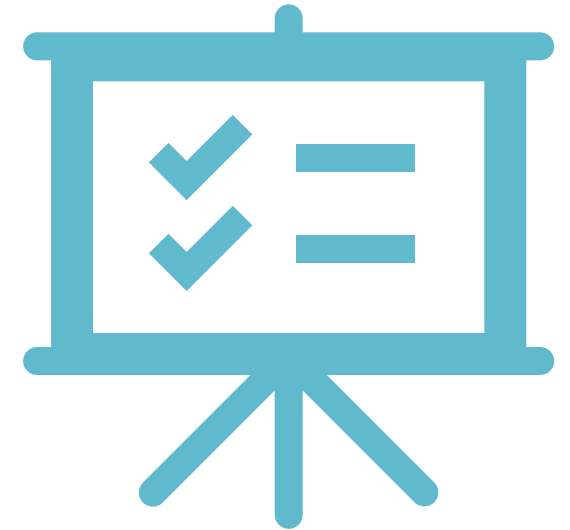
360-485-1201





# Agenda

- **Introduction**
- **Reminders**
- **Top 3 Winter Interim Questions**
- **Incremental Upload Options**
- **Interim Report Process Walkthrough**
- **Q&A**





# THANK YOU!

to everyone who completed the CSAW Upgrade Survey



**In a few words, what would you like to learn today?**

① Start presenting to display the poll results on this slide.



# Reminders

## SUMMER 2

Please have awards reported in CSAW as early as possible to assist with accurate funding projections.



# Reminders

File is uploaded into CSAW

- The file contains the award amount/s and financial aid application transaction # used to award.



CSAW matches the information provided through the file upload to the FAFSA or WASFA transaction # reported.



If the information does not match, there will be an edit to resolve





## Data Hierarchy in CSAW

How does CSAW calculate family income and MFI when both FTI and manual income are reported on the FAFSA?

- FTI when present and appears complete and the tax filing status and marital status appear in alignment.
- FTI + manual fields in instances of married filing joint taxes but now separated – using manual fields where updated (recognizing colleges have to resolve instances where there appears to be conflicting information related to these but those will come through in an updated ISIR to WSAC).
- FTI + manual fields in instances of PJ updates to some fields – but where some are left blank in manual entry, but FTI fields exist.
- FTI + manual fields when data has been updated in non-FTI fields but not all fields have been updated.
  - For example, this is often seen with IRA/Pension distributions on FTI, and the rollover data are being manually entered and often corrected





# Top 3 Winter Interim Questions

1. How do I resolve the “Student is OK to award, not OK to pay, and hasn't been awarded CBS” edit?
  - Why does this edit appear?
    - Appears when HS Grad and/or HS 2.0 GPA information needs to be verified in the Checker.

Name	SSN	Birth Date	SID	OK to Award	OK to Pay	HS Grad Year	HS 2.0 GPA	Enrolled By Deadline	CBS Qtrs Used	CBS Qtrs Remaining	In Repayment	Last Updated
<a href="#">Details</a>	●●●●●			2-Year/Transfer updated 07/02/2024	No updated 08/15/2023	Verify estimated 2012, from OSPI	No	Yes overridden	0.00	18.00	No	11/23/2024



# Top 3 Winter Interim Questions

1. How do I resolve the “Student is OK to award, not OK to pay, and hasn't been awarded CBS” edit?
  - Schools should be requesting a high school transcript for students in this case if they do not have one on file.
  - **If schools are unsuccessful in collecting a high school transcript or GED documentation, the student can be overridden in the CBS Eligibility Checker beginning May 1<sup>st</sup> to “Transcript requested, but not received”**

## *Options*

1. Update Checker with high school graduation information from transcript or GED documentation (for non-former foster youth)
2. If no documentation has been received yet, please award CBS. This will resolve the edit and the student will get the “CBS is not OK to Pay” edit. **The interim report can be submitted with this edit.**

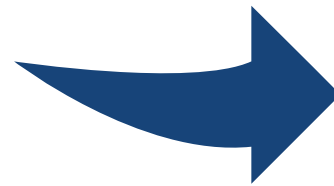


# Top 3 Winter Interim Questions

1. How do I resolve the “Student is OK to award, not OK to pay, and hasn't been awarded CBS” edit?

## **RESOURCES:**

- Program Manual pages 22-31





# Top 3 Winter Interim Questions

## 2. When will WASFA corrections be available, and what do I do about provisionally independent students?

- What happened?
  - The correction file process between the WSAC portal and our application provider's system broke.
- What are we doing?
  - We've been working to find a solution. Recently, our application provider identified a script that could be run to prevent errors between the file exchange, and we are in the final stages of testing.



