

CALIFORNIA COMMUNITY COLLEGES**CHANCELLOR'S OFFICE**

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<http://www.cccco.edu>**Memorandum**

June 27, 2018

FS 18-05
Via E-mail Only

TO: Chief Business Officers
Deans of Admissions and Records, Registrar

FROM: Christian Osmeña, Vice Chancellor
College Finance and Facilities Planning Division

SUBJECT: Fiscal Year 2017-18 Form CCFS-355, Maintenance Allowance for Nondistrict Students

Title 5, section 54200 requires a maintenance allowance to be paid by community college districts for certain students from nondistrict territories. To assist in the fulfillment of this requirement, we are providing guidelines relevant to student eligibility. Districts are subsequently reimbursed through the apportionment process for the amount paid to the students. The reimbursement of maintenance allowance paid to students will be included on Exhibit D of the 2017-2018 Recalculation Apportionment to be issued February 2019.

Guidelines for Student Eligibility

In order to be eligible for the maintenance allowance, a student must meet all the following criteria:

1. Reside in one of the following nondistrict territories:
 - a. Modoc County
 - b. Eastern Sierra Unified School District (USD) in Mono County. Students residing in the Mammoth USD, which is also in Mono County, are not eligible for the maintenance allowance because that district is annexed to the Kern Community College District.
 - c. In the upper-right hand corner of Siskiyou County within the Tulelake Basin Joint USD. Although the Tulelake Basin Joint USD is mostly physically located within Siskiyou County, it is considered as part of the Modoc County USD. Thus, certification forms for these eligible Tulelake Basin Joint USD students must be forwarded to the Modoc County Office of Education.
2. Reside more than 60 miles from the nearest community college attendance center.
3. Be under 21 years of age or under 25 years of age and honorably discharged or otherwise returning from active or inactive military service with the armed services of the United States.

4. Be enrolled for at least 12 units per term throughout the period of eligibility.
5. If a student combines enrollment at two districts to satisfy the full time enrollment requirement, the claim for reimbursement and payment to the student shall be made by the district where the student is enrolled for the higher number of credit units. If the student is enrolled for an equal number of credit hours at each district, the claim for reimbursement and payment to the student shall be made by the district that is located closer to the student's home address. The district that submits the claim for reimbursement and makes payment to the student is responsible for verifying all the claimed credit units that serve as the basis for payment. Credit classes offered through distance education that meet the requirements of Title 5, Section 55200 et seq. may be included in establishing full-time enrollment so long as a portion of the credit units taken at each community college district to satisfy the requirements of this section are not taken through distance education.

The period of eligibility includes each calendar day during which the eligible student is enrolled full time in credit classes. Such period includes Saturdays, Sundays, holidays, and "Spring Break," but excludes breaks between terms when the students are not enrolled.

The Chancellor's Office will calculate the applicable daily rate and notify you as soon as we have all the necessary information. The daily rate may be increased by the Implicit Price Deflator for State and Local Government Purchase of Goods and Services, if circumstances warrant. A proration will be made if the total claims exceed \$100,000, the maximum amount available for this purpose. After the calculation is made and notification made to districts of the daily rate, no additional claims will be accepted.

Action Requested

Community college districts should take the necessary action by the established deadlines. Attached is a flow chart for illustrative purposes.

By July 15:

During the fiscal year, request the superintendent of schools of the county of residence to preliminarily determine eligibility of students as they apply for the allowance.

By August 1:

Complete the attached Form CCFS-355 by listing eligible students and their respective eligible days for the just completed fiscal year and submit it to the superintendent of schools of the county of residence for the official verification (with an electronic copy to the Chancellor's Office attendanceacct@cccco.edu).

By September 30:

Pay eligible students or their parents/guardians the daily rate as determined by the Chancellor's Office times the number of eligible days of each student.

By October 15:

Notify the Chancellor's Office of the amounts paid to each student by submitting the completed district certification form. This form is provided with the Chancellor's Office Maintenance Allowance Daily Rate Memorandum sent to districts in August/September.

