July 16, 2012

TO: EOPS Directors/EOPS Coordinators

FROM: Kelly Gornik
EOPS/CARE Specialist

SUBJECT: 2012-2013 Chancellor’s Office EOPS Reporting Forms and Instructions

Synopsis: The Extended Opportunity Programs and Services (EOPS) reporting forms that are required in hard-copy format by the Chancellor’s Office in 2012-13 (i.e. EOPS program plan, EOPS Mid-Year Report, and EOPS Book Expenditure Form), along with the instructions for completing the reports, are now posted on the Chancellor’s Office EOPS website at: http://extranet.cccco.edu/Divisions/StudentServices/EOPS/Forms.aspx

The 2012-13 EOPS budget plan and 2012-13 EOPS final expenditures must be submitted through the Student Services Automated Reporting for Community Colleges (SSARCC) web-based application at: https://misweb.cccco.edu/SSARCC/Login.aspx

The SSARCC budget plans and SSARCC final expenditures are automatically transmitted to the Chancellor’s Office when the college clicks on “submit to Chancellor’s Office”. Colleges are still required to mail the signed signatures pages of the EOPS budget plan and EOPS final expenditures by the appropriate due dates, as noted below. The Chancellor’s Office anticipates releasing the 2012-2013 statewide EOPS allocations by September 2012.

Please note the following upcoming due dates:

- 2011-12 EOPS Final Expenditures Report (Submit through SSARCC)
  **Due: Postmarked by September 15, 2012**

- EOPS Book Expenditures Form for Prior Year, 2011-12 (Submit Hard Copy Form)
  **Due: Postmarked by September 15, 2012**

- 2012-13 EOPS Program Plan (Submit Hard Copy Forms)
  Part 1 (Elements 1.1 through 1.7)
  Part 2 (EOPS/CARE Organizational Chart)
  Part 3 (Year-End Narrative Report for Prior Year)
  **Due: Postmarked by November 15, 2012**
2012-13 EOPS Budget Plan *(Submit through SSARCC)*  
**Due:** Signature Page Postmarked by November 15, 2012

EOPS Waiver Request(s), Title 5, Article 7, Remodeling/Renovation for 2012-13 *(Submit Request through E-Mail or College Letterhead)*  
**Due:** As needed

2012-13 Requests to Transfer EOPS Funds out of Category C *(Submit request through E-Mail or College Letterhead)*  
**Due:** As needed

2012-13 EOPS Mid-Year Report *(Submit Hard Copy Form)*  
(Formerly Called “Request for EOPS Reallocated Funds” and “Declaration of Unused Funds”)  
**Due:** Postmarked by February 1, 2013

2012-13 EOPS Final Expenditures *(Submit through SSARCC)*  
**Due:** Signature Page Postmarked by September 15, 2013

EOPS Book Expenditures Form for Prior Year, 2012-13 *(Submit Hard Copy Form)*  
**Due:** Postmarked by September 15, 2013

**Action Requested:** Please submit the completed EOPS reporting forms to the Chancellor’s Office by the appropriate dates.

**Contact:** If you have questions or need clarification, please contact Kelly Gornik, EOPS/CARE Specialist, at kgornik@cccco.edu or (916) 323-4281.

**cc:** Chief Business Officers  
Chief Student Services Officers  
Linda Michalowski, Vice Chancellor of Student Services and Special Programs  
Sarah Tyson, Dean of Student Services  
Cheryl Fong, Interim State Coordinator, EOPS and CARE Programs