

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



September 13, 2017

TO: CalWORKs Coordinators/Directors

FROM: Karen Baker
CalWORKs Specialist

SUBJECT: Education Code and 2017-18 Fiscal Year CalWORKs Program Allocations

Synopsis: The purpose of this memo is to announce the following:

- The location of California Work Opportunity and Responsibility Kids (CalWORKs) Program language in the California Education Code, and
- The 2017-18 Fiscal Year CalWORKs Program allocations, which include an increase in the appropriation of state Proposition 98 funds of \$680,000.

Education Code: Senate Bill 860, effective June 20, 2014, moved CCC CalWORKs Program requirements from the State Budget Act to the California Education Code. The 2017-18 State Budget Act includes an appropriation of funds for use in administering the CCC CalWORKs Program. While the Budget Act appropriates funds for the CCC CalWORKs Program for a single fiscal year, the CCC CalWORKs language in the Education Code has no sunset date. The CCC CalWORKs Program can be found in sections 79200 through 79209 of the Education Code.

2017-18 CalWORKs Allocations: The Chancellor's Office is pleased to announce the release of the 2017-18 Fiscal Year CalWORKs allocations. The 2017-18 Budget Act appropriates \$44.260 million in state Proposition 98 local assistance funds for the CCC CalWORKs Program (which includes the increase of \$680,000) and \$8 million in federal Temporary Assistance for Needy Families (TANF) funds via the California Department of Social Services. Of the \$44.260 million provided for CCC CalWORKs activities, \$9.188 million may be used for child care, \$0.613 million is available for campus job development and placement services and a minimum of \$4.9 million must be used for work study. A dollar for dollar match is required for the Proposition 98 local assistance dollars, with the exception of funds used for child care. The 2017-18 CalWORKs allocations for each program are listed in the attached Fiscal Year 2017-18 California Community Colleges CalWORKs Allocations table.

The basic elements of 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 2011. Key components of the methodology include:

- CCC CalWORKs funding is allocated to all colleges;
- Each program is allocated a base amount of Proposition 98 funds (for "program, child care and work study" activities) and TANF funds—a total of \$125,000;
- After subtracting funds for the base, the remaining unallocated funds are distributed to programs based on the number of CalWORKs students served in the prior year who have enrollment records and have been reported through the Chancellor's Office Management Information Systems process; and

- The allocations process protects programs at 95% of their prior year's initial allocation unless the State Budget Act reduces the program by greater than five percent.

Based upon recommendations made by the CalWORKs State Advisory Committee to the Chancellor's Office and with a goal of releasing initial allocations much earlier in the fiscal year, two changes were made in calculating the 2017-18 allocations:

- Previously, the allocation calculation would have used the number of CalWORKs students served in the immediate prior fiscal year, e.g., for 2016-17, the student count was derived from those served in 2015-16. Beginning in 2017-18, however, the Chancellor's Office is shifting from "prior year" to "prior prior year." Instead of using the 2016-17 student count for the 2017-18 allocations, the 2015-16 number of students served was used. In subsequent years, the Chancellor's Office will continue to use the "prior prior year" number of students served, ensuring earlier release of the allocations. For 2018-19, for example, 2016-17 student counts will be used.
- In order to mitigate any unanticipated effects of using 2015-16 student counts for two years in a row, the 2017-18 allocations also protect programs' combined total of Proposition 98 and TANF funds at 100%. This 100% protection was applied for one year only, and in 2018-19, the protection element will revert to the standard 95% protection for each college program.

Colleges may 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. Colleges should contact the Chancellor's Office at the email address listed below if they wish to transfer funds to the district.

The Chancellor's Office requires accounting of CalWORKs expenditures by completing a CalWORKs Budget Plan. CalWORKs Budget Plans must be reported through the Student Services Automated Reporting for the Community Colleges (SSARCC) web-based application. To use SSARCC, CalWORKs Coordinators/Directors must use the SSARCC password and user ID assigned by the Chancellor's Office. To request a user ID and SSARCC password, or for technical assistance with SSARCC, please email the Chancellor's Office at ssarcc-calworks@cccoco.edu.

The Chancellor's Office is in the process of revising the CCC CalWORKs Program Expenditure Guidelines. The revisions are undergoing review internally and with the California Department of Social Services. Once the expenditure guidelines are finalized, they will be released to the colleges and will be effective for the 2017-18 fiscal year.

Action Requested / Date of Response: Please email ONE copy of the SSARCC Budget Plan summary with signatures and the CalWORKs Program Plan to ssarcc-calworks@cccoco.edu on or before **Friday, October 20, 2017**. We will only accept SSARCC budget summaries through the ssarcc-calworks@cccoco.edu email address.

Contacts: For questions regarding the allocations, budget plan, transfers to districts, and/or program plans, please contact Karen Baker or Sarah Tyson at ssarcc-calworks@cccoco.edu.

cc: Rhonda Mohr, Interim Vice Chancellor, Student Services and Special Programs
Sarah Tyson, Dean, Student Services and Special Programs
Chief Student Services Officers
Chief Business Officers