TO:        Financial Aid Directors/Officers
FROM:     Timothy Bonnel, Coordinator, Student Financial Assistance Programs
SUBJECT:  2011-12 Board Financial Assistance Program - Student Financial Aid Administration
(BFAP-SFAA) Expenditure Report (Student Services Accounting and Reporting for Community Colleges (SSARCC-FA Form #3)

SYNOPSIS: The 2011-12 Board Financial Assistance Program-Student Financial Aid Administration (BFAP-SFAA) Expenditure Report (SSARCC-FA Form #3), to be completed and submitted to the Chancellor’s Office by COB Friday, October 19, 2012.

The SSARCC-FA Form #3 collects information on your college’s total expenditure related to the administration of Student Financial Aid Programs and includes both District/College general fund and other source expenditures (which comprise the college’s Maintenance of Effort (MOE)) and BFAP-SFAA allocation expenditures for the standard annual fiscal reporting period of July 1, 2011, through June 30, 2012.

In addition to the 2011-12 SSARCC-FA Cover Memo and instructions we are also including the following material for your reference:

1. 2011-12 BFAP-SFAA Allocation as of P-2
2. 2011-12 College MOE Requirements
3. Board of Governors Expenditure Guidelines for BFAP-SFAA Allocations
4. Maintenance of Effort (MOE) guidelines
5. 2011-12 Budget Act Language regarding BFAP-SFAA Funding.

Please note: Colleges that fail to meet the MOE district/college expenditure requirement will receive a penalty to the college’s 2013-14 BFAP 2% funding. In addition, colleges that fail to de-obligate/release or expend BFAP-SFAA allowance funds will receive a penalty to the college’s BFAP-SFAA allocation for 2013-14.

Action requested: Financial Aid Directors (Designated Coordinating Officials) must contact us at their earliest convenience to request an access ID and password for their college to the new SSARCC_FA portal. The online report must be completed and submitted to the Chancellor’s Office by October 19, 2012. Be sure to print the signature page and return it by fax (916) 324-8486, email (scan) or regular mail by COB Friday, October 19, 2012, to:

California Community College Chancellor’s Office
Student Financial Assistance Programs Unit
Attn: Terence Gardner
1102 Q Street Third Floor
Sacramento, CA 95811

Contact: Please direct questions to:
Terence Gardner, Analyst, at tgardner@cccco.edu and (916) 322-7412
Mike Dear, Specialist SFA Programs at mdear@cccco.edu and (916) 323-2759
Timothy Bonnel, Coordinator, SFA Programs, at tbonnel@cccco.edu and (916) 445-0104.
Instructions for the Completion of 2011-12 SSARCC-FA Form #3

- As you follow the instructions below, please keep in mind that you must use the SSARCC online portal to complete the 2011-12 SSARCC-FA Form #3.

- The SSARCC-FA Form #3 report must be electronically submitted and the hard copy reports must be printed, signed, and faxed/mailed to the Chancellor’s Office no later than October 19, 2012.

- The Chancellor’s Office archived the August 28th webinar (“meet and confers”) that provided training on the SSARCC-FA module. This recorded training may be accessed at the following link: [https://sas.elluminate.com/site/external/recording/playback/link/table/meeting?suid=M.9C149F7579957409B1BD6193288C3C](https://sas.elluminate.com/site/external/recording/playback/link/table/meeting?suid=M.9C149F7579957409B1BD6193288C3C)

- Get started early and leave yourself plenty of time to route the draft report for review and the final report for signature!

- Any SSARCC-related questions or concerns should be emailed to ssarcc-fa@cccco.edu. Chancellor’s Office staff will respond as soon as possible.

Step-by-Step Instructions for the Completion of 2011-12 SSARCC-FA Form #3

1) FA Director (Designated Coordinating Official) must obtain the college’s user ID and password, if not done already, by sending an email to ssarcc-fa@cccco.edu; share with appropriate personnel
   - You will get two sets of user IDs and passwords: one for the designated official and assigned staff that will be allowed to update and submit data, and another set for staff and administrators with “read only” access.

2) Log on to the new URL: [https://misweb.cccco.edu/SSARCC](https://misweb.cccco.edu/SSARCC)

3) All 2010-11 FA data entered by beta-test schools, is automatically rolled over into the 2011-12 SSARCC application for your convenience.

4) Begin entering expenditures into the SSARCC-FA Form #3 report (or if available, review/revise data rolled-over from 2010-11):
   - Object code 1000 – academic salaries
   - Object code 2000 – classified salaries (including student workers)
   - Object code 3000 – benefits; (will auto-populate from object codes 1000 and 2000 data entered)
   - Object codes 4000-6000 – discretionary expenses

5) Validate the SSARCC-FA Form #3 report to ensure no errors; some of the more common error messages involve:
   - Over/Under-spending on Base or Capacity Allocations
   - Under-spending on MOE

6) Review and print draft SSARCC-FA Form #3 reports
   - Share with appropriate college/district staff for their review (i.e. DEAN/CSSO or supervising administrator, business office, etc.)
- Make any necessary changes
- Re-validate to ensure no errors.

7) Submit electronically to the Chancellor’s Office (which will “lock” the report)
   - Print the Submitted SSARCC Form #3 report
   - Obtain required original signatures

8) Fax/Email scanned signature and mail hard copy of report signature page to the Chancellor’s Office:
   California Community College Chancellor’s Office
   Student Financial Assistance Programs Unit
   Attn: Terence Gardner
   1102 Q Street Third Floor
   Sacramento, CA 95811

9) On your “document select” screen, report will change from “in progress” to “submitted” Chancellor’s Office staff will review electronically-submitted expenditures and, if approved,
   - On your “Document Select” screen, will change from “submitted” to “approved”
   - The report data will roll over to 2012-13 final expenditures screens

10) If SSARCC-FA Form #3 is not approved by the Chancellor’s Office,
    - Chancellor’s Office will notify FA Director (Designated Coordinating Official)
    - Chancellor’s Office will re-open the report for necessary corrections
    - College will revalidate and re-submit electronically
    - Print new SSARCC-FA Form #3 report signature page
    - Obtain signatures
    - Fax/Email scanned signature and mail hard copy of report signature page to the Chancellor’s Office by the deadline date.