Cooperative Agencies Resources for Education (CARE)

AUDITING GUIDELINES
Student Eligibility and Allowable Expenditures

Date Effective: FY 2017-2018 and thereafter

Mandates governing CARE:
- Chapter 1029, Statutes of 1982 (AB 3103, Hughes), Article 4, Sections 79150 through 79155, Chapter 9 of Part 48 of the **California Education Code**;
- Title 5, Chapter 2.5 of the **California Code of Regulations,** Sections 56200 through 56298

References:
- Chapter 1029, Statutes of 1982 (AB 3103, Hughes), Article 4, Sections 79150 through 79155, Chapter 9 of Part 48 of the **California Education Code**;
- Title 5, Chapter 2.5 of the **California Code of Regulations**, Sections 56200 through 56298;
- CARE Program Guidelines and Request for Waivers;
- California Community Colleges Management Information Systems Data Element Dictionary (data elements SE01 through SE10)

Program Overview: The Cooperative Agencies Resources for Education program was established in 1982 by the State of California as a supplemental component of EOPS to provide educational support services and activities for the academically underprepared, welfare-dependent, single head of household student population. CARE specifically serves EOPS students who, at the time of acceptance into the program, are 18 years old and single heads of household, current recipients of assistance from CalWORKs/TANF/Tribal TANF (California Work Opportunity and Responsibility to Kids/Temporary Assistance for Needy Families) for themselves or their dependents and are enrolled as full-time community college students.

CARE is a program unique to the State of California and the California Community Colleges system, where it is found on **114** colleges in 72 districts, including El Camino College Compton Center. Thousands of students are served annually at colleges located in urban, suburban and rural areas throughout the state. Over 250,000 single parent women and men have been assisted since the CARE was founded more than 30 years ago.

Services: Program participants may be eligible to receive grants, allowances and/or services for educationally-related expenditures for dependent care, transportation, textbooks and school supplies which may be awarded as a means of strengthening their retention, persistence, graduation and transfer rates. CARE also may provide eligible students with other educational support including: supplemental counseling and advisement; personal development activities, workshops and/or curriculum (including self-esteem, parenting, study skills, time management, etc.); group support and peer networking; help from peer advisors who are often single parents themselves; information and referrals to campus- and community-based human services programs; and other services designed to assist academically high risk students obtain educational success and eventually transition from welfare dependency to self-sufficiency for themselves and their families.

Students participating in CARE may choose vocational certificate or license, associate degree or transfer program options as their educational goals. The selection of their educational and career choices is facilitated with the guidance and support of EOPS/CARE counselors and academic advisors.

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I.   Student Eligibility for CARE

Criteria	Documentation needed	Reference
Must be eligible for and served by EOPS; must document EOPS educational disadvantage and income eligibility	1) EOPS or EOPS/CARE application; 2) EOPS Student Education Plan; 3) EOPS Mutual Responsibility Contract	Title 5 regulations, Section 56204 and 56220
	Evidence of three mandatory EOPS/CARE counseling contacts per semester/quarter, if student was enrolled for entire term. Less contacts are allowable if student was accepted into EOPS/CARE program late during term.	Title 5, Section 56236
Must be eligible for and served by CARE; therefore at time of acceptance into CARE, student must: 1) be 18 years of age; 2) be current recipient of CalWORKs/TANF cash aid for themselves or dependent child(ren) as single head of household	See all above; also may have separate CARE application Student eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child(ren) currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met. Untaxed Income Verification, Notice of Action, CalWIN, or comparable document from county welfare department, Tribal TANF Program Administrator, or campus CalWORKs program may verify CalWORKs/TANF cash aid requirement for CARE eligibility; student self-certification is not sufficient to determine eligibility	CARE Program Guidelines
Counting student served by CARE in MIS end-of-term reports	Student must meet all CARE eligibility requirements and be enrolled during MIS reporting term	MIS Data Elements SE01 through SE10
May be eligible for, served by and receive supportive services concurrently from other specially funded programs (e.g., CalWORKs, campus CalWORKs, GAIN, TANF, Tribal TANF, TRIO, VTEA, AmeriCorps, New Horizons, etc.)	Must have proof of eligibility for each specially funded program, including EOPS/CARE CARE program services to student should be coordinated without duplication of effort, duplication of services or supplanting of CARE funds	CARE Program Guidelines

