



OCTOBER 2017 GUIDELINES
Guidance in applying
Cooperating Agencies
Foster Youth Educational
Support regulations.

GUIDELINES

COOPERATING AGENCIES
FOSTER YOUTH EDUCATIONAL SUPPORT

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I. OVERVIEW

This document provides guidance on applying Cooperating Agencies Foster Youth Educational Services (CAFYES) implementing regulations, adopted by the Board of Governors of the California Community Colleges, to the administration of the CAFYES program, enacted by Chapter 771, Statutes 2014, adding sections 79220 through 79229 to the California Education Code (Title 3, Division 7, Part 48, Chapter 9, Article 7). CAFYES regulations took effect on October 28, 2016 (Subchapter 3.5 of chapter 7 of division 6 of title 5 of the California Code of Regulations).

The Chancellor's Office developed CAFYES Program Guidelines in consultation with CAFYES colleges and the California Community Colleges Chancellor's Office CAFYES Advisory Committee. CAFYES Program Guidelines are subject to revision, as needed, by the Chancellor's Office.

Within this document, the California Code of Regulations is referred to as "title 5," Extended Opportunity Programs and Services as "EOPS" and Cooperative Agencies Resources for Education as "CARE."

II. ARTICLE 1: GENERAL PROVISIONS AND REQUIREMENTS

EOPS title 5 regulations section 56201, "Waiver," applies to CAFYES, with the exception that waivers of EOPS regulation section 56230 and section 56262 are inapplicable. EOPS title 5 regulations section 56204, "Students Served," and section 56206, "EOPS Information," apply to CAFYES. CAFYES regulations address areas of difference. Please first review EOPS Implementing Guidelines.

A. Section 56400: Implementation

1. CAFYES regulations and guidelines must be followed in conjunction, where applicable, with EOPS regulations and guidelines.
2. EOPS regulations and guidelines govern CAFYES, except where CAFYES program requirements specifically differ. CAFYES regulations and guidelines address the areas of difference.
3. CAFYES regulations and guidelines supersede EOPS regulations and guidelines where they differ. EOPS regulations and guidelines govern CAFYES in topics where CAFYES regulations and guidelines are silent.

B. Section 56401: Comparable Level of Services

No district match is required for CAFYES.

C. Section 56402: Service Coordination

1. CAFYES programs must collaborate with local county child welfare departments, county probation departments, local educational opportunity and services programs and the community college district to ensure that CAFYES programs services are coordinated with, and do not supplant, other services provided by the county and state.
 - a. Colleges must provide CAFYES support and services "over, above and in addition to" other college, county and state programs and services to which CAFYES students are eligible. The burden of responsibility rests on college CAFYES programs to maintain current information about, and initiate contacts with, these programs.
 - b. CAFYES programs are encouraged to include representatives of local county welfare departments, county probation departments, local educational opportunity and services programs and college and/or district personnel, in an advisory committee. Additional members to consider should be representatives from organizations with whom staff and students have regular contact, such as county agencies and community-based organizations that address emergency housing, food support, and health and mental health services.

- c. CAFYES programs may administer a CAFYES advisory committee, a joint EOPS/CAFYES advisory committee, a joint EOPS/CARE/CAFYES advisory committee, a CAFYES subcommittee of the EOPS advisory committee, an inter-agency group or, in multiple college districts, a district-wide CAFYES advisory committee.
2. CAFYES students shall receive the full breadth of EOPS support and services. It is at a college's discretion whether to pay for EOPS core program standard services (outreach, orientation and registration services; assessments; counseling and advisement; basic skills instruction and tutoring services; and transfer and career employment services) for CAFYES students with EOPS, CAFYES or other funds.
- a. CAFYES programs should provide EOPS core program standard services as listed above at a level and breadth of support that is "over, above and in addition to" what is provided to the general student population and traditional EOPS students. The burden of responsibility is on the CAFYES program to survey the type and level of support and services CAFYES students are eligible to receive from other college programs in order to develop and implement strategies to exceed them.
 - b. Eligible CAFYES students shall receive direct aid funded by EOPS and CARE, if the college is providing direct aid to other EOPS and CARE students. CAFYES funds may further provide CAFYES students, if appropriate, additional direct aid that is "over, above and in addition to" what CAFYES students are eligible to receive through EOPS/CARE.

III. ARTICLE 2: STUDENT ELIGIBILITY AND RESPONSIBILITY

EOPS title 5 regulations section 56222, “Student Responsibility,” and section 56224, “Eligibility for EOPS Financial Aid,” apply to CAFYES, with the exception that EOPS section 56220 and section 56254 referenced in section 56224, are inapplicable. EOPS regulations section 56258 is also inapplicable. CAFYES regulations address areas of difference. Please first review EOPS Implementing Guidelines. California Education Code Uniform Student Residency Requirements section 68085 also applies to CAFYES.

A. Section 56403: Eligibility for Programs and Services

1. Students must meet the criteria below to be eligible for CAFYES:
 - a. Be California residents for more than one year immediately preceding the residence determination date identified by the Admissions and Records Office, or eligible for a non-resident tuition waiver. The Admissions and Records Office determines and verifies California residency in alignment with EOPS title 5 regulations, section 56220(a). The Admissions and Records Office also verifies eligibility for a non-resident tuition waiver, and eligibility through the Dream Act or T and U visas. If the Admissions and Records Office revises a student’s residency status to “non-resident” for fee purposes after acceptance into CAFYES, the student is no longer eligible for CAFYES and CAFYES programs cannot count the student as “served.”

