

## STATEWIDE COST ESTIMATE

Education Code Section 76300  
Statutes 1984xx, Chapter 1 (AB 1)  
Statutes 1984, Chapters 274 and 1401  
Statutes 1985, Chapters 920 and 1454  
Statutes 1986, Chapters 46 and 394  
Statutes 1987, Chapter 1118  
Statutes 1989, Chapter 136  
Statutes 1991, Chapter 114  
Statutes 1992, Chapter 703  
Statutes 1993, Chapters 8, 66, 67, and 1124  
Statutes 1994, Chapters 153 (AB 2480) and 422 (AB 2589)  
Statutes 1995, Chapter 308 (AB 825)  
Statutes 1996, Chapter 63 (AB 3031)  
Statutes 1999, Chapter 72 (AB 1118)

California Code or Regulations, Title 5, Sections 58501-58503;  
58611- 58613, 58620, 58630

### *Enrollment Fee Collection and Waivers* (99-TC-13 and 00-TC-15)

Los Rios and Glendale Community College Districts, Claimants

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#### **Summary of the Mandate**

On April 24, 2003, the Commission on State Mandates (Commission) adopted the Statement of Decision for *Enrollment Fee Collection and Waivers* (99-TC-13 and 00-TC-15). The Commission found that the test claim statutes and executive orders constitute a new program or higher level of service and impose a reimbursable state-mandated program upon community college districts within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514.

The Commission adopted the parameters and guidelines for this program on January 26, 2006. Eligible claimants were required to file initial reimbursement claims with the State Controller's Office (SCO) by August 1, 2006. Late and amended initial reimbursement claims were accepted by the SCO until August 1, 2007. This statewide cost estimate is based on the reimbursement claims filed for the initial reimbursement period.

#### **Reimbursable Activities**

The Commission approved the following reimbursable activities for this program:

##### A. Enrollment Fee Collection (*Reimbursement Period begins July 1, 1998*)

###### 1. One-Time Activities

###### a. Policies and Procedures

Prepare district policies and procedures for the collection of enrollment fees.

b. Staff Training (One-time per employee)

Training district staff that implement the program on the procedures for the collection of enrollment fees.

2. Ongoing Activities

- a. Calculating and collecting the student enrollment fee for each student enrolled, except for nonresidents, and except for special part-time students cited in section 76300, subdivision (f). (Ed. Code, §76300, subds. (a) & (b); Cal. Code Regs., tit. 5, §§ 58501, 58502 & 58503). This includes:
- i. Referencing student accounts and records to determine course workload, status of payments, and eligibility for fee waiver. Printing a list of enrolled courses.
  - ii. Calculating the total enrollment fee to be collected. Identifying method of payment. Collecting cash and making change as necessary. Processing credit card and other non-cash payment transactions (however, any fees that may be charged to a community college district by a credit card company or bank are not reimbursable). Preparing a receipt for payment received.
  - iii. Answering student's questions regarding enrollment fee collection or referring them to the appropriate person for an answer.
  - iv. Updating written and computer records for the enrollment fee information and providing a copy to the student. Copying and filing enrollment fee documentation.
  - v. Collecting delinquent enrollment fees, including written or telephonic collection notices to students, turning accounts over to collection agencies, or small claims court action.
  - vi. For students who establish fee waiver eligibility after the enrollment fee has been collected, providing a refund or enrollment fees paid and updating student and district records as required. (Refund process for change in program is not reimbursable).

B. Enrollment Fee Waiver (Reimbursement Period begins July 1, 1999)

1. One-Time Activities

a. Policies and Procedures

Prepare district policies and procedures for determining which students are eligible for waiver of the enrollment fees.

b. Staff Training (One-time per employee)

Training district staff that implement the program on the procedures for determining which students are eligible for waiver of the enrollment fee.

2. Ongoing Activities

- a. Adopting procedures that will document all financial assistance provided on behalf of students pursuant to chapter 9 of title 5 of the California Code of Regulations; and including in the procedures the rules for retention of support documentation that will enable an independent determination regarding accuracy of the district's certification of need for financial assistance. (Cal. Code Regs., tit. 5, § 58630, subd. (b).)

Recording and maintaining records that document all of the financial assistance provided to students for the waiver of enrollment fees in a manner that will enable an independent determination of the district's certification of the need for financial assistance. (Cal. Code Regs., tit. 5, § 58630, subd. (b).)