## Top 3 Winter Interim Questions

### 2. When will WASFA corrections be available, and what do I do about provisionally independent students?

- If we are able to fix the corrections process, as anticipated, you will be able to approve dependency overrides for students in the portal. This will result in a new transaction being generated that can be used in CSAW.
- If we cannot fix the process, we will provide a workaround for provisionally independent students.



## Top 3 Winter Interim Questions

3. What do we do if a student has a different ID on their WASFA application this year than last year or has a duplicate ID in CSAW?

When a student creates multiple WASFA accounts or if a student adds an ITIN or SSN to their application, this will create multiple WASFA IDs

If you find a student has multiple IDs in the portal there are couple steps that must be completed to resolve the issue.





## Top 3 Winter Interim Questions

3. What do we do if a student has a different ID on their WASFA application this year than last year or has a duplicate ID in CSAW?



The hierarchy of awarding in CSAW is SSN > ITIN > WASFA ID



# Top 3 Winter Interim Questions

3. What do we do if a student has a different ID on their WASFA application this year than last year or has a duplicate ID in CSAW?



1. If the student has multiple SSN and/or ITIN numbers, confirm what number is correct.
  - If the student has a confirmed SSN they should be awarded on that number.
  - If they do not have a SSN, but have an ITIN, they should be awarded on that number.
  - If the student doesn't have either, they need to be awarded on their WASFA number.
2. Once the correct ID has been determined and student is awarded in CSAW on the correct ID, send a secure message to the Washington College Grant inbox via the portal, including the following:
  - Student Name
  - ID that they should be awarded on





## Top 3 Winter Interim Questions

3. What do we do if a student has a different ID on their WASFA application this year than last year or has a duplicate ID in CSAW?

3. WSAC will merge the student records.

4. Once corrections are available in the portal: update student's WASFA application/s to match the correct ID by doing the following:

- Log into portal and go to Programs > WASFA. Click on [\[Link\]](#).
- Update the SSN or ITIN to match the ID. For example:
  - i. Student's WASFA ID is 000-00-0000 and confirmed SSN is 123-45-6789, you would update the SSN section to 123-45-6789
  - i. Student has two WASFA IDs – 123456789 and 987654321. Student's newest application has 987654321, you would update the SSN section on the application with 123456789 to the WASFA ID to 987654321





# Incremental File Upload

## Incremental file upload

Incremental file upload allows you to load partial student data instead of a full file, also called a change-only file, as well as full student data.

The incremental file requires that you add one new column at the beginning of your file.

- “IsDelete” column, mark “Y” if you want to delete student awards.
- Uploading incremental student data will not affect any of the student awards that are not listed on the file, which means it won’t delete information if a student is not included.
  - Similar to the Unit Record Report

### Reminder:

- \$0 awards on the file equals “Need Met”
  - Leave award amount blank if student doesn’t meet eligibility



# Incremental File Upload



The **All Student Awards** report in CSAW, has been updated to match the incremental file format.



The screenshot shows a web browser window with the address bar displaying `portal.wsac.wa.gov/csaw/reports`. Below the browser window is the Washington Student Achievement Council logo, which includes a stylized tree icon and the text "WASHINGTON STUDENT ACHIEVEMENT COUNCIL" and "EDUCATION · OPPORTUNITY · RESULTS". A blue horizontal bar is positioned below the logo. Underneath the bar, the word "Reports" is displayed in a large, bold font. Below "Reports" is a list of reports, with "All Student Awards" highlighted in a light gray box. Below the highlighted report, there is a description: "Displays all students at the institution and downloads in upload-csv-file format." and a blue link labeled "Go to report".



