



State Financial Aid Training for CTCs

June 2025





Presenter

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360-485-1201



Kelly Forsberg

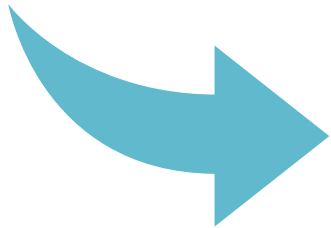
ctcLink Functional Trainer | Financial Aid

kforsberg@sbctc.edu

360-704-1066



- We will utilize the Q&A feature for questions. Please ask anything using that feature!
- Reactions are available! Let us know what you think.





Agenda

Today we'll be covering:

- Overview of WSAC Need-Based and Workforce Programs
- Repayment
- Satisfactory Academic Progress
- WSAC Portal and CSAW
- SBCTC ctcLink Processes for State Programs
- Q&A





To get an idea of who is with us today, let us know how long you've been in financial aid!



WA Grant

(WCG/WG-A/WCG-C)

WA Grant provides need-based financial aid to income-eligible, resident students pursuing education beyond high school.

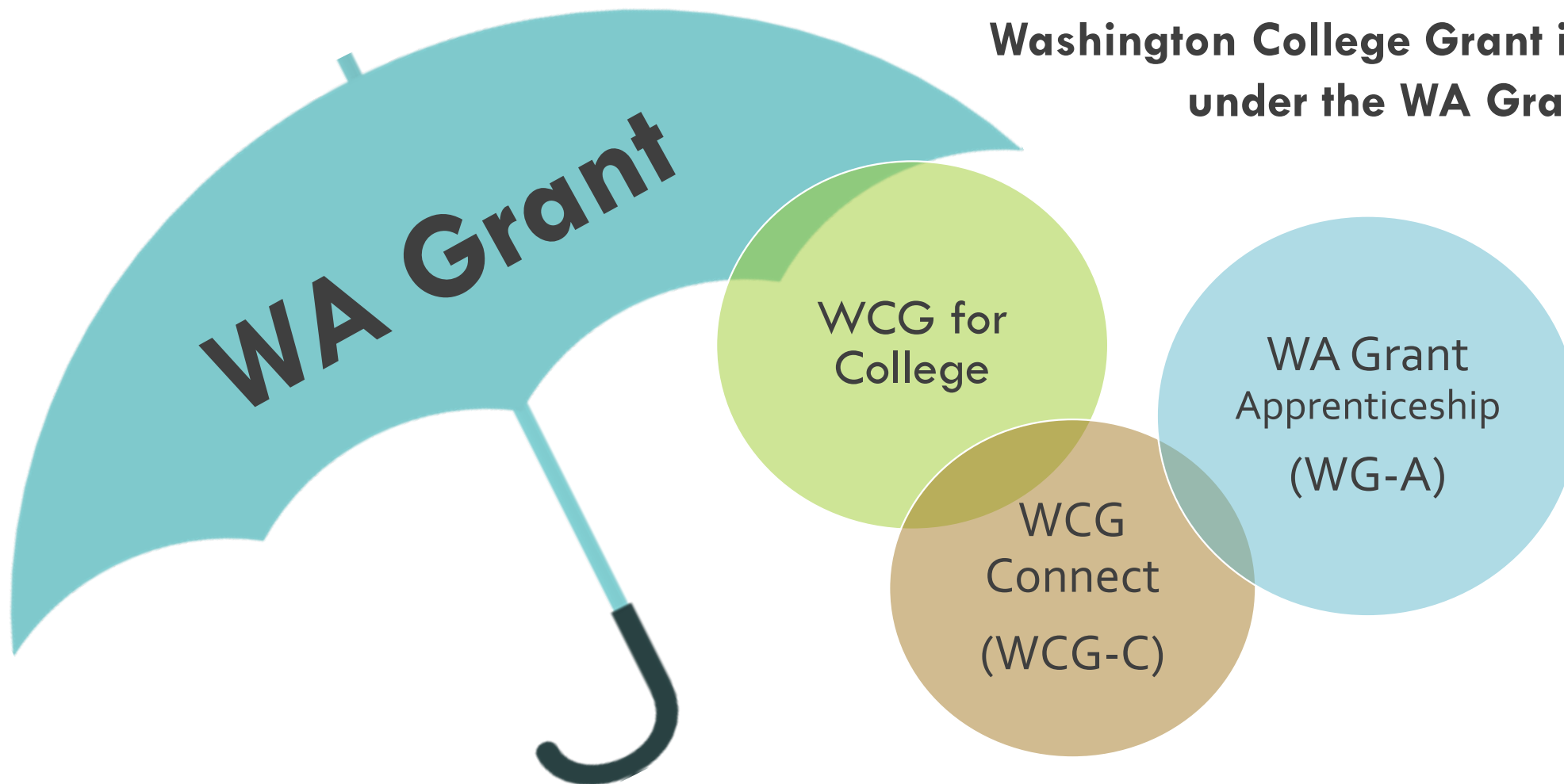
- WA Grant is an entitlement, so any student who qualifies based on income and other program requirements, is eligible to receive the grant.





WA Grant

**Washington College Grant is a program
under the WA Grant Umbrella.**





Program Requirements

A student must:

- ✓ Demonstrate financial need
- ✓ Be a resident of Washington state, attending an approved participating institution or apprenticeship program
- ✓ Have earned a high school diploma or equivalent
- ✓ Not be pursuing a degree in theology
- ✓ Not already achieved a bachelor's degree or higher
- ✓ Not be in default or owe a repayment on another state financial aid program

Median Family Income (MFI) Levels for 2025-2026
Washington College Grant and College Bound Scholarship Program Eligibility

