March 12, 2014

TO: Chief Student Services Officers
   Chief Business Officers
   Student Success and Support Program Coordinators

CC: Superintendent/Presidents

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

SUBJECT: 2013-14 SSSP Credit and Non-credit Allocations, Updated Funding Guidelines, and Carry-Over Authority

This memo provides information related to SSSP funding for the current year, including: 1) Official transmission of the SSSP credit and noncredit allocations that districts received in the First Principle Apportionment (P1) and authority for colleges to use credit funding for noncredit programs for 2013-14; 2) Transmission of the updated SSSP Funding Guidelines; and 3) Notice of authority for a 6-month carryover of 2013-14 SSSP funds on one-time basis.

Allocations and One-Time Authority to Transfer Credit Funds to Noncredit Programs

The 2013-14 final allocations for the Student Success and Support Program (SSSP), for both credit and noncredit programs, can be downloaded through the following links:

- [2013-14 SSSP Credit Allocations P1](#)
- [2013-14 SSSP Noncredit Allocations P1](#)

The 2013-14 State Budget included an increase of $50 million for the Student Success and Support Program, bringing the program’s total funding level to $98,608,000. The Credit SSSP funding level of $89,227,000 includes $14 million for system-wide student services technology projects, leaving $75,227,000 for allocation to the districts.

The 2013-14 credit and noncredit SSSP allocations were calculated according to the formulas that were used for credit and noncredit Matriculation services before categorical flexibility was put in place. Those formulas, described in detail in the SSSP Funding Guidelines, are based primarily on student headcount data. The credit formula includes a guarantee for colleges to receive at least 95 percent of their allocation from the prior year. Because of the increase in SSSP funding, all colleges received significant increases in their credit SSSP allocations.
The 2013-14 State Budget maintained the noncredit SSSP funding level at $9,381,000 where it has been frozen for the last several years. The Chancellor’s Office annual certification process for districts to receive noncredit Matriculation funding was suspended beginning in 2009-10 due to categorical flexibility. As described in the SSSP funding notice sent in June 2013, colleges were once again required to certify this year that they are administering noncredit programs in order to receive a SSSP noncredit allocation. Because the noncredit funding formula is being used for the first time since 2008-09 and there have been significant shifts in noncredit enrollments over that time, many districts and colleges have seen significant changes in the amount of their noncredit allocations, even though funding at the state level has remained constant. Colleges and districts with non-credit programs that are experiencing significant declines in non-credit funding from last year may, on a one time basis for 2013-14, choose to backfill non-credit programs with funds from their credit SSSP allocations. The Chancellor’s Office will seek input and consider whether to allow this practice going forward. Colleges with noncredit programs will be required to submit separate credit and noncredit program year-end reports that document any credit to noncredit fund shifts for the 2013-14 fiscal year.

Updated SSSP Funding Guidelines

Based on input we received at the SSSP Summit and in subsequent discussions, we have updated and finalized the SSSP Funding Guidelines. They are attached to this memorandum and are also available on the Chancellor’s Office Student Services division Web site at this link: SSSP Funding Guidelines.

An important change has been made to address the reporting of services that are provided in apportionment-generating classes, and to clarify related questions about allowable expenditures. In the revisions to the Student Success MIS Data Element definitions that were posted on December 3, 2013, we removed the stipulation that services cannot be reported if they are provided through an FTES generating course. In the attached SSSP Funding Guidelines, we have clarified that colleges may report these services and generate SSSP funding for them. It remains the case that SSSP funds cannot be used to pay for those services because the institution has already received funding for the class in the general apportionment. However, expenditures for the class can be counted as matching funds because SSSP services are being provided with district general funds.

Here is an example: A member of the counseling faculty who is assigned to teach a Student Success course cannot be paid from SSSP funds for that portion of his or her workload related to the FTES-generating course. However, if at the end of the course students have completed their orientation or produced their education plans, those services can be reported and counted in the funding formula and will generate funds that can be spent on other SSSP core services. In addition, the cost of the course, including the counseling faculty member’s compensation for teaching the course, can be included in the college’s SSSP match.

We believe this change is consistent with our commitment to give colleges wide latitude in how the goals of the SSSP are achieved.

Carryover

Due to several factors including the large increase this year in credit SSSP funding, the refocus of SSSP funds on core services, and significant shifts and uncertainty in local allocations due to the reinstatement of the credit and noncredit matriculation funding formulas after a five-year hiatus, many stakeholders have expressed concern that some colleges may have SSSP funds that will not be able to be expended in
a thoughtful manner prior to June 30, 2014. After consultation with Chief Student Services Officers and
Chief Business Officers and careful consideration of the implications for student success, the
Chancellor's Office has decided to provide a six-month extension of spending authority only for fiscal
year 2013-14 SSSP funds through December 31, 2014 to help districts provide effective SSSP services.
Please note that the Chancellor’s Office is authorizing this carry-over as a one-time measure applicable
only to the SSSP during the current fiscal year due to the unique circumstances described above.

Please share the information regarding the use of these funds with the appropriate administrators and
staff at your college. If you have any questions, please contact me or Debra Sheldon at
dsheldon@cecco.edu.