



MEMORANDUM

October 19, 2026

WED 26-72 | Via Email

TO: California Community College Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Financial Aid Directors
Institutional Research Professionals
Workforce Development Leaders

FROM: Chris Ferguson, Executive Vice Chancellor of Finance and Strategic Initiatives

RE: Workforce Pell Application Expected Opening October 21, 2026
Chancellor's Office Notification Requirement and Application Support Webinar

Overview

The California Student Aid Commission (CSAC) is expected to open the Workforce Pell application portal on Oct. 21, 2026, for eligible institutions seeking approval to participate in the Workforce Pell program.

To ensure statewide coordination, alignment with state and federal requirements, and timely support throughout the review process, all California Community Colleges must notify the Chancellor's Office prior to submitting a Workforce Pell application on the CSAC portal.

Colleges planning to apply are strongly encouraged to review the notification requirements below and participate in the upcoming application webinar.

Chancellor's Office Notification Requirement

Prior Notification to the Chancellor's Office Required

Before submitting an application to CSAC for Workforce Pell eligibility, colleges must notify the Chancellor's Office of their intent to apply.

Pursuant to California Education [Code § 69872\(c\)\(2\)](#), the Chancellor's Office is responsible for coordinating the submission of Workforce Pell applications on behalf of California Community Colleges to improve efficiency, support application quality, and eliminate duplicative submissions.

Notification should be submitted via Alchemer survey before submitting an application on the CSAC portal and should include sufficient information for the Chancellor's Office to understand the proposed program and provide technical assistance, as needed.

Submit Notification To:

[Workforce Pell Alchemer Survey](#)

Workforce Pell Application Webinar

To support colleges in preparing strong applications, CSAC will host an informational webinar that provides a walkthrough of the application process, submission requirements, and key considerations.

Webinar Date: Oct. 20, 2026, from 10:30 a.m.–12 p.m.

Registration Today: [Webinar Registration - Zoom](#)

Audience: College leadership, financial aid, institutional research, and other staff involved in local application development.

Topics will include the following:

- Workforce Pell Grant Program and California's implementation
- Eligibility requirements
- Application components
- Documentation expectations
- Common questions and considerations
- Chancellor's Office coordination process
- Question-and-answer session

Next Steps

Colleges interested in pursuing eligibility to offer Workforce Pell should:

1. Review the Workforce Pell eligibility requirements, Federal FAQ, and CSAC FAQ.
2. Identify programs that may qualify for participation.
3. [Register](#) for and attend the CSAC Oct. 20, 2026, webinar.
4. Notify the Chancellor's Office prior to application submission.
5. Submit applications through the CSAC Workforce Pell portal, expected to open on Oct. 21, 2026.

If you have any additional questions, please reach out to our team via email at WorkforcePell@CCCCO.edu.

Thank you,

The Chancellor's Office Workforce Pell Team

cc: Anthony Cordova, Vice Chancellor of Workforce and Economic Development
Renee Craig Marius, Vice Chancellor of Student Services and Support
Terrence Willet, Associate Vice Chancellor of Research and Data
Chèri Fortin, Dean of Workforce and Economic Development
Alison Beer, Dean of Educational Services and Support

Appendix: Additional Resources

1. Chancellor's Office Guidance Memo - [Workforce Pell Grant: Program Eligibility and College Preparation](#)
2. Chancellor's Office Webinar - [Workforce Pell Readiness: Aligning People, Programs, and Processes](#)
3. Federal Workforce Pell FAQ - [FederalWorkforcePellFAQs.pdf](#)
4. California Student Aid Commission (CSAC) Workforce Pell FAQ - [CA Workforce Pell Grant Program FAQ](#)
5. Eligibility requirements - [Workforce Pell Grant Program | California Student Aid Commission](#)