# Upcoming Incremental File Training for CTCs

## SBCTC Training

Thursday, April 17<sup>th</sup> at 1:30 to 2:30pm: **WCG Interim Incremental File Walkthrough**

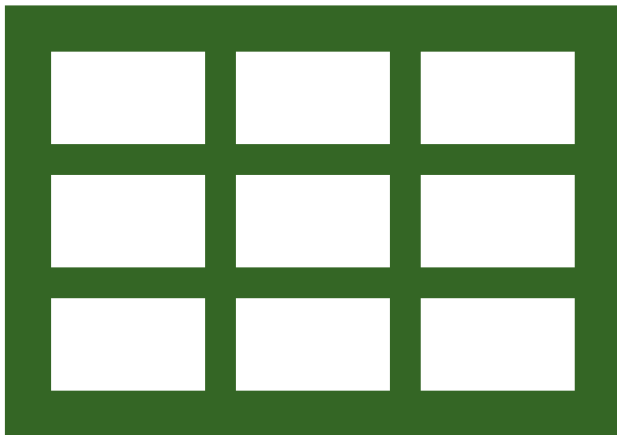
Tuesday, April 22<sup>nd</sup> at 9am to 11am: **WCG Interim Error Report Review**



# File Layout Template

Found at

[www.wsac.wa.gov/faa-resources](http://www.wsac.wa.gov/faa-resources)



Use incremental file layout.

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info@wsac.wa.gov

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[administration](#) » [financial aid administration](#) » [faa resources](#)

## RESOURCES FOR FINANCIAL ASSISTANCE ADMINISTRATORS

### Administrative Guidance

<a href="#">Program Guidance</a>	<a href="#">2024 Legislative Session</a>	<a href="#">Residency</a>
<a href="#">COVID-19 Guidance</a>	<a href="#">Program Manuals, MFI &amp; Award Charts</a>	

#### Program Manuals, MFI & Award Charts

- Passport to Careers Program Manual ([2024-25](#)) ([2023-24](#)).
- Washington College Grant, Washington Bridge Grant, and College Bound Scholarship Program Manual ([2024-25](#)) ([2023-24](#)).
  - MFI Chart for WCG, Bridge Grant, and College Bound Awarding ([2024-25](#)). ([2023-24](#)).
  - Maximum WCG, Bridge Grant, and College Bound Awarding ([2024-25](#)). ([2023-24](#)).
  - Enrollment Intensity Charts ([2024-25](#)).
  - CSV sample file for CSAW Interim Reports (full upload) ([2023-24](#)).\*
    - No longer available for 2024-25.
  - CSV sample file for CSAW Interim Reports (incremental uploads) ([2024-25](#)).



# File Layout Template

## And in the Portal at CSAW > Upload

CSAW - Upload		2024-2025 ▾
<b>Upload</b>	Edits	Request Funds

**PLEASE NOTE:** Each *Full* upload attempt represents a **FRESH** start. This means that each *Full* upload must contain **ALL** enrollment data for the current academic year.

For *Incremental* uploads, only include records that are **changed, added or deleted**. Use the "incremental upload" template.

Choose File No file chosen

incremental upload csv template ⓘ

full upload csv template ⓘ



We will notify everyone when this is discontinued.



# It's Interim Report Walkthrough Time!

[Home](#) | [Csaw](#)

[Upload](#) | [Edits](#) | [Request Funds](#) | [Interim Report](#) | [Students](#) | [Transmittal](#) | [Account Status](#) | [Reports](#) | [Grant Amounts](#) | [Grant Repayment Calculator](#)

Choose a menu item



Welcome to the **College Bound** <sup>WCG and PTC, too</sup> **Scholarship Award Warehouse!**

[Upload](#)

[Edits](#)

[Request Funds](#)

[Interim Report](#)

[Students](#)

[Account Status](#)