Family Size	60%	65% (CBS Maximum)	70% (WCG only)	75% (WCG only)	100% (WCG only - Maximum)
1	\$41,000	\$44,500	\$47,500	\$51,000	\$68,000
2	\$53,500	\$58,000	\$62,500	\$67,000	\$89,000
3	\$66,000	\$71,500	\$77,000	\$82,500	\$110,000
4	\$78,500	\$85,000	\$91,500	\$98,500	\$131,000
5	\$91,000	\$99,000	\$106,500	\$114,000	\$152,000
6	\$104,000	\$112,500	\$121,000	\$129,500	\$173,000
7	\$106,000	\$115,000	\$124,000	\$132,500	\$177,000
8	\$108,500	\$117,500	\$126,500	\$135,500	\$181,000
9	\$111,000	\$120,000	\$129,500	\$138,500	\$185,000
10	\$113,000	\$122,500	\$132,000	\$141,500	\$188,500
11	\$115,500	\$125,000	\$135,000	\$144,500	\$192,500
12	\$118,000	\$128,000	\$137,500	\$147,500	\$196,500
13	\$120,500	\$130,500	\$140,500	\$150,500	\$200,500
14	\$122,500	\$133,000	\$143,000	\$153,500	\$204,500
15	\$125,000	\$135,500	\$146,000	\$156,500	\$208,500
16	\$127,500	\$138,000	\$148,500	\$159,000	\$212,500
17	\$129,500	\$140,500	\$151,500	\$162,000	\$216,000
18	\$132,000	\$143,000	\$154,000	\$165,000	\$220,000
19	\$134,500	\$145,500	\$157,000	\$168,000	\$224,000
20	\$137,000	\$148,000	\$159,500	\$171,000	\$228,000

Income eligibility is
determined by the
Median Family Income
(MFI) Chart



The background of the slide is a photograph of a library or study hall. In the foreground, a young woman with dark hair and glasses is sitting at a table, resting her chin on her hand and looking off to the side. In front of her is an open book. To her right, another student is partially visible, working on a laptop. In the background, there are tall bookshelves filled with books, and other students are blurred, suggesting a busy academic environment. A large, light blue rounded rectangle is centered over the image, containing the title text.

College Bound (CBS)

College Bound Commitment



College Bound is an early commitment of state financial aid that works with the Washington College Grant, to help pay for education after high school.

- The amount of money students receive is based on average tuition (at public college rates), some fees, and a small amount for books.
 - We often refer to this amount as the “College Bound Commitment.”

Program Requirements

- ✓ Sign up for College Bound in middle school
 - Auto Enrollment
 - ✓ Students who are in public school and eligible for free-and-reduced price lunch in 7th, 8th, or 9th grade.
 - ✓ Students who are in state foster care or a dependent of the state between 7th grade and high school graduation.
 - Students who are not auto-enrolled such as homeschooled students, need to complete a CBS application prior to 9th grade.
 - ✓ Students can contact WSAC's College Access and Initiatives office to verify enrollment at CollegeBound@wsac.wa.gov

Program Requirements

Once enrolled in college, a student must:

- ✓ Be a resident of Washington state, attending an approved participating institution
- ✓ Have graduated from a Washington high school or earned a high school equivalency*
- ✓ Complete a FAFSA or WASFA
- ✓ Have enrolled no later than the fall term one year after high school graduation
- ✓ Be within 6-year eligibility time frame**
- ✓ Have a qualifying income (be within 0-65% MFI)
- ✓ Not pursuing a degree in theology
- ✓ Not be in default or owe a repayment on another state financial aid program
- ✓ Have no felony convictions

* High school equivalency is new as of 2025-26

** 6-year time frame is new as of 2025-26



65% MFI or Lower

WCG



PTC



CBS

- To be eligible for CBS funding, the student must be at or below 65% MFI.
- Must be awarded WCG and PTC, before awarding CBS.
 - Students must be awarded all aid for which they are eligible at the beginning of each term to ensure students receive the full amount to which they are entitled.

The background of the slide is a photograph of a classroom. In the foreground, a student with long dark hair, wearing a grey sweater, is seen from the side, sitting at a wooden desk. In the background, another student with glasses is working on a laptop. The scene is brightly lit by natural light from a window on the right. A large, semi-transparent blue box with rounded corners is centered over the image, containing the title text.

WA Bridge Grant

The WA Bridge Grant is eliminated beginning 2025-26.





Passport to College (PTC)

WHAT IS IT?



Passport to College as a part of Passport to Careers was created to help increase high school completion, college enrollment, and college completion rates for state foster youth.

GOAL



Provide eligible young people with:

- Pre-college/Career support
- Annual college scholarship
 - \$2,000 for 2025-26
- Intensive support services while in college

Serves

- Youth who experienced foster care
 - Young people who experienced state, tribal, federal foster care, or were placed in WA through the Interstate Compact on the Placement of Children (ICPC) at any point after age 13.
- Unaccompanied homeless youth
 - Individuals who lack a fixed, regular, and adequate nighttime residence AND not in the physical custody of a parent or guardian.

Eligibility

- State foster youth are automatically enrolled.
- Federal foster youth complete a consent form.
- Tribal foster youth complete consent form and tribal verification form.
- Financial aid office determines eligibility for unaccompanied homeless youth.
- WSAC receives data from OSPI for high school seniors experiencing homelessness.

Program Requirements

A student must:

- ✓ Be a resident of Washington state, attending an approved participating institution
- ✓ Enroll in college prior to age 22
- ✓ Complete a FAFSA or WASFA
- ✓ Not be pursuing a degree in theology
- ✓ Not be in default or owe a repayment on another state financial aid program



National Guard Grant

(NGG)

WHAT IS IT?



The National Guard Grant helps members of the Washington National Guard, and their dependents, get an approved degree or certificate. Participants commit to serving one year (served concurrently with contract) in exchange for each year of funding.

GOAL



Grant helps pay a portion of college costs not covered by other financial aid.

Need-Base, Conditional Grant

- Must meet eligibility and service obligation or grant will convert to loan

Program Requirements

A student must:

- ✓ WA National Guard Service Member in good standing
 - If Dependent: Must also have a valid DOD ID from the DEERS System
- ✓ Attend an accredited post-secondary institution in Washington State
 - Or WA Institution that provides training under the Montgomery GI Bill®
- ✓ Meet SAP requirements



Amounts

2025-26 NGG Awards

Maximum NGG base award values will be the same for the 2025-26 academic year, as they were for 2024-25. Priority will be given to applicants without their first baccalaureate degree:

- ✓ Maximum NGG awards can also include up to a \$500 one-time allowance for books and supplies.
- ✓ Applicants who are eligible to apply for Federal Tuition Assistance (FTA) are encouraged to apply for both NGG and FTA.

