



CalWORKS 101:

Building Your CalWORKs Program Budget



LOS RIOS
COMMUNITY
COLLEGE
DISTRICT

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The Big Picture



- A partner to the County CalWORKs Programs in your service area.
- Supplements (not supplants) existing funds and services provided for CalWORKs recipients attending community colleges.
- Funded by State (Proposition 98) and federal (TANF) dollars, at a minimum.

Budgeting Foundations



- Be aware of district rules, state expenditure guidelines (handbook), program history and local obligations:
 - Contractual requirement, existing positions, etc.
- Needs vs. Wants
 - Why pay for child care if the county should/will?
- Decide what you're uniquely qualified to provide within the limitation and opportunities of your budget/scheme.
 - County can't provide Work Study, but we can! If there is a nexus, can I access Equity funds?
- **Your budget is a reflection of your values.**

The Basics



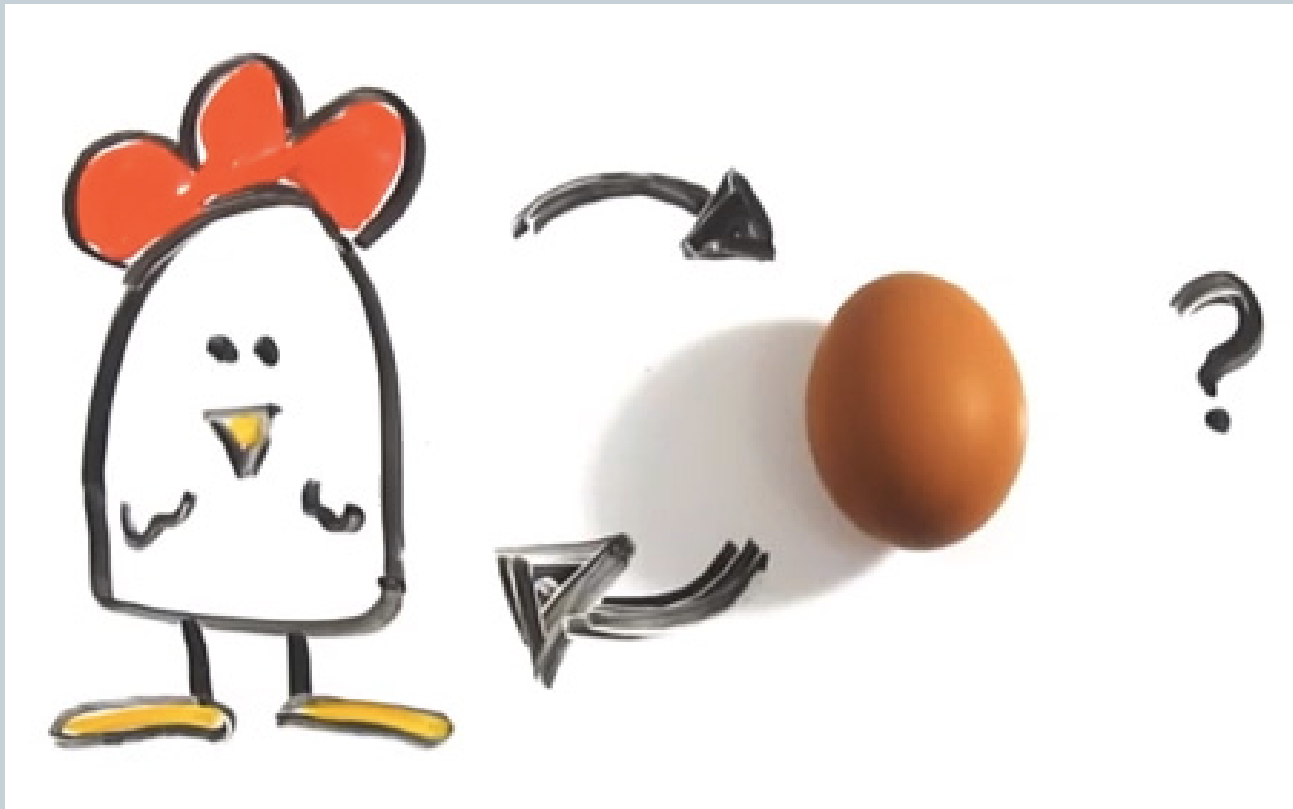
- **Fiscal Year 2015-16**
 - 95% protection of 2016-17
 - Based on district/college reported MIS data on eligible students served through CalWORKs program with an enrollment record
 - Minimum base funding level: \$125,000
 - Funds distributed through apportionment process by college – not by district, or by centers.
 - *Restoration: \$8.683 million for 2016-2017.