II. College waiver criteria for CARE student eligibility:

Criteria	Waiver	Reference
EOPS-eligible and served	None allowed. All CARE students must be eligible for and served by EOPS.	Title 5, Section 56204
Minimum 18 years of age	None allowed. Student must be 18 years of age on date of acceptance into CARE.	Education Code, Section 79152
CalWORKs/TANF single head of household status Important: Single head of household status is not the same as marital status.	None allowed. County welfare department or Tribal TANF Program Administrator must certify single head of household status (i.e., student is head of a one-parent CalWORKs/TANF assistance unit). A student may be married, but is defined by county welfare department and Tribal TANF as single head of household because spouse has either abandoned household or is incarcerated .	Education Code, Section 79152; CARE Program Guidelines
Student and dependent child(ren) receive only food stamps (CalFresh/SNAP), SSI and Medi-Cal benefits, but not CalWORKs/TANF cash assistance	None allowed. Student is not eligible for CARE, because student or dependent child(ren) must currently receive CalWORKs/TANF cash assistance.	Education Code, Section 79152; CARE Program Guidelines
Child(ren) receives cash assistance from CalWORKs/TANF, but parent ineligible for CalWORKs/TANF because of prior drug felony conviction, time limited or sanctioned status	No waiver needed. Student is eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child(ren) currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met.	Education Code, Section 79152; CARE Program Guidelines; Request for Waivers

Criteria	Waiver	Reference
Grandparent or other caretaker relative is legal guardian or single head of household for dependent child(ren), because county welfare department has determined that parent of dependent child(ren) is unable or unavailable to care for child(ren).	No waiver needed. Student who is caretaker relative is eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met.	CARE Program Guidelines
Break in CalWORKs/TANF/Tribal TANF cash aid status	No waiver needed. Student eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met during each semester/quarter.	CARE Program Guidelines
Full-time enrollment at time of acceptance into CARE	No waiver needed. New CARE student must be enrolled in at least 9 units at time of acceptance into CARE; CARE does not have a separate cap on the number of new students accepted at 9-11.5 units; however the EOPS 10% cap remains in place for new EOPS and CARE students in an academic year	CARE Program Guidelines;
Student drops below 12 units after date of acceptance into CARE	No waiver needed. Student must meet EOPS/CARE eligibility requirements and terms of Mutual Responsibility Contract.	CARE Program Guidelines; Title 5, Section 56220(b); EOPS Implementing Guidelines, page 20
EOPS special major – new CARE student is enrolled in less than 12 units during term, but courseload/hours are considered full-time equivalent for major	No waiver needed if student is enrolled in special major (i.e., nursing, radiology technician, cosmetology, barbering, court reporting); no unit minimum required per term; student is not counted in EOPS/CARE ten percent waiver population.	Title 5, Section 56202; EOPS Implementing Guidelines, page 4