- b. Waiving student fees in accordance with groups listed in Education Code section 76300, subdivisions (g) and (h.) Waiving fees for students who apply for and are eligible for BOG fee waivers (Cal. Code Regs., tit. 5 §§ 58612, 58613 & 58620). This includes:
  - i. Answering student's questions regarding enrollment fee waivers or referring them to the appropriate person for an answer.
  - ii. Receiving of waiver applications from students by mail, fax, computer online access, or in person, or in the form of eligibility information processed by the financial aid office.
  - iii. Evaluating each application and verification documents (dependency status, household size and income, SSI and TANF/CalWorks, etc.) for compliance with eligibility standards utilizing information provided by the student, from the student financial aid records (e.g., Free Application for Federal Student Aid (FAFSA)), and other records.
  - iv. In the case of an incomplete application or incomplete documentation, notify the student of the additional required information and how to obtain that information. Hold student application and documentation in suspense file until all information is received.
  - v. In the case of an approved application, copy all documentation and file the information for further review or audit. Entering the approved application information into district records and /or notifying other personnel performing other parts of the process (e.g., cashier's office). Providing the student with proof of eligibility or an award letter, and file paper documents in the annual file.
  - vi. In the case of a denied application, reviewing and evaluating additional information and documentation provided by the student if the denial is appealed by the student. Provide written notification to the student of the results of the appeal or any change in eligibility status.
- c. Reporting to the CCC the number of and amounts provided for BOG fee waivers. (Cal. Code Regs., tit. 5, § 58611.)

### **Statewide Cost Estimate**

Staff reviewed SCO summary reports on the amounts claimed and actual reimbursement claims. Forty (40) claimants filed 316 reimbursement claims for fiscal years 1998-99 through 2006-2007. Since actual cost claims for 2005-2006 through 2007-2008 are not yet due, fiscal year 2004-2005 claiming data is used to calculate estimated costs for claims that will be filed for fiscal years 2005-2006 through 2007-2008.

Staff made the following assumptions and used the following methodology to develop a statewide cost estimate for the *Enrollment Fee Collection and Waivers* programs. If the Commission adopts this proposed statewide cost estimate, it will be reported to the Legislature along with staff's assumptions and methodology.

#### Assumptions

Staff made the following assumptions:

- *The actual amounts claimed will not increase for fiscal years 1998-1999 through 2004-2005 because August 1, 2007 was the last day to file late or amended claims for the initial*

*reimbursement period.*

- *The same community college districts filing initial reimbursement claims for fiscal year 2004-2005 will file claims for fiscal years 2005-2006 through 2007-2008.*
- *Costs for fiscal years 2005-2006 through 2007-2008 will increase if new claimants file reimbursement claims.*

For other community college district mandates, as many as 60 community college districts have filed reimbursement claims. Thus, if any of the remaining community college districts file reimbursement claims for fiscal years 2005-2006 through 2007-2008, the proposed statewide cost estimate will increase.

- *The statewide cost estimate will increase as community college district enrollments and waivers continue to increase.*

The total statewide headcount and number of Board of Governors’ Waivers reported by community college districts has increased for the past two fiscal years.

**Table 1**  
**Total Headcounts, Board of Governor’s Waivers, and**  
**Financial Aid Amount**  
**By Fiscal Year**

| Fiscal (Academic) Year | Total Headcount by Academic Year | Total Board of Governors Waivers and Percent Change From Prior Year | Financial Aid Amount |
|------------------------|----------------------------------|---|----------------------|
| 1998-1999              | 2,437,575                        | 473,910 (NA)  | \$ 95,307,029        |
| 1999-2000              | 2,546,591                        | 579,657 (22.3%)   | 85,924,368           |
| 2000-2001              | 2,648,850                        | 500,257 (-13.7%)  | 89,343,576           |
| 2001-2002              | 2,809,514                        | 548,283 (9.6%)  | 92,433,300           |
| 2002-2003              | 2,819,997                        | 606,348 (10.6%)   | 102,620,674          |
| 2003-2004              | 2,545,479                        | 663,024 (9.3%)  | 168,185,325          |
| 2004-2005              | 2,515,488                        | 724,611 (9.3%)  | 266,282,347          |
| 2005-2006              | 2,550,682                        | 740,430 (2.2%)  | 273,788,614          |
| 2006-2007              | 2,621,399                        | Data Not Available  | Data Not Available   |

Source: [www.cccco.ca.gov](http://www.cccco.ca.gov)

- *The claims may be inaccurate because the initial reimbursement claims are un-audited.*

The actual amounts claimed will be reduced if the SCO reduces claims that are excessive or unreasonable.

