INSTRUCTIONS FOR COMPLETING
EOPS & CARE REPORTS
2018-19

INSTRUCTIONS FOR PREPARING EOPS PROGRAM PLAN
2018-19

(Please **email** ONE signed copy of the program plan to ssarcc-eops@cccco.edu; do **not** mail the hard copy)

<u>Overview</u>
The EOPS Program Plan is to be completed in compliance with Section 56270, Contract Plan, of Title 5 regulations:

(a) Districts wishing to participate in EOPS shall submit for approval by the Chancellor a plan which conforms to the provisions of this Chapter for each college within the district which intends to conduct an EOPS program. A college plan approved by the Chancellor shall constitute a contract between the district which operates the college and the Chancellor. Changes to the program plan may be made only with the prior written approval of the Chancellor.

The 2018-19 EOPS program plan contains three parts to describe the services and activities that you plan to fund for EOPS students at your college this year. These three parts are outlined below:

Cover Page: Elements 1.1 – 1.6 (*Part 1*)

EOPS/CARE Program Organizational Chart (*Part 2*)

Prior Year-End Report (*Part 3*)

NOTE: Each college will also submit an EOPS Budget Plan and CARE Budget Plan that must be completed through the Student Services Automated Reporting for Community Colleges (SSARCC) web-based application, described in detail beginning on page 8. The EOPS program plan will *not* be constructed or submitted through SSARCC. One copy of the program plan with the required signatures must be emailed by the established due date.

For preparation of the Program Plan and Budget, the Chancellor's Office has developed a standard display of "components", "activities" and "functions" for your use. There is no intent to standardize what your EOPS program should do, only to standardize the way you may report what you plan to do. For a complete list of components, activities, and activity functions and operational definitions, please refer to Appendix B. They are to be used as a guide.

Instructions for preparing each element of the Program Plan are contained in the following sections, but several instructions apply throughout:

1. EOPS DISCRETIONARY COSTS LIMITATION
    Discretionary Costs (in object codes 4000, 5000, 6000 combined) from EOPS funds may not exceed 10% of the total EOPS allocation or $50,000; *whichever is less*, per <u>Title 5, Section 56295</u>. The Chancellor's Office is not authorized to waive this section. See Title 5, Section 56296 for a listing of expenditures not allowed. (CARE does not have a discretionary cost limit.)

2. EOPS Category C (Part C) MINIMUM OBLIGATION
    Per Title 5, *"..colleges shall expend for EOPS grants and work study an amount equal to that expended in the prior fiscal year, unless waived by the Chancellor,..".* The current year obligation is directly based on what was *spent* in Part C from EOPS funds the prior fiscal year. This figure will be proportionately reduced by the same percentage cut to the

college's current year EOPS allocation, if applicable. Any EOPS reallocated funds spent in category C (Part C) the prior year are not counted towards the current year obligation. Any district, backfill, and/or flexible funds used in category C are _not_ counted towards meeting the category C obligation. If the program wishes to reduce its category C obligation pursuant to Title 5, section 56298, then the college EOPS program must request a waiver from the State EOPS Program Coordinator. This waiver request, submitted via email or on college letterhead, should state what the obligation should be reduced to and why the need to reduce the amount of obligation, in accordance to what is allowed in section 56298(a) and/or (c). This request should be submitted with your program plan or prior, if possible. (CARE does not have a category C obligation.)

3. EOPS TEXTBOOK EXPENDITURE REQUIREMENT
The provisional language in the 2018-19 State Budget Act requires that a specific amount of the 2018-19 EOPS allocation be spent on required textbooks for EOPS students. The textbook expenditure requirement for each college in 2018-19 will remain unchanged from the prior year level, in accordance with the 2018-19 State Budget Act. The Chancellor's Office does not anticipate increasing the textbook expenditure requirement unless and until the State Budget Act includes additional funds for EOPS textbook services. The Chancellor's Office is not authorized to waive the statewide textbook requirement. Any non-EOPS funds, including district and backfill, that are used for EOPS textbooks do _not_ get counted towards meeting the EOPS textbook expenditure requirement. (CARE does not have a textbook expenditure requirement.)

4. SUPPLANTING OF EOPS and CARE FUNDS
Education Code Section 69651* places a restriction on the use of funds appropriated for EOPS (and CARE). It states that "_the governing board of a community college district shall not use any funds received from the state for the operation and administration of extended opportunity programs and services to supplant district resources, programs, or services ..._". This means that EOPS and CARE funds may not be used to fund any costs funded by the district in the prior year. This provision may not be waived. Salaries and benefits previously paid by district funds may not be paid with EOPS or CARE funds because this would constitute supplanting. The Chancellor's Office will automatically exempt funds when reviewing budgets for supplanting if those funds have been redirected from district general purpose (backfill) funds or from programs in the "categorical flexibility" group.

5. EOPS ADMINISTRATIVE COST ALLOWANCE
Direct administrative costs are salaries, benefits and discretionary expenditures that are related to the direct administration of the EOPS program. A statewide allowance of seven (7) percent is applied to the EOPS programs. _EOPS administrative costs are defined as 1) the amount of EOPS paid salaries and benefits reported in Activity 110 as shown in the position detail of the EOPS Budget Plan in SSARCC and 2) the EOPS discretionary costs (object codes 4000-6000) reported for category A as shown in the EOPS Budget Plan._ Some colleges may budget more than seven percent of their allocations for administrative costs and others may budget less. Upon receipt of the EOPS program plans and budgets, the Chancellor's Office will be able to determine the total planned statewide costs, and may then grant exceptions for programs which exceed the

seven percent allowance. Colleges that exceed the EOPS administrative costs allowance should review their expenditures and, where possible, make the appropriate adjustments to reduce future EOPS-funded administrative costs. (CARE does not have a similar administrative cost limit.)

6. DISTRICT CONTRIBUTION (DISTRICT MATCH FUNDS)
District contribution is defined as college general fund and non-general fund expenditures, including VTEA funds, allocated for salaries, benefits, discretionary items, and other outgo (object code 7000B) used to support "over and above" EOPS activities. Do not report any district backfill funds (i.e., temporary or one-time district support) as district contribution. To be counted as district contribution, the district funds must be used for EOPS activities that are "over and above" what is available to the general student population. Therefore for example, a portion of the transfer center director, for example, <u>cannot</u> be claimed as district contribution simply because EOPS students utilize the transfer center. In addition, indirect costs (such as lighting and heating) are the responsibility of the district and may <u>not</u> be claimed as district contribution. District contribution may be claimed towards discretionary expenses only if the EOPS director controls those expenses and can demonstrate the direct benefit for EOPS students. Planned expenditures must be reported within the appropriate category (A, B or C), and within the appropriate object code (1000-7000). Although it is allowable for college and federal work-study (category C) funds to be used for EOPS students and reported in SSARCC, please note that college/federal work-study funds are not counted towards meeting the district required match. College and federal work-study funds are typically controlled by the college financial aid office, not the EOPS program.
<u>Student Success and Support Program (SSSP) Funds</u>: Colleges have the option of using SSSP funds in the college EOPS program for appropriate "over and above" EOPS services to EOPS-eligible students. SSSP funds should be reported as non-district funds in SSARCC and may not be counted towards meeting the district required match for EOPS. All SSSP policies and guidelines must be followed.
<u>Student Equity</u>: Colleges have the option of using Student Equity funds to the college EOPS program for appropriate "over and above" EOPS services to EOPS-eligible students. Student Equity funds should be reported as non-district funds in SSARCC and may not be counted towards meeting the district required match for EOPS. All Student Equity policies and guidelines must be followed.

7. EOPS MINIMUM DISTRICT CONTRIBUTION REQUIREMENT
The minimum district contribution requirement for each college in 2018-19 has been determined in accordance with Title 5, section 56210. The actual district contribution, in general, will be greater than the pro-rated figure determined by the Chancellor's Office because the district contribution must include, but is not limited to, the salary and benefits of the EOPS director's assigned time in EOPS and CARE. The actual district contribution must also address the supportive services needs of the EOPS program, the number of EOPS students being served, and be in compliance with Chancellor's Office mandates, policies, and guidelines. The salaries and benefits for existing positions previously paid for with district contribution dollars must be maintained or continued. <u>Note</u>: Even if the college is exceeding its minimum district contribution requirement, EOPS and CARE funds may <u>not</u> be used to

supplant district funds. (CARE does not have a minimum district contribution requirement.)

8.   DISTRICT BACKFILL FUNDS
Backfill" funds refers to funds provided to EOPS and/or CARE by the district on a temporary or one-time basis to cover shortfalls in the EOPS and/or CARE budgets. District backfill funds are not to be used towards meeting the EOPS district contribution requirement and will be exempt from future district contribution minimum calculations.

