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June 28, 2013

TO: Superintendent/Presidents
              Chief Business Officers
              Chief Student Services Officers
              Chief Instructional Officers

FROM: Dan Troy, Vice Chancellor for Fiscal Policy
              Linda Michalowski, Vice Chancellor for Student Services and Special Programs

SUBJECT: The New Student Success and Support Program (formerly Matriculation)
              Funding Notice and Requirements

The purpose of this letter is to notify districts/colleges regarding the recent changes to the former Matriculation Program, now known as the Student Success and Support Program, as it relates to funding levels and requirements for the 2013-2014 fiscal year.

Background: The Student Success Act of 2012 (Senate Bill 1456, Lowenthal), signed by Governor Brown on September 27, 2012, provides a foundation to implement several recommendations from the Student Success Task Force. Key recommendations include requiring students to complete core matriculation services, requiring students to declare a course of study early, and targeting funds to provide orientation, assessment, counseling, advising and other student education planning services. SB 1456 also renamed the former Matriculation program as the Student Success and Support Program (SSSP). While the bill became effective on January 1, 2013, significant policy work at the state-level began soon after the bill was signed into law to develop new title 5 regulations, a funding formula and MIS data elements. At the July 2013 Board of Governors meeting, we expect the Board will take action to adopt the new regulations. Under the implementation timeline (see enclosed chart), the 2013-2014 fiscal year is considered the local district/college planning year—the Chancellor's Office will release new program and budget plan requirements, funding guidelines, and MIS data element changes so that districts can use this year to complete new program plans and budgets, reprogram necessary MIS changes, and plan for the delivery of targeted matriculation services to all non-exempt first time students beginning fall 2015.

2013-14 State Budget and SSSP Funding: The 2013-14 State Budget includes an additional $50 million for the Student Success and Support Program, bringing the program's total funding level for credit and noncredit SSSP services to $98,608,000 ($89,227,000 for credit SSSP services and $9,381,000 for noncredit SSSP services). The budget authorizes up to $14 million of the new funds to support system-wide student services technology development, such as common assessment, eTran, and online education planning tools. For the 2013-14 fiscal year, colleges will receive allocations based on the existing formula that was used to fund credit and noncredit Matriculation services before Categorical Flexibility was put in place, which is based solely on student headcount data. The Chancellor's Office will generate allocations by college and they will be transmitted to districts through the apportionment process. Funding guidelines on allowable expenditures and the match requirements will be published on or before August 1.

Categorical Flexibility No Longer in Effect: In response to the state's fiscal crisis, then Governor Schwarzenegger signed into law major revisions to the *2009-10 State Budget* that resulted in substantial funding cuts to most categorical programs. In order to help districts manage the deep funding cuts made in 2009-10, AB X4 2 (the education budget trailer bill) provided categorical flexibility for districts for some categorical programs, including Matriculation. Beginning with the 2013-2014 fiscal year, Student Success and Support Program funds (formerly Matriculation) are no longer under the categorical flexibility provision.

Application and Certification for Non-Credit SSSP Funding: Historically, districts/colleges had to complete an application and certification in order to receive noncredit matriculation funding. Applying for noncredit matriculation funding has been voluntary since not all colleges have noncredit programs. With matriculation program funding frozen at 2008-09 funding levels for the last several years and due to the categorical flexibility provisions, the certification process was suspended and colleges continued to receive a proportional share of the funds based on their 2008-09 allocations whether or not they continued serving noncredit students. Because SSSP funds are no longer under categorical flexibility, in order to receive a noncredit allocation districts/colleges must submit an application for SSSP noncredit funding and certify that they are administering noncredit programs. Colleges will be required to submit separate noncredit program and budget plans during the 2013-14 fiscal year. A separate notice will be sent to districts/colleges soon regarding the noncredit SSSP application and certification process for 2013-14.

Targeted Funding to SSSP Services: SB 1456 requires districts/colleges to target funds to the core services of orientation, assessment, counseling, advising, and other education planning services. In addition, the bill allows funding to be used to provide support services and other targeted interventions to students who are at risk (students on academic or progress probation, facing dismissal, enrolled in basic skills courses, or undeclared). Services that may no longer be funded directly include admissions and records (A&R), except to the extent that specific SSSP functions, such as transcript evaluation for assessment for placement purposes, occur in A&R. Other functions, such as institutional research, may only be funded for research activities directly tied to evaluation of SSSP service delivery. While the bill became effective on January 1, 2013, we did not believe it was practical to require colleges to make these funding changes mid-year. As of July 1, 2013, SSSP funding must be targeted to the delivery of the core services required by the bill. Districts/colleges that are unable to do so may request a one year extension. A formal request for extension, signed by the college's CBO and CSSO, must be submitted to Vice Chancellor Linda Michalowski at lmichalo@cccco.edu before August 1, 2013.

Match Requirements: The 3:1 match requirement for credit SSSP funds and 1:1 match requirement for noncredit funds is still in effect. In order to provide greater flexibility to colleges to meet the match requirement, a college may count as part of the match expenditures for functions that were permissible under the old Matriculation program but are no longer allowed: admission and records, institutional research, and SSSP-related technology (such as the development or purchase of online education planning or online orientation systems). This is in addition to the match allowed for the core program services (orientation, assessment, counseling, advising, etc.).

Action Requested: This letter serves to provide notice to districts about the new Student Success and Support Program, increase in funding for 2013-14, the program's exclusion from categorical flexibility, targeted funding and match requirements. If a college would like to request a one-year extension to the targeted funding requirement, the college must send a letter requesting the extension to Vice Chancellor Michalowski at lmichalo@cccco.edu. Additionally, in order to receive noncredit SSSP funding for 2013-14, districts/colleges must submit an application and certification form that will be sent out soon.

Contact: If you have any questions regarding this notice, please contact Vice Chancellor Linda Michalowski at lmichalo@cccco.edu, Dr. Kimberly McDaniel at kmcdaniel@cccco.edu, or Dr. Debra Sheldon at dsheldon@cccco.edu.

Attachment 1

Student Success Act of 2012 (SB 1456)
Student Success & Support Program
Planning & Implementation Timeline

Fiscal Year 2012-2013	Fiscal Year 2013-2014	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017

System-level Planning Year:
- Implementation workgroups convened October 2012 to develop proposals for title 5 Matriculation revisions, new allocation formula, & revised MIS data elements & definitions
- New program planning & budget process developed
- SB 1456 effective January 1, 2013

District/College-Level Planning Year:
- Develop program plans
- Implement MIS changes & ensure accurate & complete data reporting
- Allocations remain consistent as prior year, new formula not applied
- Funding targeted to core services of orientation, assessment, counseling & advising, & other education planning services

District/College-Level Implementation Year 1:
- Program plans & budgets submitted
- Continue to ensure accurate & complete data reporting
- Allocations remain consistent as prior year, new formula not applied
- Legislative implementation report due July 1, 2014 *(biannually thereafter)*
- ***Enrollment Priorities implemented for fall 2014***
- ***Proposed student notification of SSSP requirements during Spring 2015***

Implementation Year 2:
- FY 15-16 allocations based on 14-15 year-end data reported
- Application of funding formula beginning this year
- ***Fall 2015: Proposed requirement of mandated services for first time students***

Implementation Year 3:
- FY 16-17 allocations based on 15-16 year-end data reported
- Legislative report due July 1, 2016