Two-year community & technical colleges	\$2,500
Western Governors University Washington	\$3,500
Applied baccalaureate programs at CTCs	\$4,500
Four-year regional public institutions	\$4,500
Four-year private non-profit institutions	\$6,500
Four-year public research institutions	\$6,500

FAA Certification

- Process for FAA and Program Manager Collaboration

Application

- Opens around June 1st

A background image showing two students in a science laboratory. A female student on the left is looking through a microscope. A male student on the right is also working with a microscope. They are both wearing white lab coats. The scene is brightly lit, and the background is slightly blurred, focusing attention on the students and their work.

Washington Award for Vocational Excellence

(WAVE)



Update from 2025 Legislative Session:

WAVE funding will be suspended beginning the 2026-27 academic year. Future funding is TBD.

WHAT IS IT?



The Washington Award for Vocational Excellence (WAVE) recognizes graduating high school seniors and community & technical college students for outstanding performance in career and technical (CTE) programs.

GOAL



Recipients will be awarded up to approximately \$3,900 per year for up to two years. Awards cannot exceed the cost of tuition.

Program Requirements

A student must:

- ✓ **High School:** Completed (or are in the process of completing) their second course in a single career and technical education program
- ✓ **Community & Technical College Student:** Process of completing at least one year of a professional-technical program
- ✓ WAVE recipients will be provided this scholarship for up to two years (6 quarters, 4 semesters)

Application/Selection

- Workforce Training & Education Coordinating Board
 - co-administrator
- Student fills out *Intent to Enroll*
 - required to begin use of the award within three years

FAA Certification

- Process for FAA and Program Manager Collaboration
- SAP (Community & Technical College)
- 3.0 GPA (4-year institution)

Dollar Amount (max award) limit by legislation

- Academic Year Cohort differs based on legislation
 - Please be aware of this during certification

Program Manual

- Can be found on WSAC's FAA Resource Page
- Contact WAVE@wsac.wa.gov for any questions you may come across

A photograph of a classroom with students raising their hands. The image is partially obscured by a large teal rounded rectangle containing white text. The background shows a classroom with a green wall, a whiteboard, a clock, and students at desks.

Teachers Programs

(TSCS/STG/ALT/TOOL/PARA)



Teachers Programs

Programs

- Teacher Shortage Conditional Scholarship (TSCS)
- Student Teaching Grant (STG)
- Alternative Routes Conditional Scholarship (ALT)
- Educator Retooling Conditional Scholarship (TOOL)
- Pipeline for Paraeducators Conditional Scholarship (PARA)



Teachers Programs

Component	Type of Financial Assistance (only grants have no service obligation)	Application Availability	Applicant Eligibility by Teaching Status	Years of Eligibility and Maximum Award Amounts per Year
Educator Retooling	Conditional Scholarship	Rolling	In-Service or Expired Cert.	Up to 2 years \$3,000
Pipeline for Paraeducators	Conditional Scholarship	Rolling	Pre-Service	Up to 4 years \$4,000
Teacher Shortage	Conditional Scholarship	Target date: Spring and Fall	Pre-Service	Up to 4 years \$8,000
Career and Technical Education	Conditional Scholarship	TBD	Pre-Service	Up to 2 years \$8,000
Student Teaching Grant	Grant	Target date: Spring and Fall	Pre-Service	Once \$8,000
Alternative Route	Conditional Scholarship	WSAC coordinates with PESB	Pre-Service	Up to 2 years \$8,000

Information about individual program requirements can be found at wsac.wa.gov/teachers

State Work Study (SWS)



State Work Study is financial aid for low- and middle-income students. Qualifying students get an approved job, on- or off-campus, to support their education.

- The state contributes to the wages of work study employees at approved work study employers.

Employer Type	Reimbursement/Match
For-profit	<ul style="list-style-type: none">• 40% maximum SWS program reimbursement• 60% minimum employer match contribution
Public institutions, on-campus Private institutions, on-campus Governmental agencies: city, county, state, federal	<ul style="list-style-type: none">• 60% maximum SWS program reimbursement• 40% minimum employer match contribution
Non-profit community service providers School districts STEM - businesses whose primary business activity is in the fields of science, technology, engineering, and/or mathematics	<ul style="list-style-type: none">• 70% maximum SWS program reimbursement• 30% minimum employer match contribution

Program Requirements

A student must:

- ✓ Be a resident of Washington state, attending an approved participating institution
- ✓ Complete a FAFSA or WASFA
- ✓ Enroll at least 1/2 time in an eligible program
- ✓ Be eligible to work legally in the United States
- ✓ Not be pursuing a degree in theology
- ✓ Not be in default or owe a repayment on any state financial aid program



Repayment



WCG/CBS/PTC Repayment

WSAC provides two repayment policy options for colleges to choose from:

- **Option 1:** If a student commences attendance in all classes for which they were enrolled and awarded for, they are considered to have earned their award.
or
- **Option 2:** Using the institution's census date which is the date by which the student's enrollments are 'frozen' and upon which financial aid is disbursed.



WCG/CBS/PTC Repayment

APPLIES TO EITHER OPTION

Prior to Start of Term		
Owe 100%	Adjust Award Up	Adjust Award Down
<ul style="list-style-type: none">• No Show Student• Complete Withdraw• Fraudulent Aid	<ul style="list-style-type: none">• Student increased enrollment	<ul style="list-style-type: none">• Student decreased enrollment<ul style="list-style-type: none">○ May owe back difference



WCG/CBS/PTC Repayment

OPTION 1

After the Start of Term		
Earned 100%	Adjust Award Up	Adjust Award Down
<ul style="list-style-type: none">A student who commenced attendance in at least one class for all courses which they were awarded aid.*	<ul style="list-style-type: none">Student increased enrollment	<ul style="list-style-type: none">Student decreased enrollment and did not commence attendance in all classes for which their disbursement was made.