General Instructions for EOPS Program Plan

PART 1
ELEMENT 1.1:   COLLEGE NAME AND ADDRESS
     Complete this box indicating the College name and address.

ELEMENT 1.2:   EOPS MINIMUM PROGRAM STANDARDS/ACTIVITIES AND
                     WAIVER REQUESTS
     Title 5, Article 3, requires that districts provide EOPS students with specific services. This element identifies the minimum program standards to be implemented by the EOPS program (EOPS and/or District funded). Complete this element by indicating which program standards will be provided by EOPS or if a waiver is being requested because the college is providing the service and is meeting the needs of EOPS students and the EOPS program during the academic year. The State Chancellor is authorized to waive some of these requirements and limitations. There is <u>no</u> waiver for EOPS counseling and advisement services. Any waiver requests for Article 3 must be submitted through the completion of this page of the program plan, with the required signatures. Reference the 2018-19 EOPS waiver criteria in Appendix A.

     For the full-time EOPS director program standard, please indicate if the EOPS director is full-time or part-time to EOPS/CARE by checking the "full-time EOPS director" box or the "part-time director" box. ("Part-time" is defined as less than 100% in EOPS/CARE.) If the director is part-time, then the college must demonstrate that it meets one of the two allowable 2018-19 EOPS waiver criteria for full-time director by checking one of the two boxes listed here: 1) "served less than 500 EOPS students <u>and</u> received an EOPS allocation of less than $500,000 in the prior fiscal year", ***or*** 2) "has a full-time Assistant Director/Coordinator (or full-time Coordinator/Counselor) assigned 100% to EOPS/CARE and who clearly manages the program in the absence of the director and represents the director as needed. If the director is assigned less than 50% to EOPS/CARE, then the assistant director must be certificated." Reference the 2018-19 EOPS waiver criteria in Appendix A.

ELEMENT 1.3   OTHER ACTIVITIES AND SERVICES
     Please indicate other activities and services provided, including CARE and the EOPS advisory committee.

ELEMENT 1.4:   STUDENTS SERVED
     Please indicate the number of EOPS students planned to be served in
     2018-19. The number provided here is for planning purposes only and
     will be <u>not</u> be used to calculate future EOPS allocations.

ELEMENT 1.5:   EOPS ALLOCATION, PROPOSED DISTRICT
                 CONTRIBUTION, PROPOSED DISTRICT BACKFILL
                 CATEGORICAL FUNDS FOR 2018-19

     Complete this box by indicating your 2018-19 EOPS allocation, proposed
     2018-19 district contribution and proposed 2018-19 district backfill
     funds (if known).

     <u>Note</u>: CARE dollars are <u>not</u> to be included as district/other contribution.

ELEMENT 1.6:   SIGNATURES
     <u>College EOPS Director</u>:
     Obtain the signature of the person identified by the college as the
     designated EOPS director. This person is also identified as position #1 in
     the 2018-19 SSARCC EOPS Budget Plan.

     <u>Signature of the Administrative Supervisor of the EOPS Director</u>:
     Obtain the signature of the person who is designated as the EOPS
     director's supervisor. The same person should not be signing as both
     director and the director's supervisor.

     <u>Signature of Superintendent/President</u>:
     Obtain the signature of the Superintendent/President, or designee, who
     has the authority to sign on behalf of the district Board of Trustees.

*Note: Be sure to include all of the required signatures before emailing the
completed plan. The college should keep the original copy of the plan in a
permanent file for use during audits or program reviews and to use as a
planning tool.*

PART 2:   EOPS/CARE PROGRAM ORGANIZATIONAL CHART
     Prepare an organizational chart that reflects the EOPS and CARE
programs staff structure and working relationships within the programs.
Beginning with the EOPS director position, list each position which has some
assigned time in EOPS. Also indicate the percent of time assigned to EOPS. If
the person has an assignment in CARE, please indicate the percent of time
assigned to CARE. Any Cooperating Agencies Foster Youth Educational
Support (CAFYES) positions with funding from EOPS and/or CARE should also
be included. Please also include the position number of each position as listed
in the SSARCC EOPS budget plan. Ex:

EOPS Director 100%	Counselor 50% EOPS 50% CARE

PART 3:   EOPS YEAR-END REPORT FOR PRIOR YEAR (FY 2017-18)

This report provides the Chancellor's Office with specific information about EOPS program outcomes, highlights and student accomplishments from the prior fiscal year. Please provide a brief narrative summary of your EOPS program accomplishments in 2017-18 including, but not limited to, the following information: number of EOPS students served, program objectives achieved; advisory committee involvement; outreach efforts; workshops and class offerings; student success; student awards/scholarship acknowledgments; any special program successes; and overall program evaluation. If necessary, additional pages may be attached to describe the EOPS program accomplishments.

Note: The CARE Year-End Report for prior year (FY 2017-18) is to be completed separately on the 2017-18 CARE Year-End Report form and emailed to ssarcc-eops@cccco.edu by August 31, 2018. On the CARE year-end report, please provide a brief narrative summary of CARE program outcomes, highlights and student accomplishments from the prior fiscal year. The narrative should include, but not limited to, the following information: number of CARE students served, program objectives achieved; advisory committee involvement; outreach efforts; workshops, conferences and CARE class offerings; special activities; student successes; transfer/graduation/certificate rates; overall program evaluation comments; other.

Email one signed copy of the 2018-19 EOPS program plan to ssarcc-eops@cccco.edu by November 30, 2018.

Instructions for Completing Student Services Automated Reporting for Community Colleges (SSARCC) EOPS and CARE Budget Plans and EOPS and CARE Final Expenditures 2018-19

EOPS AND CARE BUDGET PLANS

Each college will submit EOPS and CARE Budget Plans which must be completed on-line through the Student Services Automated Reporting for Community Colleges (SSARCC) web-based application.

To complete the SSARCC EOPS and CARE Budget Plans, go to the SSARCC website at: **https://misweb.cccco.edu/SSARCC**. Enter the user ID and password provided by the Chancellor's Office and then click on "login". From the "SSARCC Budget Select" screen, choose the EOPS budget plan by clicking on "view detail" for EOPS. From the "2018-19 EOPS Budget Plan" screen, begin entering planned expenses for object codes 1000-7000 by clicking on the gray "add…expenditure" bar just below the total box for each object code. Each object code is listed as a separate box and each object code box includes the total planned expenses from district funds and EOPS funds.

Be sure to complete the EOPS Budget Plan before the CARE Budget Plan. Any Cooperating Agencies Foster Youth Educational Support (CAFYES) expenditures with funding from EOPS and/or CARE are to be reported in the EOPS and CARE Budget Plans.

To get started with the position expenditures or to add a position to the budget, click on "add an academic salaried position" in object code 1000 and "add a classified or other nonacademic salaried position" in object code 2000. This will take you to the "2018-19 EOPS Budget Plan – Position Detail" screen. To save the position, click on "save position details". The position will automatically be reflected on the "Budget Plan" screen and the fringe benefits will automatically be reflected in the object code 3000 "employee benefits" box. All CARE positions are reported in the EOPS Budget Plan.

To make changes or to delete an expenditure in any object code, click on "view detail" for the expenditure in question in the "EOPS Budget Plan" screen. That will take you into the expenditure detail screen. The bottom of the "2018-19 EOPS Budget Plan" screen includes a "Budget Summary" section which reflects the total expenditures for the EOPS program by object code, by category, and by all funding sources. All of the figures in the "Budget Summary" populate automatically as expenditures are entered by object code. The seven object code categories are defined in the California Community College Budget and Accounting Manual. An abbreviated version is in Appendix C.

NOTE: Program expenditures for support service items going directly to the student and/or for the student, should be entered as Object Code 7000. More specifically, staff may enter such non-cash items/services including child care, textbooks and school supplies, transportation, and meals in Object Code 7000, Other Outgo, category B. If these support service items are entered as Object Codes 4000 or 5000, the expenditure will be considered a discretionary item and subject to the 10% or $50,000 restriction stated in Title 5, Section 56295(a). CARE does not have a discretionary cost limit.

In addition to object code, each expenditure is identified by category:

Category A - Program Development and Maintenance
Category B - Student Services
Category C - Direct Aid to Students

Refer to Appendix B for detailed descriptions of categories A, B and C services and activities. Enter only whole numbers to avoid any rounding discrepancies.

All positions in object codes 1000 and 2000 with time assigned to CARE will auto-populate onto the CARE Budget Plan. Any updates or changes to CARE positions must be completed through the EOPS Budget Plan. On the CARE Budget Plan, please enter planned expenditures for object codes 4000-7000.