Some current or former California foster youth under age 19 may not have documentation required by specific college Admissions and Records Offices for the length of time necessary to prove residency. Education Code, article 8, section 68085 provides Admissions and Records Offices the authority to offer students who are current or former California foster youth, under age 19, and currently residing in California, resident classification. CAFYES programs are encouraged to work collaboratively with Admissions and Records Offices to facilitate the smooth enrollment of potentially eligible CAFYES students.

- b. Qualify to receive a California College Promise Grant (Board of Governors Fee Waiver) (pursuant to title 5 sections 58620(b)(1), or (2), or (3)) with a calculated Expected Family Contribution of \$0. The method by which income information is submitted and evaluated occasionally affects this calculation. If an otherwise-eligible student is ineligible due to income, CAFYES programs should request that college Financial Aid Office staff review the individual student’s financial aid application. Financial Aid Office staff have the exclusive capacity to exercise professional judgment regarding this issue. Consequently, programs should closely collaborate with Financial Aid programs in an ongoing manner on this and other topics of mutual interest.
 - c. Be a current or former foster youth in California whose dependency/wardship was established or continued by the court on or after the youth’s 16th birthday. “Foster youth” for purposes of CAFYES eligibility means youth whom the court formally placed

in foster care or kinship foster care. Legal guardianships and/or participation in the juvenile justice system neither qualify nor disqualify students for CAFYES.

Prior to acceptance, CAFYES programs must verify participation in the foster care system by one of the following: 1) Chafee grant eligibility confirmation with college Financial Aid Office; 2) Priority enrollment based on foster youth status with college Admissions and Records Office; 3) Confirmation by county of placement (either child welfare agency, Independent Living Program, or, if applicable, probation agency), via a student-requested letter. Identification solely as a “ward of the court” is insufficient to verify CAFYES eligibility. Placement in foster care or foster kinship care must be confirmed; 4) Confirmation by the State Foster Youth Ombudsman’s Office, via student request. If colleges wish to obtain verification on behalf of students, they must first obtain a signed, legal release form from the student.

- d. Be under 26, at the beginning of the academic year (academic year defined by the college).
- e. Be enrolled in at least nine units, or three-quarters time as defined by the college, at the time of acceptance -- whichever is the minimum eligibility criterion. CAFYES students enrolled less than full time at the time of acceptance shall not contribute to the EOPS ten percent limit of students enrolled in nine units at acceptance. The statute does not allow for a waiver. However, students who have an Academic Accommodation Plan through the program college’s Disabled Students Programs and Services (DSPS) program that requires them to enroll in fewer than nine units, or less than three-quarters time, are exempt from this criterion. CAFYES programs should work collaboratively in an ongoing basis with college DSPS offices, referring otherwise eligible students who may not be not ready to enroll in nine units or three-quarters time for evaluation. DSPS evaluations may diagnose students with previously unidentified issues, qualifying students for modified Education Plans that allow them to enroll in less than nine units, or three-quarters time, without losing CAFYES eligibility.

2. CAFYES students shall expand, not displace, the number of students participating in EOPS. To support this expansion, colleges may opt to pay for EOPS core program standard services (outreach, orientation and registration services; assessments; counseling and advisement; basic skills instruction and tutoring services; and transfer and career employment services) for CAFYES students, with either EOPS, CAFYES or other funds.

3. The EOPS 70-unit/6 semester, degree-applicable unit cap does not apply to CAFYES students, at application or after program enrollment. CAFYES students who exceed the EOPS unit or semester cap are eligible for EOPS and CAFYES acceptance and continuance if they meet all other eligibility criteria -- even if they previously earned a certificate or degree.

B. Section 56404: Limitations on Eligibility

EOPS title 5 regulations section 56226(b), "Limitations on Eligibility," applies to CAFYES. CAFYES regulations address areas of difference. Please first review EOPS Implementing Guidelines.

1. CAFYES students continue to be eligible until they:
 - a. Become 26 prior to the beginning of the "academic year," (academic year defined by the college). Colleges shall not exit CAFYES students who turn 26 during the academic year until the end of the academic year. There are no waivers to this provision in statute: CAFYES students who turn 26 prior to the beginning of the academic year must exit CAFYES.
 - b. No longer meet the terms, conditions and follow-up provisions of the EOPS Mutual Responsibility Contract (MRC) and/or the Student Education Plan. The EOPS Director shall perform a review of the circumstances contributing to a student not fulfilling the terms, conditions and follow-up provisions of the MRC and/or Education Plan and may exercise discretion, permitting a student to resolve issues, before a student loses CAFYES support eligibility. CAFYES programs shall not exit a student from the program based on his/her performance during one semester and shall not exit students from CAFYES solely due to academic or progress probation status.
2. CAFYES students, as with other current and former foster youth who are under 26 at the beginning of the academic year, are exempt from losing the California College Promise Grant (BOG Fee Waiver), solely for being on academic or progress probation.