* Further decreases in enrollment could impact SAP.



WCG/CBS/PTC Repayment

OPTION 2

After the Start of Term		
Earned 100%	Adjust Award Up	Adjust Award Down
<ul style="list-style-type: none">Aid awarded at credit enrollment on the census date.*	<ul style="list-style-type: none">Student increased enrollment prior to census date.	<ul style="list-style-type: none">Student decreased enrollment before the census date.



Repayment Types

Institution to Bill (ITB)

Institution collects funds from student

- Must be collected or converted to In Repayment by final interim submission

In Repayment (IR)

Amount is collected from our contracted billing service

Must be reported within 10 business days from the end of term or date of withdrawal; whichever is easier



Cancelling Repayments

Institutions may cancel a repayment in limited circumstances.

- Examples include:
 - Proof of updated last date of attendance
 - Grade change
 - Proof of high school diploma

REMINDER: You must enter a clear explanation for any cancellations.

- Institutions must not accept payment for an “In Repayment” account and then cancel the debt in the Portal.
 - Student may owe collection or other fees
 - Creates inaccurate records
 - Refer students directly to our billing service to make payment



Repayment Contacts



- Current billing service provider: University Accounting Service (UAS)
 - Refer students to UAS at 844-870-8701 or uasconnect.com

- Students can also contact WSAC with questions:
 - 888-535-0747, Option 4
 - repayment@wsac.wa.gov



- Collections
 - Financial Asset Management Systems (FAMS)
 - 855-706-8200 or famspayonline.net

The background of the slide is a close-up photograph of the spines of many books stacked horizontally. The books have various colored spines, including shades of green, orange, red, yellow, and blue. Overlaid on this background is a large teal rectangle with rounded corners. Inside this teal rectangle is a white rectangle, also with rounded corners, which contains the text.

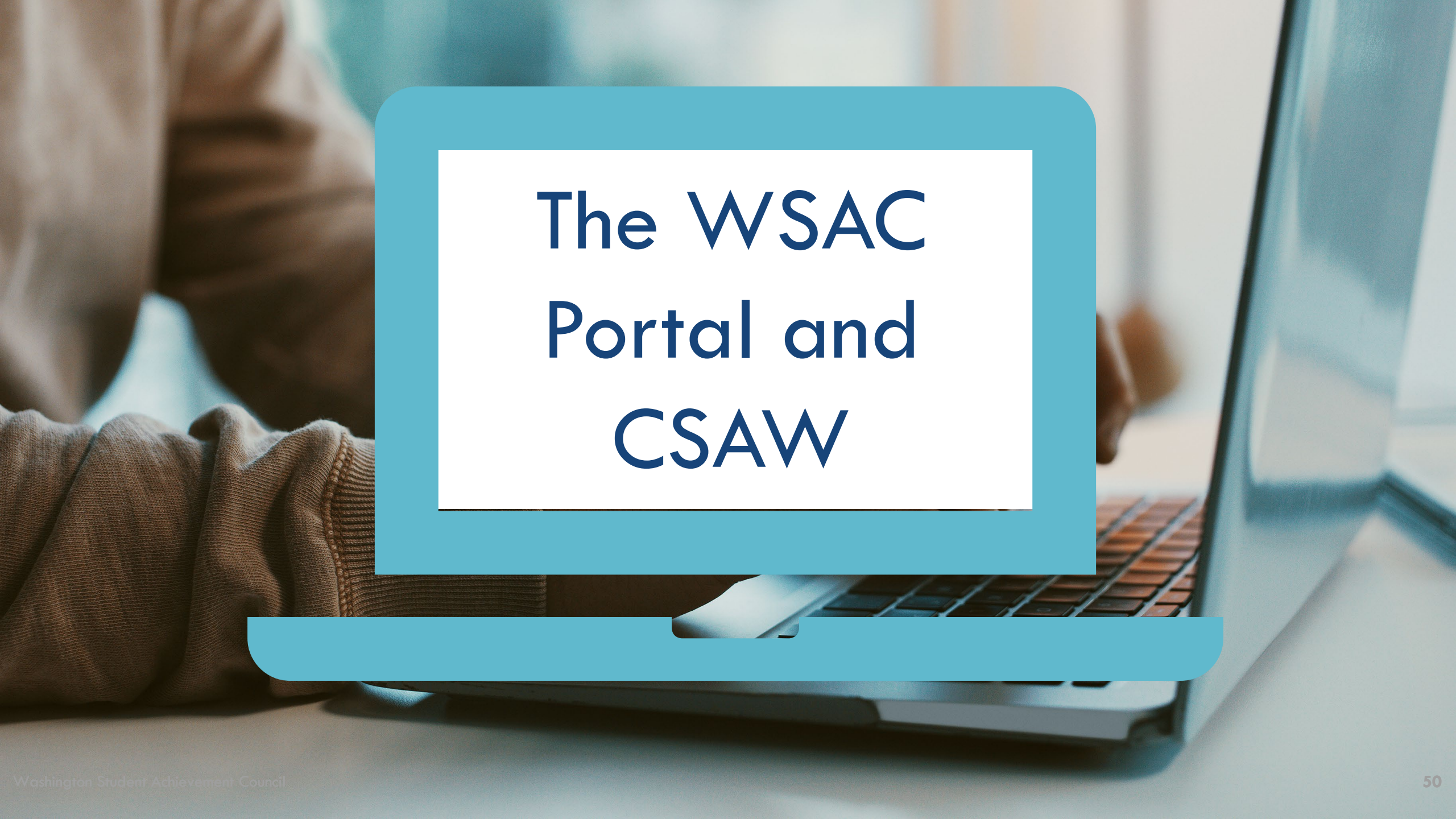
Satisfactory Academic Progress (SAP)



WCG/CBS/Bridge/PTC Satisfactory Academic Progress (SAP)

WSAC aligned the State SAP policy with the Federal SAP policy beginning with the 2024-25 academic year.

