



## Implementation Guidance: Student Success Completion Grant

July 27, 2018

### I. DESCRIPTION

Senate Bill 840, the 2018 Budget Act education trailer bill, was signed by the Governor on June 15, 2018, and includes language initiating a new grant program for Community College students. The program consolidates the Full Time Student Success Grant (FTSSG) and the Community College Completion Grant (CCCG) into one new grant called the Student Success Completion Grant (SSCG). This new program provides \$131.844 million in funding to the California Community College Chancellor's Office (CCCCO) to provide for a capstone grant for the 2018-19 year (anticipated ongoing funding) to community college Cal Grant B and C recipients who have enrolled in at least 12 units per term. All 114 California Community Colleges are expected to participate.

It should be noted that the legislature and Governor acknowledged in passing the amendments in the Education Trailer Bill referenced above, sought to simplify and streamline the administration of the program to better serve the needs and interests of full time students in completing their education goals. When implementing the amended provisions, colleges are reminded to honor the intent of this legislation. Amendments include:

- No requirement to monitor a complicated multi-year student education plan
- No specific rules for additional required coursework
- Allows for change of majors and pre-requisites
- Simplifies progress made by aligning new program with federal SAP

There is an inherent connection to the former FTSSG, CCCG and thus the Cal Grant B and C awards administered by the California Student Aid Commission (CSAC). In order to avoid any student or college staff confusion regarding this program, the trailer bill has titled the new grant program the "**Student Success Completion Grant**" (SSCG) program.

**II. BUDGET ACT CONTROL LANGUAGE**

**SB 840 Annual Budget Act 2018**

[Approved by Governor ~ June 27, 2018. Filed with Secretary of State ~ June 27, 2018.]

**6870-108-0001—For local assistance, Board of  
Governors of the California Community Colleges  
(Proposition 98) ..... 131,844,000**

**Schedule:**

**5675022-Student Success  
Completion Grant  
(1) ..... 131,844,000**

Provisions:

- Funds appropriated in this item shall be used to support the Student Success Completion Grant pursuant to *Part 54.82 (commencing with Section 88930) of Division 7 of Title 3 of the Education Code.*
1. *of Title 3 of the Education Code.*

**Provisions:**

1. *The funds appropriated in Schedule 1 of this item shall be used to support Student Success Completion Grants pursuant to Section 88930 of the Education Code.*

**III. EDUCATION CODE CONTROL LANGUAGE**

**SB 840 Education Trailer Bill to the Budget Act 2018**

See Attachment #1

#### IV. INTENT

The desire to increase grant aid to community college students and to strengthen the value of the Cal Grant B Access award and the Cal Grant C award for the most disadvantaged of our students continues to be of paramount concern. It is the intent of the Student Success Completion Grant program (SSCG) to support student persistence, retention and success by providing students additional assistance who are attending at a 12 to 15 plus units per term or 24 to 30 plus units per academic year or quarterly unit equivalent and/or complete their programs in scheduled Full-Time timeframes and to offset the total cost of community college attendance.

To that end, \$131 million was appropriated to consolidate the existing FTSSG and CCCG and to expand the new SSCG program. It continues to target the Cal Grant B and C programs with supplemental grant funding.

The SSCG has streamlined the eligibility and delivery system. It is the intent of the law for students to have a SEP on file as required by SSSP standards. Remember in lieu of pace and progress requirements under the old CCCG, colleges now have to align the SSCG program with federal SAP.

#### V. INFORMATION AND COMMUNICATIONS

- a) All guidance and information regarding SSCG policy, process, reporting and cash management will be distributed through the **CFAO-ALL List**. You may want to add additional pointers to the list to include staff who will be working with the SSCG program. Please refer to the Alias List instructions page on our website for instructions to add subscribers:  
<http://extranet.cccco.edu/Divisions/TechResearchInfoSys/Telecom/ListservInstructions.aspx>
- b) In order to track and respond to inquiries regarding the new SSCG program please address any questions or comments to Student Financial Assistance program staff.
- c) By centralizing and chronicling the inquiries, we will be able to categorize and aggregate the inquiries and responses and update a statewide Q&A document to provide the most comprehensive source of information on the grant program.