Therefore, if the initial reimbursement claims are audited, the total cost of this program will be lower than the proposed statewide cost estimate.

- *There is a wide variation in costs incurred to implement this program.*

Staff selected fiscal year 2002-2003 for review because claims were filed by 40 community college districts representing 56% of eligible claimants, 66% of the statewide headcount and 70% of the waivers granted. See Table 3, Overview of 2002-2003 Claims.

The highest claim was filed by Los Angeles Community College District for \$2,950,953 and the lowest by Santa Barbara Community College District for \$6,787. The number of waivers granted by all claimants ranged from 7% to 57% of total headcount.

To compare costs, staff established a unit rate based on the total student headcount and number of waivers reported to the state. Since the reimbursable activities are based on student enrollment and waivers, these counts are the most appropriate measure on which to calculate a unit for cost comparisons. The unit is based on the total amount claimed divided by the total of “Head Count of students” and “number of waivers reported to the Board of Governors.” The totals used for district head counts and waivers are from the California Community Colleges Chancellor’s Office Website: <http://www.cccco.ca.gov>.

The unit rate ranged from a low of \$.12 (Santa Barbara Community College District) to \$100.45 (Palo Verde Community College District), with a mean of \$9.46. The unit for Los Angeles Community College District is \$9.06. The median is about \$7.00.

- *Enrollment Fee Collection Offsets were verified with the assistance of the California Community Colleges Chancellor’s Office and the State Controller’s Office.*

In April 2007, staff reviewed actual cost claims to assess whether the offsets specified in the parameters and guidelines and claiming instructions had been reported and deducted.

The Commission’s decision and the parameters and guidelines identified offsetting savings and reimbursements for claimants to deduct when filing reimbursement claims. The Controller’s claiming instructions further specified that if applicable, claimants should enter the following offsets, as specified in the parameters and guidelines, in the Cost Reduction Summary of the claim, on Line (09) Offsetting Savings, and submit a detailed schedule of savings with the claim.

### **Enrollment Fee Collection Program**

The costs of the *Enrollment Fee Collection* program are subject to an offset of two percent (2%) of the revenue from enrollment fees. (Ed. Code, § 76000, subd. (c).)

### **Enrollment Fee Waiver Program**

The costs of the *Enrollment Fee Waiver* program are subject to the following offsets:

July 1, 1999 to July 4, 2000:

- For low income students<sup>1</sup> or recipients of public assistance,<sup>2</sup> or dependents or surviving spouses of National Guard soldiers killed in the line of duty,<sup>3</sup> as defined:

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<sup>1</sup> “[A]ny student who demonstrates eligibility according to income standards established by the board of governors and contained in Section 58260 of Title 5 of the California Code of Regulations.” (Ed. Code, § 76300, subd. (g)(2).)

<sup>2</sup> “[A]ny student who, at the time of enrollment, is a recipient of benefits under the Temporary Assistance to Needy Families program, the Supplemental Security Income/State Supplementary

- an offset identified in Education Code section 76300, subdivision (m), that requires the Community College Board of Governors, from funds in the annual budget act, to allocate to community colleges two percent (2%) of the fees waived, under subdivisions (g) [low income students, as defined, or specified recipients of public assistance] and (h) [dependents or surviving spouses of California National Guard soldiers killed in the line of duty, as defined] of section 76300; and
- For determination of financial need and delivery of student financial aid services, on the basis of the number of low income students (as defined) or recipients of public assistance (as defined), or dependents or surviving spouses of National Guard soldiers killed in the line of duty, for whom fees are waived:
  - from funds provided in the annual State Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to seven percent (7%) of the fee waivers provided pursuant to subdivisions (g) [low income students, as defined, or specified recipients of public assistance] and (h) [dependents or surviving spouses of California National Guard soldiers killed in the line of duty, as defined].<sup>4</sup>

Beginning July 5, 2000:

- For low income students (as defined, or recipients of public assistance (as defined) or dependents or surviving spouses of National Guard soldiers killed in the line of duty, for whom fees are waived (as defined):
  - an offset identified in Education Code section 76300, subdivision (m), that requires the Community College Board of Governors, from funds in the annual budget act, to allocate to community colleges two percent (2%) of the fees waived, under subdivisions (g) [low income students, as defined, or specified recipients of public assistance] and (h) [dependents of California National Guard soldiers killed in the line of duty as defined] of section 76300;
- For determination of financial need and delivery of student financial aid services, on the basis of the number of low income students (as defined) or recipients of public assistance (as defined) for whom fees are waived

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Program, or a general assistance program or has demonstrated financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.” (Ed. Code, § 76300, subd. (g)(1).)