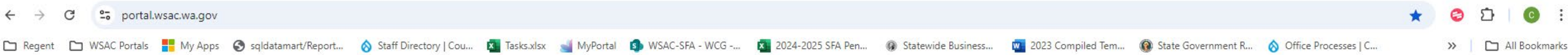
Institutions may choose to follow the old State SAP policy (outlined in the Program Manual) or align to the Federal SAP policy.



The WSAC Portal and CSAW



The WSAC Portal and CSAW



WSAC Secure Portal
Washington Student Achievement Council
[Login](#)



The WSAC Portal can be found at: portal.wsac.wa.gov

Middle/High School Staff

[View FAFSA Completion statistics](#) for public school students

Request a staff portal account for:

- [GEAR UP](#)
- [College Bound Scholarship](#)
- [FAFSA Completion](#)

Financial Aid Administrators

[CSAW](#)

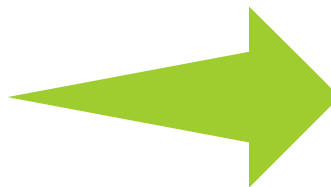
[Unit Record Report](#)





The WSAC Portal and CSAW

- Your institutional administrator will set up your account and give any necessary permissions.
- Login to access the Portal and CSAW



Portal Login

Email

Password

[Forgot your password?](#)

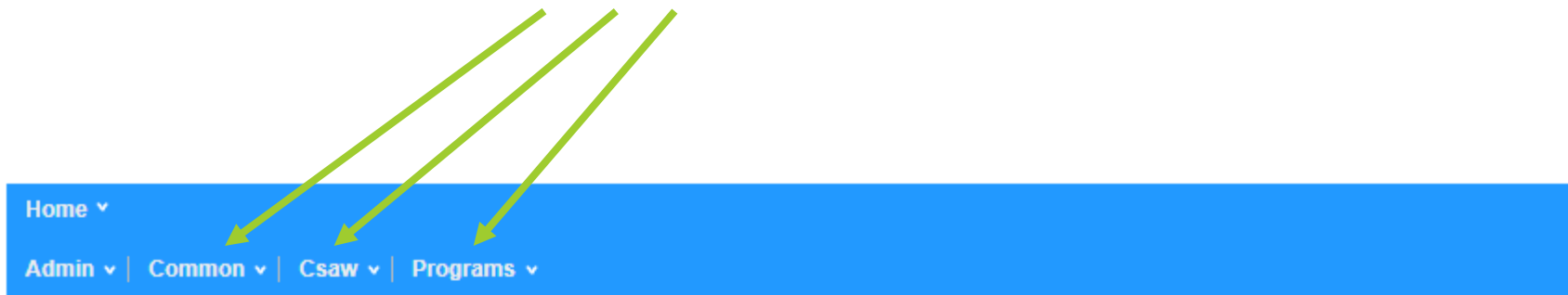
Login

[Need help?](#)



The WSAC Portal and CSAW

3 Menus to Help



Welcome to the WSAC portal.

This site contains confidential student information on financial aid applicants provided by Washington Student Achievement Council. This site is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.

By logging in to this tool, I acknowledge that my responsibilities include:

- Protecting WSAC data in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Protecting user authentication information from use by unauthorized persons.
- Using WSAC data only for purposes of administering and assisting students with state financial aid programs.

To update your account information (name, email, phone, etc.), link to your [My Account](#) Page



The WSAC Portal and CSAW

COMMON MENU



Use this menu to:

- Send secure messages to WSAC
- Access the Repayment Checker and Archive
- Access your Account



The WSAC Portal and CSAW

CSAW:
CBS-WCG
Award
Warehouse

Use this menu to:

- Access student records
- Complete the interim report
- Request funds
- Upload file

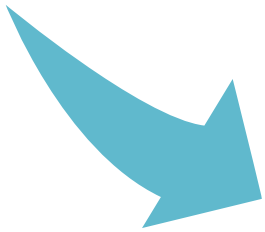
CSAW MENU





The WSAC Portal and CSAW

PROGRAMS MENU



Use this menu to:

- Access specific programs and tools associated with those programs.
- Access the WASFA application

Program manuals,
webinars, other trainings,
and specific guidance is
available at:

wsac.wa.gov/FAA-resources





We are here to help you!

Email us at wcg@wsac.wa.gov.

If you are including Personally Identifiable information (PII), please message us through the secure message feature in the WSAC portal.

LET'S WELCOME KELLY FROM SBCTC!



**COMMUNITY AND
TECHNICAL COLLEGES**
Washington State Board



WCG AND CBS PROCESSING TRAINING

Kelly Forsberg

ctcLink Functional Trainer | Financial Aid

June 2025



OBJECTIVES

After completing this training, you should be able to:

- Understand how and why you may need to recalculate WCG eligibility in batch after awarding
- Understand how to run the WCG Archive process
 - Out-bounding a list from ctcLink to WSAC
 - Inbounding the WSAC response to ctcLink
- Understand what queries to run/review after running the WCG Archive process
- Understand what queries to run/review after awarding and before disbursing
- Understand how to run the CBS Outbound and Inbound Process through WSAC's Eligibility Checker
- Understand the available queries to continually review throughout the aid year as part of the reconciliation process

READING THE WCG AND CBS ELIGIBILITY VIEW PAGES

WCG ELIGIBILITY AND ARCHIVE DATA PG

STUDENT NOT ELIGIBLE

- *Tip! Notice your Effective Dates*

WCG Eligible Data

WCG Archive Data

Academic Institution: WA171

Spokane CC

Aid Year: 2026

2025-2026 Financial Aid Year

Student ID: 101002436

Sydney Morris

Eligibility Data

Find | View All

First

1 of 2

Last

Effective Date: 03/14/2025

Effective Sequence: 2

Operator ID: 101001803

FTI label start:

CUI//SP-TAX

WCG Income:

\$

ISIR Family Size:

3

WCG Family Size:

3

FTI label end:

CUI//SP-TAX

Number in College:

2

SAI Status:

Official

State of Residency:

WA

Residency Date:

04/01/1984

Residency Prior:

Have Need > 0:

Yes

Bachelors Degree:

No

Dependency:

Independent

Citizenship Status:

U.S. citizen

Transaction Number:

1

Current Grade Level:

2nd yr Sophomore

NSLDS Grade Level:

2nd Year

Lock Eligibility Override:

☒

Eligible ?:

No

Message:

Not eligible due to No Remaining WCG Quarters.