Once you have entered all of the planned expenditures by object code and category, then you may click on "validate". Clicking on "validate" does not prevent you from re-opening the budget plan. Any error messages that result from clicking on "validate" must be appropriately addressed before you click on "submit to Chancellor's Office", which automatically locks the screens. Before "submitting to the Chancellor's Office", you may click on "view draft budget report" to print out and share with the appropriate college/district staff for their review. To print the draft report, click on "select a format" and pick PDF or excel and click on "export". The draft report has no place for signatures. Once you click on "submit to the Chancellor's Office", the screens cannot be re-opened unless the EOPS director makes a request to Chancellor's Office EOPS. When you "submit to the Chancellor's Office", the budget plan is immediately transmitted to the Chancellor's Office and considered ready to be reviewed by Chancellor's Office staff. After "submitting" the budget plan to the Chancellor's Office, print the budget signature page by clicking on "select a format" and picking PDF or excel and clicking on "export". Please email one copy of the signature page with the required signatures to ssarcc-eops@cccco.edu. Please do not mail the signature page or individual expenditure details because the Chancellor's Office has direct computer access to each college EOPS program's SSARCC screens and has electronic access the "submitted" budget plan. Be sure to submit the EOPS Budget Plan before CARE.

FINAL EXPENDITURES
Each college must report its EOPS and CARE final expenditures on-line through the Student Services Automated Reporting for Community Colleges (SSARCC) web-based application and include all adjustments and expenditures for the entire fiscal year (July 1 through June 30). College EOPS and CARE programs are permitted to move funds between object codes and categories, as needed and as allowed by established mandates, policies and guidelines, during the fiscal year. Programs are not required to request approval from the Chancellor's Office for any adjustments made to the EOPS and CARE budget plans, unless EOPS funds transferred out of category C cause the EOPS category C obligation to not be met. In this instance, an "error" message in the SSARCC screen will remind the director to obtain to obtain Chancellor's Office approval for the transfer out of category C. The director may send an email to the Chancellor's Office requesting to transfer EOPS funds out of category C and explain where the funds will be spent. If the transfer results in the Part C obligation not being met, then the explanation must be in accordance with Title 5, Section 56298(a) and/or (c).

The SSARCC final expenditure screens become automatically available when the Chancellor's Office approves the program's proposed budget plan. To complete the SSARCC EOPS and CARE final expenditures, go to the SSARCC website at: **https://misweb.cccco.edu/SSARCC**. Enter the same user

ID and password provided by Chancellor's Office MIS and then click on "login". From the "SSARCC Budget Select" screen, go to "budget type" near the top and from the drop-down menu select "expenditure report". Enter each final expenditure by object code and category. Any Cooperating Agencies Foster Youth Educational Support (CAFYES) expenditures with funding from EOPS and/or CARE are to be reported in the EOPS and CARE Budget Plans. Note: Use the "Returned and/or Reallocated Funds" column only if you received reallocated funds or formally returned funds by June 30th. Use the "Unexpended Funds" column (located in the expenditure detail screen) for funds returned after June 30th. Any error messages must be appropriately addressed before the final expenditures are "submitted" and the signature page emailed to the Chancellor's Office. When the final expenditures are "submitted", the screens are locked and cannot be re-opened unless the EOPS director makes a request to Chancellor's Office EOPS/CARE. The "submitted" final expenditures are considered ready to be reviewed by the Chancellor's Office. Please be sure to submit the EOPS final expenditures before CARE.

After electronically "submitting" the EOPS and CARE final expenditures, please download the two-page signature forms and email one copy each with the required signatures to ssarcc-eops@cccco.edu by the due date of September 15. Please do not mail the signature form or individual expenditure detail because the Chancellor's Office has computer access to each college EOPS/CARE programs' SSARCC screens and will download the certified final expenditures for review and approval.

ADJUSTMENTS TO THE FINAL EXPENDITURE REPORT
If, after submitting your final expenditures and receiving approval from the Chancellor's Office, you determine a need to correct the expenditures, then the director will need to make a request to Chancellor's Office EOPS/CARE staff to unlock the SSARCC files so that the necessary corrections can be made locally.

If the corrections will be made within five (5) months following the end of the fiscal year for which the report was submitted, please certify the corrected expenditures by emailing a revised signature page. The EOPS and/or CARE budgets will be adjusted in the following February apportionment (i.e. Recalculation Report).

If the corrections are to be made after the five (5) months, then please certify the corrected expenditures, email a revised signature page and at that point, the Chancellor's Office Accounting Office will send an invoice to the district business office.

EOPS AND CARE ENCUMBRANCES
The Chancellor's Office allows for the encumbrance of EOPS and CARE funds and defines encumbrances as follows:

- o   To encumber funds for student summer grants, the grant letters must be dated on or before June 30 stating when payments will be issued;
- o   To encumber funds for purchase of equipment, supplies, etc., the purchase orders must be dated on or before June 30. The item may be delivered after June 30.
- o   To encumber funds for services, the contract for services must be dated on or before June 30 and also state the specific requirements of the service.

EOPS and CARE funds cannot be encumbered past June 30 for employee salaries (including student workers) and/or fringe benefits.
Note: Districts are authorized to adopt a more restrictive encumbrance policy.

EOPS TRANSFER OF FUNDS OUT OF CATEGORY C
Colleges are not required to obtain prior written approval to transfer EOPS and CARE funds between object codes and/or into categories A, B, C or between A and B. However, if EOPS funds transferred out of category C result in the category C obligation not being met, then submit an email request to Chancellor's Office EOPS staff to transfer funds out of C with appropriate justification. The justification must be in accordance with Title 5, Section 56298(a) and/or (c), i.e. the category C funds are being transferred into B for either textbook assistance or Title 5, Article 3 requirements. If EOPS funds are being transferred into category C or between categories A and B, then a written request is not required.

2018-19 EOPS AND CARE MID-YEAR REPORTS

The 2018-19 EOPS and CARE Mid-Year Reports allow programs to: 1) return EOPS and CARE funds to the state prior to the end of the fiscal year without penalty and 2) allow the Chancellor's Office to reallocate unused funds to other EOPS and CARE programs in need of budget augmentation. Colleges wishing to be considered for Spring 2019 EOPS and/or CARE reallocated funds must complete the 2018-19 EOPS and/or CARE Mid-Year Reports and email the signed reports no later than March 15, 2019 to be considered. **Please email the forms even if no EOPS or CARE funds are being returned or being requested**. If, after March 15, a college identifies EOPS and/or CARE funds to be returned, then the Chancellor's Office requests that the college submit a signed, revised EOPS and/or CARE mid-year report as soon as possible but no later than April 30, 2019. Any amount of 2018-19 EOPS and CARE funds may be returned by April 30, 2019 without penalty. If more than three (3) percent of the total 2018-19 EOPS and/or CARE allocations are returned after April 30, 2019, then the Chancellor's Office will impose a one-time, dollar-for-dollar penalty in 2019-20 on the amount over the three percent limit. Colleges still have the entire fiscal year (July 1, 2018 through June 30, 2019) to spend 2018-19 EOPS and CARE funds. Since the amount of funds available may not be sufficient to fully fund the requests submitted by the colleges, a priority system has been established for the reallocation of unspent EOPS funds. The Chancellor's Office will review the requests for reallocated funds and will recommend funding based on the following four priorities in the order listed below. Available EOPS funds will be applied first to all eligible priority #1 requests, then, if funds are available, to priority #2, etc.

      Priority 1 – EOPS Textbook Lending Library (object code 4000B), EOPS Book Services Program (object code 7000B), EOPS Grants (object code 7000C), and/or EOPS Work Study (object codes 2000C, 3000C, 7000C)

      Priority 2 – Other EOPS Services (counseling, tutoring, recruitment, etc.) (object codes 1000B-3000B, and other 7000B)

      Priority 3 – EOPS Discretionary Expenses (object codes 4000A/B, 5000A/B, 6000A/B), excluding EOPS Textbook Lending Library

      Priority 4 - CARE Services (object code 7000B) and/or CARE Grants (object code 7000C)

Indicate the amount requested and the priority number it matches and brief justification of need. Obtain original signatures and submit to the Chancellor's Office by the postmarked due date. These funds must be spent by June 30, 2019 and cannot be carried over into the next fiscal year. In addition, these funds may only be used for the purpose for which they were funded.

A college must be in "good standing" to be eligible for EOPS reallocated funds. To be considered in good standing, a college must meet the following criteria:

- o have an approved 2017-18 proposed EOPS budget;
- o have submitted the 2017-18 EOPS final expenditure report;
- o have submitted the 2018-19 EOPS program plan/SSARCC EOPS budget plan;
- o did not return in excess of 5 percent of their 2017-18 EOPS allocation after the close of the fiscal year;
- o did not return 2017-18 EOPS funds after the close of the 2017-18 fiscal year that equals or exceeds the amount of reallocated funds received for that same year after the close of the fiscal year (2017-18).