IV. ARTICLE 3: PROGRAM STANDARDS

EOPS title 5 regulations section 56232, "Outreach, Orientation, and Registration Services," section 56234, "Assessments," section 56236, "Counseling and Advisement," section 56238, "Basic Skills Instruction & Tutoring Services," and section 56240, "Transfer and Career Employment Services," apply to CAFYES. CAFYES regulations address areas of difference and addition. Please first review EOPS Implementing Guidelines.

A. Section 56405: Program Standards

1. CAFYES students shall receive core Student Success and Support Program services (SSSP) when appropriate, including, but not limited to:
 - a. Orientation services
 - b. Assessment before course registration
 - c. Counseling and education planning services, such as counseling and advising, career and transfer counseling, assistance in exploration of career interests, etc.
 - d. CAFYES students shall receive referral, as needed and if available, to SSSP specialized support services, including but not limited to: federal, state and local financial assistance; health services; career services; veteran support services; foster youth services; and EOPS
 - e. Progress evaluation and referral to appropriate interventions (for students enrolled in basic skills courses, that have not declared an educational goal, or are on academic probation)

CAFYES must not supplant SSSP services, exchanging CAFYES services for SSSP program standards services. Rather, colleges must build on what SSSP provides all students with more intensified and personalized strategies for CAFYES students.

Additionally, colleges should provide CAFYES students with services that are "over, above and in addition to" what it provides its traditional EOPS and general foster youth populations. For example, CAFYES students may attend EOPS orientations, but must also receive CAFYES-specific orientation services that are "over, above and in addition to" EOPS orientations.

2. CAFYES students shall receive a number of counseling contacts per term that is "over, above and in addition to" what traditional EOPS students receive. EOPS Title 5 regulations, section 56236 define "counseling contacts."

B. Section 56406: Specialized Support Services

CAFYES statutes also identify a series of specialized support services that overlap and expand SSSP and EOPS specialized support services: outreach, orientation and registration services; assessments; academic, guidance and personal counseling; basic skills instruction and tutoring services; transfer and career employment services; frequent, in-person contact; service coordination; independent living and financial literacy skills support; book and supply grants; work study awards; emergency loans; unmet need grants; child care assistance; transportation assistance; meal tickets and/or emergency food support; emergency housing assistance; health and mental health services payment assistance; referrals to health services, mental health services, housing assistance, food assistance and other related services.

CAFYES students shall receive EOPS core program standard services and, if eligible, referral to specialized support services. It is at a college's discretion to pay for EOPS core program standard services (outreach; orientation; registration services; assessments; academic, guidance and personal counseling; basic skills instruction and tutoring services; and transfer and career employment services) for CAFYES students with EOPS, CAFYES or other funds.

Additionally, CAFYES students shall receive, when appropriate, support and services that are "over, above and in addition to," what they are eligible for and do receive from other college support programs. CAFYES must not supplant support and services provided by the college, community partners, county, state and federal government. When other organizations or offices provide support or services, CAFYES students must receive them from that source, and not CAFYES.

In addition to SSSP support and services, CAFYES students, when appropriate, shall receive, but not necessarily be limited to:

1. Outreach, Orientation, and Registration Services

Colleges may use EOPS, CAFYES or other funds to pay for a level of service provided to CAFYES students, meeting EOPS core program standards as defined in EOPS title 5 regulations, section 56232. Additionally, CAFYES programs shall provide, when appropriate, focused access services, "over, above and in addition to" those employed by EOPS on behalf of traditional EOPS students, to specifically identify potentially eligible CAFYES students and facilitate their enrollment in college. Access services should include, but not be limited to:

- a. Outreach and recruitment strategies focused on increasing the number of potentially eligible CAFYES students who enroll at the college. Colleges are encouraged to analyze data to identify and conduct specialized outreach to foster youth, ideally in collaboration with partner agencies and organizations, such as high schools, Independent Living Programs, county agencies, local Court Appointed Special Advocates offices, etc.
- b. Orientation services for CAFYES students that are "over, above and in addition to" what the college provides for its general and traditional EOPS student populations. Although colleges should include CAFYES students in an EOPS orientation, they should

additionally provide CAFYES students orientation services that are specific to individual student needs.

- c. Assistance with priority registration, “over, above and in addition to” what the college provides for its general and traditional EOPS populations.

2. Assessments and Assessment for Placement

Colleges may use either EOPS, CAFYES or other funds to pay for a basic level of service provided to CAFYES students, meeting EOPS core program standards defined in EOPS title 5 regulations, section 56234. Additionally, CAFYES programs shall provide, when appropriate, assessment services to CAFYES students that are “over, above and in addition to” what are provided to traditional EOPS students.

All students should receive assessment for placement as a SSSP service. However, CAFYES students shall receive when appropriate additional assessments, at a minimum but not limited to, study skills assessments, support services assessments and assessments not culturally or linguistically biased.

3. Academic, Guidance and Personal Counseling

Colleges may use either EOPS, CAFYES or other funds to pay for a basic level of service provided to CAFYES students, meeting EOPS core program standards defined in EOPS title 5 regulations, section 56236. Additionally, colleges shall provide CAFYES students a number of counseling contacts that is “over, above and in addition to” what it provides traditional EOPS students. (At least four if on a semester system, three if on a quarter system, or two if during summer term/winter session. CAFYES programs shall provide more than the above number of counseling contacts if a student presents with greater need.) Colleges may find that longer counseling contacts meet CAFYES students’ needs better.