Calculate

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

Navigation: Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Eligibility View > WCG Eligibility and Archive Data

WCG ELIGIBILITY AND ARCHIVE DATA PG

STUDENT NOT ELIGIBLE CONT'D

- *Tip! Review both available tabs*

Navigation: Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Eligibility View > WCG Eligibility and Archive Data

WCG Eligible Data

WCG Archive Data

Academic Institution: WA171

Spokane CC

Aid Year: 2026

Student ID: 101002436

Sydney Morris

Details

Find | View All

First 1 of 1 Last

Effective Date: 03/14/2025

Effective Sequence: 1

Operator ID: 101001803

SSN: 200-99-7632

IMPORTANT: Only changes not provided by WSAC should be applied.

Last Name: Morris

Comment: File Name: 2026_import_WCG_2025_03_14.csv
RunDate and Time: 2025-03-14-

First Name: Sydney

*In Repayment (Year) No

Used WCG Quarters: 18.000

Remaining WCG Quarters: 0.000

Next Eligible AA DegreeYear:

Next Eligible AA DegreeTerm:

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

WCG ELIGIBILITY AND ARCHIVE DATA PG

STUDENT ELIGIBLE

- *Tip! Use your Include History button*

Navigation: Financial Aid > CTC
Custom > CTC Interfaces > WA
College Grant > WCG Eligibility View >
WCG Eligibility and Archive Data

WCG Eligible Data

WCG Archive Data

Academic Institution: WA171

Spokane CC

Aid Year: 2026

2025-2026 Financial Aid Year

Student ID: 101002436

Sydney Morris

Eligibility Data

Find | View All

First 2 of 2 Last

→ Effective Date: 03/14/2025 ←

Effective Sequence: 1

Operator ID: 101001803

FTI label start:

CUI//SP-TAX

WCG Income:

\$

ISIR Family Size:

3

WCG Family Size:

3

FTI label end:

CUI//SP-TAX

Number in College:

2

SAI Status:

Official

State of Residency:

WA

Residency Date:

04/01/1984

Residency Prior:

Have Need > 0:

Yes

Bachelors Degree:

No

Dependency:

Independent

*Citizenship Status

U.S. citizen

Transaction Number:

1

*Current Grade Level:

2nd yr Sophomore

NSLDS Grade Level:

2nd Year

Lock Eligibility Override:

☐

*Eligible ?:

Yes

MFI Percent Calculation:

100

WCG Award Amount:

\$492

Message:

All conditions have been met. Student is eligible.

Calculate

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

CBS ELIGIBILITY AND ARCHIVE DATA PG

STUDENT NOT ELIGIBLE CONT'D

- *Tip! Look for OK to Award/Pay*

Navigation: Financial Aid > CTC
Custom > CTC Interfaces > College
Bound Scholarship > College Bound
Eligibility View

Emplid:	101003233	Aid Year:	2026
Academic Institution:	WA171	Spokane CC	

Eligibility Data Find | View All First 1 of 1

Effective Date:	06/02/2025	Effective Sequence:	1
SSN:	200-96-4919		
Last Name:	Dixon		
First Name:	Billie		
DOB:	8/10/1994		
OK to Award:	No	Student has not met other CBS requirements	
OK to Award Last Updated:	02/04/2025, 03:02 PM		
OK To Pay:	No	Student did not meet program requirements	
OK to Pay Last Updated:	08/15/2023, 06:45 PM		
HS Grad Year:	Verify	WSAC doesn't have information, graduation date estimated, or student obtained GED.	
2.0 GPA:	No	Student did not achieve a 2.0 GPA	
Enrollment Deadline Met:	Verify	One year has not passed since graduation.	
Five Year Eligibility Window Open:			
CB Terms Used:			
CB Terms Remaining:	18.00		
In Repayment (Year):	No	Student is not in repayment	
Next Eligible AA Degree Year:			
Next Eligible AA Degree Term:			
Last Updated:	02/04/2025, 03:16 PM		
MFI Percent Calculation:	60%		
WCG Eligible:	Yes		
WCG Award Amount:	\$4923		

Save

Return to Search

Previous in List

Next in List

Notify

Update/Display

Include History

Correct History

WCG ARCHIVE PROCESS & RECALCULATING WCG ELIGIBILITY

WCG ELIGIBILITY ARCHIVE PROCESS

TIPS TO CONSIDER

- **Timing is important!** WSAC updates WCG Archive Data once annually, in or around August.

Considerations:

- *Run/re-run archive checks on Transfer students*
- *Re-run archive checks prior to disbursements*
- *Re-run archive checks in late August and follow up with student awards with low or no remaining QER*



WCG ELIGIBILITY BEHIND THE SCENES

- The ISIR JobSet is running **WCG Population Update** and populating data into the **WCG Eligibility View** page for all loaded ISIRs, in batch, on a nightly basis

