

EOPS Budgets

Chancellor's Office
New EOPS Directors/New CARE Coordinators
Training

September 18-20, 2017

EOPS/CARE Funding Categories A, B, C

- Category A –Administrative costs (component 100)
- Category B – Student Services (components 200 – 800)
- Category C – Direct Aid to Students

Allowable Expenses by Object Code

Salaries and benefits of staff assigned to EOPS/CARE and shown in the program plan

- 1000 A* or B* – academic salaries
- 2000 A* or B* – classified salaries
- 2000 C – EOPS work-study student salaries
- 3000 A* or B* – benefits (academic or classified)
- 3000 C – EOPS work-study student benefits

* *A & B are determined by position duties in SSARCC*



Allowable Expenses by Object Code

- **4000 A or B* – Supplies and Materials**

(includes textbook loan program, office supplies, instructional supplies, outreach/recruitment materials, food/beverage for EOPS functions – if district policy doesn't prohibit)

- **5000 A or B* – Other Operating Expenses**

(includes travel expenses, EOPS-related conference fees; food/beverage for EOPS functions – if district policy doesn't prohibit; consultant/speaker fees, some furniture and equipment, lease agreements for EOPS-paid equipment)

- **6000 A or B* – Capital Outlay**

(some furniture and equipment, remodeling/renovations)

Allowable Expenses by Object Code

- Discretionary Limit (total EOPS-paid expenditures in object codes 4000 – 6000) may not exceed 10% of the EOPS allocation or \$50,000, whichever is less.
- No waiver allowed

Allowable Expenses by Object Code

- **7000 B – Direct Services to Students –
Report to campus Financial Aid Office**
(Includes book service program, child care, bus passes, campus parking permits, gas cards, caps & gowns, ASB cards, health fees, survival kits, on-campus meal tickets, campus textbook rental fees)
- **7000 C – Direct Aid to Students -
Based on unmet financial need**
(EOPS grants, work-study, emergency loan)

EOPS Budget Requirements

1. EOPS Category C Obligation:

- Required by Title 5, Section 56298
- Each year, colleges shall spend for EOPS grants and/or EOPS work-study the same amount spent in the previous year
- Obligation is proportionately reduced if EOPS allocation is reduced from prior fiscal year

EOPS Category C Obligation

- Waivers only for: EOPS textbook assistance or to meet the requirements of Title 5, Article 3
- Submit waiver requests via email

Article 3 = the core EOPS category B services: outreach, recruitment, orientation, registration, assessments, counseling, advisement, basic skills instruction, tutoring, transfer and career employment services.

EOPS Budget Requirements

2. District Required Match:

- Required by Title 5, Section 56210
- Calculated by: taking previous three year average or 15% of average EOP allocation for same three years, whichever is greater

EOPS Budget Requirements

2. District Required Match:

- 2009-10 requirement: proportionately reduced by same 40% cut to 2009-10 EOPS appropriation
- Requirement unchanged from 2009-10 to 2013-14. The 2014-15 was increased by 23% in proportion to 23% increase in 2013-14 EOPS funds

- The 2016-17 district required match increased by 35.7% in proportion to 35.7% increase to EOPS funds in 2015-16
- 2017-18 district required matches calculated in accordance with Title 5, section 56210
- District backfill funds exempted from future district contribution calculations
- April 7, 2017 memo describes how 2017-18 district required match is calculated

How Is District Required Match Calculated?

Step 1: “Average district match in the last three years” for College X

14-15 EOPS final expenditures report: \$100,000

15-16 EOPS final expenditures report: \$124,000

16-17 EOPS budget plan: \$167,400 (amount district plans to provide)

Total: \$391,400

Average district match in prior 3 years: \$391,400
divided by 3 = **\$130,467 for Step 1**

How Is District Required Match Calculated?

Step 2: “15% of the average initial EOPS allocation in the last three years” for College X

14-15 Initial EOPS allocation: \$300,000

15-16 Initial EOPS allocation: \$405,000

16-17 Initial EOPS allocation: \$409,050

Total: \$1,114,050

15% of average EOPS allocation in prior 3 years:

$\$1,114,050$ divided by 3 = $\$371,350$ x 15%

= \$55,703 for Step 2

How Is District Required Match Calculated?