CARE reallocated funds must be spent on grants and supportive services in object codes 4000B, 7000B and 7000C.

REPORTING EOPS AND CARE REALLOCATED FUNDS
If a college is awarded EOPS and/or CARE reallocated funds during the 2018-19 fiscal year, the college is required to report the funds in the EOPS and CARE final expenditures reports for 2018-19 through the Student Services Automated Reporting for Community Colleges (SSARCC). Reallocated funds must be spent by the end of the fiscal year (June 30) and may only be used for the purpose for which they were funded by the Chancellor's Office.

EOPS TEXTBOOK EXPENDITURES
Through the Student Services Automated Reporting for Community Colleges (SSARCC) on-line application for EOPS budget reporting, colleges will report the total amount of EOPS funds and total number of unduplicated students served in the EOPS textbook lending library, EOPS book service program, EOPS book rental program, and EOPS book grants, in accordance with the annual State Budget Act.

EOPS Textbook Lending Library (i.e. EOPS Book Loan Program): budgeted in object code 4000B. The required textbooks are purchased by the EOPS program and remain the property of EOPS. EOPS students are required to return the textbooks to the EOPS program after use. The EOPS textbook lending library is operated in the EOPS Office or at another location on campus mutually agreed upon by EOPS and the college to ensure EOPS-only usage.

EOPS Book Services: budgeted in object code 7000B and considered a direct service to students by providing them with textbooks necessary for their success in reaching their educational goals as outlined in their educational plans. The EOPS program must notify the campus Financial Aid Office in a timely manner of students who receive book services because book services is factored in as a resource by Financial Aid when calculating a student's total aid eligibility. The book service may only be used for required textbooks and workbooks, and the textbooks are the property of the student and the student

cannot be required to return them to the EOPS program. Although the book service may not be provided through a grant check, EOPS may reimburse students for required textbooks that were purchased by the student.

EOPS Book Rental Program: budgeted in object code 7000B as a service to EOPS students. Students are not required to complete the financial aid process but EOPS must inform the campus Financial Aid office in a timely manner because the book rental is considered a resource by campus Financial Aid when calculating a student's total aid eligibility. The book rental fee may be paid for via voucher but not in the form of a grant check. However, EOPS may reimburse students for rented, required textbooks. Textbooks are the property of the rental entity and students are expected to adhere to the rental rules. The student, not the college EOPS program, is responsible for any textbook damages or losses.

EOPS Book Grant: budgeted in object code 7000C and, as a grant, is considered direct financial aid to the eligible student and is part of the student's financial aid package to help reduce unmet need. The book grant may be provided to the student in the form of a check or voucher. The book grant may be used for required textbooks, workbooks, or other related materials such as CD for language classes or DVD of prepared classroom lectures. The books are the property of the student and s/he cannot be required to return the books to the college EOPS program. To be eligible for a book grant, student must have documented unmet financial need.

2015-16 EOPS WAIVER CRITERIA
Title 5, Articles 3 and 5

Title 5, Section 56201provides the Chancellor the authority to waive any part or all of Articles 3 and 5. Please review the following waiver criteria and utilize it as a guide to meet your local campus needs and to comply with Title 5 regulations where applicable.

The Chancellor's Office will review the Program Plan to verify that the college meets the waiver criteria.

Article 3. Program Standards Criteria

Section 56230. Full-time EOPS Director

Each college receiving EOPS funds shall employ a full-time EOPS director to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform EOPS activities. Colleges having less than full-time EOPS director position may continue such position, only upon approval of the Chancellor. The Chancellor shall consider the number of students served, the size of the EOPS staff and budget, and the scope and level of services offered when approving requests for less than full-time director position.

A waiver to Section 56230 will be considered if the college and/or the EOPS program meet **one of the two** criteria described below:

1. The EOPS program served less than 500 EOPS students and received an EOPS allocation of less than $500,000 for the prior fiscal year.

2. The EOPS program has a full-time EOPS assistant director/coordinator or full-time EOPS coordinator/counselor position that is assigned 100% to EOPS/CARE and reports to the EOPS director. The position must clearly be designated, in the SSARCC EOPS budget and EOPS program plan, as the position that administers the program in conjunction with or in the absence of the director. In addition, if the part-time director is assigned to EOPS/CARE for **less than 50%** of his/her time, the assistant director/coordinator position **must be certificated**.

Waivers for this section will be approved through the 2018-19 academic year.

Section 56232. Outreach, Orientation, and Registration

Each college receiving EOPS funds shall provide access services to identify EOPS eligible students and facilitate their enrollment in the college. Access services shall include at minimum:
  (a) outreach and recruitment to increase the number of potential EOPS eligible students who enroll at the college.
  (b) orientation to familiarize EOPS eligible students with: the location and function of college and EOPS programs and services; the college catalog, application, and registration process, with emphasis on academic and grading standards, college terminology (e.g., grade points, units), course add and drop procedures and related rules; financial aid application procedures; and transfer procedures to four-year institutions.
  (c) registration assistance for priority enrollment pursuant to Section 58108 of this Part.

Waivers for subsections (a) & (b) may be granted if the college provides the services and they meet the needs of the EOPS program and the EOPS students.

Waivers for sub-section (c) may be granted if all EOPS-eligible students are able to enroll in all the courses and/or sections recommended by the EOPS counselor(s) and which are included in the required EOPS education plan developed with the counselor(s). A waiver will also be granted to this sub-section if the local Board policies specifically do not allow priority registration of any groups of students.

Section 56234. Assessments

Each college receiving EOPS funds shall assess EOPS eligible students using instruments and methods of which the college president certifies are reliable, valid, and appropriate for students being assessed and for the purpose of the assessment. All assessment results which make use of standardized scoring shall be explained and interpreted to EOPS students by counselors trained in the use and meaning of such assessments. Assessments shall, at minimum, include:
  a. Course and placement tests in reading, comprehension, vocabulary, writing, and computations.
  b. Diagnostic tests to determine the specific academic skill deficiencies in areas in which placement tests indicate that the student has a low probability of success in degree applicable courses as defined by college policies.
  c. Study skill assessment that determines how well the student is able to take lecture notes, outline written material, use library services, and use effective study techniques.
  d. Support service assessment, which determines what services the student, may need to attend regularly and participate in campus life

(such as the need for financial aid, childcare, part-time employment, or extra-curricular pursuits).
   e.   Assessment instruments that are not culturally or linguistically biased.

Waivers may be granted to this section if the college certifies it is conducting assessments as a matriculation service that includes all EOPS eligible students.

Section 56236. Counseling and Advisement

Each college receiving EOPS funds shall provide counseling and advisement to EOPS eligible students of at least three contact sessions per term for each student as follows:
   a.   a contact session which combines interview interpretation of assessment results to prepare a student educational plan and a mutual responsibility contract specifying what programs and services the student shall receive and what the student is expected to accomplish.
   b.   an in-term contact session to ensure the student is succeeding adequately, that programs and services are being provided effectively, and to plan changes as may be needed to enhance student success.
   c.   a term-end or program exit contact session to assess the success of students in reaching the objectives of that term, the success of the programs and services provided in meeting student needs, and to assist students to prepare for the next term of classes, or to make future plans if students are leaving the EOPS program or the college.

No waiver will be granted to this section.

Section 56238. Basic Skills Instruction and Tutoring Services

Colleges receiving EOPS funds shall provide basic skills instruction and tutoring services to EOPS eligible students whom, on the basis of assessments and counseling, need such services to succeed in reaching their educational goals.

Waivers for Basic Skills Instruction and/or Tutoring Services may be granted if the college provides the services and they meet the needs of the EOPS program and the EOPS students.

Section 56240. Transfer and Career Employment Services

Colleges receiving EOPS funds shall provide assistance to EOPS eligible students to transfer to four-year institutions and/or to find career employment in their field of training. Appropriate college and EOPS staff shall attempt to articulate coursework and support services needed by EOPS students with four-year institutional staff, particularly four-year institutional staff who are responsible for programs and services that are similar to EOPS.

Waivers for Transfer and/or Career Employment Services may be granted if the college provides the services and they meet the needs of the EOPS program and the EOPS students.

Section 56262. Director Qualifications

(a) The EOPS Director must meet the minimum qualifications for a student services administrator as specified in Section 53420 of this part, or possess a Community College Supervisor Credential.

(b) In addition, an EOPS Director hired the effective date of the Article (Oct. 1987) must have, within the last four years, two years of full-time experience or the equivalent:
  (1) in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,
  (2) as a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

(c) Completed a minimum of **six** (6) units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Waivers for subsection (a) will not be granted.