Navigation: PeopleTools > Process Scheduler > Process Monitor >> Process Name

The screenshot displays the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this, the 'View Process Requests' section includes filters for User ID (JOBS_WA062_), Type, Last, Server, Name, Instance, Run Status, and Distribution Status. A 'Save On Refresh' checkbox is also present. The 'Process List' table shows two entries: one for '062ISIRS' (PSJob) and another for '3CEngine' (Application Engine). The '062ISIRS' entry is highlighted with a red box. To the right, a detailed view of the '062ISIRS' process is shown, listing various sub-processes and their statuses. A red arrow points from the '062ISIRS' entry in the table to this detailed view. The detailed view shows a list of sub-processes, including '199086465 - 062ISIRS Success', '199086466 - FA_INBOUND Success', '199086467 - FAPSAR00 Success', '199086468 - PSQUERY Success', '199086469 - SFA_ATB Success', '199086470 - SFA_NSLDSUPD Success', '199086471 - CTCFACKL Success', '199086472 - CTCFACK1 Success', '199086473 - CTINTLTR Success', '199086474 - SFA_FAUNTUPD Success', '199086475 - SFA_FAUNTUPD Success', '199086476 - FAPTRMU1 Success', '199086477 - FAPTRMU1 Success', '199086478 - SCC_POP_UPD Success', '199086479 - CTCFABUD Success', '199086480 - CTC_SNG_PRCs Success', '199086481 - CTC_SNG_ELg Success', '199086482 - SFA_SSACCESS Success', and '199086483 - CTCHICOM Success'. The 'CTC_SNG_ELg Success' entry is highlighted with a yellow box. A 'Return' button is at the bottom of the detailed view. The background shows a table with columns for Status, Distribution Status, Details, and Actions.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name
<input type="checkbox"/>	199086465		WA062_EY_ISIR_LOAD_SA062	PSJob	062ISIRS
<input type="checkbox"/>	198896318		WA062_EMPTY_SA062	Application Engine	3CEngine

Status	Distribution Status	Details	Actions
Success	Posted	Details	Actions
Success	Posted	Details	Actions

WCG ELIGIBILITY ARCHIVE PROCESS


UNDERSTANDING WHO DOES WHAT/WHEN


- *Before packaging and especially before disbursement, the manual WCG Archive process needs to be run*


Navigation: Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Archive Outbound


Run Control ID WA062_WCG_ARCH_OUT_KF

Report Manager Process Monitor **Run**

***Academic Institution:** WA062  Seattle Central College

***Aid Year:** 2026  2025-2026 Financial Aid Year

Select Eligible Only: ☒ 

 Save

WCG ELIGIBILITY

FREQUENTLY ASKED QUESTIONS

- *Q. How do I find students who are not WCG eligible?*
 - *A. After inbounding the WSAC Archive Response, run query – **CTC_FA_SNG_ALL_RECORDS**. Filter the query results to find students who are **Not Eligible** due to no remaining WCG and/or Repayment Status.*

	Aid	ID	FERPA Blo	FTI label st	ISIR FA	WCG F	FTI label e	In Colle	Eligib	Lock El	MFI Perce	Award Amt Ca	Dep St	EFC Stat	Res Sta	Res Dat	Res Prior	Stati	Nel	1st Degr	Grade L	Loan Ye	Trans Nu	Message
2	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	Y	65	4763	I	O	WA	2/1/1997		1	Y	2	2	0	1	Not eligible due to Repayment status.
5	2025	1E+08	N	CUII//SP-TAX	2	2	CUII//SP-TAX	1	N	N	0	0	I	O	WA	2/1/1989		1	N	1	3	1	1	
6	2025	1E+08	N	CUII//SP-TAX	4	4		1	N	N	65	4763	I	O	WA	12/1/2016		2	Y	1	1	2	51	
9	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	2/1/2016		1	Y	2	1	0	1	Not a legal state resident based on residency date
10	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	SC	7/1/2021		1	Y	2	2	1	5	Does not have Need
11	2025	1E+08	N	CUII//SP-TAX	2	2	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	6/1/1995		1	Y	2	1	2	2	Does not have Need
14	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	6/1/2016		1	Y	2	3	2	1	
15	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	1/1/2015		2	Y	1	4	2	2	
17	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	3/1/1994		1	Y	1	4	2	3	
20	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	8/1/2000		1	Y	2	1	0	1	
22	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	0	0	I	O	WA	2/1/1994		1	N	1	3	1	1	Does not have Need
31	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	8/1/2016		1	Y	2	2	2	2	Has previous degree
35	2025	1E+08	N	CUII//SP-TAX	1	1	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	8/1/1976		1	Y	2	1	2	1	Does not have Need
36	2025	1E+08	N	CUII//SP-TAX	2	2	CUII//SP-TAX	1	N	N	0	0	I	O	WA	2/1/2014		1	N	2	3	2	1	Not a WA resident
37	2025	1E+08	N	CUII//SP-TAX	3	3	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	12/1/2004		1	Y	2	3	2	3	Has previous degree
41	2025	1E+08	N	CUII//SP-TAX	4	4	CUII//SP-TAX	1	N	Y	65	4763	I	O	WA	10/1/1993		1	Y	2	1	0	2	Not eligible due to Repayment status.
42	2025	1E+08	N	CUII//SP-TAX	4	4	CUII//SP-TAX	1	N	N	65	4763	I	O	WA	1/1/2017		1	Y	2	1	0	2	Has previous degree

WCG ELIGIBILITY CONT'D

FREQUENTLY ASKED QUESTIONS CONT'D

- *Q. How do I find students who have low or no QER?*
 - *A. Run query: **QCS_FA_SAP_MAXT_STATE_AID_ELIG**.
Review results to find students who have low QER.*

AutoSave Off QCS_FA_SAP_MAXT_STATE_AID_ELIG-199236549

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Comma Separator

B18

	A	B	C	D	E	F	G	H	I	J	K	L
1	Institution	Aid Yr	ID	Last	First Nam	FERPA Blo	Term	Calc SAP	Override S	Comment	Rmng WCG Qtrs	
2	WA062		201201408				2253	MAXT			2.25	

RECALCULATING WCG ELIGIBILITY FREQUENTLY ASKED QUESTIONS

- *Q. How do I re-calculate students when MFI or award amounts change after awarding has begun?*
 - *A. First, update the new MFI and Award amounts in the SACR WCG & CBS Eligibility tables, and then run the WCG Recalculation Process*

Awards Amounts Table

MFI Setup Table

Academic Institution WA062 Seattle Central College

Aid Year 2026 COPY

Award Amounts

Personalize | Find | View All | First 1-4 of 4 Last

	MFI Percent	NonBas Award Amount	Bas Award Amount		
1	65	4763	7610	+	-
2	70	2382	3805	+	-
3	75	1167	1864	+	-
4	100	476	761	+	-

Save Return to Search Notify

Navigation: Set Up SACR > Product Related > Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Set Up & College Bound Set Up