## To get started:

1. Upload
2. Address Edits
3. Request Funds/Submit Interim Report

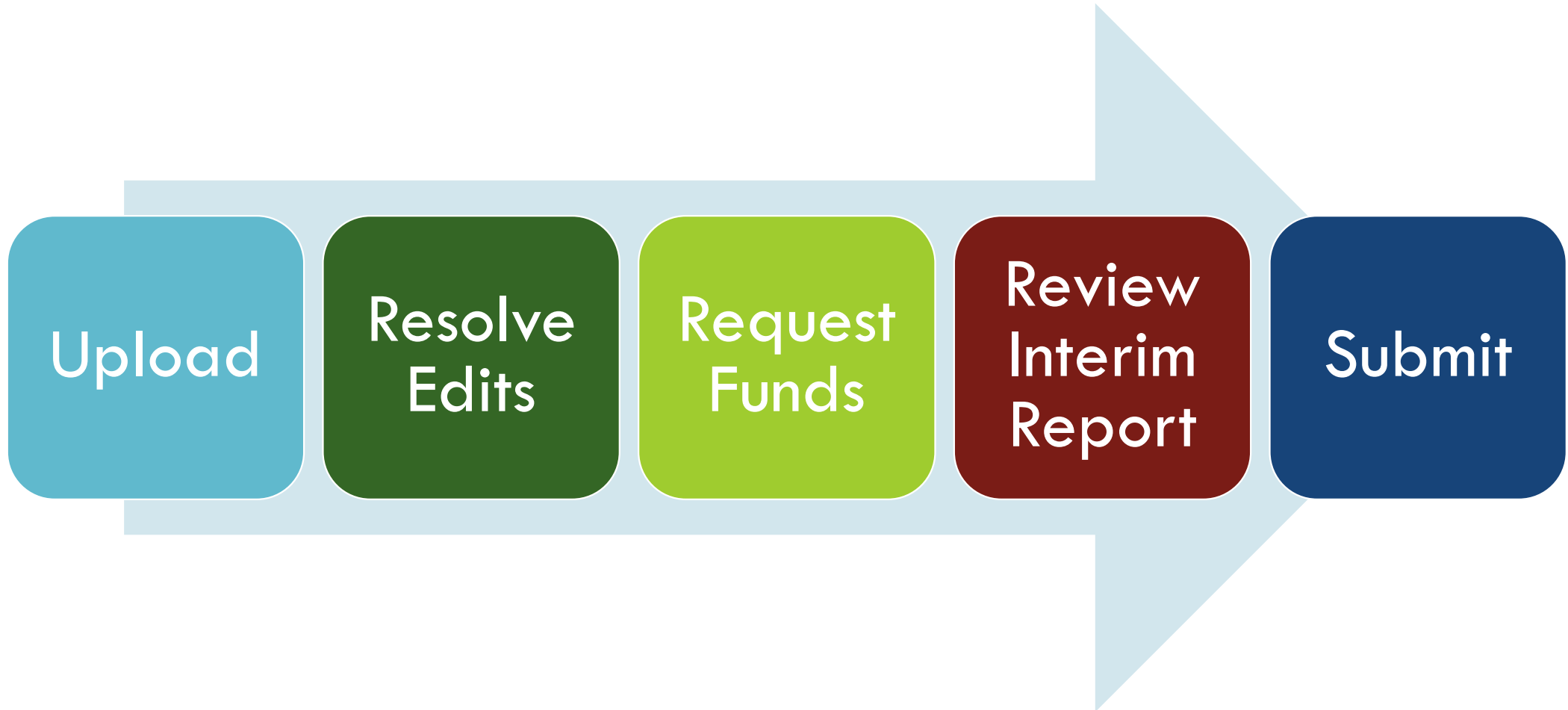
## Other useful tools:

- [Summary of account status: WCG CBS PTC](#)
- [Search for students](#)
- [Submit a receivable transmittal](#)





# Interim Process







# Interim Process

The order of the tabs in CSAW is the order to complete the interim reporting process.

## CSAW - Upload

2024-2025 ▼

Upload

Edits

Request Funds

Interim Report

**PLEASE NOTE:** Each *Full* upload attempt represents a **FRESH** start. This means that each *Full* upload must contain **ALL** enrollment data for the current academic year.

For *Incremental* uploads, only include records that are **changed**, **added** or **deleted**. Use the "incremental upload" template.

