CEP MEMO: 14-03

January 15, 2014

TO: District Chief Executive Officers

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

SUBJECT: Data Certification Forms Perkins Title I, Part C, Allocation for 2014-15

Synopsis: This memo provides notice of the 2014-15 Perkins allocation data reports and certification form availability and instructions for submitting forms. The reports are for district verification and certification of student counts used to determine the district allocations of federal Carl D. Perkins Career and Technical Education Act (Perkins – formerly VTEA), Title I, Part C, Section 132, Local Assistance funds.

Perkins local allocations are based on economically disadvantaged career technical education student counts in two reports. Student counts and subsequent allocations are derived from data submitted by the district to the California Community Colleges Chancellor’s Office through the Management Information System (MIS). Prior to receiving Perkins funds, districts must verify and certify that the counts used to allocate funds are supported by auditable sources. Data Verification and Certification forms are due in the Chancellor’s Office on or before Friday, February 21, 2014.

Allocation Data Reports:
On January 15, 2014, the Chancellor’s Office posted two reports displaying unduplicated headcounts of economically disadvantaged students enrolled in credit and/or noncredit Career Technical Education (CTE) courses at districts and colleges for the 2012-13 academic year.

Section 132 Preliminary Report 1 - Categories of Unduplicated Headcounts by District and College

Section 132 Preliminary Report 2 – Career Technical Education Student Counts by Economic Disadvantaged Categories

Certification Forms:
Certification forms are posted on the Chancellor’s Office website. The forms show counts of economically disadvantaged CTE students reported by districts in their MIS data. Counts are by district and college and match those in column 5 of Preliminary Report 1. Districts must certify
that these numbers are supported by auditable sources before Perkins applications can be approved. Please note that column 5 is based on data submitted by the district. Counts don’t include students identified through the California Department of Social Services (DSS) data match used to update column 6 (DSS data was not available for the preliminary reports).

Each district should review the student counts on the preliminary reports and complete the certification form. The certification form has two sections – districts should **complete only one of the two sections.**

1. Section I is used to certify to auditable sources for the counts shown on the form. **Do not complete section I if completing section II.**

2. Section II is used only if additional data will be submitted through the MIS after January 15, 2014 but before Friday, February 21, 2014 to correct inaccuracies.

**Directions:** The certification forms are available on the Chancellor’s Office website at:

[http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/PerkinsIV/PerkinsIVTitleIPartC/201415PDCF.aspx](http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/PerkinsIV/PerkinsIVTitleIPartC/201415PDCF.aspx)

- Download, complete, and print the appropriate district form
- District Chief Executive Officer or designees must sign the form, and
- Ensure that the signed certification form reaches the Chancellor’s Office no later than **Friday, February 21, 2014**

**Mail completed forms to:** Suzanne Louie  
California Community Colleges  
1102 Q Street, Suite 4554  
Sacramento, CA 95811  
ATTN: Perkins 132 Certification

**Department of Social Services (DSS) Data:**

Perkins allocations are based on the data submitted by the district to the Chancellor’s Office through the MIS and matched with DSS data. Data from the DSS, used as part of the criteria for the final allocation, was not available for these reports. The DSS data, if available, will be used for the final reports generated in late February for the 2014-15 allocations. The DSS data includes only students receiving CalWORKs cash aid. Because the DSS data are confidential, the Chancellor’s Office is unable to release DSS data by student identifier to the district. For a complete description of the data, reports and allocation process see the *Section 132 Data, Certification and Allocations Specifications* document published with Reports 1 & 2.

**MIS Data Submissions and Resubmissions**

If a district considers the counts in these reports inaccurate and cannot certify to auditable sources in Section I, the district must: a) complete **Section II** of the certification form; b) submit the supporting auditable MIS data no later than Friday, February 21, 2014; and c) submit the completed form to the Chancellor’s Office on or before Friday, February 28, 2014.

For districts resubmitting data, district MIS contacts can review and verify changes in annual counts after each data submission by selecting the **VTEA Annual Unduplicated Headcount** report on the Chancellor’s Office website in the password protected **District Data Submission** area at: [http://edit2.cccco.edu/CFM/anlcnts/anlcnts_logon.cfm](http://edit2.cccco.edu/CFM/anlcnts/anlcnts_logon.cfm).
Districts that resubmit MIS data after January 7, 2014 and before Friday, February 21, 2014 will receive notice of new certification forms availability on March 3, 2014 if college student counts change or new forms were requested. See CEP memo 14-02 for complete timeline.

Contact: Suzanne Louie, (916) 322-1091 or slouie@cccco.edu

cc: Administrators of Occupational Education
Chief Instructional Officers
Chief Information Systems Officers
Perkins Project Directors
MIS Data Contact Persons
Patrick Perry, Vice Chancellor Technology, Research and Information Services