Waivers for subsections (b) & (c) may be granted for one year. At the end of one year, the qualifications must be met or, at a minimum, reasonable progress must be demonstrated.

Section 56264. Counseling Qualifications.

(a) EOPS "Counselors" are those persons designated by the community college to serve as certificated counselors in the EOPS program and must possess the Community College Counselor Credential required by Education Code Section 87274, or possess a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development counseling, or the equivalent; and;

(b) EOPS counselors hired after the effective date (Oct. 1987) of this Article shall:
  (1) have completed a minimum of nine (9) semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages or six semester units or equivalent of a college-level counseling practicum or counseling field work courses in a community college EOPS program, or in a program dealing

predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and,

   (2)   have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

Waivers for subsection (a) will not be granted.

Waivers for subsection (b) may be granted for one year. At the end of one year, the qualifications must be met or, at a minimum, reasonable progress must be demonstrated.

OPERATIONAL DEFINITIONS AND DESCRIPTIONS
OF EOPS PROGRAM COMPONENTS,
ACTIVITIES AND FUNCTIONS

Introduction

EOPS program activities and services are defined in terms of "components," "activities," and "functions", as well as categories A, B and C. This appendix contains definitions and descriptions for reporting purposes for all the components and activities developed by the Chancellor's Office. In addition, definitions have been developed for some functions. This appendix may be used as a resource when considering what services you may need to provide for EOPS students. There is no intent to standardize what your EOPS program should do, only to standardize the way you may report what you plan to do via these components. Each EOPS program should provide as many services and activities as funding sources allow and as needed by the EOPS students served.

CATEGORY A Funds (COMPONENT 100):

100 MANAGEMENT SERVICES COMPONENT: Activities and functions which directly contribute to the planning, implementing, and evaluating of program-wide efforts to attain EOPS goals and objectives. Would include the administrative functions of the EOPS director as well as program-wide support functions such as the policy role of the local EOPS advisory committee, the use of newsletters or other media for program promotion and advertising, and overall program and/or student needs assessment, data collecting, research and evaluation functions. In other words, any staff service which affects the general management of the EOPS program, or which promotes and supports the program as a whole, is a management services function and belongs in this component.

ACTIVITY 110 (Category A Funds): PROGRAM ADMINISTRATIVE FUNCTIONS. Restricted to the administrative duties of the EOPS director and any assistants who directly support this position. For example, functions would include:

(A/F 111) EOPS Director's Functions. Ongoing program oversight, setting operational policies and implementing them, determining budget and service requirements, preparing annual EOPS program plan, selecting and/or approving staff, interfacing component functions with other college-wide activities, resolving internal and external disputes, supervising subordinate staff, conducting staff meetings, etc.

(A/F 112) EOPS Assistant Director's Functions. Managing the EOPS program in the director's absence, representing the director as needed, facilitating internal component coordination, or otherwise carrying out administrative services as directed.

(A/F 113) CARE Coordinator's Functions. Ongoing oversight of the CARE program, setting operational policies and implementing them, determining budget and service requirements, preparing CARE sections of the annual EOPS program plan, selecting and/or approving CARE staff, interfacing component functions with other college-wide activities, supervising subordinate staff, conducting staff meetings, etc. (Show this as a separate activity function

only if the CARE Coordinator and the EOPS Director are two separate positions.)

(A/F 114) Regional and State Coordinative Functions. Participation in statewide and regional meetings, workshops, and conferences having as their purpose the communication of Chancellor's Office information, the development of statewide EOPS policies, the identification and articulation of EOPS professional interests, etc. (training of EOPS personnel on new procedures applicable to EOPS administration should be reported in Component 800 as a category B activity).

(A/F 115) Administrative Clerical Functions. Secretarial and/or clerical services in support of the EOPS director's (and assistant) administrative responsibilities for the EOPS program. In addition, any other administrative support functions that take place within the EOPS program should be reported within this activity function, e.g., peer advisors providing clerical support to counselors, student workers providing clerical support to recruiters, etc.

(A/F 116) Budget and Payroll Control Functions. Internal program preparation of local EOPS budget and adjustments, claims, transfers, and encumbrances, maintenance of internal expenditure records, and performance of internal program payroll and hiring procedures.

(A/F 117) Other Program Administrative Functions. If you determine there are additional functions related to direct program-wide administration give these functions a name and code beginning with this one and numbering sequentially thereafter.

NOTE: The total amount of EOPS monies which can be expended in Activity 110 is restricted to a certain percent of your college's EOPS allocation. See the "General Instructions" section of Chapter 1.

ACTIVITY 120 (Category A Funds): PROGRAM SUPPORT FUNCTIONS. Restricted to auxiliary functions whose impact is on the total program and which are intended to support program-wide management, and which are collateral to the direct administrative functions in Activity 110. For example, support functions would include:

(A/F 121) Public Information Functions. Production of EOPS newsletters, brochures, fliers, publicity packets, slide or motion picture presentations, public service announcements, etc., which have as their purpose the promotion of EOPS programs and their goals and objectives.

(A/F 122) EOPS Advisory Committee Functions. The work of the local program advisory committee in policy development, evaluation, and development of community and campus support, together with any staff time devoted to facilitate advisory committee functions.

(A/F 123) CARE Advisory Committee Functions. The work of the local CARE advisory committee in policy development, evaluation and development of community and campus support, together with any staff time devoted to facilitate CARE advisory committee functions. (If the local advisory committee serves both EOPS and CARE, show in A/F 122.)

(A/F 124) Other Program Support Functions. Additional management support functions having program-wide impact, not included in A/F's 121-123 above.

ACTIVITY 130 (Category A Funds): MANAGEMENT INFORMATION AND EVALUATION FUNCTIONS. Restricted to functions which impact internal management decision-making in the areas of program cost effectiveness, evaluation of program activities and services and their effectiveness, monitoring and/or tracking the EOPS eligibility of students served, etc. For example, functions would include:

(A/F 131) Output Data and Analysis Functions. Establishing an output information system, using service delivery forms, payroll records etc., to monitor services output and cost efficiency, developing aggregate data reports, performing analysis such as determining the average number of service contacts per hour or the average number of students served per hour, the average costs per hour and so forth. Output information is of value mainly for examining program efficiency (not necessarily effectiveness) and may be compared to outcome data for management cost-effectiveness analysis.

(A/F 132) Outcome Data and Analysis Functions. Selecting existing outcome measures or developing new ones which permit analysis of program outcomes, generally short-term in nature. Outcome measures should be used for examining program effectiveness (the effectiveness of program services and activities and their impact on students). Outcome measures may, for example, include GPA, frequency of withdrawal, unit completion and student success comparisons, but may also include measures of effective change, modifications or confirmation of educational majors, improvements in writing or reading abilities, and many more. Outcome measures sometimes involve the use of some quasi-experimental research designs and related statistical procedures.

(A/F 133) Impact Data and Analysis Functions. Involves assessment of long-term program effects both on students served and/or on the institutional system itself (e.g., changing enrollment patterns). The persistence of students over several semesters, the success of their transition into 4-year institutions and/or career employment as a direct result of program participation, long-term, durable attitude changes, or other outcomes would be included. Program effects on the institution may include the development over time of new curriculum, the introduction of new organizational techniques, the retraining of faculty, etc.-- effects that can be traced back to the presence and impact of EOPS on campus. Impact studies are normally longitudinal in nature and may employ a wide variety of information gathering and analysis techniques.

(A/F 134) EOPS Services Data Functions. Refers to developing and maintaining information methods which accurately track the provision of services to EOPS eligible students. Does not refer to the determination of eligibility, but rather to the monitoring of service delivery (services utilization).

(A/F 135) EOPS Student and/or Personnel Data Cards Functions. Refers to the preparation and mailing of state-required student and/or personnel data cards.

(A/F 136) EOPS Needs Analysis and Need Statistics Functions. Refers to assessment of community or college-wide student needs for program planning and goal-development purposes, and the preparation of annual need data reports (Need Data and Services Report) submitted to the state Chancellor's Office. Does not include the provision of assessments or the testing of student aptitudes, skills, etc.

(A/F 137) Other Management Information and Evaluation Functions. Code and identify additional information or evaluation functions other than those outlined in A/F's 131-136 above.

ACTIVITY 140 (Category A Funds): PROGRAM ELIGIBILITY DETERMINATION FUNCTIONS.

(A/F 141) EOPS Program Eligibility Determination Functions. Any processes, procedures and activities geared toward the determination of eligibility for the program. May include the review of Admission and Records documents to determine California residency status; the review of the CA Promise Grant (BOGFW) applications and/or financial aid records to determine the CA Promise Grant (BOGFW) eligibility; the review of students records to determine the number of units completed to date (cumulative units); the review and processing of any documentation and/or information in determining whether or not a potentially eligible student is educationally disadvantaged; etc.

