

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 445-8752

<http://www.cccco.edu>



June 6, 2018

TO: EOPS Directors, EOPS Coordinators and CARE Coordinators
FROM: Kelly Gornik, EOPS/CARE/CAFYES Specialist
SUBJECT: _____ Chancellor's Office EOPS and CARE Reporting Forms, Instructions and Due Dates

Synopsis: Chancellor's Office EOPS (Extended Opportunity Programs and Services) and CARE (Cooperative Agencies Resources for Education) reporting forms for _____

EOPS Program Plan	EOPS Budget Plan	CARE Budget Plan
EOPS Mid-Year Report	CARE Mid-Year Report	CARE Year End Report
EOPS Final Expenditure Report	CARE Final Expenditure Report	

Signed (e-signed) and scanned plans/reports are emailed to: ssarcc-eops@cccco.edu Instructions for completing reports and plans are posted on the Chancellor's Office EOPS/CARE Website: <http://extranet.cccco.edu/Divisions/StudentServices/EOPSCARE/ResourcesReportsDaraForms.aspx>

The _____ EOPS and CARE Budget Plans and the EOPS and CARE Final Expenditure Reports must be completed on-line in the SSARCC (Student Services Automated Reporting for Community Colleges) web-based application at: <https://miseab.cccco.edu/SSARCC/Login.aspx>.

Signature pages are printed through SSARCC, signed or e-signed, scanned and emailed to: ssarcc-eops@cccco.edu

Note: All EOPS and CARE reporting forms must be SIGNED and emailed to: ssarcc-eops@cccco.edu

Reporting Due Dates:

November 30, 2018:	EOPS Program Plan Parts 1-3	mail plan and signed page to: ssarcc-eops@cccco.edu
November 30, 2018:	EOPS and CARE Budget Plans	Submit budget through SSARCC; Signed page to: ssarcc-eops@cccco.edu
March 15, 2018:	EOPS and CARE Mid-Year Reports	mail plan and signed page to: ssarcc-eops@cccco.edu
August 31, 2018:	CARE Year-End Report	Email report to: ssarcc-eops@cccco.edu
September 15, 2018:	EOPS CARE Final Expenditures Report	mail report through SSARCC; Signed page to: ssarcc-eops@cccco.edu
As Needed:	Request to Transfer EOPS Funds out of Category C	

Statewide _____ EOPS AND CARE Final Allocations anticipated release date: **July 2018.**

Action Requested: Submission of completed EOPS and CARE reporting forms to the Chancellor's Office on or before the respective due dates.

Contact: If you have questions or need clarification, please email us at:
ssarcc-eops@cccco.edu

cc: Chief Business Officers; Chief Student Services Officers; Rhonda Mohr, Vice Chancellor of Student Services & Special Programs, Michael Quiaoit, Dean of Student Services;



Program Plan EOPS _____

Extended Opportunity Programs and Services

Due November 30, 2018

Email: (1) one signed plan to ssarcc-eops@cccco.edu

Part 1

1.1 College: _____
Address: _____ **Zip:** _____

1.2 EOPS Minimum Program Standards/Activities and Waiver Requests

Colleges are required to employ a full-time EOPS director. A waiver may be requested for less than a full-time EOPS director if the college meets the waiver criteria. Waiver criteria may be found in the:

Instructions for Completing the Program Plan

Please select the appropriate EOPS Director Status below:

The college is requesting a waiver for a full-time director based upon one of two criteria below. Choose **one (1)**:

1. Served less than 500 EOPS student and received an EOPS allocation of less than \$500,000 in the prior fiscal year.
- OR**
2. Has a full-time Assistant Director/Coordinator assigned 100% to EOPS/CARE (The Assistant Director/Coordinator must be certificated if the part-time Director is assigned less than 50% of the time to EOPS/CARE.)

The college EOPS program is required to provide the services listed below. A waiver may be requested if the college alone meets the needs of and provides the services to the EOPS students and program.

Services	Provided by EOPS	Waiver Requested Provided by College
EOPS Recruitment/Outreach Services	<input type="checkbox"/>	<input type="checkbox"/>
EOPS Orientation Services	<input type="checkbox"/>	<input type="checkbox"/>
EOPS Priority Registration Services	<input type="checkbox"/>	<input type="checkbox"/>
Testing/Assessment Services	<input type="checkbox"/>	<input type="checkbox"/>
Counseling and Advisement Services	<input type="checkbox"/>	Waiver Not Allowed
EOPS Basic Skills Instructional Services	<input type="checkbox"/>	<input type="checkbox"/>
EOPS Tutoring Services	<input type="checkbox"/>	<input type="checkbox"/>
EOPS Transfer Services	<input type="checkbox"/>	<input type="checkbox"/>
EOPS Career Employment Services	<input type="checkbox"/>	<input type="checkbox"/>



1.3 Other Activities and Services Provided:

- CARE Program
- EOPS Advisory Committee
- Other _____

1.4 Students Served

_____ Number of EOPS students planned to be served in _____

1.5 Funding

EOPS Allocation \$ _____

Proposed _____ District Match \$ _____

The District Match should match your SSARCC planned district match (required) for _____

Proposed _____ District Backfill \$ _____

Enter if the District Backfill figure is known at the time of this report.