Choose File No file chosen

[incremental upload csv template](#) ⓘ

[full upload csv template](#) ⓘ



# Step 1: Upload Your File

WASHINGTON STUDENT ACHIEVEMENT COUNCIL  
EDUCATION · OPPORTUNITY · RESULTS

**TRAINING**

WSAC Portal Training  
Welcome Carlie Curlee  
Logout

Home | CSaw | Upload

Choose a menu item

CSAW - Upload

2024-2025

send a secure message to WSAC

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

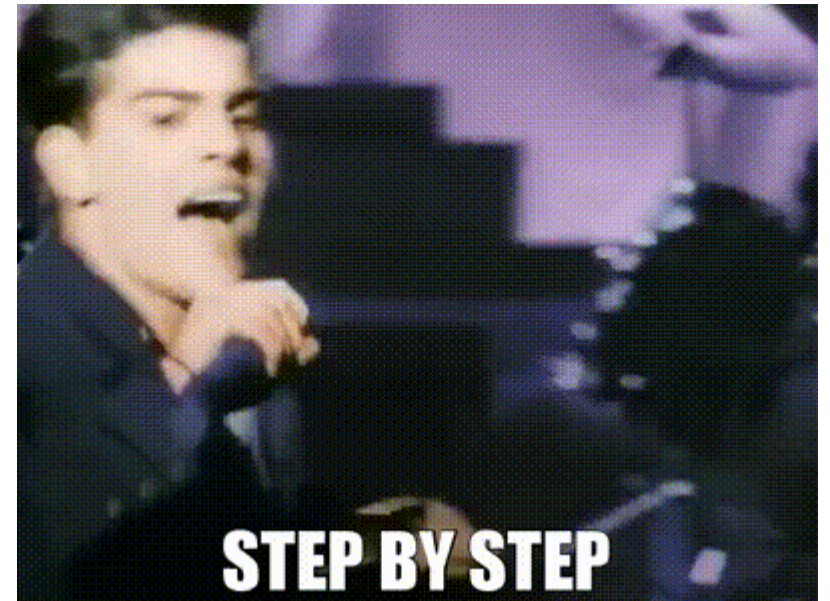
**PLEASE NOTE:** Each *Full* upload attempt represents a **FRESH** start. This means that each *Full* upload must contain **ALL** enrollment data for the current academic year.

For *Incremental* uploads, only include records that are **changed, added or deleted**. Use the "incremental upload" template.

Choose File No file chosen

incremental upload csv template | full upload csv template

Go to the upload tab and select your CSV file to upload.





## Step 2: Save Your Upload

Bridge	Amount	\$281,000.00	\$40,497.00
	Total Awards	1820	258
	Need Met Awards	0	0
CBS	Amount	\$60,507.00	\$4,962.00
	Total Awards	378	42
	Need Met Awards	0	0
PTC	Amount	\$26,131.00	\$6,531.00
	Total Awards	28	7
	Need Met Awards	0	0



CSAW will display a summary of the awards uploaded. If everything looks correct, scroll down to click “Save upload”.



# Step 3: Edits



WSAC Portal Training

Welcome **Carlie Curlee**  
Logout

Home ▾ | Csaw ▾ | Upload

Choose a menu item



CSAW - Upload

2024-2025 ▾

✉ send a secure message to WSAC

Upload

Edits

Request Funds

Interim Report

Students

Account Status

All records have been saved in CSAW.

Address Edits



Click on “Address Edits” or the “Edits” tab to access any edits that need to be resolved.

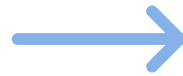


# Step 3: Edits

When you access the edits tab, a list of all edits will be there.

Those listed as informational do not have to be addressed to move on with the interim report but are helpful to review.

Click on an edit to view the students associated with the edit.



CSAW 2024-2025 send a secure message to WSAC

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

350 edits (38 informational) [csv](#)