(A/F 142) CARE Program Eligibility Determination Functions. After a student has been found to be EOPS eligible, any processes, procedures and activities involved in the further determination of eligibility for CARE, as per CARE guidelines.

(A/F 143) Continuing Eligibility Monitoring Functions. Any processes, procedures and activities involved in the continued monitoring of eligibility for EOPS and/or CARE. May include the monitoring of academic progress (if this activity is used solely for monitoring continued eligibility); review of, for adherence to, an education plan and/or responsibility contract; follow-up on whether or not a student applies for financial aid; monitoring cumulative units; etc. (If progress monitoring is used for both determining continuing eligibility and in support of the counseling function, describe this activity in A/F 432.)

(A/F 144) Other Program Eligibility Determination Functions. Code and identify additional eligibility determination functions not included in A/F's 141-143 above.

ACTIVITY 150 (Category A Funds): OTHER MANAGEMENT SERVICES FUNCTIONS. Code and identify additional management services functions not included in Activities 110-140 above.

CATEGORY B Funds (COMPONENTS 200-800):
200 OUTREACH SERVICES COMPONENT: Activities and functions which are directed at individuals who are not currently enrolled on campus, and which have as their purpose the eventual enrollment of prospective new or re-entry students. Includes only those functions which are provided to prospective students prior to the completion of their actual registration for classes as regular college students.

ACTIVITY 210 (Category B Funds): PROGRAM RECRUITMENT, OUTREACH FUNCTIONS. Restricted to functions which seek out, contact, and encourage potentially EOPS-eligible community college students to enroll into educational programs of their choice. For example, functions would include:

(A/F 211) Program Recruitment Functions. Recruitment services which exclusively the EOPS program alone conducts, and which target appropriate, potentially EOPS-eligible students.

(A/F 212) Early Outreach Functions. EOPS program services aimed at the early contact, identification and support of prospective new and re-entry students who are still enrolled in junior or senior high school, or individuals enrolled in adult remedial credit or noncredit classes but who are not considered regular community college students. Services rendered are to promote and encourage eventual regular enrollment by reducing skill or motivational barriers. Care must be taken to ensure that early outreach activities funded with EOPS monies are appropriate according to regulations since early outreach clients would normally not be eligible EOPS students during the time they are being served.

(A/F 213) Other Recruitment/Outreach Functions. Code and identify additional program recruitment functions other than those outlined in A/F's 211 and 212 above.

ACTIVITY 220 (Category B Funds): COORDINATED RECRUITMENT, OUTREACH FUNCTIONS. Recruitment and/or outreach activities which are intentionally coordinated with college and other efforts.

(A/F 221) College Integrated Recruitment Functions. Recruitment services which are intentionally coordinated with college-wide efforts.

(A/F 222) Consortial Outreach Functions. Restricted to all recruitment, referral, support service, and pre-entry functions that are performed as a part of a cooperative enterprise (formal agreement) which involves the college EOPS program, other community colleges, K-12 schools, community agencies, and/or 4-year colleges and universities.

(A/F 223) Other Coordinated Recruitment/Outreach Functions. Code and identify additional program coordinated recruitment functions other than those outlined in A/F's 221 and 222 above.

ACTIVITY 230 (Category B Funds): PRE-ENTRY SERVICE FUNCTIONS. Restricted to services provided just prior to regular enrollment which have as their purpose the immediate preparation of new or re-entry students for college entrance. May include the provision of information designed to assist students to understand and use the college catalogue, student handbook, etc. May also include assistance in registering for classes, making referrals to appropriate college resources, or answering questions about college procedures, student functions, and other campus events. Assistance with the college application, financial aid forms, and completion of EOPS forms (not including the education plan) may also be provided under this activity. Eligibility determination may be in process for students served in this area.

ACTIVITY 240 (Category B Funds): ORIENTATION/REGISTRATION SERVICES FUNCTIONS.

(A/F 241) Orientation Functions. Services designed to familiarize students with campus facilities, EOPS services, registration procedures, financial aid, college rules, and other campus services. Eligibility determination may be in process for students served in this area. This is a

short-term EOPS orientation function ONLY; if you are providing a long- term or extended orientation, please use A/F 322.

(A/F 242) Early Registration Functions. Services provided in this area (e.g., priority registration), must be in addition to, and apart from, those early registration activities provided by the college and available to all students. Students should be identified as EOPS- eligible prior to receiving these services.

(A/F 243) Other Orientation/Registration Services Functions. Code and identify additional orientation and/or registration services functions other than those outlined in A/F's 241 and 242 above.

300 (Category B Funds) INSTRUCTIONAL DEVELOPMENT AND SERVICES COMPONENT. Activities and functions which contribute to, or are directly supportive of, the academic, vocational, and/or personal development of EOPS and/or CARE students who are already regularly enrolled, through the use of district-approved instructional courses, course or curriculum development, and instructional support services such as tutoring. These services should contribute to the retention and successful transition of EOPS students.

ACTIVITY 310 (Category B Funds): CURRICULUM AND COURSE DEVELOPMENT FUNCTIONS. The creation, development and evaluation of innovative courses or teaching methods which are otherwise unavailable through the college's instructional program and which are designed in response to the identified needs or interests of EOPS and/or CARE students. Instructional development functions may be aimed at the preparation of new courses or curriculum content or may take existing subject matter and implement new teaching methods, or both.

ACTIVITY 320 (Category B Funds): INSTRUCTIONAL SERVICES FUNCTIONS. Approved coursework taught by certificated instructors, provided to EOPS and/or CARE students. Instructional services functions may include:

(A/F 321) Summer College Readiness Program Functions. Short-term programs and services, provided during the summer for new and re-entry students designed to assess student skills and/or provide developmental instruction and/or counseling in basic or study skills and selection of educational majors or initial class programs. (May also include orientation functions.) Students enrolled in summer programs must be enrolled in 6 units or the college's summer equivalent of full-time.

(A/F 322) Extended Orientation Functions. In contrast to a short-term, or limited orientation (A/F 241), this function provides a long-term, or extended orientation to eligible students. An extended orientation is generally provided as an EOPS course, and may last a full term. Services and activities provided during an extended orientation may include those provided in a short-term orientation and/or a summer readiness program.

(A/F 323) Basic Skills Instruction. Teaching aimed at the preparation EOPS students for college-level coursework through the improvement of reading, writing, listening, arithmetic, language, and spelling skills.

(A/F 324) Study Skills Instruction. Teaching aimed at the development of effective techniques in note-taking, exam-taking, outlining, studying, use of the library, and other learning skills.

(A/F 325) Employability Training Functions. The provision of employability training in a classroom environment. Short-term workshops and/or seminars are to be included under Activity 520.

(A/F 326) Career Exploration Functions. The provision of career exploration activities and services in a classroom environment. Short-term workshops and/or seminars are to be included under Activity 520.

(A/F 327) Other EOPS Courses Functions. Code and identify additional instructional functions other than those outlined in A/F 321-326 above.

ACTIVITY 330 (Category B Funds): TUTORING SERVICES FUNCTIONS. Restricted to functions which supplement the regular course work of EOPS students and which serve to strengthen, reinforce, or clarify conceptual, learning, study, or motor skills in academic, vocational, and developmental (remedial) courses.

ACTIVITY 340 (Category B Funds): BOOK SERVICES FUNCTIONS.

(A/F 341) EOPS Book Services Functions. Books provided to EOPS-eligible students through Part B, object code 7000. Book services refers to books given to EOPS students regardless of their Financial Aid eligibility. Books provided through Part C, object code 7000 are not to be included here.

(A/F 342) EOPS Book Loan Functions. Books provided to EOPS-eligible students through Part B, object code 4000. Book loan refers to books lent to EOPS students and returned each term (similar to a library).

(A/F 343) CARE Book Services Functions. Books provided to CARE-eligible students, with funding provided by the CARE program.

ACTIVITY 350 (Category B Funds): OTHER INSTRUCTIONAL DEVELOPMENT/SERVICES FUNCTIONS. Code and identify additional instructional functions if they differ from those outlined in Activities 310-340 above.

400 (Category B Funds) COUNSELING SERVICES COMPONENT:
Activities and functions designed to facilitate and enhance the ability of EOPS students to recognize and make choices which positively affect their educational success, personal growth, self-confidence, and independence. In this component, report counseling services provided to EOPS students on a periodic, recurrent, and ongoing basis while they are progressing through their community college education, between the time they enroll and the time they are ready to graduate. In other words, any counseling service provided to EOPS students which helps to get them through their educational program after they have arrived and before they leave belongs in this component.