- a. CAFYES counseling contacts shall not supplant other college efforts provided to all students, including CAFYES students. Counseling services provided by the college should be available to all students, including CAFYES students.
- b. CAFYES programs are responsible for determining counseling and what advising is provided CAFYES students by other college programs, efficiently coordinating services to students, avoiding duplication and building on what CAFYES students are already eligible to receive.
- c. Colleges offering distance education must provide student support services, such as counseling, to all students including CAFYES students. CAFYES programs with students enrolled in distance education must ensure sufficient counseling and advising contacts. CAFYES programs must also ensure students in study abroad programs have sufficient access to support services, counseling and advising through various means, as they would with other students in distance education.

- d. CAFYES programs may offer and/or facilitate personal counseling for CAFYES students, “over, above and in addition to” what CAFYES students are already eligible to receive through the college, county and community partners. Counselors providing therapeutic support to CAFYES students should be licensed and have experience with foster youth and the unique issues they face.

4. Basic Skills Instruction and Tutoring Services

Colleges may use either EOPS, CAFYES or other funds to pay for the basic level of service provided to CAFYES students, as defined by EOPS title 5 regulations, section 56238. When appropriate, CAFYES students shall receive basic skills instruction and tutoring services that are “over, above and in addition to” what is provided to the general and traditional EOPS student populations.

CAFYES funds cannot pay for basic skills classes or tutoring sections that generate FTES.

5. Transfer and Career Employment Services

CAFYES students shall receive at least a basic level of service provided to the college’s general and traditional EOPS student populations, meeting EOPS core program standards defined in EOPS title 5 regulations, section 56240. Colleges may use EOPS, CAFYES or other funds to pay for a basic level of service provided to CAFYES students.

CAFYES students should receive transfer and career employment services that are “over, above and in addition to” what is provided to the college’s general and traditional EOPS populations. For instance, CAFYES programs are encouraged to establish relationships with foster youth campus support programs at the University of California, the California State University and private four-year institutions to better facilitate the transfer process.

6. Frequent, In-person Contact

CAFYES programs must provide or facilitate frequent, in-person contacts to CAFYES students, “over, above and in addition to” required counseling contacts. The content and length of frequent, in-person contacts are not prescribed. Rather, frequent, in-person contacts are informal and mostly spontaneous connections that build trust, establish relationships and work to address immediate or urgent needs. Colleges should consider this requirement when making staffing decisions. However, counselors need not be the source of frequent, in-person contacts. Frequent, in-person contacts may be provided by other CAFYES or college staff, mentors, peer advisors, and community-based or collaborative partner representatives. CAFYES staff, to the extent possible, ideally should be available to respond to student emergencies. All CAFYES students, including those enrolled in distance education classes and study abroad programs shall receive frequent, in-person contacts.

Promoting frequent, in-person contacts, CAFYES programs should offer a welcoming physical space where CAFYES students are safely confident they can drop-in, interact with staff, meet with other CAFYES students, and receive some support without an appointment.

7. Service Coordination

CAFYES programs shall coordinate college, county, state, federal and community-based services for CAFYES students -- becoming a services hub for the student -- providing appropriate services, brokering some services, and offering information and referral to yet others. The burden of responsibility is on CAFYES staff to maintain current information about pertinent, locally available services and contacts within the organizations providing them.

8. Independent Living and Financial Literacy Skills Support

CAFYES programs shall provide or facilitate independent and financial literacy skills support, such as workshops and personal mentoring, to CAFYES students, “over, above and in addition to” what they are eligible to receive from other college, governmental and community programs. Suggested topics include, but are not limited to, accessing health care, bargain shopping, budgeting, healthy eating and nutrition, housekeeping and food management, knowledge of community resources, interpersonal skills, pregnancy prevention and parenting, time management, soft skills workshops, using public transportation, etc.

9. Book and Supply Grants

CAFYES students are entitled to receive support with Object Code 7000 instructional materials and supplies, “over, above and in addition to” what they receive from EOPS and CARE, if eligible; these resources must be coordinated with college Financial Aid Offices.

- a. Instructional materials and supplies include any item that is required or recommended for participation in a course in which the student is enrolled under the terms of his or her approved Student Education Plan.
- b. Students enrolled in at least one distance education class at a California community college are further eligible to receive and keep to own a technological device, such as a laptop or tablet, needed to successfully participate in the class, as an Object Code 7000 educational supply. Purchasing the technological device must be coordinated with college Financial Aid Offices in advance of providing the device to the student. Technological devices supplied must meet minimum, technological standards as identified by the college for online class participation, coursework completion and real-time video conferencing. CAFYES programs must establish a written policy regarding replacing technological devices that are lost, damaged or stolen.