Category	Count
<b>Bridge Edits</b>	<b>52</b>
<input checked="" type="checkbox"/> Bridge students must receive maximum WCG award <small>OVERRIDABLE</small>	29
<input checked="" type="checkbox"/> Not eligible for Bridge Grant if CBS Eligible <small>OVERRIDABLE</small>	5
<input checked="" type="checkbox"/> Student is Bridge Grant eligible but has not been awarded <small>OVERRIDABLE</small>	6
<input checked="" type="checkbox"/> Total Bridge Grant awards exceeds yearly max <small>OVERRIDABLE</small>	12
<b>CBS Edits</b>	<b>31</b>
<input checked="" type="checkbox"/> CBS award exceeds maximum eligible amount <small>OVERRIDABLE</small>	10
<input checked="" type="checkbox"/> Must award the maximum CBS amount <small>OVERRIDABLE</small>	6
<input checked="" type="checkbox"/> Student is OK to pay but hasn't been awarded CBS <small>OVERRIDABLE</small>	5
<input checked="" type="checkbox"/> Total CBS awards for year cannot exceed \$2 of maximum <small>OVERRIDABLE</small>	10
<b>General Edits</b>	<b>59</b>
<input type="checkbox"/> Student not eligible for Bridge <small>NONOVERRIDABLE</small>	7
<input type="checkbox"/> Student not eligible for WCG <small>NONOVERRIDABLE</small>	2
<input checked="" type="checkbox"/> CBS students must receive maximum WCG award <small>OVERRIDABLE</small>	7
<input checked="" type="checkbox"/> Combined enrollment status cannot exceed full-time for a single term <small>OVERRIDABLE</small>	43
<b>PTC Edits</b>	<b>22</b>
<input type="checkbox"/> PTC student has 3 or less QER <small>INFORMATIONAL</small>	1



# Step 3: Edits



Bridge students must receive maximum WCG award

<input type="checkbox"/>	SID	SSN	Name (Last, First)	Term	Credits	Bridge	WCG	CBS	PTC	
<input type="checkbox"/>				Fall	12.00 credits	250	1318			save override delete awards
<input type="checkbox"/>				Winter	12.00 credits	250	2105			save override delete awards
<input type="checkbox"/>				Fall	15.00 credits	250	1318			save override delete awards
<input type="checkbox"/>				Winter	12.00 credits	167	667			save override delete awards
<input type="checkbox"/>				Spring	12.00 credits	167	667			save override delete awards
<input type="checkbox"/>				Fall	15.00 credits	125	1318			save override delete awards
<input type="checkbox"/>				Fall	15.00 credits	167	1318			save override delete awards
<input type="checkbox"/>				Fall	15.00 credits	125	1318			save override delete awards
<input type="checkbox"/>				Winter	12.00 credits	250	667			save override delete awards
<input type="checkbox"/>				Winter	12.00 credits	167	1318			save override delete awards
<input type="checkbox"/>				Summer 1	5.00 credits	167	667			save override delete awards
<input type="checkbox"/>				Winter	12.00 credits	166	2105			save override delete awards

- Students' names will populate, and you can click the link to go to their student detail record.
- Sorting by last name can be helpful
- If you know the fix or the override, you can do it directly in the edit screen.
  - It is good to review the student detail information.



# Step 3: Edits

Click on the triangle icon in the term detail or academic year to view edit/s.

This is also where any override information will be displayed if WSAC doesn't approve an override.

Home | Csw | Students

Upload   Edits   Request Funds

Student detail - [redacted] award view

10.830 WCG QER i   Student has no CBS Pledge

2024-2025   24-2025

1 edit

⚠ Bridge students must receive maximum WCG award Overridable as of Sep 23, 2024

Term	Enrollment	WCG	Bridge	CBS	PTC
2024-2025	Summer 1	5.00 credits	\$667.00		
2022-2023	Spring	< Half Time	\$372.00		
	Winter	3/4 time	\$1,116.00		
	Fall	3/4 time	\$1,116.00	\$500.00	
2021-2022	Spring	3/4 time	\$651.00		
	Winter	3/4 time	\$650.00		
	Fall	3/4 time	\$650.00		
2020-2021	Spring	3/4 time	\$651.00		
	Winter	3/4 time	\$650.00		
	Fall	3/4 time	\$650.00		

2024-2025   Summer 1 term

Credits: 5.00 credits   Calendar: Quarter

Award   Paid   Max Award   Receivable

This box contains information using restricted CUI//SP FTI data and may ONLY be used for the purpose of the application, award and administration of student (state) aid programs and is permitted under the HEA and IRC rules.