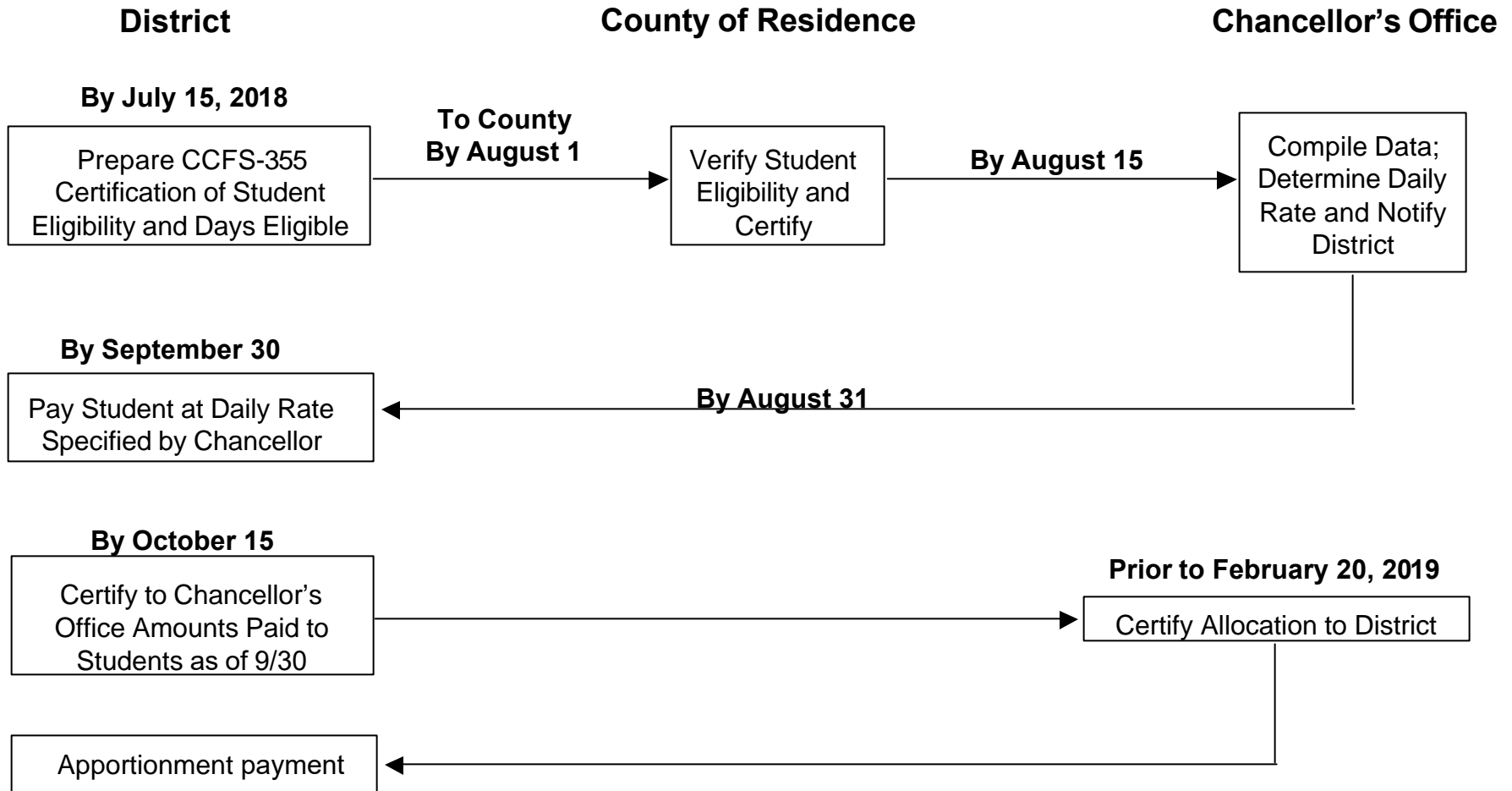
Contacts

If you have questions about this memorandum, please contact the following individuals.

- Natalie Wagner (916) 327-1554 or e-mail at nwagner@cccco.edu
- Chay Yang (916) 445-8283 or email at cyang@cccco.edu

California Community Colleges
MAINTENANCE ALLOWANCE PROCESS

Fiscal Year 2017-2018



California Community Colleges
MAINTENANCE ALLOWANCE FOR NONDISTRICT STUDENTS FROM THE
COUNTY OF _____ (RESIDENCE)

(Pursuant to Title 5 Section 54200)

Fiscal Year 2017-2018

Student's Name <i>(Full-Time Students Only)</i>	Legal Address	Age	Veteran		Dates of Qualifying Period		Calendar Days Enrolled Full-Time	State Use Only
			Yes	No	Begin	End		
Total Calendar Days Enrolled								

COMMUNITY COLLEGE DISTRICT CERTIFICATION:

I hereby certify the above information is true and correct

DISTRICT SUPERINTENDENT/PRESIDENT

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Due Dates:

August 1, 2018 – Community College District sends this form to County Superintendent of Schools and emails a copy to the Chancellor's Office at: attendanceacct@cccco.edu.

August 15, 2018 – County Superintendent of Schools Office sends this form to Chancellor's Office at: attendanceacct@cccco.edu.

COUNTY OF RESIDENCE CERTIFICATION:

I hereby certify that the student(s) listed above were legal residents of the county for the period stated above, and reside(s) more than 60 miles from the nearest community college attendance center.

COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____

Date _____ Name: _____

Title: _____

<p>District Contact Person:</p> <p>Name: _____</p> <p>Telephone: _____ E-mail: _____</p>

DISTRICT NAME: _____