Criteria	Waiver	Reference
Student enrolled in high unit major (e.g., nursing, engineering, etc.) approved by Chancellor's Office	No waiver needed if EOPS director waives 70-unit limit because student is enrolled in high unit associate degree, vocational certificate or transfer program and student meets all EOPS/CARE program requirements.	Title 5, Section 56226; EOPS Implementing Guidelines, page 24 *List of High Unit Majors That Exceed EOPS 70 Degree-Applicable Units Limitation (May 2016)*
Full-time enrollment at time of acceptance into CARE	No waiver needed. If new CARE student is enrolled in at least 9 units but less than 12 units at time of acceptance into CARE, college must count student toward 10% cap; continuing CARE students do not need a waiver.	CARE Program Guidelines; Request for Waivers Title 5, Section 56220(b)
Student drops below 12 units after date of acceptance into CARE	No waiver needed. Student must meet EOPS/CARE eligibility requirements and terms of Mutual Responsibility Contract.	CARE Program Guidelines; Title 5, Section 56220(b); EOPS Implementing Guidelines, page 20
EOPS special major – new CARE student is enrolled in less than 12 units during term, but courseload/hours are considered full-time equivalent for major	No waiver needed if student is enrolled in special major (i.e., nursing, radiology technician, cosmetology, barbering, court reporting); no unit minimum required per term; student is not counted in EOPS/CARE ten percent waiver population.	Title 5, Section 56202; EOPS Implementing Guidelines, page 4
Student enrolled in high unit major (e.g., nursing, engineering, etc.) approved by Chancellor's Office	No waiver needed if EOPS director waives 70-unit limit because student is enrolled in high unit associate degree, vocational certificate or transfer program and student meets all EOPS/CARE program requirements.	Title 5, Section 56226; EOPS Implementing Guidelines, page 24 *List of High Unit Majors That Exceed EOPS 70 Degree-Applicable Units Limitation (May 2016)*

Criteria	Waiver	Reference
Student with certified disability or served by DSPS	No waiver needed if DSPS, EOPS or other college staff, or an appropriately licensed professional certifies that student is unable to enroll in full-time courseload due to disability. EOPS and DSPS counselors shall coordinate to assist student with preparation of class schedule and education plan that meet Title 5 regulations and provide for reasonable accommodation. Minimum number of units not required per term; approved courseload is considered full-time equivalent; student is therefore not counted as part of EOPS/CARE ten percent waiver population. As long as student complies with EOPS/CARE program requirements and makes satisfactory progress toward their educational goals, a student with a disability may be served by EOPS/CARE for more than six consecutive semesters, but cannot exceed the 70 degree-applicable units limitation for EOPS eligibility. Student is not required to participate in DSPS, a voluntary educational support program offered to students with disabilities. EOPS/CARE program shall coordinate with appropriate campus staff (i.e., DSPS coordinator or ADA/504 coordinator) to ensure that student is appropriately coded as having a disability for MIS reporting purposes.	CARE Program Guidelines; EOPS Title 5, Section 56226(a); DSPS Title 5, Section 56006-56010

III.   Budget and expenditures

CARE funds are state supplemental monies which should be used to provide special programs and activities that are over, above and beyond those provided to EOPS and students served by other programs in the district. Furthermore, grants and services awarded to CARE students shall not duplicate or supplant any federal, state or institutional aid to which they are entitled.
Reference: *CARE Program Guidelines and Title 5 regulations, Section 56252*

All EOPS/CARE staff positions (whether funded by EOPS, CARE or other sources) must be approved by the Chancellor's Office in the annual EOPS/CARE Program Plan, EOPS budget, and CARE budget.
Reference: *California Code of Regulations, Title 5, Section 56260*

Purpose of Expenditure	Object Code	Authorized	Not allowable
Encumbrance of funds	4000(A)(B) 5000(A)(B) 6000(A)(B) 7000(B)(C)	Yes, <u>only</u> if Chancellor's Office provides authorization and: 1) purchase orders are approved and dated by district on or before June 30 or 2) student award letters for summer session or supplemental child care, books-supplies or transportation grants and services are dated on or before June 30 of fiscal year. <u>Note</u>: Equipment or supplies purchased with encumbered funds do not need to arrive in the district by June 30.	Encumbering funds for employee salaries (including student workers) and fringe benefits is prohibited. <u>Reference</u>: CARE Program Guidelines
Carry-over of funds	All		No. Carry-over of funds from one fiscal year to the next is strictly prohibited. CARE funds must be expended within fiscal year that funds are awarded. <u>Reference</u>: CARE Program Guidelines
Charges to current year budget for previous year expenditures or retroactive charges	All		No. CARE funds must be expended within fiscal year that funds are awarded. <u>Reference</u>: CARE Program Guidelines
Administrative salaries and support costs	1000(A) 2000(A) 5000(A)		No. <u>Reference</u>: CARE Program Guidelines
Indirect costs (e.g., heat, light, power, janitorial support and district-associated costs)	5000(A)		No. CARE funds must be expended for over and above CARE-specific services. <u>Reference</u>: CARE Program Guidelines and Title 5, Section 56296

