

**Chancellor's Office
California Community Colleges**

Student Services and Special Programs

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

**CARE Program Guidelines
(Revised **August 2017**)**

I. PROGRAM ELIGIBILITY CRITERIA

The CARE program must contain the following components:

- A. A target population served by the program in accordance with the mandate established by Chapter 1029, Statutes of 1982, Hughes, Education Code, Section 79152, i.e., CalWORKs/TANF/AFDC single heads of household who are at least 18 years old. In addition, CARE participants **must be currently served by EOPS**. EOPS eligibility is defined under the provisions of Sections 56204, 56220, 56222, 56224 and 56226 of the California Code of Regulations (Title 5) governing the administration of EOPS.

- B. An organized set of services and activities specifically designed to serve the target population and personnel assigned to provide the services. These services and activities may be coordinated with other campus-based and community programs and organizations. Basic CARE program components include:
 - 1. Child care allowances, grants or services
 - 2. Transportation allowances, grants or services
 - 3. Textbooks and school supplies allowances, grants or services
 - 4. Counseling and advisement
 - 5. Recruitment and intake
 - 6. CARE program orientation
 - 7. CARE advisory committee

8. Liaison with the local county welfare department, especially CalWORKs and CalFresh/SNAP programs, and local Tribal TANF programs
 9. A system to collect and report student data
 10. Employability training
 11. Job placement or transfer assistance
 12. Informational workshops, support groups or special issues classes specifically targeted for single parents
- C. Interagency liaison through formal or informal agreements. Typically, such interagency cooperation and networking includes the county welfare department (e.g., CalWORKs and CalFresh/SNAP programs), local Tribal TANF programs, the community college campus (e.g., EOPS, financial aid office, CalWORKs office, child development center, etc.), Career One-Stop center, and other schools, programs and organizations in the community.

II. FUNDING CRITERIA

- A. Institutions that meet the eligibility criteria above and continue to receive CARE supplemental funding shall be funded according to their ability to demonstrate the following:
1. Nature and extent of the need for CARE services and activities indicated by college and community assessment.
 2. Intent to maximize inter-institutional and interagency coordination of existing services and resources.
 3. Indications of dependable institutional support, e.g., allocation of funds and/or personnel.
 4. Strength of program plans as indicated by the relationship of the program's goals to the activities designed to implement these goals.
- B. Annual program allocations are based upon the **CARE Allocations Funding Formula** adopted by the Board of Governors in July 1991.

III. CARE PROGRAM REQUIREMENTS

To assure that CARE supplemental funds are spent appropriately, the following guidelines concerning general provisions and requirements, student eligibility, monitoring of student needs and progress, and program expenditures are established.

A. General Provisions and Requirements

1. Verification of Student Eligibility

For the purpose of allocating CARE funds, conducting audits and evaluations, a student served by CARE is defined as a person who fulfills all EOPS/CARE eligibility criteria as specified in Title 5 regulations and CARE Program Guidelines and for whom, at minimum:

a. The CARE program has the following documentation in the student's EOPS/CARE file:

- 1) CARE application (or combined EOPS/CARE application)
- 2) Student education plan
- 3) Mutual responsibility contract (or combined EOPS/CARE contract)

The documents above are to be developed in accordance with local EOPS/CARE policies and procedures.

b. The CARE program has provided at least one CARE service and who has attended at least one class during the term in which s/he is being reported as served.

c.. The EOPS/CARE program has reported the student as being served in district end-of-term MIS reports during the academic year. Note: Students must have information reported in their Student Basic Record and appropriate EOPS/CARE data elements (i.e., SE01 through SE10).

2. Advisory Committee

a. Each CARE program shall have an advisory committee and/or interagency group meetings.

