September 11, 2014

TO: Chief Student Services Officers
   Chief Business Officers
   Student Services Deans
   Credit and Noncredit Student Success and Support Program Directors/Coordinators

FROM: Linda Michalowski
      Vice Chancellor, Student Services and Special Programs

SUBJECT: 2013-14 Mid-Year Reports for Credit and Noncredit Student Success and Support Program
           (Declaration of Unused Funds and Request for Reallocated Funds)

SYNOPSIS: Attached you will find the 2013-14 Mid-Year Reports for the Student Success and Support Program (Declaration of Unused Funds and Request for Reallocated Funds). There is one form for the Credit Student Success and Support Program (SSSP) funds and a separate form for the Noncredit SSSP funds.

SSSP funds allocated to colleges for a specific fiscal year are normally required to be spent during that fiscal year. However, colleges were authorized to carry over 2013-14 SSSP funds for six months into the 2014-15 fiscal year. All 2013-14 SSSP funds must be spent by December 31, 2014. Any unspent SSSP funds after that date must be returned to the State.

Please carefully review your budgets and expenditure planning to determine if you will be able to spend your entire Credit and Noncredit SSSP allocations for 2013-14 by December 31, 2014. If you determine that you will not be able to spend all of your funds, it is important that you release those funds now for re-allocation to another college. Likewise, this is an opportunity to request additional Credit or Non-Credit SSSP funds to be spent before December 31, 2014. Any funds released through this process will be reallocated to colleges that have requested additional resources.

All colleges need to complete and return the Credit SSSP 2013-14 Mid-Year Report and all colleges that received Noncredit SSSP funds must complete the Noncredit form as well. If you are neither returning or requesting funds, place a zero (-0-) in the appropriate space(s).

It is important that the system demonstrate that all SSSP funds are being spent for their intended purpose. Colleges that have been unable to fully use these funds should not hesitate to report unspent funds now, when they can be reallocated and spent by another college. There is no issue or penalty associated with a timely release of funds. However, any community college returning funds after the deadline for this form may be penalized in a future allocation.

ACTION/DATA REQUESTED: Please complete and return the 2013-14 Mid-Year Reports for Credit and Noncredit Student Success and Support Programs by September 30, 2014. Failure to comply with this requirement may affect your eligibility to receive additional funds should they become available.

CONTACT: Please contact Barbara McIsaac Kwoka at bkwoke@cccco.edu or (916) 323-0799, or Debra Sheldon at dsheldon@cccco.edu or (916) 322-2818 with questions related to this document.

Attachments
CREDIT STUDENT SUCCESS AND SUPPORT PROGRAM
2013-14 MID-YEAR REPORT

SECTION A: DECLARATION OF UNUSED 2013-14 CREDIT SSSP FUNDS

DISTRICT: ___________________________________ COLLEGE: ___________________________________

This certifies that the above named college has $_____________ of unused 2013-14 SSSP Credit funds and hereby requests that our base allocation be reduced by this amount.

SECTION B: REQUEST FOR ADDITIONAL 2013-14 CREDIT SSSP FUNDS

This certifies that the above named college requests reallocated credit SSSP funds. These funds are needed to support the program and services for the 2013-14 fiscal year (use additional pages, if necessary). If funds are available, they will be reallocated to colleges that have demonstrated a need for additional resources; however, the college’s entire request is not guaranteed to be funded.

| AMOUNT REQUESTED: $ |
| PURPOSE: |

SECTION C: DISTRICT AND COLLEGE CERTIFICATION

/__________________________________________ Date

Credit SSSP Coordinator (Typed Name/Signature)  
Contact Phone number: __________________________

/__________________________________________ Date

Credit SSSP Supervising Administrator or Chief Student Services Officer (Typed Name/Signature)
Contact Phone number: __________________________

/__________________________________________ Date

Chief Business Officer (Typed Name/Signature)

/__________________________________________ Date

President/Superintendent (Typed Name/Signature)

Return form postmarked with original signatures by September 30, 2014 to: 
Patty Falero, California Community Colleges Chancellor’s Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539 or email your completed signed form to pfalero@cccco.edu.
NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM
2013-14 MID-YEAR REPORT

SECTION A: DECLARATION OF UNUSED 2013-14 NONCREDIT SSSP FUNDS

DISTRICT: _____________________________________ COLLEGE: _________________________________________

This certifies that the above named college has $_____________ of unused 2013-14 SSSP Noncredit funds and hereby requests that our base allocation be reduced by this amount.

SECTION B: REQUEST FOR ADDITIONAL 2013-14 NONCREDIT SSSP FUNDS

This certifies that the above named college requests reallocated credit SSSP funds. These funds are needed to support the program and services for the 2013-14 fiscal year (use additional pages, if necessary). If funds are available, they will be reallocated to colleges that have demonstrated a need for additional resources; however, the college’s entire request is not guaranteed to be funded.

AMOUNT REQUESTED: $

PURPOSE:

SECTION C: DISTRICT AND COLLEGE CERTIFICATION

/ 
Noncredit SSSP Coordinator (Typed Name/Signature) Date
Contact Phone number: ________________________________

/ 
Noncredit SSSP Supervising Administrator or Chief Student Services Officer (Typed Name/Signature) Date
Contact Phone number: ________________________________

/ 
Chief Business Officer (Typed Name/Signature) Date

/ 
President/Superintendent (Typed Name/Signature) Date

Return form postmarked with original signatures by September 30, 2014 to:
Patty Falero, California Community Colleges Chancellor’s Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539
or email your completed signed form to pfalero@cccco.edu
SSSP REALLOCATION OF FUNDS POLICY
(2013-14 year)

Policy

Funds returned to the Chancellor’s Office prior to the end of the fiscal year will be reallocated to those colleges requesting reallocated funds, based on the established priorities for the year. The reallocated funds will be disbursed as evenly and equally as possible based on the amount of funds available and the college’s request. This policy will be implemented as follows:

1. Colleges will be requested to report any anticipated unspent funds for the fiscal year to the Chancellor’s Office by September 30, 2014. This information will be reported on the “Mid-Year Report” which also allows colleges to request that the base year allocation be reduced. Colleges have until December 20, 2014 to report any additional anticipated unspent funds. Changes in budgets should be reported through December 31, 2014.

2. As part of the Mid-Year report, colleges will also be asked to submit requests for reallocated funds. To be considered, the requests must include a breakdown of the activities to be funded with a description and corresponding dollar amount needed. There will be no limit set on the amount of funds a college may request.

3. Any college that returns in excess of five percent of its previous year’s allocation before the expenditure deadline on their Year-End Expenditures Report may receive a fiscal penalty in a future allocation.

4. The Chancellor’s Office will review the requests for reallocated funds and recommend funding for projects necessary to implement SSSP core services. If the total requests for reallocated funds exceed the amount of unused funds available, then funding will be distributed equitably among the approved requests. Colleges may be contacted for verification of need prior to receiving notice of the award. Late requests will not be accepted unless available funds exceed requests.

5. Colleges receiving reallocated funds will be expected to spend the funds by December 31, 2014. If the college determines it cannot expend the funds by that date, the funds are to be returned to the Chancellor’s Office for further reallocation. If a college proceeds to spend the reallocated funds for non-core services, the college will be required to return those funds and will not be eligible during the next fiscal year for reallocated funds.

NOTE: Carry-over of funds is allowed for 2013-14. Colleges have until December 31, 2014 to spend their 2013-14 SSSP funds.