Academic Institution WA062 Seattle Central College

Aid Year 2026 COPY

MFI Setup

Personalize | Find | View All | First 1-10 of 80 Last

	Family Size	MFI Percent	Income CutOff		
1	1	65	40500.00	+	-
2	1	70	44000.00	+	-
3	1	75	47000.00	+	-
4	1	100	62500.00	+	-
5	2	65	53000.00	+	-
6	2	70	57500.00	+	-
7	2	75	61500.00	+	-
8	2	100	82000.00	+	-
9	3	65	65500.00	+	-
10	3	70	71000.00	+	-

Save Return to Search Notify

RECALCULATING WCG ELIGIBILITY CONT'D

RECALCULATING ELIGIBILITY

- *After the Eligibility tables have been run, do an ad hoc WCG Pop Update & WCG Elig Update & optional lock batch process*

Navigation: Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Population Update AND Calculate WCG Eligibility

Run Control ID

WA062_WCG_ELIG_POP_RECALC_KF

Report Manager

Process Monitor

Run

Population Selection

☒ Population Selection

Selection Tool

PS Query

Query Name

CTC_FA_SNG_POPULATE

Edit Prompts

Launch Query Manager

Preview Selection Results

Parameters

*Academic Institution:

WA062

Seattle Central College

*Aid Year:

2026

2025-2026 Financial Aid Year

☒ Recalculate

Save

CBS ELIGIBILITY CHECKER PROCESS

CBS ELIGIBILITY CHECKER PROCESS

TIPS TO CONSIDER

- **Timing is important!** OSPI receives graduation information from May - August

Considerations:

- *Run/re-run eligibility checks on students who graduate late*
- *Re-run eligibility checks prior to disbursements*
- *Re-run eligibility checks in late August and follow up with student awards if necessary*



CBS ELIGIBILITY CHECKER PROCESS

UNDERSTANDING WHO DOES WHAT/WHEN

CONT'D

- *Before packaging and especially before disbursement, the manual CBS Eligibility Checker process needs to be run*
- This process will produce a list of SSNs to populate in the WSAC Secure Portal

Navigation: Financial Aid > CTC Custom > CTC Interfaces > College Bound Scholarship > College Bound Outbound Process

Run Control ID WA062_CBS_ELIG_CHKR_OUTBND_KF Report Manager Process Monitor **Run**

Request Parameter(s)

*Academic Institution:	WA062	Seattle Central College
*Aid Year:	2026	2025-2026 Financial Aid Year

Save **Notify** **Add** **Update/Display**

CBS ELIGIBILITY CHECKER PROCESS

UNDERSTANDING WHO DOES WHAT/WHEN

CONT'D

- Load the Eligibility checker results and run the process
- A new row will be inserted in the CBS Eligibility View page

Run Control ID WA062_CBS_ELIG_INBND_KF Report Manager Process Monitor **Run**

Population Selection

☒ Population Selection

Selection Tool External File

Attached File CBS_ELIG_CHKR_03-21-2025.csv **Upload File** Delete File View File

File Mapping COLLEGE BOUND INBOUND Edit File Mapping Preview Selection Results

Select Values to Update

*Academic Institution: WA062 Seattle Central College

*Aid Year: 2026 2025-2026 Financial Aid Year

Save Notify Add Update/Display

Navigation:
Financial Aid >
CTC Custom >
CTC Interfaces >
College Bound
Scholarship >
College Bound
Inbound Process

**QUERIES TO RUN CONTINUALLY AS
PART OF PROCESS AND
RECONCILIATION**

QUERIES TO RUN AS PART OF PROCESSING AND RECONCILIATION

Query Name	Definition
CTC_FA_CBS_AND_SNG_LIST	List of CBS students and their WCG amounts should they have them. Per term
CTC_FA_CBS_SNG_NOT_AWARDED	Identifies students who have WCG and CBS eligibility, have a processing status of greater than applied, have enrollment in the prompted term, and do not have a WCG or CBS item type in an offered status greater than zero.
CTC_FA_SNG_ELIG_NOTPKG	Identifies WCG eligible students who have already been packaged other aid but not WCG item types. This query will help identify students who primarily have less than a full-term of WCG eligibility remaining so are eliminated from auto packaging.
CTC_FA_SNG_RECALC_STUDENTS	Identifies students who have a WCG and/or CBS item types (regardless of dollar amount) and have an Aid Processing Status greater than Applied. It also displays recalculated WCG amount from the eligibility page, and CBS OK to Award and OK to Pay values.
CTC_FA_SNG_AWRD_RES_DISCRP	Selects students who have been awarded WCG and have discrepant data on Residency status between ISIR and Bio/Demo.
CTC_FA_CBS_ELIG_NOTPKG	Query intended to be run after packaging, identifies College Bound Scholarship Eligible students who do not have a CBS FA Item Type with an Offered Amount greater than zero. This will help identify students who were not packaged because they have limited terms of eligibility remaining.
CTC_FA_SNG_ALL_RECORDS	Query intended to be run after loading WSAC's Archive response file. Filter the query results to find students who are Not Eligible due to No Remaining WCG, and Not Eligible due to Repayment Status.

Please always refer to the WCG and CBS Processing Business Processing Guide as you are working the processing steps for state aid programs

[WCG and CBS Processing Business Process Guide | 9.2 FA - Financial Aid Business Process Guides | ctcLink Reference Center](#)



OUTCOMES

- Understand how to read the WCG & CBS Eligibility View pages
- Understand how and why you may need to recalculate WCG eligibility in batch after awarding
- Understand how to run the WCG Archive process
 - Out-bounding a list from ctcLink to WSAC
 - Inbounding the WSAC response to ctcLink
- Understand what queries to run/review after running the WCG Archive process
- Understand what queries to run/review after awarding and before disbursing
- Understand how to run the CBS Outbound and Inbound Process through WSAC's Eligibility Checker
- Understand the available queries to continually review throughout the aid year as part of the reconciliation process



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CONGRATULATIONS!

- Your WCG and CBS Processing Training is now complete!
- Please review the videos and additional resources in your canvas courses as needed
- Thank you for your participation today!



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Questions?

Thanks for your time!

Contact Us at



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