- b. The committee shall include representatives from the local county welfare department (e.g., CalWORKs and CalFresh/SNAP programs), local Tribal TANF programs, community, business sector, CARE student population, and other individuals as determined by the college CARE coordinator.
- c. The advisory committee and/or interagency group meetings shall meet at least twice during each academic year.
- d. To meet this requirement, programs may establish one of the following:
 - 1) a CARE advisory committee
 - 2) a joint EOPS/CARE advisory committee
 - 3) a CARE subcommittee of the EOPS advisory committee
 - 4) an interagency group

3. Statewide CARE Meetings

- a. The college CARE coordinator must participate in a minimum of two statewide CARE meetings/training annually. These meetings are scheduled specifically during the CCCEOPSA fall conference and the Chancellor's Office annual spring EOPS/CARE statewide technical assistance training.
- b. Travel to these required CARE meetings shall be supported by the college with CARE program funds, EOPS or other funding sources.

B. Student Eligibility

Commencing FY 2017-2018, eligibility for CARE student participation shall be limited to individuals who meet all EOPS and CARE eligibility criteria as specified:

- 1. The CARE participant is currently receiving assistance from CalWORKs/TANF.

- a. Students who currently receive CalWORKs cash aid for themselves and/or their child(ren) may be eligible for and receive assistance and services from CARE.

Staff must verify participant's status with Untaxed Income Verification, Notice of Action or comparable certification from the county welfare department or Tribal TANF Program Administrator at least once during each academic term. During each mandatory EOPS/CARE counseling contact, student must provide their counselor with proof of their continued eligibility for CARE services.

2. Students receiving Medi-Cal, SSI or CalFresh/SNAP assistance only, but not CalWORKs/TANF cash aid for themselves, are eligible for CARE only if a dependent child in their family assistance unit (AU) currently receives CalWORKs cash aid.
3. The participant is at least 18 years old, a single head of household and has been determined to lack marketable employment skills.
 - a. CARE will defer to the county welfare department or Tribal TANF Program Administrator's definition of "single head of household" for the purpose of determining CARE program eligibility.
 - 1) A CARE student may be legally married, but is recognized by the county welfare department or Tribal TANF Program Administrator as a single head of household because her/his spouse is incarcerated, legally separated or has abandoned the household. Note: Although a waiver is not required in this particular situation, a document or certification from the county welfare department or Tribal TANF Program Administrator verifying the student's single head of household status should be kept in the student's CARE file.
 - 2) A student's marital status may be "single and not married," but may be determined by county welfare department or Tribal TANF Program Administrator to be in a two-parent family assistance unit (AU) and therefore is not eligible for CARE.

- b. CARE program must maintain CalWORKs/TANF eligibility verification in student's CARE file.
 - 1) CalWORKs/TANF written verification must be obtained from the county welfare department or Tribal TANF Program Administrator at least once each academic year.
 - 2) Student's continuing CalWORKs/TANF eligibility shall be updated during mandatory EOPS/CARE counseling contacts during the term. The student shall provide proof of continued eligibility, as required.
 - 3) Untaxed Income Verification, Notices of Action or comparable certification from the county welfare department or Tribal TANF Program Administrator may be used to verify student's eligibility status.
4. The student must be a current participant of the EOPS program to be served by CARE.
 - a. CARE does not have a **separate** cap on the number of new students accepted into CARE at 9-11.5 units. **However, EOPS is still held to a 10% cap on the total number of new EOPS and new CARE students accepted at 9-11.5 units in an academic year.**
 - b. The following groups are considered "full-time equivalent":
 - 1) A new CARE student who is less than full-time or 12 units, because of enrollment in a special major (e.g., nursing, court reporting, cosmetology, radiology technician and similar programs in which students are enrolled in less than 12 units, but are still considered full-time in college)
 - 2) A new CARE student who has been certified by a DSPS, EOPS or other counselor, personal physician or Department of Rehabilitation that s/he is taking the maximum number of units possible (i.e., full-time equivalent course load) although the number of units is less than 12 during the primary academic term.
5. The CARE participant must apply for financial aid (minimally, the Board of Governors fee waiver) and have need for child care,

transportation, textbooks-school supplies, and/or counseling to attend college.

