October 8, 2013

TO: CalWORKs Coordinators

FROM: Jason Orta
CalWORKs, California Community Colleges Chancellor’s Office

SUBJECT: Priority Registration for CalWORKs Students and Fiscal Year 2013-14 CalWORKs Allocations

Synopsis: With enactment of the 2013-14 Budget Act on July 1, 2013, there were two significant developments for the CCC CalWORKs Program:

- First level priority registration for CalWORKs recipients who have completed orientation, assessment, developed student education plans, and are meeting academic progress standards and
- An increased appropriation of $7,850,000 in Proposition 98 funds

Priority Registration: Assembly Bill 86, which, took effect on July 1, 2013, states, in part,
(b) Each community college district that administers a priority enrollment system shall grant priority in that system for registration for enrollment to any student who is a CalWORKs recipient.
(c) Students who receive priority registration for enrollment pursuant to this section shall comply with the requirements of subdivision (a) of Section 78212.

The California Code of Regulations governing priority enrollment will be amended to add CalWORKs students to other statutory groups receiving first level priority registration. However, since CalWORKs priority registration has been in statute since the Budget Act became effective on July 1, 2013, colleges should be implementing this change immediately. CalWORKs students must be provided priority registration at their next priority registration opportunity.

Release of the 2013-14 CalWORKs Allocations: The Chancellor’s Office is pleased to announce the release of the Fiscal Year 2013-14 CalWORKs allocations. The 2013-14 Budget Act appropriates $34,545,000 in Proposition 98 funds for the CCC CalWORKs Program (an increase of $7,850,000 over the 2012-13 appropriation) and $8,000,000 in federal Temporary Assistance for Needy Families (TANF) funds from the California Department of Social Services (the same as the 2012-13 appropriation). Of the local assistance dollars provided to CCC CalWORKs, $9.188 million may be used for child care, at least $.613 million should be used for job development, and a minimum of $4.9 million must be used for work-study. A dollar-for-dollar match is required for the local assistance dollars, with the exception of funds used for child care.

The CalWORKs funding methodology for these allocations is based upon recommendations that were made by the CalWORKs Allocation Subcommittee and the CalWORKs State Advisory Committee to the Chancellor’s Office in May 2011. Key components of the methodology include:

- CCC CalWORKs funding is allocated to colleges.
- The 2013-14 allocation protects 95 percent of the 2012-13 allocations provided to each college.
- After applying the 95 percent protection, the remaining unallocated funds were distributed to colleges based upon the number of 2012-13 CalWORKs students served with enrollment records reported through the MIS process.
Colleges are permitted to transfer funds to their district offices. As in the past, district offices that receive CalWORKs funding from the colleges within their district are required to complete and submit a separate CalWORKs Budget Plan to the Chancellor’s Office. After transfers to the district office, the total budgeted amount reported by each college in its CalWORKs Budget Plan cannot fall below $125,000. If a college or district is unable to expend its funds, the college or district should report those funds as unused to the Chancellor’s Office as soon as possible so they can be reallocated to other colleges.

Action Requested / Date of Response: The Chancellor’s Office requires accounting of CalWORKs expenditures through the use of the CalWORKs Budget Plan and the CalWORKs Program Plan. The 2013-14 CalWORKs allocations for each college are available in the attached PDF table.

CalWORKs Budget Plans are to be reported through the SSARCC (Student Services Automated Reporting for Community Colleges) web-based application. To use SSARCC, CalWORKs Coordinators should use the most recent SSARCC password and user ID assigned by the Chancellor’s Office. To request a user ID and SSARCC password, please email the Chancellor’s Office at ssarcc-calworks@cccco.edu.

Colleges that elect to transfer funds to their district offices are required to fill out the “CalWORKs Request to Transfer Funds to the District Office” and submit the form to the Chancellor’s Office by October 21, 2013. Once the Chancellor’s Office has accepted the completed form, college allocations will be adjusted in SSARCC. District offices that receive CalWORKs funding from the colleges within their district are required to complete and submit a separate CalWORKs Budget Plan to the Chancellor’s Office using SSARCC.

The CalWORKs Program Plan forms, the PDF version of the allocations table, and the CalWORKs Request to Transfer Funds to the District Office are posted on the Chancellor’s Office CalWORKs website at http://extranet.cccco.edu/Divisions/StudentServices/CalWORKs.aspx.

Please submit a hard copy of the SSARCC budget summary with signatures and the 2013-14 CalWORKs Program Plan, with original signatures by email to ssarcc-calworks@cccco.edu or by mail to the address below by November 22, 2013:

Cristina Mora  
CalWORKs Program  
California Community Colleges Chancellor’s Office  
1102 Q Street  
Suite 4554  
Sacramento, CA 95811-6549

Contact: For questions regarding the allocations and priority registration, please contact: Jason Orta, at 916-327-5890 or jorta@cccco.edu. For questions regarding budgets and program plans, please contact: Cristina Mora at 916-445-1643 or cmora@cccco.edu. Requests for user IDs and passwords as well as assistance with the technical operation of SSARCC should be directed to ssarcc-calworks@cccco.edu.

cc: Linda Michalowski, Vice Chancellor, Student Services and Special Programs  
Sarah Tyson, Dean, Student Services  
Chief Student Services Officers  
Chief Business Officers

Attachments