CUI//SP-TAX Family income:   show   CUI//SP-TAX Family size:   show   MFI Category: 65%

- Felony, fine up to \$5,000, or imprisonment up to 5 years, or both, plus the costs of prosecution
- Willful unauthorized inspection of tax return or return information (IRC §7213A)
  - Fine up to \$1,000, imprisonment up to 1 year, or both, plus the costs of prosecution
- Knowing or negligent inspection or disclosure of tax return or return information by officer or employee in violation of any provision of IRC §6103
  - Taxpayer may bring a civil action for damages against officer or employee

Edits may be term specific or Academic year specific



# Step 3: Edits

click to update this CSAW record



Click the edit icon to update credit enrollment, amounts, and/or funds.



App Bacc?	WCG	Bridge	CBS	PTC
<input type="checkbox"/>	667	250		
<input type="checkbox"/>	1818	250		

Make any updates.



Click “update student” to save. Once saved, refresh the student detail page and the edit should be gone if resolved. If the edit was not fully resolved, there is more to fix.

cancel

update student



ivable





## Edits to be aware of for interim reporting:

- **NEW** “Student does not have a FAFSA/WASFA on file”
  - This edit appears when CSAW cannot match a financial aid application to the student.
    - **Troubleshooting**
      - Student’s ID doesn’t match what is reported on their application
      - Student hasn’t listed your school on their financial aid application
      - Student’s transaction number reported does not match a FAFSA or WASFA transaction number that exists.
        - Example: School reports FAFSA transaction #3 on file upload, but there only two FAFSA transactions or the student filed a WASFA, and the transaction reported is #1, but WASFA transactions start with 50.



## Edits to be aware of for interim reporting:

- “The student has been awarded WCG and WG-A in the same academic year”
  - This edit appears when a student who has received WCG at your school, has also received WA Grant for Apprenticeship through an approved apprenticeship program.
    - **2 override options**
      - WSAC to verify that the student is not over-awarded between WCG and WG-A.
      - My college paid on adjusted COA - tuition and books only



# Step 4: Request Funds

WASHINGTON STUDENT ACHIEVEMENT COUNCIL EDUCATION · OPPORTUNITY · RESULTS **TRAINING**

WSAC Portal Training  
Welcome Carlie Curlee  
Logout

Home | CSAW | Request Funds

Choose a menu item

CSAW - Request Funds 2024-2025

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

\* Choose all students by term/program

Upload a list of students from your existing CSAW population

Choose students individually

View previous requests



WASHINGTON STUDENT ACHIEVEMENT COUNCIL EDUCATION · OPPORTUNITY · RESULTS **TRAINING**

WSAC Portal Training  
Welcome Carlie Curlee  
Logout

Home | CSAW | Request Funds

CSAW - Request Funds 2024-2025

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

\* Choose all students by term/program

All Terms/Programs	WCG			BRIDGE			CBS			PTC						
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits				
<input checked="" type="checkbox"/> Summer 1	<input checked="" type="checkbox"/>	\$318,972.00	\$318,972.00	▲ 44 Edits	<input checked="" type="checkbox"/>	\$37,164.00	\$37,164.00	▲ 16 Edits	<input checked="" type="checkbox"/>	\$3,934.00	\$3,934.00	▲ 9 Edits	<input type="checkbox"/>	\$0.00	\$5,596.00	▲ 1 Edits
<input type="checkbox"/> Fall	<input type="checkbox"/>	\$0.00	\$951,426.00	▲ 104 Edits	<input type="checkbox"/>	\$0.00	\$82,894.00	▲ 29 Edits	<input type="checkbox"/>	\$0.00	\$16,472.00	▲ 16 Edits	<input type="checkbox"/>	\$0.00	\$6,531.00	
<input type="checkbox"/> Winter	<input type="checkbox"/>	\$0.00	\$932,859.00	▲ 99 Edits	<input type="checkbox"/>	\$0.00	\$74,142.00	▲ 23 Edits	<input type="checkbox"/>	\$0.00	\$15,865.00	▲ 19 Edits	<input type="checkbox"/>	\$0.00	\$6,531.00	
<input type="checkbox"/> Spring	<input type="checkbox"/>	\$0.00	\$897,924.00	▲ 94 Edits	<input type="checkbox"/>	\$0.00	\$71,800.00	▲ 18 Edits	<input type="checkbox"/>	\$0.00	\$15,197.00	▲ 14 Edits	<input type="checkbox"/>	\$0.00	\$6,538.00	
<b>Total</b>		\$318,972.00				\$37,164.00				\$3,934.00				\$0.00		

