

Step-by-Step Instructions for the Completion of 2018-19 EOPS and CARE Budget Plans in SSARCC (Student Services Automated Reporting for Community Colleges)

(Due by November 30, 2018)

As you follow these instructions, please note that you will be submitting the 2018-19 EOPS and CARE budget plans on-line, plus emailing the signed budget/signature pages (plus emailing the signed EOPS program plan which is a separate document), all by November 30, 2018. Please email EOPS and CARE reporting forms to: ssarcc-eops@cccco.edu

1. Log on to URL: <https://misweb.cccco.edu/SSARCC/login.aspx>
2. User ID and password are required to access SSARCC
 - User ID and password remain unchanged from prior year
 - EOPS Director may obtain user ID and password by sending an email to SSARCC help-desk: ssarcc-eops@cccco.edu
3. You'll see that all Chancellor's Office-approved 2017-18 EOPS/CARE proposed budget data automatically rolled over into the 2018-19 EOPS and CARE budget plans, which have an "in progress" status in SSARCC.
4. Work on the EOPS budget plan before CARE
5. Begin by updating and/or deleting the rolled-over planned expenditures; you may also add new planned expenditures into the EOPS budget plan:
 - 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 7000C – Other Outgo, EOPS direct aid
6. All EOPS staff with time assigned to CARE will auto-populate onto the CARE budget plan in object codes 1000-3000
7. Enter planned expenditures into the CARE budget plan:
 - Object codes 1000-3000 – will auto-populate from the EOPS budget plan
 - Object codes 4000-6000 – discretionary expenses
 - Object code 7000B – Other Outgo, CARE services
 - Object code 7000C – Other Outgo, CARE direct aid
8. All changes to CARE personnel in object codes 1000-3000 must be completed through the EOPS budget plan
9. Note for the colleges with Cooperating Agencies Foster Youth Educational Support (CAFYES) programs: Any CAFYES services with funding with 2017-18 EOPS and/or CARE funds must be reported in the 2018-19 EOPS and/or CARE budget plans.
10. Validate the EOPS and CARE budget plans to ensure no errors; some of the more common error messages involve:
 - EOPS discretionary cost limit

- EOPS Part C obligation
 - EOPS book expenditure requirement
 - Minimum district contribution for EOPS
 - EOPS or CARE paying for non-EOPS/CARE time
 - CARE paying for more than half of assigned CARE time
11. Review and print draft budget reports for EOPS and CARE
 - Share with appropriate college/district staff for their review (i.e. EOPS supervising administrator, business office, etc.)
 - Make any necessary changes in SSARCC
 12. Submit electronically to the Chancellor's Office (which will "lock" the budget files)
 - Submit EOPS before CARE
 - Print the proposed budget plan reports
 - Obtain required original signatures
 13. To print EOPS and CARE budget plans/signature pages:
 - Click on "view budget report"
 - Click on the down arrow next to the "select a format" window
 - Pick "PDF"
 - Click on "export"
 - Click on "open" (at the bottom of your computer screen)
 - Wait for budget to download onto your computer screen
 - Print budget and obtain required original signatures
 14. Email one scanned copy each of the signed EOPS and CARE budget signature pages to the Chancellor's Office at ssarcc-eops@cccco.edu by November 30, 2018
 15. On your "Budget Select" screen, the status of the budget plans will automatically change from "in progress" to "submitted"
 16. Chancellor's Office staff will review electronically-submitted budgets and when approved:
 - The 2018-19 EOPS and CARE budget data will automatically roll over to 2018-19 final expenditures screens; at that time, the final expenditure screens will be open and available for completing budget adjustments and final expenditures
 - The 2017-18 EOPS and CARE budget data will roll-over to 2019-20 budget plan screens
 17. If budget plans are not approved by the Chancellor's Office:
 - Chancellor's Office staff will notify EOPS director
 - Chancellor's Office staff will re-open the budget plan file for necessary corrections
 - College will be required to re-submit electronically and:
 - Email one scanned copy of proposed budget report to ssarcc-eops@cccco.edu

Please send questions or comments about SSARCC to the SSARCC EOPS/CARE helpdesk at:
ssarcc-eops@cccco.edu