#### VI. DEFINITIONS

- Academic year: two consecutive semesters or quarter equivalent commencing with the fall term
  - When awarding SSCG you are not precluded from awarding for a single term or a combination within your institution's award year
  - One maximum SSCG award per academic year as defined per statute
- Full time attendance = 12+ units per term or quarterly equivalent or 24+ per academic year

## VII. ELIGIBILITY REQUIREMENTS

Must be attending full-time and meeting the following requirements:

- 1) The student is receiving a Cal Grant B or C award pursuant to Chapter 1.7 -commencing with Section 69430- of Part 42 of Division 5,
- 2) The student is making satisfactory academic progress at the college under criteria required by the applicable federal standards published in Title 34 of the Code of Federal Regulations,
- 3) The student is a California resident or is exempt from paying nonresident tuition under Section 68130.5 or 76140.

## VIII. DISQUALIFICATION - LOSS OF ELIGIBILITY

Disqualification from participating in the SSCG program occurs when a student is no longer:

- Attending full time
- Receiving a Cal Grant B or C
- Maintaining federal SAP

## IX. APPEALS

If appeals are permitted in the institution's federal SAP policy, the determination must be included and documented in compliance with federal regulation.

## X. DISBURSEMENTS TO STUDENTS (SEE ELIGIBILITY FLOW CHARTS)

SSCG for 2018-19:

- a) When the student is eligible for their Cal Grant B or C payment and attending full-time for the term/year, they are then eligible for the SSCG award payment for the term/year.

### *Term Based*

<b>Attendance status</b>	<b>Semester units and term</b>	<b>Quarter units and term</b>
For students who enroll in 12 to 14.99 units	<b>\$649</b> per primary term	<b>\$432/433</b> per primary term
For students who enroll in 15+units	<b>\$2,000</b> per primary term	<b>\$1,333/1,334</b> per primary term

### *Award Year Based*

<b>Attendance status</b>	<b>Award Year units</b>	<b>Award Quarter units</b>
For students who enroll in 24 to 29.99 units	<b>\$1,298</b> per award year	<b>\$1,298</b> per award year
For students who enroll in 30+ units	<b>\$4,000</b> per award year	<b>\$4,000</b> per award year

b) Payment:

1. If a student is attending 12+ units per semester term, they receive half the award year based amount of the SSCG or the quarter equivalent – see tables above
2. If a student in less than 12 for a primary term but adds units in a corresponding intersession, the college may add units to pay in the primary term, either Fall or Spring based on the college's institutional awarding policies
3. **AFTER** awarding all eligible students during Fall and Spring, a community college may grant additional summer awards to students who take a sufficient number of units during the summer term to bring their total number of academic units to 24 units or more for the academic year
4. **AFTER** awarding all eligible students for the Summer term, a community college may grant additional awards to students who take a sufficient number of units of 30 units or more for the academic year

## XI. OVERPAYMENTS

Each payment is based on the student's enrollment status when student is eligible and payment is authorized. Changes to enrollment status in prior terms or subsequent to payment will not affect a student's eligibility for payment. Overpayment resolution is not required provided the overpayment occurred subsequent to a change in enrollment status after the term payment if:

- 1) The SSCG term payment was made for the full term amount (\$649 for semesters and \$432/433 for Quarters); and
- 2) Enrollment drops that result in less than full-time attendance after term payment will not require adjustments/repayments by student or by school, but it may impact SAP and therefore student's continued eligibility for SSCG.

## XII. OVER-AWARDS

Need based over-awards must be prevented:

- 1) Award payments may not exceed unmet need
- 2) Colleges may consider adjusting standardized COA budgets on a case-by-case basis to increase eligibility and to prevent over-awards
- 3) The authorizing education code states:  
*88931(d)(2) The grant award shall be considered a supplemental grant, and shall not supplant any other grant, fee waiver, or scholarship aid received by the student, including, but not necessarily limited to, federal grants, Cal Grant awards, institutional grants, merit-based scholarships, and athletic scholarships.*
- 4) Awards payments for SSCG should be adjusted or eliminated to prevent over-awards
- 5) **Communicate with your categorical programs**
  - a. The payment priority for SSCG and other categorical grants is a local decision based on the institution's awarding policies.