1.6 Signatures

EOPS Director

Print Name: _____

Title: _____

Electronic Signature: _____ Date: _____

Administrator – Director's Supervisor

Print Name: _____

Title: _____

Electronic Signature: _____ Date: _____

I certify, on behalf of the Board of Trustees, that funds requested herein will be expended in accordance with the provisions of Chapter 2.5 (commencing with Section 56200) of Division 7 of Part 6 of title 5 of the California Code of Regulations.

Superintendent/President

Print Name: _____

Title: _____

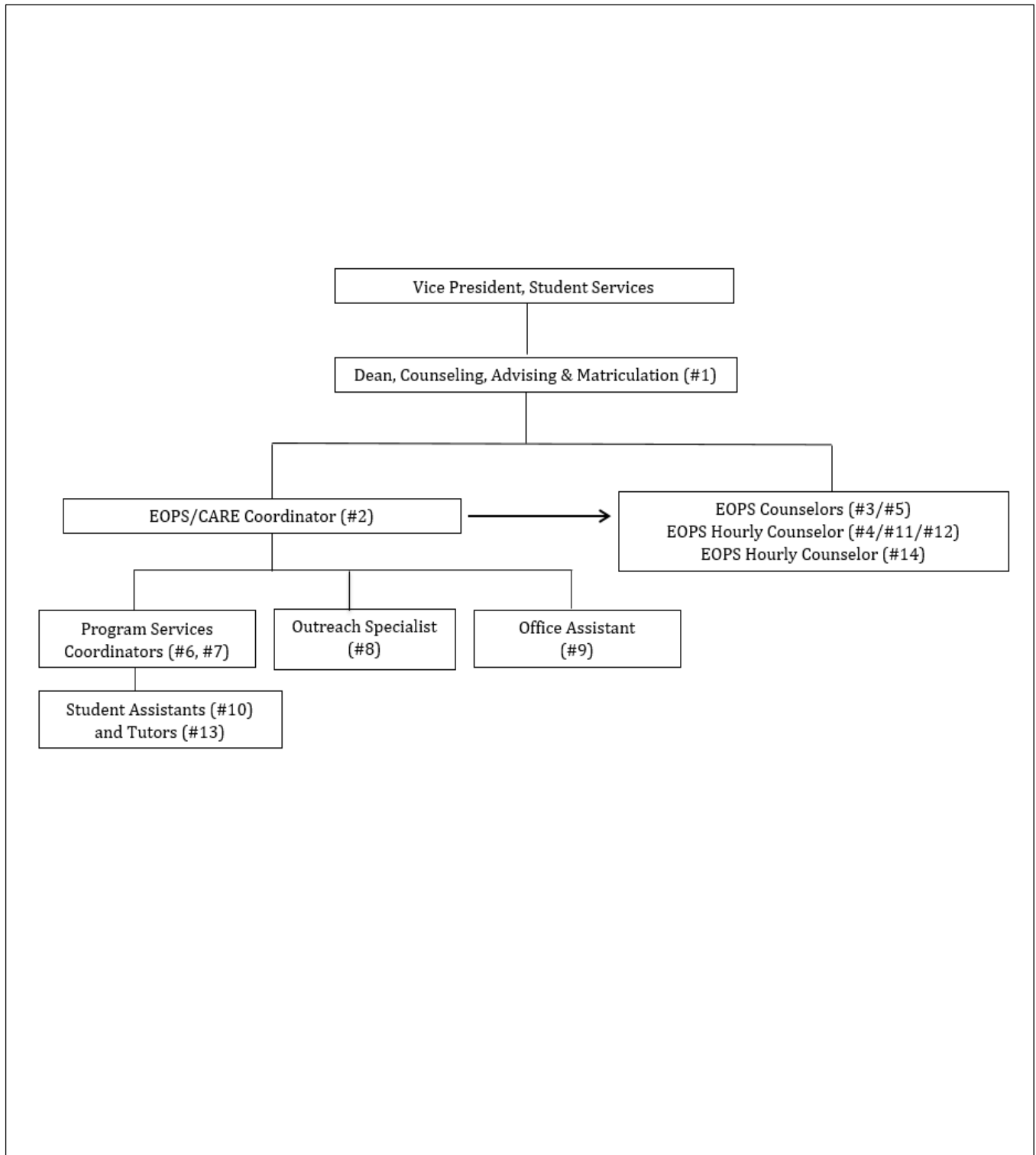
Electronic Signature: _____ Date: _____



Part 2

2.1 EOPS/CARE Program Organizational Chart

In the space below, enter your organizational chart diagram including ALL positions with position numbers used in the Student Services Automated Reporting for Community Colleges (SSARCC) EOPS Budget Plan.





Part 3

3.1 Year End Report for prior year: 2017-18

Please provide a brief narrative of your program accomplishments in **2017-18**, including but not limited to the following information:

- | | |
|--|-----------------------------|
| Number of students served | Program objectives achieved |
| Advisory committee involvement Workshops and class offerings | Outreach efforts |
| Student awards | Student success |
| Any special program successes | Scholarship acknowledgments |
| | Overall program evaluation |

Narrative of Program Accomplishments for **2017-18**:



Continue: the Narrative of Program Accomplishments for **2017-18** :