10. Work Study Awards

- a. If the CAFYES program offers work study, CAFYES students shall receive work study funded with CAFYES monies “over, above and in addition to” what they are entitled to receive from EOPS and, if eligible, CARE.
- b. Eligible CAFYES students may receive any combination of EOPS, CARE and CAFYES work study and unmet need grants, up to the individualized amount of unmet need determined by college Financial Aid Offices. Financial Aid Offices determine the amount of each student’s calculated unmet need. CAFYES programs should communicate with the Financial Aid Office early, and periodically throughout, the

semester to determine the level of each student's unmet need, to most effectively provide CAFYES resources and services.

11. Emergency Loans

- a. CAFYES programs may establish emergency loan programs for CAFYES students, "over, above and in addition to" what they may be eligible to borrow from EOPS emergency loan programs, to meet unexpected or untimely costs for books, college supplies and transportation. This gap funding is available to students in advance of receiving financial aid, unlike unmet need grants and other Object Code 7000 forms of support.
- b. No annual, maximum emergency loan amount exists. However, students must repay loans within the same academic year they are made. Colleges must exercise due diligence with regard to recovering emergency loan funding that is consistent with managing other student loans.

12. Unmet Need Grants

- a. CAFYES unmet need grants may be awarded to eligible CAFYES students, upon the authorization of the CAFYES program, in coordination with college Financial Aid Offices, and accordance to college procedures and the college CAFYES program's written fairness policy. Unmet need grants are part of student financial aid packages.
 - Students should be enrolled in a specific term to receive CAFYES unmet need grants.
 - CAFYES Programs are responsible for identifying the CAFYES students who will receive CAFYES unmet need grants and award amounts, and shall not award an amount that exceeds an eligible student's unmet need – calculated by the Financial Aid Office.
 - CAFYES unmet need grants may be awarded to students who dropped below nine units.
- b. CAFYES unmet need grants shall be awarded after federal, state, institutional and other financial aid eligibility has been determined for the student. Supplanting other sources of financial aid with CAFYES funds is strictly prohibited.
- c. CAFYES students shall receive unmet need grants funded with CAFYES monies "over, above and in addition to" what they are entitled to receive from EOPS and CARE.
- d. Eligible CAFYES students may receive any combination of EOPS, CARE and CAFYES work study and unmet need grants, up to the individualized amount of unmet need determined by college Financial Aid Offices.

- e. Colleges shall not request unmet need grants for students until their EOPS and/or CAFYES and financial aid files are complete.

13. Child Care Assistance

- a. CAFYES students who are also eligible for CARE may receive child care assistance funded with CAFYES monies “over, above and in addition to” what they are entitled to receive from CARE, in coordination with college Financial Aid Offices and according to the college CAFYES program’s written fairness policy. Child care assistance becomes a part of a student’s financial aid package.
- b. CAFYES funds may be used to provide child care assistance to parenting CAFYES students who are not eligible for CARE, in coordination with college Financial Aid Offices and according to the college CAFYES program’s written fairness policy. Child care assistance becomes part of a student’s financial aid package.
- c. Child care funded by CAFYES ideally would be provided by licensed facilities, such as on-campus child care development centers or child care centers, community centers and family day care homes, and be developmentally based and educational in nature.
- d. Child care assistance may be provided to parenting CAFYES students to support class attendance, time required to study for classes, tutoring, college educationally related activities or and to participate in EOPS, CARE and CAFYES program activities, if eligible.
- e. CAFYES programs may directly pay child care providers, provide students with vouchers or reimburse CAFYES students for child care services from approved providers. Alternatively, CAFYES programs may request that an unmet need grant be provided to CAFYES students so that students may pay for child care services directly. This must be coordinated with Financial Aid Offices and be in accordance to college written fairness policies.
- f. CAFYES funds shall not supplant any federal, state, local and community source of child care assistance to CAFYES students. Students must seek child care assistance from CalWORKS before CARE and/or CAFYES.
- g. Child care assistance must be coordinated with Financial Aid Offices in advance of providing it to the student.

14. Transportation Assistance

- a. Eligible CAFYES students may receive transportation assistance to attend college classes, “over, above and in addition to” what they are entitled to receive from EOPS and CARE, in coordination with college Financial Aid Offices and according to the college CAFYES program’s written fairness policy. Transportation assistance becomes part of student financial aid packages.

- a. Transportation assistance may include, but not be limited to: campus parking permits, public transportation passes or tickets, gas cards, and basic auto repair and maintenance. CAFYES programs may facilitate, in coordination with college Financial Aid Offices and in accordance with CAFYES college written fairness policy, a CAFYES unmet need grant for CAFYES students so that they may pay for needed auto repair and maintenance directly. Transportation assistance is not intended to fund all costs associated with car ownership, such as registration and insurance, etc.
 - b. CAFYES funds shall not supplant any federal, state, local and community source of transportation assistance to CAFYES students. Students must seek transportation assistance from CalWORKS before CARE and/or CAFYES.
15. Meal Tickets and/or Emergency Food Support
- a. Eligible CAFYES students may receive meal tickets and/or emergency food support, “over, above and in addition to” what they are entitled to receive from EOPS and CARE, in coordination with college Financial Aid Offices and according to the college CAFYES program’s written fairness policy.
 - Meal tickets and emergency food support can consist of meal tickets for on campus vendors, pre-paid vendor cards, and meals and snacks in the CAFYES office that support educational activities. CAFYES programs must coordinate with college Financial Aid Offices to determine the impact of meal tickets and various types of emergency food support on student financial aid packages.
 - CAFYES programs may also establish food pantries, in accordance with accepted standards, ideally in collaboration with appropriate partners.
 - b. CAFYES programs are encouraged to help facilitate the enrollment of CAFYES students into CalFresh.
 - c. CAFYES funds shall not supplant any federal, state, local and community source of food support to CAFYES students. CAFYES programs should include government and community agencies that offer food support, for which CAFYES students may be eligible, within their network of cooperating agencies.
16. Emergency Housing Assistance
- a. CAFYES students may receive financial emergency housing assistance, “over, above and in addition to” what they are entitled to receive from college, governmental and community-based agencies, in coordination with college Financial Aid Offices and according to the college CAFYES program’s written fairness policy.
 - b. CAFYES programs should include college, county and community housing agencies in their network of collaborative partners, contacting them first when students present with emergency housing needs.