Purpose of Expenditure	Object Code	Authorized	Not allowable
Counseling	1000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program.	CARE Program Guidelines
Instructors for CARE classes	1000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program.	CARE Program Guidelines Note: If classes are funded by CARE categorical funds, then district must not collect FTES (no double-dipping allowed).
Other academic staff	1000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program.	
Academic and classified staff on sabbatical or extended leave of absence	1000(A) 1000(B) 2000(A) 2000(B)		No. Staff must be actively employed and currently providing over and above CARE-specific services to eligible students.
Sabbatical leave replacement staff	1000(A) 1000(B) 2000(A) 2000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program.	CARE Program Guidelines
Academic advisement, outreach/ recruitment, supportive services, staff support	2000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program	CARE Program Guidelines

Purpose of Expenditure	Object Code	Authorized	Not allowable
Peer advisors, peer counselors, peer tutors, peer recruiters, peer outreach workers, student workers	2000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program.	CARE Program Guidelines
Tutors	2000(B)	Yes, but only for staff currently employed and actively providing over and above CARE-specific services; CARE funds may pay up to 100% of the salary for employee's assigned time in the CARE program.	CARE Program Guidelines
Employee benefits	3000(A) 3000(B)	Yes, but only for academic, classified and student staff who are actively employed and currently providing over and above CARE-specific services; CARE funds may pay up to 100% of the benefits for employee's assigned time in the CARE program	CARE Program Guidelines

Purpose of Expenditure	Object Code	Authorized	Not allowable
Books, supplies	4000(A) 4000(B)	Yes, but only for CARE over-and-above services, programs and activities; may include purchase of office and instructional supplies; instructional and non-instructional printing, copying and duplication services; textbooks and instructional materials for CARE lending library; reference books; T-shirts, book bags, supplies, awards and materials for purposes related to CARE program outreach, recruitment, orientation, and CARE student educational workshops, events, training and conference activities from which students derive educational benefit; and other supplies as authorized by Chancellor's Office.	Purchase of non-educational items (e.g., Christmas toys, games, potting soil, cleaning supplies, decorative rugs, groceries, gift baskets, diapers, etc.) is strictly prohibited. State law prohibits any gifts from public funds Supplanting of funds and services disallowed
Conference, travel	5000(A) 5000(B)	Yes, only for CARE staff and CARE students for in-state travel specifically to CARE-related meetings, training, workshops and conferences, including mandatory CARE statewide meetings held during CCCEOPSA fall conference and Chancellor's Office CARE spring technical assistance training conference Mileage reimbursement permitted for CARE staff and students who attend CARE-related meetings (e.g., CARE regional meetings, consortium meetings with county welfare department), conduct outreach to high schools, public agencies, college tours, etc.)	Disallowed: expenditures for travel and participation in CalWORKs, VTEA and other non-EOPS/CARE meetings, workshops and conferences; also, disallowed for EOPS Student Leadership, Latina Leadership, APAHE, Third World Counselors and similar conferences and programs. Out-of-state travel strictly prohibited
Contract services by external consultants	5000(A)		No, including grant proposal writers and staff development trainers. Reference: CARE Program Guidelines