Peer advisors may assist professional staff in providing counseling services, although peer assistance is to be confined to information, referral, or advisement functions (paraprofessional services); actual counseling functions are provided by trained professionals (certificated staff).

ACTIVITY 410 (Category B Funds): PROFESSIONAL/CERTIFICATED COUNSELING SERVICES FUNCTIONS.

(A/F 411) Academic/Transfer Counseling Functions. Individual or group counseling designed to assist EOPS students to develop and plan an educational program, while in college and in preparation for transfer, which is appropriate to their interests, needs and abilities. Must include assistance in planning course selections, i.e., the development of an education plan with a certificated counselor.

(A/F 412) Career/Vocational Counseling Functions. Individual or group counseling designed to assist EOPS students to understand and explore occupational and career educational possibilities in relation to their abilities and interests.

(A/F 413) Personal Counseling Functions. Individual or group counseling designed on a short-term basis to assist EOPS students to find effective resolutions to personal, interpersonal, or family problems which may interfere with their educational success. Would include counseling for minor problems or interventions for more serious psychological difficulties, with appropriate referral as needed for therapeutic care.

ACTIVITY 420 (Category B Funds): TESTING/ASSESSMENT SERVICES FUNCTIONS.
The provision of tests and/or assessments using instruments and methods that are valid and reliable, and not culturally or linguistically biased. Areas for assessment may include course and placement tests (for advisory purposes only), diagnostic tests, study skills assessments and support service assessments. The following functions may be used:

(A/F 421) English/Math/ESL Testing Functions.

(A/F 422) Career/Vocational Assessment Functions.

(A/F 423) Study Skills Assessment Functions.

(A/F 424) Other Diagnostic Testing Functions.

(A/F 425) Interpretive Functions.

(A/F 426) Other Testing/Assessment Functions. Code and identify additional testing/assessment functions other than those outlined in A/F's 421-425 above.

ACTIVITY 430 (Category B Funds): PARAPROFESSIONAL ADVISEMENT FUNCTIONS

(A/F 431) Peer Advisement Functions. Services provided by peer advisors, in support of the counseling functions outlined above. May include regular "check-up" sessions with students; informal assessment of students' needs; interpretation of college catalogs and handbooks; on-or off-campus referrals; etc.

(A/F 432) Progress Monitoring Functions. May be performed by peer advisors or other paraprofessionals. The monitoring of student progress, through the review of progress reports, transcripts, etc., in order to assist counselors in their provision of academic counseling services to students.

(Progress monitoring for purposes of determining continued program eligibility is to be included in A/F 143. If a progress monitoring activity is used for both, describe it in A/F 432.)

ACTIVITY 440 (Category B Funds): OTHER COUNSELING AND ADVISING SERVICES FUNCTIONS. Code and identify additional counseling and/or advising services if they differ from those outlined in Activities 410-430 above.

500 (Category B Funds) TRANSITION SERVICES COMPONENT. Activities and functions specifically designed to help EOPS students successfully transfer into four-year institutions, find career employment upon graduation from the community college, or otherwise realize their post-community college goals. Does not include those counseling functions in Activity 410 in which students are advised throughout their college experience about the appropriate courses to take in meeting transfer requirements, but would include counseling and other activities which have as their purpose the immediate preparation, assistance, and/or follow-up for EOPS students who are actually ready to make post-college transitions.

ACTIVITY 510 (Category B Funds): TRANSFER SERVICES/ACTIVITIES FUNCTIONS. Individual or group services designed to facilitate the transfer of EOPS students into four-year institutions. Functions would include services such as counseling, orientations, field trips to four-year institutions, assistance in filling out four-year college or financial aid applications and fee waivers, follow-up, or other services which are specifically provided for EOPS students who are about to transfer.

(A/F 511) Transfer Services Functions.

(A/F 512) Field Trips Functions.

(A/F 513) Consortial/Inter-Institutional Activities Functions.

(A/F 514) Other Transfer Functions.

(A/F 515) Administrative/Clerical Functions (Transfer Center). This activity/function is to be used when coding administrative and/or clerical functions being performed by campus transfer center personnel which are EOPS and "over and above" in nature.

ACTIVITY 520 (Category B Funds): JOB/CAREER TRANSITION SERVICES FUNCTIONS. Individual or group services designed to facilitate the transition of EOPS students into post-college employment. Functions would include services such as counseling, assistance in job search and/or placement techniques, preparation of employment applications, resumes, or other services.

(A/F 521) Job Readiness Services Functions.

(A/F 522) Interagency Liaison Functions.

(A/F 523) Job Placement Services Functions.

(A/F 524) Career Guidance Direct Services Functions. This function includes use of career center services including, for example, the Eureka

system, provision of a career fair, etc. (It does not include transition counseling.)

(A/F 525) Other Job/Career Transition Services Functions.

(A/F 526) Administrative/Clerical Functions (Career Center). This activity/function is to be used when coding administrative and/or clerical functions being performed by campus career center personnel which are EOPS and "over and above" in nature.

600 (Category B Funds) SPECIAL ACTIVITIES COMPONENT:
Educationally beneficial special activities and functions designed to meet additional needs of EOPS students that are not included in the other components contained in this document.

ACTIVITY 610 (Category B Funds): CHILD CARE SERVICES FUNCTIONS.

(A/F 611) CARE Child Care Functions. Child care services, provided to CARE-eligible students, and funded by the CARE program, in accordance with CARE Guidelines.

(A/F 612) Child Care Functions (non-CARE). Child care services, provided to EOPS-eligible students, and funded by the EOPS program, in accordance with title 5 regulations.

ACTIVITY 620 (Category B Funds): OTHER INTERAGENCY COORDINATION/LIAISON FUNCTIONS. Report in this activity services, other than child care, that are provided through formal interagency agreements.

(A/F 621) Mini-Corps Coordination Functions.

(A/F 622) Puente Project Coordination Functions.

(A/F 623) Other Interagency Coordination/Liaison Functions.

ACTIVITY 630 (Category B Funds): CULTURAL ENRICHMENT ACTIVITIES FUNCTIONS.

(A/F 631) Intercultural/Multicultural Activities Functions.

(A/F 632) Academic Recognition/Award Activities Functions.

(A/F 633) Other Cultural Enrichment Activities Functions.

ACTIVITY 640 (Category B Funds): CONSULTING SERVICES FUNCTIONS. Report in this activity all consultants who are employed for a limited time period to perform special services, such as short-term audits, evaluations, design of training or other instructional materials, etc. Do not report in this activity personnel who have ongoing staff functions in other components even if they are employed on a "contract" (limited or long-term) basis.

ACTIVITY 650 (Category B Funds): SPECIAL PROJECTS FUNCTIONS. If a program has been awarded a Special Project through the Chancellor's Office, and/or is participating in a Special Project (e.g., if it is a

regional project), director and/or staff time spent on special project activities is to be included here.

ACTIVITY 660 (Category B Funds): OTHER SPECIAL EOPS/CARE ACTIVITIES FUNCTIONS. Code and identify additional special activities with educational benefit, for EOPS and/or CARE, if they differ from those outlined in Activities 610-650 above.

(A/F 661) CARE Transportation Services Functions. Any transportation services provided to CARE-eligible students, funded by the CARE program, other than transportation grants (see A/F 716).

700 (Category B Funds) DIRECT AID SERVICES COMPONENT.

ACTIVITY 710 (Category B Funds): EOPS DIRECT AID SERVICES FUNCTIONS. This component is limited to the processes and procedures involved in the provision of EOPS direct aid to EOPS students, not to be confused with the actual receipt of direct aid by EOPS students. (Eligibility determination for EOPS and CARE has been included in the 100 Component.)

(A/F 711) Grant/Workstudy/Loans Functions.

(A/F 712) Book Grants/Vouchers Functions.

(A/F 713) CARE Grant Functions.

(A/F 714) Financial Aid Coordination Functions.

(A/F 715) Other Direct Aid Functions: EOPS. Other direct aid functions for EOPS students may include the provision of meal tickets, ASB cards, parking and/or transportation fees, etc.

(A/F 716) Other Direct Aid Functions: CARE. Other direct aid functions for CARE students may include the provision of meal tickets, ASB cards, parking and/or transportation fees, etc.

800 (Category B Funds) STAFF DEVELOPMENT AND TRAINING COMPONENT: Activities and functions designed to add to or enhance job-related skills, knowledge, and abilities of EOPS professional, classified, and student staff, and to promote understanding of the EOPS program and its students through various college in-service functions.

ACTIVITY 810 (Category B Funds): PROGRAM STAFF DEVELOPMENT AND TRAINING FUNCTIONS. Individual or group services designed to improve the technical, conceptual, interpersonal, or organizational skills of all staff who are assigned to work in the EOPS program.

(A/F 811) EOPS Staff Meetings Preparation Functions.