- c. After relying upon community, governmental and college resources, CAFYES programs may provide eligible students with emergency housing assistance. Emergency housing assistance may consist of, but not be limited to, first and last month's rent, rental deposit, payment to a local hotel for a short period until a student's housing has stabilized or to house students between Fall and Spring semesters when dormitories are closed. Emergency housing assistance becomes part of student financial aid packages.
 - d. CAFYES funds shall not supplant any federal, state, local and community source of housing assistance to CAFYES students.
17. Health and Mental Health Services Payment Assistance
- a. CAFYES students may receive health and mental health services payment assistance, "over, above and in addition to" what they are entitled to receive from college, governmental and community-based agencies, in coordination with college Financial Aid Offices and according to the college CAFYES program's written fairness policy. Health and mental health services payment assistance becomes part of student financial aid packages.
 - b. CAFYES programs should include college, county and community health and mental health agencies in their network of collaborative partners, relying on them first when a student presents with health and mental health needs.
 - c. CAFYES programs may provide eligible students with health and mental health payment assistance "over, above and in addition to" what students are eligible to receive from county, community and college collaborative partners. CAFYES resources must be used last and cannot supplant support to which CAFYES students are already eligible to receive. Health and mental health payment assistance may consist of, but not be limited to: paying college health service fees, paying co-payments, and hiring or contracting with a licensed, trauma-informed, mental health services provider who is experienced with foster youth issues, to provide therapeutic services.
 - d. CAFYES funds shall not supplant any federal, state, local and community source of health and mental health services assistance to CAFYES students.
18. Referrals to Health Services, Mental Health Services, Housing Assistance, Food Assistance and Other Related Services
- a. CAFYES staff should be knowledgeable about available college, county and community health services, mental health services, housing assistance, food assistance and other related services, in order to support CAFYES students with comprehensive information and referral services. The burden of responsibility rests on college CAFYES programs to maintain current information and initiate contacts with staff of these county and state programs.

- b. It is not required that CAFYES programs directly provide health services, mental health services, housing assistance, food assistance and other related services but, rather, that staff can capably refer students to available resources.
- c. CAFYES programs are encouraged to help facilitate the enrollment of CAFYES students into Medi-Cal.

V. ARTICLE 4: COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES) FINANCIAL AID STANDARDS

EOPS title 5 regulations section 56252, "Purpose," applies to CAFYES. CAFYES regulations address areas of difference. Please first review EOPS Implementing Guidelines.

A. Section 56407: Grants and Work Study Awards

EOPS title 5 regulations 56254(d), "EOPS Grants and Work Study Awards," and 56256 (a) and (c), "Award Procedures," apply to CAFYES. CAFYES regulations address areas where CAFYES differ from EOPS. Please also review EOPS Implementing Guidelines.

Unmet need grants and work study may be awarded to eligible CAFYES students "over, above and in addition to" what they may be eligible to receive from EOPS and CARE. The purpose of CAFYES unmet need grants and work study is to reduce potential student debt and address unmet need.

1. CAFYES does not impose a programmatic cap on the amount of money that may be awarded to a student in an unmet need grant and/or work study. Eligible CAFYES students may receive any combination of EOPS, CARE and CAFYES work study and unmet need grants, up to the individualized amount of unmet need determined by college Financial Aid Offices.
 - a. CAFYES programs must coordinate unmet need grants and work study awards with college Financial Aid Offices. Unmet need grants and work study awards become part of student financial aid packages.
 - b. CAFYES unmet need grants and work study shall be awarded to eligible students after other federal, state and institutional financial aid has been awarded to the student. CAFYES pays last. Supplanting other federal, state, or institutional financial aid with CAFYES funds is strictly prohibited.
2. Unmet need grants are strictly based on unmet need and must not be linked to achieving a specific grade point average or used as an incentive to attend events.

B. Section 56408: Emergency Loans

EOPS title 5 regulations 56258 (b) and (c), "Emergency Loans," apply to CAFYES. CAFYES regulations address areas where CAFYES differ from EOPS. Please also review EOPS Implementing Guidelines.

CAFYES programs may establish emergency loan programs for CAFYES students “over, above and in addition to” what they may be eligible to borrow from EOPS loan programs to cover unexpected or untimely costs for books, college supplies and transportation expenses.