Purpose of Expenditure	Object Code	Authorized	Not allowable
Workshops, speakers	5000(B)	Yes, but only for CARE-specific workshops, activities, programs, and speakers from which students derive educational benefit	
Orientation sessions, mini-conferences and similar programs	5000(B)	Yes, but only for CARE-specific programs and activities from which students derive educational benefit	
Special activities	5000(B)	Yes, but only for CARE-specific activities from which students derive educational benefit; may include cultural enrichment activities	
Meals, food and beverages	5000(B)	Yes, but only for CARE students during programs and activities from which they derive educational benefit, e.g., CARE orientation, CARE workshops, CARE mini-conferences, CARE student recognition events, and similar programs if authorized by Chancellor's Office.	Disallowed if district governing board has a <u>written</u> policy that prohibits use of public funds for purchase of food and beverages for district-sponsored student programs. Disallowed for all non-students Gifts of groceries and grocery cards for students disallowed State law prohibits any gifts from public funds
Recreational and entertainment activities	5000(B)		No. CARE funds are strictly prohibited from paying for any recreational and entertainment activities, including Thanksgiving lunches, Christmas parties, Easter egg hunts, zoo trips, "classes" at water parks, and similar events.

Purpose of Expenditure	Object Code	Authorized	Not allowable
Capital outlay, including computer equipment and furniture	6000(A) 6000(B)		No. CARE funds shall <u>not</u> be provided for the purchase, exchange and/or replacement, rental and/or lease purchase agreement, or maintenance of equipment. <u>Exceptions</u>, such as limited purchase of computers and furniture, are allowable if authorized by the Chancellor's Office with sufficient justification in a written request submitted to the Chancellor's Office by the superintendent/president and EOPS director.
CARE grants	7000(C)	Yes, only for CARE students, who have documented unmet financial need Grant awards must not exceed the student's unmet financial need as calculated by college Financial Aid. Grant awards must adhere to the college's written fairness policy.	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments), and Tribal TANF. <u>Reference</u>: Title 5, section 56252
Child care services – vouchers	7000(B)	Yes	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments), and Tribal TANF. <u>Reference</u>: Title 5, section 56252

Purpose of Expenditure	Object Code	Authorized	Not allowable
Child care for study time	7000(B) 7000(C)	Yes. CARE grants, vouchers, allowances or reimbursements are permitted for the cost of child care provided for needed study time. Campus CARE programs will determine maximum number of hours or allowance provided to each student for this service.	CARE funds shall not be used to supplant any federal, state and local assistance or services to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments), and Tribal TANF. Reference: Title 5, section 56252
Other child care services – contracted staff services	1000(B) 2000(B) 3000(B)	Yes. CARE funds may pay for campus child care staff salaries and fringe benefits, but only for staff time contracted with CARE to provide over-and-above services specifically to CARE students; district must report expenditure in **Object Codes 1000, 2000 and 3000** as appropriate. Documentation: Child care agreement and invoices provided as appropriate	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. Reference: Title 5, section 56252
Other child care services – contracted campus services	7000(B)	Yes, CARE funds may be used to fund campus-based child care services for over-and-above services provided specifically to CARE students (e.g., child care offered to CARE children during periods when campus child care center is normally closed). An invoice for over-and-above services should be sent to CARE for payment. Documentation: Child care agreement and invoices provided as appropriate	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. Reference: Title 5, section 56252

Purpose of Expenditure	Object Code	Authorized	Not allowable
Other child care services – reimbursements	7000(B)	CARE funds may be used to <u>reimburse</u> students for out-of-pocket child care costs directly related to fulfilling the requirements of their educational program; also to pay for child care during a student's participation in CARE programs, events and activities as authorized by the campus CARE program. CARE may partially or fully reimburse students for the cost of educationally-related child care as funds will allow.	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. <u>Reference</u>: Title 5, section 56252
Child care grants	7000(C)	Yes, if students have documented unmet financial need for child care grants	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. <u>Reference</u>: Title 5, section 56252
Campus parking permits	7000(B)	Yes. Students must show proof of ownership of vehicle or they have auto insurance coverage for vehicle and that vehicle is used as primary means of transportation to classes.	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. <u>Reference</u>: Title 5, section 56252
Bus passes/tickets	7000(B)	Yes	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. <u>Reference</u>: Title 5, section 56252