### **XIII. OTHER POLICY GUIDANCE**

Students eligible for an award should not receive more than one (1) maximum award in aggregate from any or all colleges in any year within the District. To the extent possible, a college will attempt not to over-award a student based on the available information at time of payment.

Portability would be equivalent to Cal Grant portability. A student receiving a SSCG award with an enrollment status would be eligible and should be paid their SSCG provided they have not exceeded their annual limit based on units per term (12 to 15) or annual total units (24 or 30) at the same institution.

Students attending multiple colleges in a term should receive an SSCG award based upon their receipt of a Cal Grant B or C award reflecting a cumulative enrollment status of 12 and up to 15 or more units per term at the institution making the payment. Consortium agreements are encouraged.

### **XIV. FUNDING APPORTIONMENT SYSTEM AND FISCAL REPORTING**

For the first year in the Advance, each school will have an initial allocation of SSCG funds, based in part on 2017-18 P2 SSARCC awards (April 2018 data) for FTSSG and CCCG and enrollment data. 2017-18 P1 allocation will be given to those colleges who failed to report 2017-18 P2 data. All colleges received a 10% increase.

For year two, again P2 SSARCC data will be used to calculate the Advance. The reconciled SSARCC and COMIS SSCG Award and enrollment data will be used to calculate P1. For year one, 83% of the funds were allocated during the Advance apportionment process. For year two and thereafter, all funds will be initially allocated. As colleges pay out their allocated funds, they will submit payment records (the "SSCG SSARCC submission file layout" coming soon) to the Chancellor's Office on a monthly basis - the 1<sup>st</sup> of each month- or may opt to report more often, after each college disbursement. There will be a release report similar to the BFAP/SFAA form 2 and former FTSSG and CCCG release reports as well as a request for additional funds for qualified students. CO-FA will establish a calendar of reporting deadlines for reconciliation reporting and any potential subsequent funding adjustments.

### **XV. ALLOCATION FORMULA**

Using 2017-18 FTSSG and CCCG reconciled Payment transaction and corresponding MIS term enrollment data from 2017-18 we identified:

- a. SSCG recipients who enrolled in 15 units or more at census by term
- b. SSCG recipients who enrolled in 12-14.99 units @ census by term
- c. Based upon (a) and (b) we calculated a projected disbursement by term by college
- d. Colleges will have an opportunity to de-obligate funding if they determine they do not have adequate eligible students to utilize their allocation
- e. Colleges will also have an opportunity to request additional funding to meet any shortfalls from their initial allocation
- f. No additional funding is guaranteed

**XVI. 2017-18 FTSSG AND CCCG ROLLED-OVER FUNDS**

All remaining 2017-18 FTSSG and CCCG allocations left over after the 2017-18 disbursements have been reconciled should be carried forward since they have all been approved by the Chancellor's Office for use in the 2018-19 year and should be expended before any SSCG advance funding for 2018-19 is expended.

These pre-approved carry forward expenditures will be reported in the 2017-18 SSARCC file submission and identified in the award year field as 2018-19 award year (Fall 2018) expenditure from 2017-18 funds.

**XVII. IT ISSUES**

These SSCG awards will be accounted for and reported to the Chancellor's Office, (not to CSAC). Because of this, they will require a new award code in school based software systems, payable for all terms (and possible winter intersession and summer terms).

- a) School Based Software Issues:
  - 1) Program to make awards and payments
  - 2) Program for reporting file layout protocol
- b) COMIS
  - 1) Reconciliation and corrections
  - 2) Mapping to MIS for new award code SF-21 (coming soon)
  - 3) Syntactical and referential reporting and edit requirements including required SSCG and Cal Grant award payment

**XVIII. BUSINESS OFFICE ISSUES:**

- a) New Program and Ledger Accounts: Funds need to be accounted for in a subsidiary ledger, backed up with detailed payment records per the "SSCG file layout" reporting protocol.
- b) If there is a lag in time between identifying eligible students, and receipt of funds from the Chancellor's Office, it is suggested that Financial Aid Directors speak with their fiscal offices and college foundations to discuss the possibilities on managing cash flow during these times and timing of advances and supplemental advances
- c) Cash Flow for payments
- d) Reconciliation and reporting and liability
- e) While it is not required, we encourage colleges to maintain funds in an interest-yielding account or investment sweep accounts. If you maintain the funds in an interest-bearing account, the money earned will stay with the college

**XIX. POLICY AND PROCEDURE ISSUES:**

We will update the CCPG manual and Data Element Dictionary to include SSCG award and process. Local Policies & Procedures should also be updated to reflect local policies.

