February 12, 2015

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

FROM: Denise Noldon, Ph.D.
    Vice Chancellor, Student Services and Special Programs (Interim)

SUBJECT: 2014-15 Carry-over Authority and 2014-15 Mid-Year Reports for Credit and Noncredit Student Success and Support Program (Declaration of Unused Funds and Request for Reallocated Funds)

SYNOPSIS: Student Success and Support Program (SSSP) funds allocated to colleges for a specific fiscal year are normally required to be spent during that fiscal year. After review of the increased budget this fiscal year and requests from the colleges, the Chancellor’s Office has decided to provide a six-month extension of spending authority for 2014-15 SSSP funds through December 31, 2015 to ensure that colleges expend SSSP funds effectively. This carry-over authority applies to both the Credit and Noncredit SSSP programs. Any college with unspent SSSP funds after that date must return the funds to the State.

SSSP funds are to be expended on activities supporting the core SSSP services (orientation, assessment, counseling, advising and education planning services, and follow-up for high-risk students) as well as program coordination of the core services. Information on “Allowable Expenditures and Expenses Not Allowed” can be found in Chapter 4 of the SSSP Funding Guidelines of the SSSP handbook, beginning on page 4.9: http://extranet.cccco.edu/Portals/1/SSSP/Matriculation/SSSP%20Handbook%202014/Chapter%204%20-%20SSSP%20Funding%20Guidelines.pdf.

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 2014-15 by December 31, 2015. If you determine that you will not be able to spend all of your funds by that date, it is important that you release those funds for re-allocation to another college. Likewise, this is an opportunity to request additional Credit or Noncredit SSSP funds to be spent before December 31, 2015. Any funds released through this process will be reallocated to colleges that have requested additional resources.

Attached you will find the 2014-15 Mid-Year Reports for both the Credit and Non-Credit Student Success and Support Program (Declaration of Unused Funds and Request for Reallocated Funds). Please note that there is one form for the Credit SSSP funds and a separate form for the Noncredit SSSP funds. All colleges need to complete and return the Credit SSSP 2014-15 Mid-Year Report. 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 will be unable to fully expend these funds should not hesitate to report unspent funds now so that these funds can be reallocated and spent by another college. There is no issue or penalty associated with a timely release of funds. However, any college returning in excess of five percent of its allocation on its Year-End Expenditures Report may be penalized in a future allocation.

ACTION/DATE REQUESTED: Please complete and return the 2014-15 Mid-Year Reports for Credit and Noncredit Student Success and Support Programs by March 31, 2015. 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 bkwoka@cccco.edu or (916) 323-0799, Mia Keeley at mkeeley@cccco.edu or (916) 323-5953, or Chris Graillat at cgraillat@cccco.edu or (916) 322-7988 with questions related to this document.

cc: Dan Troy, Vice Chancellor, College Finance and Facilities Planning

Attachments
SECTION A: DECLARATION OF UNUSED 2014-15 CREDIT SSSP FUNDS

DISTRICT: ____________________________ COLLEGE: ____________________________

This certifies that the above named college has $___________ of unused 2014-15 SSSP Credit funds and hereby requests that our current year allocation be reduced by this amount.

SECTION B: REQUEST FOR ADDITIONAL 2014-15 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 2014-15 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. All funds allocated must be spent by December 31, 2015.

| AMOUNT REQUESTED: $ |
| PURPOSE: |

SECTION C: DISTRICT AND COLLEGE CERTIFICATION

____________________________________________ / ____________________________ Date
Credit SSSP Coordinator (Typed Name/Signature) Contact Phone number: __________________________ Email Address: __________________________

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

____________________________________________ / ____________________________ Date
Chief Business Officer (Typed Name/Signature) 

____________________________________________ / ____________________________ Date
President/Superintendent (Typed Name/Signature)

Return form postmarked with original signatures by March 31, 2015 to:
Patty Falero, California Community Colleges Chancellor’s Office, 1102 Q Street, Suite 4554, Sacramento, CA  95811-6539
SECTION A: DECLARATION OF UNUSED 2014-15 NONCREDIT SSSP FUNDS

DISTRICT: ____________________________ COLLEGE: ____________________________

This certifies that the above named college has $___________ of unused 2014-15 SSSP Noncredit funds and hereby requests that our current year allocation be reduced by this amount.

SECTION B: REQUEST FOR ADDITIONAL 2014-15 NONCREDIT SSSP FUNDS

This certifies that the above named college requests reallocated Noncredit SSSP funds. These funds are needed to support the program and services for the 2014-15 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. All funds allocated must be spent by December 31, 2015

AMOUNT REQUESTED: $

PURPOSE:

SECTION C: DISTRICT AND COLLEGE CERTIFICATION

/ ____________________________ Date
Noncredit SSSP Coordinator (Typed Name/Signature)

Contact Phone number: ____________________________ Email Address: ____________________________

/ ____________________________ Date
Noncredit SSSP Supervising Administrator or Chief Student Services Officer (Typed Name/Signature)

Contact Phone number: ____________________________ Email Address: ____________________________

/ ____________________________ Date
Chief Business Officer (Typed Name/Signature)

________________________________________ / ______________ Date
President/Superintendent (Typed Name/Signature)

Return form postmarked with original signatures by March 31, 2015 to: Patty Falero, California Community Colleges Chancellor’s Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539
SSSP REALLOCATION OF FUNDS POLICY
(2014-15 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 March 31, 2015. This information will be reported on the “Mid-Year Report” which therefore will reduce the college’s current year allocation. Colleges have until **December 31, 2015** to report any additional anticipated unspent funds. Changes in budgets should be reported through **December 31, 2015**.

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 is no set limit on the amount of funds a college may request, however all requests for reallocated funds must meet the guidelines for allowable expenditures.

3. Colleges returning in excess of five percent of their allocation on their Year-End Expenditures Report may be penalized in a future allocation.

4. Colleges that return in excess of five percent of their allocation on their Year-End Expenditures Report will not be eligible to receive reallocated funds in the following year.

5. 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, funding will be distributed equitably among the approved requests. Colleges may be contacted for verification of need prior to receiving notice of the reallocation. **Late requests will not be accepted unless available funds exceed requests.**

6. Colleges receiving reallocated funds must expend the funds by **December 31, 2015**. If the college determines it cannot expend the funds by that date, the funds are to be returned to the Chancellor’s Office. Colleges must spend the reallocated funds for SSSP services per their request; if not, the college will be required to return those funds and will not be eligible during the next fiscal year for reallocated funds.

   a. **NOTE:** Carry-over of funds is allowed for 2014-15. Colleges have until **December 31, 2015** to spend all 2014-15 SSSP funds.