Purpose of Expenditure	Object Code	Authorized	Not allowable
Basic auto repair and maintenance	7000(B)	Yes. Students must show proof of ownership **or** have auto insurance coverage for vehicle, and that vehicle is used as primary means of transportation to classes; no more than $1,000 per semester shall be awarded per student for all basic auto repair and maintenance, i.e., oil change, lubrication and tune-ups; also, limited purchase of tires, batteries, etc. ; must be administered according to college fairness policy. Auto repair and maintenance service must be provided by campus automotive technology program or certified/licensed business off-campus. Service provider shall provide a detailed invoice to campus CARE program for payment.	No engine overhauls or servicing costs exceeding $1,000 per semester unless preauthorized by Chancellor's Office. No stand-alone diagnostic fees unconnected to actual auto repair procedure.
Gasoline cards	7000(B)	Yes	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (i.e., county welfare departments) and Tribal TANF. <u>Reference</u>: Title 5, section 56252
Other transportation services	7000(B)	Yes, if verified that service is most reasonable means of providing transportation to and from class	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. <u>Reference</u>: Title 5, section 56252

Purpose of Expenditure	Object Code	Authorized	Not allowable
Mileage allowances	7000(C)	Yes	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. Reference: Title 5, section 56252
Transportation grants	7000(C)	Yes	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. Reference: Title 5, section 56252
Textbooks (including CD-ROM, DVD, e-textbooks and audio text materials required for classes)	7000(B) 7000(C)	Yes, can be provided to supplement EOPS book services, grants or vouchers as an over and above CARE service. Textbooks must be required for classes approved on the student's EOPS education plan.	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. Reference: Title 5, section 56252CARE
Textbook rental fees	7000(B)	Yes, can be provided to supplement EOPS book services, grants or vouchers as an over and above CARE service. Textbooks must be required for approved classes.	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF. Reference: Title 5, section 56252CARE

Purpose of Expenditure	Object Code	Authorized	Not allowable
Textbook loan program	4000(B)	Yes. Textbooks purchased for CARE textbook lending library are the property of the CARE program (not CARE students) and are reported as expenditure in Object Code 4000(B) – Books, Supplies.	
School supplies	7000(B) 7000(C)	Yes. CARE may award vouchers and grants to eligible students to buy school supplies.

Programs may also purchase and distribute school supplies directly to eligible students as an educational support service. School supplies may include, but are not limited to, calculators (including scientific, technical), dictionaries, thesauruses, scantrons/testing materials, USB flash drives, blank CD/DVD, study kits, paper, binders, folders, portfolios, book bags, and writing instruments; and other educational supplies. | CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF.

Reference: Title 5, section 56252

CARE funds shall not be used to purchase computers, personal devices or other technology as an educational supply. |
| Supplies, materials | 7000(B) 7000(C) | Yes. CARE may award vouchers and grants to eligible students to buy supplies and materials required for approved classes and educational programs, including automotive repair tools, cosmetology supplies, art supplies, etc., required for student's major as approved in EOPS education plan; also, other supplies authorized by Chancellor's Office. | CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare department) and Tribal TANF.