6. The CARE participant may pursue an educational, vocational or job training program in the community college which leads to a certificate, degree or transfer objective. Note: CalWORKs/TANF recipients must adhere to educational and training programs as outlined in their approved county welfare department or Tribal TANF welfare-to-work plan.

C. Monitoring of Student Needs and Progress

1. The CARE participant must be monitored on a periodic basis as determined jointly by the local cooperative agencies for CARE (including EOPS, county welfare department and Tribal TANF Program). This is to assure instructional progress towards the jointly agreed upon student educational/employability plan and ensure that the participant's needs are met.
2. To remain eligible, the CARE participant must show evidence of consistent progress toward her/his educational objective and fulfill the terms of the Mutual Responsibility Contract.

D. Program Expenditures

CARE funds are supplemental monies that should be used for special services, programs and activities to eligible students, which are over, above and in addition to those provided to other EOPS students at the college.

1. Use of CARE funds for the purpose of supplanting salaries, employee benefits, services, financial aid, and other expenditures is strictly prohibited.
2. CARE funds may be provided for the following expenditures:
 - a. Priority from CARE funding shall be given to students for direct aid and services (Object Code 7000(A) and 7000(B).
 - b. CARE personnel who directly serve CARE participants.
 - 1) CARE **may** fund up to **100 percent (100%)** of each position's total salary and/or employee benefits for the actual time assigned to providing CARE services to CARE-eligible students.

- 2) For each position, that portion of salary and/or employee benefits paid by CARE funds must reflect exclusive time spent in providing CARE services and/or activities.
 - a) The college is accountable for maintaining appropriate documentation.
 - b) Upon request, the college shall make such documentation available for review by Chancellor's Office staff.
 - 3) Supplanting salaries and/or employee benefits paid by non-CARE sources with CARE funds is strictly prohibited.
- c. CARE-specific travel and conference expenses for CARE personnel and CARE students only.
 - d. Child care provision

The provision of quality child care services for the children of CARE participants in accordance with the following:

- 1) First priority shall be for child care services provided by licensed facilities (on-campus child development or child care centers, community centers and family day care homes) which, to the extent possible, have been determined by the CARE coordinator to:
 - (a) provide a safe and caring environment for children
 - (b) be developmentally based and educational in nature
 - (c) employ trained staff
 - (d) involve parents
 - (e) use community resources

- 2) Child care arrangements other than that described above shall, at minimum, be suitable to the CARE participants and be safe and adequate for their child(ren).
 - 3) Baby-sitting shall be funded only after all other child care alternatives have been exhausted.
 - e. Mileage expenses incurred during CARE-specific recruitment and outreach activities.
 - f. Year-end funds may be used for summer session expenses (specifically direct aid to CARE participants) provided that the funds are encumbered by June 30.
 - 1) Requests to encumber CARE funds must be submitted in writing to the Chancellor's Office.
 - 2) CARE funds may not be encumbered for salaries or employee benefits.
 - g. Food and beverages provided to students during programs or activities from which they derive educational benefits (e.g., orientation programs, educational workshops, educational speakers, CARE conferences, etc.).
 - h. Other approved CARE-specific expenditures are identified in the California Community Colleges Contracted District Audit Manual (Rev. October 2001).
3. CARE funds shall not be provided for personnel, employee benefits, activities and programs which are clearly not CARE-specific as delineated in the California Community Colleges Contracted District Audit Manual, including, but not limited to, the following expenses:
 - a. Administrative salaries and support costs.
 - b. Indirect costs (e.g., heat, light, power, janitorial services and district-associated costs).
 - c. Staff travel and conference expenses for personnel whose employed time and responsibility is not within the CARE program.

- d. Recreational or entertainment functions.
 - e. Contract services provided by external consultants.
 - f. Purchase, exchange and/or replacement, rental and/or lease purchase agreement, or maintenance of equipment.
 - g. Gifts of public funds are strictly prohibited.
4. Exceptions to the above expenditure provisions may be authorized by the Chancellor's Office with sufficient justification.
 5. Carry-over of CARE funds from one fiscal year to the next is prohibited.