Program Plan: Allowable Activities (A-D)

- Orientation
- Assessment
- Education Plans
- Case Management
- Coordination of Services
- Enrollment Verification
- Advocacy
- Interventions
- Monitoring the students' progress via Specialists
- Job development
- Work Study
- Workshops
- Direct Student Support
- Student Recognition
- *Child Care

Phase 1: Program Plan → Program Budget

- The Chick or the Egg Method





Phase 1: Program Plan → Program Budget



- Base expenditures on your prior Program Plan and past years Year-End Expenditures.
- Year to year, little deviation from the set schedule and type of expenditures.
- Provides certainty that all historical priorities and requirements will be met.

Phase 2: Program Budgeting Via SSARCC



**College
Budgeting**

**SSARCC
Budgeting**

Phase 2: Program Budget Via SSARCC



- **Prioritize the essentials**
 - Salaries and benefits of staff
 - Work-Study
 - Direct aid to students → Connect with FA
 - *Child care
- **Identify room for flexibility and build into your program plan**
- **Budget will inform what you do in your program**
- **Identify alternative funding sources to include and leverage activities or resources to provide support to students, i.e. county work study, child care, ancillary support**

Phase 3:

Zero Based Budget vs. X-Y-Z Budget

Traditional Budgeting vs Zero Base Budgeting

Basic difference	Traditional Budgeting	Zero Base Budgeting
Emphasis	It is accounting oriented; emphasis on "How Much"	It is more decision oriented; emphasis on "Why"
Approach	It is monitoring towards the expenditures	It is towards the achievement of objectives
Focus	To study the changes in the expenditures	To study the cost benefit analysis
Communication	It operates only Vertical communication	It operates in both directions horizontally and vertically
Method	It is based on the extrapolation i.e. from the yester figures future projections are carried out	Its decision package is totally based on the cost benefit analysis.

Phase 3:

Zero Based Budget and X-Y-Z Budget



- Consider your program's future goals rather than duplicate prior years' budget.
 - Have you added new program activities?
 - Has your staffing plan changed as a result of these changes?
 - What are your specific program needs?
- Plan Ahead
 - Will there be a COLA increase? If so, what's the %?
 - Have an alternate plan for unexpected budgetary surprises (e.g. adjunct faculty doesn't work for a month).

Discussion Question



At your tables with a mentor discuss the following questions.

- After reviewing the 3 options which are you likely to use this year?
 - Phase 1 Program Plan → Program Budget
 - Phase 2 Program Budgeting Via SSARCC
 - Phase 3 Zero Based Budget
- Looking ahead to next year, which of the other options might you consider using and how might that option be most helpful to your program and students?

