Step-by-Step Instructions for the Completion of 2017-18 SSARCC EOPS and CARE Final Expenditures
(*Due by September 15, 2018 Via E-Mail to ssarcc-eops@cccco.edu***)**

- You will need user ID, password, and URL to access SSARCC
- User ID and password remain unchanged from when SSARCC went "live" in 2011-12. EOPS Director may obtain user ID and password by sending an email to ssarcc-eops@cccco.edu. Director may share ID and password with appropriate personnel.
- Log on to URL: https://misweb.cccco.edu/SSARCC
- All 2017-18 EOPS and CARE proposed budget data approved by the Chancellor's Office automatically rolls over into the 2017-18 SSARCC EOPS and CARE final expenditures files.
- Begin by completing the EOPS final expenditures before working on CARE. Review, by line item and by clicking on "view detail", each proposed expenditure that rolled over from the proposed EOPS budget by object code:
  - Object code 1000 – academic salaries
  - Object code 2000 – classified salaries (including student workers)
  - Object code 3000 – benefits; will auto-populate from object codes 1000 and 2000
  - Object codes 4000-6000 – discretionary expenses
  - Object code 7000B – Other Outgo, EOPS services
  - Object code 7000B – Other Outgo, EOPS direct aid
- For each proposed expense that rolled-over, determine if it was entirely spent, partially spent, or not spent at all by entering the final expenditure amount in the "Final Expenditure" column.
- If additional line item expenses were made during the fiscal year that were not included on the proposed budget, then add those to the appropriate object code(s) by clicking on the "add" button located below each object code box.
- If your program was awarded 2017-18 EOPS reallocated funds, then enter those funds in the "Returned and/or Reallocated Funds" column for the appropriate line item(s) in the appropriate object code(s).
- If your program returned unused 2017-18 EOPS funds by June 30, 2018 on the EOPS Mid-Year Report, then also enter those funds in the "Returned and/or Reallocated Funds" column by line item(s) and by object code(s).
- Note: The "Unexpended Funds" column in the expenditure detail screen will automatically populate. It is permissible to reflect both negative and positive numbers in the "Unexpended Funds" column.
- All EOPS staff with time assigned to CARE will auto-populate onto the CARE final expenditures.
- After you finish with EOPS, then complete the CARE final expenditures. Enter CARE expenditures as follows:
  - Object codes 1000-3000 – do not enter data here; CARE expenses related to personnel will auto-populate from the EOPS final expenditures file
  - Object codes 4000-6000 – CARE discretionary expenses
  - Object code 7000B – Other Outgo, CARE services
  - Object code 7000C – Other Outgo, CARE direct aid
- All changes to CARE personnel in object codes 1000-3000 must be completed through the EOPS final expenditures file.
- Note for 26 colleges with Cooperating Agencies Foster Youth Educational Support (CAFYES) programs: Any CAFYES services using funding from 2017-18 EOPS and/or CARE funds must be reported in the 2017-18 EOPS and/or CARE final expenditures reports.
- Validate the EOPS and CARE final expenditures to ensure no errors; some of the more common error messages involve:
  - EOPS discretionary cost limit
  - EOPS Part C obligation
  - EOPS book expenditure requirement

- o Minimum district contribution for EOPS
- o EOPS or CARE paying for non-EOPS/CARE time
- o CARE paying for more than half of assigned CARE time
- Review and print draft final expenditure reports for EOPS and CARE
  - o Share with appropriate college/district staff for their review (i.e. EOPS supervising administrator, business office, etc.)
  - o Make any necessary changes
- Click on "Submit" to electronically submit to the Chancellor's Office. Clicking on "submit" will lock the final expenditures file. (Files can be unlocked by the Chancellor's Office.)
  - o Print the two-page EOPS and CARE signature forms by doing the following:
    - ✓ Click on "view expenditure report"
    - ✓ In the "select a format" window, click on the down arrow and then click on "PDF"
    - ✓ Click on "export"
    - ✓ Click on "open" (will appear at the bottom of the screen)
    - ✓ Wait for report to appear on your computer screen
  - o Obtain required original signatures
- E-mail scanned signed copy of EOPS and CARE final expenditures forms to the Chancellor's Office at ssarcc-eops@cccco.edu. **Do not mail hard copy signature forms to the Chancellor's Office**.
- Note that on your SSARCC "Budget Select" screen, the "status" of the EOPS and CARE final expenditures will automatically change from "in progress" to "submitted"
- Chancellor's Office staff will use SSARCC to review final expenditures after receiving signature forms and if approved:
  - o On your "Budget Select" screen, the "status" of the final expenditures will automatically change from "submitted" to "approved"
- If final expenditures are not approved by the Chancellor's Office:
  - o Chancellor's Office will notify EOPS director
  - o Chancellor's Office will unlock the final expenditures files for necessary corrections
  - o College will re-submit electronically and:
    - ▪ Print updated EOPS and CARE final expenditures signature forms
    - ▪ Obtain original signatures
    - ▪ E-mail scanned signed copy of signature form to the Chancellor's Office at ssarcc-eops@cccco.edu.

All SSARCC-related questions or concerns should be emailed to the SSARCC EOPS/CARE helpdesk at: ssarcc-eops@cccco.edu.