Sept 16, 2015

TO: Financial Aid Directors/Officers
FROM: Timothy Bonnel, Student Financial Assistance Programs
SUBJECT: 2014-15 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 2014-15 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, November 6, 2015.

The SSARCC-FA Form #3 collects information on a 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, 2014, to June 30, 2015.

In addition to the 2014-15 SSARCC-FA Cover Memo and instructions we are also including the following material for your reference:
1. 2014-15 BFAP-SFAA Allocation and MOE Requirements as of P-2
2. Board of Governors Expenditure Guidelines for BFAP-SFAA Allocations
3. Maintenance of Effort (MOE) guidelines

Please note: Colleges that fail to meet the MOE requirement will receive a penalty to the college’s 2016-17 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 2016-17.

Action requested: Financial Aid Directors (Designated Coordinating Officials) should contact us at their earliest convenience to request assistance with an ID and password for their college. Passwords previously assigned are still valid and access to the SSARCC system for your college is still possible. If your password and ID are lost or have been compromised please contact SSARCC-FA@cccco.edu

The online report must be completed and submitted to the Chancellor’s Office by November 6, 2015. Be sure to print the signature page and return it by fax (916) 324-8486, email (scan) or regular mail by COB Friday, November 6, 2015, to:
California Community College Chancellor’s Office
Student Financial Assistance Programs Unit
Attn: Terence Gardner
1102 Q Street 6th floor
Sacramento, CA 95811

Contact:
Terence Gardner, Analyst, at tgardner@cccco.edu and (916) 322-7412
Timothy Bonnel, Specialist, SFA Programs at tbonnel@cccco.edu and (916) 445-0104
Instructions for the Completion of 2014-15 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 2014-15 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/emailed/mailed to the Chancellor’s Office no later than COB November 6, 2015.

- The Chancellor’s Office will archive the final SSARCC webinar from September 18, 2015 that provided training on the BFAP-SFAA and the SSARCC-FA module. This recorded training may be accessed on the web by contacting the Financial Aid Unit for the link.

- 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 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
   a) 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

3) All 2013-14 FA data entered by colleges, is automatically rolled over into the 2014-15 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 2013-14):
   - Object code 1000 – academic salaries
   - Object code 2000 – classified salaries (including student workers and Work Study)
   - Object code 3000 – benefits; (will auto-populate from object codes 1000 and 2000 data entered)
     a) Tips for object codes 1000-3000:
• Be sure to identify accurately the time basis and actual time for positions reported in Object codes 1000-3000.

• Identify the Manager/Director of Financial Aid as the Designated Coordinating Official.

• Check the allowable use exception box for any “pre-approved” exceptions and provide requested details.

  ▪ Object codes 4000-6000 – discretionary expenses
    a) Tips for object codes 4000-6000:
      • Check the allowable use exception box for any “pre-approved” exceptions and provide requested details.
      • Avoid grouping multiple invoice(s) into single or a few high dollars line item entries with vague or inadequate descriptions.
      • Provide separate line items for training and travel meetings/conference with details identifying conference event and who/how many attended

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
    a) Tips for Base Capacity and MOE:
      Colleges are unable to submit a report that reflects over spending of categorical dollars.

  ▪ Under-spending on MOE
    a) Tips for Base Capacity and MOE:

6) If your fiscal office permits, a journal adjustment(s) can be made for allowable expenses reported as General Fund or other sources to move them to categorical expenses provided MOE is exceeded. This may mitigate a college’s underutilization penalty.

  ▪ 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 (to tgardner@cccco.edu or, 916-322-7412) 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 2014-15 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.
SSARCC - Financial Aid Reminders, Suggestions and Tips

1. Include Title IV Audit Expenses if separately identifiable.
2. Include FWS or CalWORKS WS employed in FA
3. Not permitted to include any staff in categorical funding or in the MOE who do not report to the FA Director, unless exception is requested and approved.
4. No office supplies permitted from categorical funding
5. No maintenance contracts permitted on office equipment from categorical
6. No office equipment other than allowable computers and peripherals from categorical funding. (See “Allowable Use Guidelines”). Only hardware/software solely dedicated and used in and for financial aid is permitted from categorical or included in MOE.
7. Larger dollar line items should provide a thorough explanation of expenditure (categorical or MOE) or be entered in smaller increments/sub-items.
8. Promotional items should specify the type and purpose and should not be rolled up into an aggregate number for the year. Each item or invoice should be reflected separately. Confirmation that the use of these items are for FA outreach and awareness not general outreach and awareness.
9. Food/refreshment cost should specify the purpose and or event number served and whether the event was for FA only or a combination of groups/general students. They should not be rolled up into an aggregate number for the year but reported separately.
10. More detail in the explanation including the purpose of the expenditure, the equipment, or nature or strategy will result in less rejected reports and calls/emails for clarification.
11. Time basis of positions will be a focus this year as we definitely want to be able to compare staffing year to year.
12. Approved exceptions will be tracked and should be reported in your SSARCC form 3. Failure to secure approval could result in disallowed expenses and/or repayment of categorical funds.
2014-15 SSARCC-FA Tips

1. Identify the Director FA/manager (person in charge of FA) as the Designated Coordinating Official
2. Time basis of positions will be a focus this year as we definitely want to be able to compare staffing year to year.
3. Approved exception requests will be tracked and as a result a failure to secure approval could result in disallowed expenses and repayment of categorical funds.
4. Include Title IV required Audit Expenses if identified or billed separately for the financial aid program audit
5. Include FWS or CWWS employed in FA both federal/state share and any institutional match
6. Not permitted:
   - Staff expenditures from categorical funding or as part of the MOE that do not report to the FA Director. without preapproval
   - Office supplies from categorical funding
   - No maintenance contracts on office equipment from categorical
   - No office equipment other than allowable computers and peripherals from categorical funding.
   - Only hardware/software solely dedicated and used in and for financial aid is permitted from categorical or included in MOE
7. More detail is better than less:
   - Larger dollar line items should provide a thorough explanation of expenditure (categorical or MOE) what was purchased specifically and for what purpose.
   - Promotional items should specify the type and purpose and should not be rolled up into an aggregate number for the year. Each item or invoice should be reflected separately. The use of these items shall be for FA outreach and awareness not general outreach and awareness.
   - Contracts from multiple vendors for a variety of services should be listed separately and identify the service provided/purpose of expenditure.
   - Food/refreshment cost should specify the purpose and or event number served and whether the event was for FA only or a combination of groups/general students. They should not be rolled up into an aggregate number for the year but reported separately
   - More detail in the explanation explaining the purpose of the expenditure, the equipment, or nature or strategy will result in less rejected reports and calls/emails for clarification.