No annual, maximum emergency loan amount exists. However, students must repay loans within the same academic year as the loan is received. Colleges must fully exercise every available administrative strategy with regard to recovering emergency loans, consistent with the administration of other student loan programs.

VI. ARTICLE 5: STAFFING STANDARDS

A. Section 56409: Staff

EOPS title 5 regulations, section 56260, “Staff,” and section 56264, “Counselor Qualifications,” apply to CAFYES. CAFYES regulations address areas where CAFYES differ from EOPS. Please first review EOPS Implementing Guidelines.

1. All staff funded by and/or assigned to CAFYES shall be supervised by and/or accountable to the EOPS Director for services provided to CAFYES students in alignment with approved CAFYES budgets and program plans.
2. Staff hired to work with CAFYES students, whether as college employees or contracted staff consultants, should have the skills, knowledge and experience to work with this particular student population. Specifically, staff working directly with CAFYES students should have an understanding of the unique needs of foster youth, knowledge of the existing resources available to foster youth, and connections to and with the systems that serve them.

VII. Article 6: PLANS AND PRIORITIES

A. Section 56410: Program Plan

EOPS title 5 regulations, section 56276, "Review and Approval of District Plans," and section 56278, "Program Evaluation by the Chancellor," apply to CAFYES. CAFYES regulations address areas of difference. Please first review EOPS Implementing Guidelines.

1. Program plans that conform to law and regulations must be submitted to the Chancellor's Office for review and approval. Merely submitting a program plan to the Chancellor's Office on an informational basis does not constitute receiving approval.
2. Program plans approved by the Chancellor's Office constitute a formal agreement between the district and the Chancellor.
3. Substantive changes to the program plan may be made only after receiving prior written approval from the Chancellor's Office.

VIII. Article 7: FUNDING AND EXPENDITURES

EOPS title 5 regulations section 56290, "Income and Expenditure Accountability," and section 56292, "Adjustment After Allocations," CAFYES. CAFYES regulations address areas of difference. Please first review EOPS Implementing Guidelines.

A. Section 56411: Funding

1. CAFYES statute and regulations and, by extension, CAFYES programmatic requirements, shall be operational only in fiscal years in which the State Budget Act includes an appropriation for CAFYES. If the State Budget Act does not have funds appropriated for CAFYES in a fiscal year, districts and colleges are not required to operate CAFYES programs that year.
2. The Board of Governors may authorize the Chancellor to set aside up to two percent of CAFYES statewide allocation for program administration and up to three percent for program development and accountability. This may reduce the amount of money available to distribute to districts and colleges by up to five percent.

B. Section 56412: District Financial Responsibility

1. Districts shall ensure that colleges within their jurisdictions that operate CAFYES programs provide to CAFYES students the same programs and services the college offers all of its students. The active burden of responsibility for oversight and enforcement is on districts to ensure that colleges provide CAFYES students with the full breadth of support and services to which they are legally entitled.
2. Supplanting existing resources with CAFYES funds is strictly prohibited. Rather, CAFYES shall expand the number of students receiving support, resources and services, and shall expand the breadth of support and services provided to CAFYES students.

C. Section 56413: Supplemental Costs

Colleges shall spend CAFYES funds only on programs and services that are "over, above and in addition to" the costs that are the district's responsibility. This includes programs and services specifically offered to the general foster youth population.

D. Section 56414: Expenditures Allowed

1. CAFYES funds are exempt from the EOPS limit on Object Code 4000-6000 expenditures referenced in EOPS regulations section 56295(a).
2. CAFYES funds shall be spent on staff, programming and activities exclusively serving eligible CAFYES students. While CAFYES students shall receive support and services from

other programs, CAFYES students shall benefit from staff, programming and activities funded by CAFYES. Districts and colleges should use other resources to support and serve general foster youth, including CAFYES students, and use CAFYES funds for “over, above and in addition to” support and services that are exclusive to CAFYES students.

3. CAFYES programs shall provide consultation and eligibility verification to potentially eligible students and consultation and referrals for students deemed ineligible.

E. Section 56415: Expenditures Disallowed

CAFYES funds shall not be used for the following:

1. Supplanting salaries, employee benefits, services, support, financial aid and other expenditures that are currently covered by other funding.
 - a. CAFYES funds shall expand the number of students receiving support, resources and services, and shall expand the breadth of support and services offered. CAFYES shall not replace existing funding streams for existing levels of service to existing numbers of students. As a means of expanding, and not displacing, the number of students receiving support and services, colleges may pay for EOPS core program standard services (outreach; orientation; registration services; assessments; academic, guidance and personal counseling; basic skills instruction and tutoring services; and transfer and career employment services) for CAFYES students, with either EOPS, CAFYES or other funds.
2. Salaries, employee benefits and activities of programs other than CAFYES.
3. College administrative support costs, such as business office, bookstore and reproduction staff and staff above the dean salary level. Colleges are required to provide CAFYES programs with the same level of administrative services they do for any other part of the college.
4. Indirect costs, including but not limited to: heat, light, power, janitorial services and district-associated costs. Colleges are required to provide CAFYES programs with the same level of indirect support as they do for any other part of the college.
5. Travel, conference, meeting attendance, or any other expenses for non-CAFYES staff, students or programs.
6. Recreational, entertainment or fundraising functions for CAFYES staff, even if the fundraisers benefit foster youth generally or CAFYES students specifically.
7. Recreation and entertainment functions unrelated to the student’s Education Plan and student participation in fundraising functions. CAFYES funds shall not pay for CAFYES students to attend fundraisers, etc., even if the fundraisers benefit foster youth generally or CAFYES students specifically.