Step 3: “Whichever is greater” = \$130,467

- **For 2017-18, the district required match for College X is \$130,467**
- If district required match is lower than amount required in the past, districts/colleges may not supplant with EOPS funds to bring district match funds down to new required amount
- **NOTE:** Any district match above the “15% of the average initial EOPS allocation in prior 3 years” calculation will be used in future calculations of EOPS allocations

Examples of Allowable District Match:

- Salaries and benefits for “over and above” positions
- “Over and above” discretionary expenses
- Other “over and above” services

Note: Temporary or one-time backfill funds are not counted as district match and should be identified as “backfill” on EOPS budgets and program plan.

Not Allowable District Match

- Student Success and Support Programs (SSSP) Funds provided to EOPS for appropriate “over and above” EOPS services for EOPS students (i.e. EOPS orientation, assessments, counseling/advisement, student educational plans, other follow-up services allowed with SSSP funds)
- No supplanting of SSSP funds allowed

Not Allowable District Match

- Student Equity Funds provided to EOPS for “over and above” EOPS services and activities
- Student Equity policies and guidelines must be followed
- No supplanting of Student Equity funds is allowed

District Required Match

In general, actual district match will be greater than pro-rated figure because it:

- Includes director time in EOPS/CARE
- Should reflect supportive services needs of EOPS/CARE
- Must be in compliance with mandates and guidelines

EOPS Budget Requirements

3. EOPS Discretionary Cost Limit:

- Required by Title 5, Section 56295(a)
- Limit on EOPS-funded object code 4000, 5000, 6000 expenditures is 10% of EOPS allocation or \$50,000, whichever is less
- No waivers are allowed

Computer Hardware/Software

- Title 5, Section 56296(b): “...requests to use EOPS funds for computer hardware/software must be submitted to Chancellor’s Office for approval.”
- Prior to purchase, email request on college letterhead and include item(s) being requested, total cost, brief but sufficient justification and college president’s signature

Expenditures Not Allowed (56296)

(d) Costs of furniture

(e) Cost of construction, remodeling, renovation, or vehicles

(f) Travel costs for non EOPS staff and students for EOPS activities

- Title 5 states that waivers may be approved for (d), (e), (f) above, on a case-by-case basis (except for vehicles).
- Email request on college letterhead and include item(s) being requested, total cost and brief but sufficient justification

EOPS Budget Requirements

4. EOPS Book Expenditures Requirement:

- Required by State Budget Act language
- Remains unchanged in 2017-18
- No waivers are allowed
- Current requirement expected to stay at 2009-10 level or be adjusted proportionately if and when the State Budget Act includes additional EOPS funds for EOPS textbook services

EOPS Budget Requirements

5. Supplanting:

- Education Code Section 69651
- Strictly prohibited
- EOPS and CARE funds may not be used for services previously paid for by the district
- No waivers are allowed

Note: Supplanting is still prohibited, even if district required match is met

Examples of Supplanting

- In prior year, district paid 100% of salary/benefits but in current year, EOPS pays a %.
- In prior year, district & EOPS each paid 50% but in current year EOPS and CARE each pay 50%.
- In prior year, district paid 15% of FT counselor. Hours have been reduced to PT level with district still paying 15% of reduced time; however, district wants EOPS to pay for additional hours.

Not Considered Supplanting:

- District general funds temporarily redirected to EOPS and/or CARE to specifically cover shortfalls in the EOPS and/or CARE budgets

Identify these district funds as “backfill” in EOPS/CARE budgets and in EOPS program plan

EOPS Budget Requirements

6. Double-Dipping:

- Education Code Section 84752(a)
- Strictly prohibited
- Districts may not receive FTES for activities fully funded through another source
- EOPS cannot pay for classes that generate FTES for the college
- No waivers are allowed

EOPS Program Plan Forms

(See handouts)

EOPS & CARE Budget Plans & Final Expenditures

(SSARCC presentation)

Questions?