Summer 1

Showing 1-10 of 343 results

First Previous **1** 2 3 4 5 6 7 8 9 10 Next Last

Search for a student by name

Name	SSN	Credits	WCG	BRIDGE	CBS	PTC
		6.00 credits	<input checked="" type="checkbox"/> \$784.00	<input checked="" type="checkbox"/> \$125.00		
		10.00 credits	<input checked="" type="checkbox"/> \$1,318.00	<input checked="" type="checkbox"/> \$125.00		
		10.00 credits	<input checked="" type="checkbox"/> \$1,318.00	<input checked="" type="checkbox"/> \$125.00		<input type="checkbox"/> \$833.00

The easiest way to request funds is to select “Choose all students by program”.

Once there, select all previous terms and the current terms.

For the spring interim report, this would be Summer 1 (if applicable) Fall, Winter, and Spring terms.



# Step 4: Request Funds

Click on "I Agree, Request Funds".



Showing 1-10 of 788 results

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Search for a student by name

Name ^	SSN ^	Credits ^	WCG ^	BRIDGE ^	CBS ^	PTC ^
		12.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$167.00		
		13.00 credits	<input checked="" type="checkbox"/> \$1,588.00		<input checked="" type="checkbox"/> \$167.00	
		16.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		
		14.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		
		10.00 credits	<input type="checkbox"/> \$159.00			
		15.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		<input type="checkbox"/> \$933.00
		15.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$166.00		
		12.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		
		12.00 credits	<input checked="" type="checkbox"/> \$1,588.00		<input checked="" type="checkbox"/> \$167.00	
		15.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		

By submitting this funds request for state financial aid, I certify that each student meets this program's eligibility requirements, has a student directive on file, and has been paid the amount specified with institutional funds. Adjusted awards must all flow through a non-interest bearing account.

Confirmation of the request will appear. A list of students in that request can be downloaded.



Home | Csw | Request Funds

CSAW - Request Funds

Request Submitted on 2024-09-23

WSAC staff has been notified. You should have received an email notification. [view all previous funds requests](#)



# Step 5: Submit Report

Home | Csaw | Interim Report

Choose a menu item



2024-2025 Fall Interim Report for

[view other reports](#)

<a href="#">Upload</a>	<a href="#">Edits</a>	<a href="#">Request Funds</a>	<b>Interim Report</b>	<a href="#">Students</a>	<a href="#">Account Status</a>
------------------------	-----------------------	-------------------------------	-----------------------	--------------------------	--------------------------------

Submit

Awards & Payments

Total Eligible

Receivables



Expenditure Type	WCG	BRIDGE	CBS	PTC
Funds Drawn	\$495,672.00	\$24,000.00	\$68,255.00	\$0.00
Returned by Institution	\$0.00	\$0.00	\$0.00	\$0.00
Net Funds Drawn	\$495,672.00	\$24,000.00	\$68,255.00	\$0.00
Total Funds Requested	\$495,672.00	\$24,000.00	\$68,255.00	\$0.00
Unrequested Awards	\$0.00	\$0.00	\$1,447.00	\$0.00
Awards Reported	\$495,672.00	\$24,000.00	\$69,702.00	\$0.00
Difference	✓ \$0.00	✓ \$0.00	⊖ -\$1,447.00	✓ \$0.00

Not yet submitted - due on 11/18/24

[Submit Interim Report](#)



Make sure to review all awards

Once the report has been reviewed and looks correct, click on "Submit Interim Report" to submit.

If the report button is not present or grayed out, there are still edits to resolve.



## Step 5: Submit Report

A confirmation email will be sent to you and to [wcg@wsac.wa.gov](mailto:wcg@wsac.wa.gov)



Our team will review any overrides and will contact you if there are any changes needed



# Interim Reminders



- ✓ Request all payments before submitting your report (Summer 1, Fall, Winter, and Spring terms)
- ✓ If there is an outstanding balance, you do not need to submit a payment to WSAC. Owing balances are reconciled after the final interim.
- ✓ Pay close attention to the due date and start early
- ✓ Ask questions! If you don't understand something, reach out – we're here for you! Email [wcg@wsac.wa.gov](mailto:wcg@wsac.wa.gov)



Questions?