8. Equipment, furniture, contracts, construction, renovation or remodeling not approved by the Chancellor's Office in advance of encumbrance or agreement with the vendor.
 - a. The Chancellor's Office offers colleges a specific process by which to request advance approval in writing. An approval request may generate budget and program plan review and may result in technical assistance offered to colleges. The Chancellor's Office will provide approval or denial or waiver requests in writing, for college records.
9. Political, non-profit or professional association dues and/or contributions.

F. Section 56416: Financial Aid

EOPS requirements that colleges spend the same amount of money annually, unless waived by the Chancellor's Office, on grants and work study (title 5, section 56298), do not apply to CAFYES.

IX. Appendix A - Extended Opportunity Programs and Services and Regulations

CAFYES, a categorical program, is a component of EOPS. However, not all EOPS regulations, as described in the California Code of Regulations, title 5, and their accompanying implementation guidelines, are applicable to CAFYES. Nonetheless, CAFYES regulations function in conjunction with those EOPS regulations that do govern CAFYES, addressing specific areas where CAFYES and EOPS differ. The chart below provides references to where CAFYES Program Guidelines address each EOPS and CAFYES regulation.

CAFYES program administrators should have a sophisticated grasp of applicable EOPS regulations and guidelines, in addition to CAFYES regulations and guidelines.

| Article I. GENERAL PROVISIONS AND REQUIREMENTS | |
|---|---|
| 56200. Implementation. | Not applicable to CAFYES |
| 56201. Waiver. | Waivers of sections 56230 and 56262 not applicable to CAFYES |
| 56202. Full-Time Student. | Not applicable to CAFYES |
| 56204. Students Served. (EOPS Application, Mutual Responsibility Contract, Education Plan, class attendance). | Applicable to CAFYES |
| 56206. EOPS Information. | Applicable to CAFYES |
| 56208. Advisory Committee. | Not applicable to CAFYES |
| 56210. Comparable Level of Services. | Not applicable to CAFYES |
| Article 2. STUDENT ELIGIBILITY AND RESPONSIBILITY | |
| 56220. Eligibility for Programs and Services. (BOGFW Method A, B and C, Professional Judgment, Summer Term). | Not applicable to CAFYES |
| 56222. Student Responsibility. | Applicable to CAFYES |
| 56224. Eligibility for EOPS Financial Aid. | Sections 56220 and 56258, referenced in 56224, not applicable to CAFYES |
| 56226. Limitations on Eligibility. | Section 56226(a) not applicable to CAFYES. |
| 56228. Grandfather Provision. | (No longer applicable) |
| Article 3. PROGRAM STANDARDS | |
| 56230. Full-Time EOPS Director. | Not applicable to CAFYES |
| 56232. Outreach, Orientation, and Registration Services. | Applicable to CAFYES |
| 56234. Assessments. | Applicable to CAFYES |
| 56236. Counseling and Advisement. | Applicable to CAFYES |
| 56238. Basic Skills Instruction & Tutoring Services. | Applicable to CAFYES |

| | |
|---|---|
| 56240. Transfer and Career Employment Services. | Applicable to CAFYES |
| Article 4. EOPS FINANCIAL AID STANDARDS | |
| 56252. Purpose. | Applicable to CAFYES |
| 56254. EOPS Grants and Work-study Awards. | Section 56254(a), (b), & (c) are not applicable to CAFYES |
| 56256. Award Procedures. | Applicable to CAFYES |
| 56258. Emergency Loans. | Section 58258(a) is not applicable to CAFYES. |
| Article 5. STAFFING STANDARDS | |
| 56260. Staff. | Applicable to CAFYES |
| 56262. Director Qualifications. | Not applicable to CAFYES |
| 56264. Counselor Qualifications. | Applicable to CAFYES |
| Article 6. PLANS AND PRIORITIES | |
| 56270. Contract Plan. | Not applicable to CAFYES |
| 56272. Outline. | Not applicable to CAFYES |
| 56274. Deadlines. | Not applicable to CAFYES |
| 56276. Review and Approval of District Plans. | Applicable to CAFYES |
| 56278. Program Evaluation by the Chancellor. | Applicable to CAFYES |
| 56280. Priorities in Serving Students. | Not applicable to CAFYES |
| Article 7. FUNDING AND EXPENDITURES | |
| 56290. Income and Expenditure Accountability. | Applicable to CAFYES |
| 56292. Adjustment After Allocations. | Applicable to CAFYES |
| 56293. District Fiscal Responsibility and Contribution. | Not applicable to CAFYES |
| 56294. EOPS Supplemental Costs. | Not applicable to CAFYES |
| 56295. Expenditures Allowed. | Not applicable to CAFYES |
| 56296. Expenditures Not Allowed. | Not applicable to CAFYES |
| 56297. Special Projects and Incentives. | Not applicable to CAFYES |
| 56298. EOPS Financial Aid Restrictions. | Not applicable to CAFYES |