IV. PROGRAM PERFORMANCE

A. Evaluation

1. The Chancellor's Office shall conduct a periodic evaluation that may include an on-site review component.
2. Individual EOPS/CARE program reviews may be scheduled during the college's self-study year during its accreditation cycle. The review process may consist of an on-site evaluation conducted by an external review team and/or survey coordinated by the Chancellor's Office.
3. CARE programs, whose participants are performing below the CARE statewide grade point average, unit completion rate or goal completion rate, may be reviewed by the Chancellor's Office and recommendations shall be formulated for improvement where necessary.

B. Staff Development

Staff development activities shall include meetings and training workshops that shall be conducted to inform CARE personnel of procedures for data collection, budget management, program development, and public policy changes affecting the CARE program and student participants.

1. The Chancellor's Office will schedule two CARE statewide meetings annually for this purpose.

- a. The college CARE coordinator must participate in a minimum of two statewide meetings/training annually.
 - b. The required statewide meetings are scheduled during the CCCEOPSA fall conference and the Chancellor's Office annual spring EOPS/CARE statewide technical assistance training.
2. The Chancellor's Office may also provide training for college CARE personnel as needed throughout the year.
- C. Compliance with Guidelines
1. CARE programs shall be required to provide fiscal data to the Chancellor's Office.
 2. CARE programs shall be required to collect and maintain student data as specified by the Chancellor's Office.
 3. CARE programs shall be required to comply with the program and expenditure guidelines as provided by the Chancellor's Office.
 - a. Periodic validation of such compliance will be conducted by the Chancellor's Office.
 - b. Appropriate action, including reduction or loss of funds, will be taken if colleges are found to be out of compliance.

References:

California Code of Regulations (Title 5), Sections 56200 through 56298 governing the administration of Extended Opportunity Programs and Services (EOPS)

State Education Code, Article 4 (commencing with Section 79150), Chapter 9 of Part 48, pertaining to the establishment of the Cooperative Agencies Resources for Education (CARE) program

California Community Colleges Contracted District Audit Manual (Selections Pertaining to CARE), March 1991 (Revised July 1, 2006)

CARE Allocations Funding Formula, California Community Colleges, Board of Governors, July 1991

REQUESTS FOR WAIVERS

State Education Code Mandates:

Waivers cannot be provided for eligibility criteria, because they are mandated in the California State Education Code, Section 79152 pertaining to the CARE program. Therefore, all students must fulfill the following requirements to be served by CARE:

1. Minimum age of 18 years or older
2. Recipient of CalWORKs/TANF (California Work Opportunity and Responsibility to Kids/Temporary Assistance for Needy Families) cash aid for household
3. Single head of household
4. EOPS-eligible as per Title 5 regulations governing the administration of Extended Opportunity Programs and Services

Waiver Criteria:

Waivers must be requested for the following:

1. *Capital outlay including computer equipment, office equipment and furniture*

See example of waiver request for equipment on the next page.

EXAMPLE OF REQUEST FOR EQUIPMENT WAIVER
(Type on college letterhead)

(Date)

Cooperative Agencies Resources for Education
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4550
Sacramento, CA 95811-6539

The College X CARE Program is requesting to utilize its 2017-18 funds for the purchase of six laptops. Laptops approved for purchase will be used solely by CARE students through the "CARE Laptop Loan Program". This service will allow the students to have immediate access to completing their school work on and off campus and essentially lead to their academic success at College X. Any student who checks-out a laptop for use will be required to sign a Laptop Loan Contract. The total estimated costs for six laptops are \$10,500 (this includes all hardware, software, warranty, Computrace, case and surcharges).

If you have any questions, please call me at *(telephone number)* or email me at *(email address)*.

Sincerely,
(signature of EOPS director or CARE coordinator)

(Below signature, type name of college EOPS director or CARE coordinator)

Signature of College X Superintendent/ President

Date

(Please add signature line below for Chancellor's Office)

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STATE CHANCELLOR'S OFFICE: Approved Denied

California Community Colleges Chancellor's Office – EOPS/CARE Unit

Date