Budget Progression



Phase 1

Program Plan →
Program Budget

Phase 2

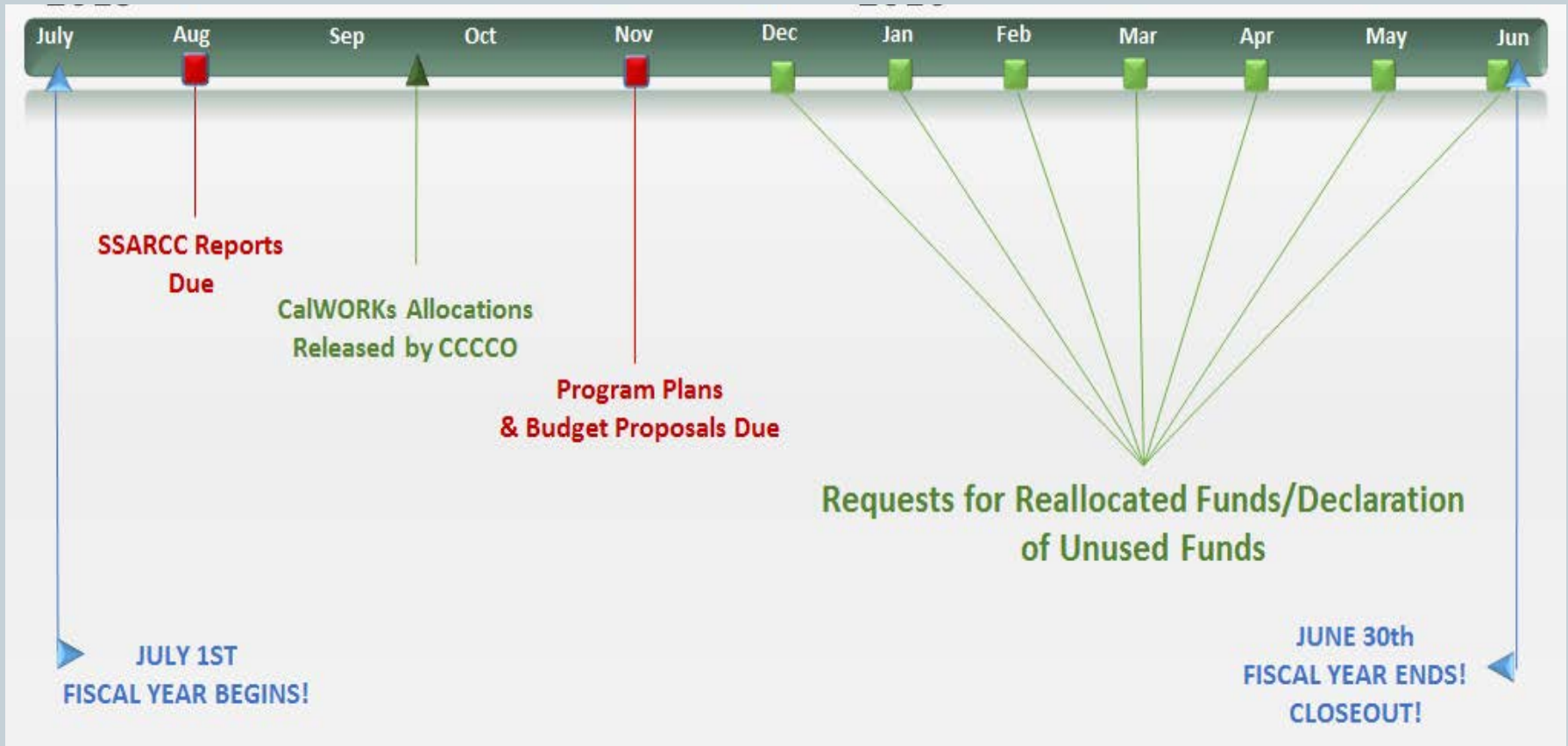
Program
Budgeting Via
SSARCC

Phase 3

Your
Values
Your
Legacy!



Dates to Remember



Leverage Funds



- **EOP&S/CARE**
 - Sponsor lunch and awards for the CalWORKs Men's Support Group.
- **SSSP**
 - Will purchase PCs, scanners and business cards for all CalWORKs counselors.
- **Student Equity**
 - **Proposal submitted to fund the CalWORKs Men's Support Group – The GAME.**
- **Passages**
 - Sponsor CalWORKs GAME students to attend Men of Color Conference.
- **CTE – Career Services Center**
 - Provide Professional Work Readiness workshops for students and provide mock interviews for CalWORKs work study students.
- **Other and County**
 - Collaborate with local 4-year institutions for interns to support your program!

Year End Closing



- Books are closed at the end of the fiscal year – June 30
- Make sure you know the year-end cut-off dates & follow them.
- Ensure all expenses related to the current fiscal year are submitted to Accounting before the cut-off dates.

Parting Thoughts



- Know your campus' administrative/fiscal/accounts payable team and establish a positive relationship founded on mutual support – use work-study placements to your program's advantage.
- Be the fiscal czar and know your college's (and district's) procurement and business practices.
- Identify all of the possible reports (i.e. monthly salary detail and employee benefits report) the college fiscal team can generate for you to facilitate your work.
- Attend as many budget trainings as possible.
- Build your own budget resource binder and/or digital file.
- Use spreadsheets to organize yourself!
- As the CalWORKs Coordinator/Director, oversight of the budget is your responsibility.

Questions

Please consider us as resources:

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