## **XX. MARKETING AND AWARENESS**

In the first year of implementation, it has been requested that the **ICAN** campaign develop a brochure/ collateral piece for distribution to college FA offices communicating the concept of stackable grants, featuring the SSCG opportunities and requirements. We recommend you share this publication with Cal Grant B and C and SSCG students who may wish to increase unit load to qualify for more assistance.

We have worked with FATV to produce a SSCG video that will be available to all colleges. All CCCCO custom FATV videos are housed at our FATV-CCCO portal: <https://ccco.financialaidtv.com/browse>.

A Student Fact Sheet is also available from our website:

<http://extranet.cccco.edu/Divisions/StudentServices/FinancialAid/FinancialAidPrograms.aspx>.

In addition, social media channels for the **ICAN** campaign will be featuring messages regarding the SSCG opportunity and requirements.

Any local district/college efforts to identify and communicate with the SSCG potentially eligible population would positively support the roll out of the program.

### **FINALLY...**

As we embark on this new endeavor, we realize that very short notice has been given on these new awards for this fall 2018 term. However, the needs of our low-income students are vast, and additional grant aid is always welcome. It is incumbent upon us to deliver these SSCG funds as quickly as possible, and to make as much of a difference with them as possible.

**PLEASE CONTACT US WITH ANY ADDITIONAL QUESTIONS YOU MAY HAVE ABOUT THE DETAILS. THANK YOU FOR YOUR EFFORTS AND ATTENTION TO THIS NEW GRANT PROGRAM!**



# Implementation Checklist for Student Success Completion Grant (SSCG):

## **Financial Aid Offices:**

- Identify a new, distinct award code for the SSCG
- Set award up to be paid at 100% when paid
- Award requires specific full-time (12 to 14 and 15 units) of enrollment at payment
- Award requires a FT Cal Grant B payment transaction (FT or OF) at your institution for the corresponding term
- Set this up as a need-based grant, requiring “remaining need” for it to be paid
- Set up individual term student award limits of \$649 (\$432-quarter), and annual limits of \$1,298 for students attending at 12, 13 and 14 units
- Set up individual term student award limits of \$2,000 (\$1,333-quarter), and annual limits of \$4,000 for students attending at 15+ units
- Set up annual award budgets of the amounts listed on the school-by-school allocation list. Be prepared to adjust this amount when you file your release request report in the spring).
- Map the SSCG to MIS Financial Aid reporting data element **SF 21= XX (will get new code)**
- Develop a process to identify full-time Cal Grant B and C recipients at your school, to deliver SSCG payments to those students as quickly as possible in their term payment(s).

## **Fiscal Offices:**

- Inform Fiscal Offices of the new SSCG program and how it will work
- Add award code to general ledger, if needed
- Share school-based allocation table with fiscal office, so that timing of grant funds is anticipated (October Supplemental advance)
- Discuss with fiscal office the process and timing of disbursement of these new grant funds. Specifically, clarify whether cash must be received or if the District or Foundation can provide cash to cover grant payments until cash is received
- Have appropriate account, perhaps interest-bearing, set up for the SSCG funds to be held in and disbursed from, or transferred from
- Discuss record-keeping needs (i.e. file layout requirements for reporting to the CO, general ledger accounting, subsidiary ledger accounting and coding, etc.
- Develop reconciliation procedures between Fiscal Office, Financial Aid Office and IT, based on the file record layout reporting protocol.

## **Information Technology:**

- Inform IT of the new SSCG program and how it will work
- Secure programming for the reporting requirements (file layout to the CO)
- Identify who will generate the reporting file as needed and who will transmit it to the CO
- Secure MIS data mapping to data element SF 21 **XX** for the SSCG, beginning with fall 2018