(A/F 812) EOPS Staff Meetings Attendance Functions.

(A/F 813) EOPS Structured Staff In-Service Functions. May include activities such as training workshops or short-term seminars.

(A/F 814) EOPS Classroom Training Functions. For student workers; for example, training classes for peer advisors, tutors, etc.

(A/F 815) Other Staff Development And Training Functions.

ACTIVITY 820 (Category B Funds): COLLEGE STAFF IN-SERVICE FUNCTIONS. Individual or group services designed to improve the sensitivity, understanding, or awareness on the part of college staff (non-EOPS program personnel) of the EOPS program and its students. May include functions directed at inter-racial or inter-cultural understanding, or other functions designed to facilitate improved performance in other college instructional or student services functions as they affect EOPS students.

(A/F 821) Campus Committees Functions. Use this function if the EOPS director or staff member includes as a part of his/her participation on campus committees the promotion of EOPS and an understanding of its services and clientele.

(A/F 822) College Staff In-Service. Any in-service, organized by EOPS, that has as its purpose the promotion of the EOPS program and its students through presentations to campus groups (e.g., the faculty senate, the board of trustees, etc.), faculty, staff and administration. Should work to enhance sensitivity toward, and understanding and/or awareness of, the EOPS program and its students.

(A/F 823) Other In-Service Functions. Code and identify additional in-service functions directed toward campus personnel that are not included in activities 821 and 822 above.

CATEGORY C Funds
DIRECT AID COMPONENT (EOPS GRANTS, EOPS BOOK GRANTS, EOPS WORKSTUDY, EOPS EMERGENCY LOANS).
Financial aid awarded to EOPS students, based on unmet financial need, through the EOPS program (Category C/Part C), in accordance with Title 5, Section 56298. This component is used to identify EOPS direct aid sources (i.e. cash assistance) throughout the program plan, but is not to be used to describe an activity or function.

Note: Unlike actual financial aid which is awarded to students as a category C expense, the activities/functions related to the disbursement of direct aid are described in the 700 component and are identified as category B, not category C. For example, the process of awarding EOPS grants to eligible students is a category B (not C) activity (i.e. component 700) and should be listed in the category B box of the SSARCC EOPS budget plan for those EOPS staff who are involved with the activity.

Budget & Accounting Requirements

The accounting system used to record financial affairs shall be in accordance with the definitions, instructions, and procedures published in the California Community Colleges Budget and Accounting Manual (BAM) as approved and furnished by the Board of Governors. No accounting manual so approved shall expressly or by implication affect the content of any educational program or objective, except as otherwise specifically provided for in the California Education Code. The Legislature has declared that such content shall be best determined by those involved in the administration of education programs, including community college district governing boards, local administrators, instructors, students, and parents.

EOPS Directors/Coordinators and District Business Managers are referred to the Budget and Accounting Manual (BAM) as revised in 2012, for current accounting practices and procedures. The Budget and Accounting Manual is posted on the Chancellor's Office Fiscal Services Unit website at:

http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalStandardsandAccountibilityUnit/FiscalStandards/BudgetandAccountingManual.aspx

Title 5 , Article 7, outlines additional funding and expenditure requirements for the EOPS program. The information contained herein describes these requirements for EOPS and the object code classification system utilized in recording expenditures.

Expenses incurred by the EOPS program are to be recorded and accounted for on the basis of the object of the expenditure. A classification system for reporting a variety of object expenses is described in Chapter 4 of the Budget and Accounting Manual.

Object Classification System (Object Codes)

The following object categories are identified in the Budget and Accounting Manual for state-level reporting:

1000 ACADEMIC SALARIES
        The salary of an academic (formerly certificated) person is recorded here only if the position which that person is filling requires minimum academic standards; otherwise it is recorded under 2000 CLASSIFIED SALARIES - e.g., a qualified instructor has at times been temporarily hired as an Instructional Aide.

        Title 5, Section 56296(a), prohibits the use of EOPS funds for some administrative costs, which may be recorded under the academic salary classification.

        Title 5, Section 56296. Expenses Not Allowed. EOPS funds shall not be expended for the following:

        (a) college administrative support costs (e.g., staff of the business office, bookstore, reproduction, staff at the dean salary level and above).

2000 CLASSIFIED SALARIES

Title 5, Section 56296(a) prohibits the use of EOPS funds for administrative costs, which may be recorded under the classified salary classification. (Refer to the same provision listed above.)

3000 EMPLOYEE HEALTH & WELFARE BENEFITS

Record all expenditures for employer's contribution to retirement plans and for health and welfare benefits for employees or their dependents, retired employees, and board members.

4000 SUPPLIES AND MATERIALS

Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged or lost.

Distinguishing between supplies and equipment is frequently difficult. However, districts must correctly identify each expenditure to maintain necessary accounting uniformity.

In order to decide whether or not an item is equipment or supplies, determined the length of time it is serviceable and its contribution to the value of the facility. Supplies are consumed and replaced without increasing the value of the physical properties of the district. Examples: paper, pencils, cleaning materials, nails, scissors, test tubes, thumbtacks, and keys.

Equipment has relatively permanent value -- its purchase increases the value of district physical property. Equipment is generally defined in the Budget and Accounting Manual as tangible property having a purchase price of at least $200 and a useful life of more than one year, other than land or buildings and improvements there on. All expenditures for equipment are to be recorded in Object code 6400.

EOPS expenditures may include, but not limited to, reference books and materials for the EOPS library, supplies and materials for EOPS outreach and recruitment, office supplies for the EOPS program, required textbooks for the EOPS book loan program, on-campus printing, equipment.

EOPS expenditures for an EOPS Book Services program are to be included in the 7000 object code. However, EOPS expenditures for the purchase of books owned by the EOPS program for a lending library/textbook loan program are to be included in the 4000 object code.

5000 OTHER OPERATING EXPENSES & SERVICES

Professional fees encompass service performed by firms or individuals or a governmental agency on a contractual or fee basis. Includes but is not limited to payments to lecturers, performing artists, consultants and the like. Contractual services include costs of rentals and leases and all services including maintenance and repairs performed for the district under express or implied contracts including labor, materials, and use of equipment. Contracts referred to in this category are contracts binding the district to use and pay for goods and services as distinct from contracts that merely establish a price for goods and services that the district may or may not use. Include only contracts that firmly encumber district funds.

Record reimbursement for actual and necessary expenditures incurred by employees and other district representatives for transportation, meals,

lodging and expenses incidental thereto. Record registration and attendance fees. Section 56296(f) of Title 5 prohibits the payment of travel costs by EOPS to non-EOPS staff and students without prior written approval of the Chancellor's Office.

EOPS expenditures may include, but not limited to, travel expenses to EOPS-related conferences, trainings, and meetings for EOPS staff and EOPS students, food/beverages for students at EOPS programs and activities from which they derive educational benefit, speaker fees at EOPS educational workshops, leases for EOPS-paid equipment, off-campus printing.

Section 56296(b) prohibits the use of EOPS funds for indirect costs for such things as heat, light, power, janitorial services, etc.

6000 CAPITAL OUTLAY

Capital outlay expenditures result in acquisition of capital assets or additions to capital assets. These expenditures are for sites; improvement of sites; buildings or their improvement; and purchase of initial or additional equipment and the purchase of books for new or major expansion of college libraries (not for departmental or program libraries).

Equipment (6400) includes movable personal property of a relatively permanent nature and/or of significant value. Examples: furniture and machines. (See page C-2 for definition of equipment.) In addition, object code 6400 also includes expenditures for replacement of equipment. Section 56296(d) and (e) prohibit the expenditure of EOPS funds for the purchase of furniture and the costs of construction, remodeling, renovation or vehicles, without prior written approval of the Chancellor's Office. The rental or lease of buildings and equipment are to be recorded under object code No. 5000.

EOPS expenditures may include, but not limited to, remodeling or renovation of EOPS office space, computer hardware and software, furniture, other equipment required for EOPS-related activities.

7000 OTHER OUTGO

Other outgo includes expenditures for the retirement of debt, tuition, fund transfers, student financial aid and appropriations for contingencies.

EOPS expenditures for services provided directly to the EOPS student, which are considered a resource and not part of their Financial Aid award, should be shown in object code 7300 as a Category B expense. The EOPS program must notify the campus Financial Aid Office in a timely manner of students' receiving EOPS 7000B services because the services may be considered resources by the Financial Aid Office when calculating a student's total aid eligibility. Examples: purchasing required textbooks through EOPS Book Service Program; vouchers for child care, on-campus meal tickets, bus passes, campus parking permits, gas cards, school supplies; Examples of other 7000B services: honor society fees for academic achievement, graduation caps and gowns, campus ASB cards, et al.