Reference: Title 5, section 56252 |
| Meal tickets, meal vouchers, meal services and meal grants | 7000(B) 7000(C) | Yes. CARE may award grants and vouchers to CARE students taking classes on campus for on-campus meals; meal services may be provided by on-campus food services or private providers (including licensed food trucks) contracted by district to serve meals to students on campus. | CARE funds shall not be used to pay for any off-campus meal services (e.g., gift cards to grocery stores, sandwich shops, coffee purveyors, cafes, restaurants, etc.) |

Purpose of Expenditure	Object Code	Authorized	Not allowable
Groceries, grocery cards	7000(B)		No. State law prohibits any gift of public funds.
Uniforms	7000(B)	Yes, for <u>required</u> uniforms in student's educational program (e.g., nursing, automotive technology, etc.)	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled, *including funds and services provided to student by financial aid, campus programs, public agencies (e.g., county welfare departments) and Tribal TANF.*
Personal clothing	7000(B) 7000(C)		No. State law prohibits any gift of public funds.
Fingerprinting fees	7000(B)	Yes, only for CARE students	
University application fees	7000(B)	Yes, only for CARE students, if fees are not otherwise waived for low-income students	
Transcript fees	7000(B)	Yes, only for CARE students	
Vocational certification board examination fees	7000(B)	Yes, only for CARE students	
ASB card fees (campus Associated Student Body membership card fees)	7000(B)	Yes, only for CARE students	
Student identification cards	7000(B)	Yes, only for CARE students	
Student health fees	7000(B)	Yes, only for CARE students, if health fees are not waived for low-income students by district	
Scholarships	7000(C)		No. However, CARE may award or augment a grant to student if financial aid office has documented student's unmet need and student's award letter stipulates that grant is earmarked for tuition, fees, textbooks-school supplies, transportation and/or dependent care costs.
Emergency loans to students or loan reserve fund	7000(C)		No. CARE funds are not permitted to establish an emergency loan account. However, students may be referred to existing short-term EOPS emergency loans, ASB and/or campus emergency loan services.

IV. Management Information Systems Data Collection and Reporting to the State

Data is collected through district MIS on all students served by CARE. The State Chancellor's Office utilizes the annual unduplicated headcount of students served in each college program to determine allocations for the subsequent fiscal year.

Approximately one month following the end of each reporting term (summer, fall, winter, and spring) during the academic year, each district submits a Student Basic Record <u>and</u> a Student EOPS Record for every student served by CARE. The Student EOPS Record consists of:

- G190 Record-Code
- G101 District-College-Identifier
- G103 Term-Identifier
- SB02 Student-Name-Partial
- SB00 Student-Identifier
- SE01 Student-EOPS-Eligibility-Factor
- SE02 Student-EOPS-Term-of-Acceptance
- SE03 Student-End-of-Term-EOPS-Status
- SE04 Student-EOPS-Units-Planned
- SE05 Student-EOPS/CARE-Status
- SE06 Student-CARE-Term-of-Status
- SE07 Student-CARE-Marital-Status
- SE08 Student-CARE-Number-of-Dependents
- SE09 Student-CARE-AFDC-Duration
- SE10 Student-EOPS/CARE-Withdrawal-Reason

In EOPS/CARE, a student is served if s/he has been determined to be eligible and has on file an educational plan, mutual responsibility contract, an EOPS/CARE application and receives at least one EOPS service and attends at least one class during the term in which s/he is being reported. For each EOPS/CARE student served, a Student Basic Record must be reported by the college.

For detailed information pertaining to MIS data elements specific to EOPS/CARE, see the Chancellor's Office Technology, Research and Information Systems Division – Management Information Systems webpage at
http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED.aspx

The Chancellor's Office Data Submission Timeline is available on the Technology, Research and Information Systems Division – Management Information Systems webpage at
http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/Data_Sub_Timeline_2016-17.pdf

Information and step-by-step instructions on how district/college EOPS/CARE staff can access end-of-term and annual unduplicated student headcount reports for college EOPS/CARE programs is located at the Chancellor's Office EOPS webpage at
http://extranet.cccco.edu/Divisions/StudentServices/EOPSCARE/ResourcesReportsDataForms.aspx

Guidelines pertaining to how district/college EOPS/CARE programs should coordinate with the DSPS program or the ADA/504 coordinator to report EOPS/CARE students who have a disability are available at http://extranet.cccco.edu/Divisions/StudentServices/EOPSCARE/ResourcesReportsDataForms.aspx

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