CEP MEMO: 14-02

DATE: January 15, 2014

TO: Chief Information System Officers
Administrators of Occupational Education

FROM: Van Ton-Quinlivan, Vice Chancellor
Workforce and Economic Development

Patrick Perry, Vice Chancellor
Technology, Research and Information Services

SUBJECT: 2014-15 Perkins Title I, Part C Funding Information with Related MIS Deadlines

SYNOPSIS: This memo provides deadlines and information critical to the 2014-15 Perkins Title I Part C (Perkins I-C) funding allocation under the Carl D. Perkins Career and Technical Education Act of 2006. Included are associated timelines for submission of Management Information System (MIS) data associated with the Perkins I-C funding and reporting.

District Perkins I-C funding is based on economically disadvantaged Career Technical Education (CTE) student counts for the district. The Chancellor's Office MIS data is the primary data source used for identifying economically disadvantaged CTE students and districts must certify to auditable sources for that data.

The following procedures and timelines are included in this memo and attachments to help you maximize your district’s Perkins allocation:

- MIS Data and Reports used for funding;
- Required certification for receipt of funding;
- Procedures to correct report inaccuracies and verify corrections- resubmission deadline Friday, February 21, 2014; and
- Master Calendar for Perkins Data, Reports, Certification, and Allocation.

MIS Data and Reports used for funding

Both MIS “term” based (i.e., summer 2012, fall 2012, winter 2013, spring 2013) course, enrollment, and Student VTEA (SV) submissions; and “annual” submissions (specifically the 2012-13 financial aid data) are used for Perkins I-C allocations.

One of the primary sources determining the economically disadvantaged status for the allocation is prior year financial aid data submitted by districts. Accurate and timely MIS data submissions are critical to the Perkins I-C funding allocation. Two reports, Section 132 Preliminary Reports #1 & #2, provide the district counts used for the allocation to determine data accuracy. The
Chancellor’s Office will notify districts when reports and certification forms are available on the web in early January. Districts may need to resubmit data to correct inaccuracies shown in the reports. The deadline for submitting corrected MIS data is Friday, February 21, 2014.

Although the final deadline for MIS Student Financial Aid data was December 1, 2013 (for financial aid reconciliation purposes), the Perkins Friday, February 21, 2014 deadline does not extend the financial aid reconciliation 12/1/13 deadline.

**Required certification for receipt of funding**

“Certification forms” are posted with Reports 1 & 2 in early January and final reports in February. To allocate funds and provide for district planning requirements, the first certification of counts of economically disadvantaged CTE students must occur in February.

Districts must certify that the data used for funding is supported with auditable sources prior to the release of funds in June. District certification forms, signed by the district CEO, are due in the Chancellor’s Office by Friday, February 21, 2014. Districts that need to correct data indicate they are resubmitting data and follow the procedures to correct data outlined in the next section. Counts on certification forms must match “Final Run” numbers generated on Friday, February 28, 2014.

**Procedures to correct report inaccuracies and verify corrections**

Because districts must certify to auditable sources for the counts in the reports described above, districts often need to resubmit data to correct data inaccuracies. Counts on certification forms and reports can only be corrected through MIS data submissions. Districts have the opportunity to resubmit MIS data for about five to six weeks after the first report publication notification.

Failure to submit complete and accurate 2012-13 Term or Financial Aid data by the deadline may lead to negative effects on the district Perkins allocation. Districts may correct data submitted for Perkins Title I-C funding purposes until the Perkins data resubmission deadline of Friday, February 21, 2014. Resubmissions after that date are not used for Perkins Title I-C allocation purposes. District MIS staff can review updated CTE counts within 24 hours of a data submission at: [http://edit2.cccco.edu/CFM/anlcnts/anlcnts_logon.cfm](http://edit2.cccco.edu/CFM/anlcnts/anlcnts_logon.cfm) Districts with final run student counts higher than original certification counts must complete a new certification form for the new counts to be used.

**Master Calendar for Perkins Data, Reports, Certification, and Allocation**

The Perkins I-C allocations for 2014-15 are calculated on MIS data submitted through Friday, February 21, 2014. Resubmissions and certifications must occur within the scheduled timeline to avoid system delays. The e-Attachment provides a link to the Master Calendar for the Perkins funding. The calendar provides all critical dates for the allocation and reporting process.

**Contacts:**

Perkins Program/Funding: Chancellor’s Office Perkins Project Monitors
Data Quality/Timelines & Submissions: Mei Cooc, mcooc@cccco.edu

**E-Attachment:** Perkins Funds Master Calendar, [http://extranet.cccco.edu/Portals/1/WED/CEP/PerkinsIV/PerkinsIVPartC/MasterCalendar2013-15.doc](http://extranet.cccco.edu/Portals/1/WED/CEP/PerkinsIV/PerkinsIVPartC/MasterCalendar2013-15.doc)
CC: Perkins I-C Project Directors
MIS Data Contact Coordinators