<sup>3</sup> “[A]ny student who, at the time of enrollment is a dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. “Active service of the state,” for the purposes of this subdivision, refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.” (Ed. Code, § 76300, subd. (h).)

<sup>4</sup> These waiver provisions were subsequently expanded to waive fees for children of law enforcement personnel or firefighters killed in the line of duty (Ed. Code, § 76300, subd. (i)), or dependents of victims of the September 11, 2001 terrorist attacks (Ed. Code, § 76300, subd. (j)), but these parameters and guidelines do not include those waiver recipients because they were added by Statutes 2002, chapter 450 and are outside the scope of the Statement of Decision.

- requires the Board of Governors to allocate from funds in the annual State Budget Act ninety-one cents (\$0.91) per credit unit waived pursuant to subdivisions (g) [low income students, as defined, or specified recipients of public assistance] and (h) [dependents of California National Guard soldiers killed in the line of duty as defined]
- Any budget augmentation received under the Board Financial Assistance Program Administrative Allowance, or any other state budget augmentation received for administering the fee waiver program.

#### Final Staff Analysis – December Hearing

Commission staff issued the draft staff analysis on September 6, 2007. In the draft staff analysis, staff requested assistance from the *California Community College Chancellor's Office (Chancellor's Office)* and the *State Controller's Office (SCO)* to verify offsetting revenues from enrollment fees, number of credit units waived, and amount of fees waived, by fiscal year, and any budget augmentations received.

On October 10, 2007, Department of Finance submitted comments on the draft staff analysis concurring that the Chancellor's Office and the SCO should assist the Commission in assessing if offsetting savings and reimbursements were properly reported and deducted.

The Chancellor's Office provided a spreadsheet reporting enrollment fees collected and the 2% offset for fiscal years 2001-2002 through 2006-2007. This spreadsheet was sent to the SCO to compare with enrollment fee offsets reported. The SCO reviewed claims and compiled a new spreadsheet. The new spreadsheet by fiscal year, identified claimants, claimed amounts, claimed 2% offsets, claimed waiver offsets, and Chancellor's 2% offset, and 2% claimed difference. Based on this additional documentation, staff revised the draft statewide cost estimate for the December 6 hearing.<sup>5</sup>

The Department of Finance requested that the statewide cost estimate be postponed to allow the department to work with the Chancellor's Office in providing more complete information on offsets. The hearing was postponed.

#### Submission of New Information by the Chancellor's Office

On January 7, 2008, the Chancellor's Office submitted the additional data requested related to the student fee collection and waiver program. Data was included from additional years for the 2 percent of fees calculation and also included data related to two additional allocations. This information was compiled with input from the Department of Finance.<sup>6</sup> The information provided is on a statewide basis for each community college district by fiscal year. Thus, this information must be compared with the actual claims filed and offsets reported.

#### Review by the State Controller's Office

Commission staff forwarded the new information from the Chancellor's Office to the State Controller's Office to review actual offsets taken against the claimed amounts. On January 17, 2008, the Controller's Office forwarded the worksheets documenting their review.<sup>7</sup>

#### Revised Final Staff Analysis – January 2008 Hearing

Commission staff reviewed the new information from the Chancellor's Office and the State Controller's Office to revise the proposed statewide cost estimate.<sup>8</sup>

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5 Exhibit A.

6 Exhibit B.

7 Exhibit C.

## Methodology

### *Fiscal Years 1998-1999 through 2004-2005*

The proposed statewide cost estimate for fiscal years 1998-1999 through 2004-2005 is based on the total of actual reimbursement claims filed with the SCO for these years.

### *Fiscal Years 2005-2006 through 2007-2008*

Staff used 2004-2005 actual costs as the base for calculating estimated costs for fiscal years 2005-2006 through 2007-2008 by multiplying by the implicit price deflator, as follows:

- 2005-2006 cost estimate is calculated by multiplying the 2004-2005 total by the implicit price deflator for 2005-2006 (6%);
- 2006-2007 cost estimate is calculated by multiplying the 2005-2006 cost estimate by the implicit price deflator for 2006-2007 (3.9%); and,
- 2007-2008 cost estimate is calculated by multiplying the 2006-2007 cost estimate by the implicit price deflator for 2007-2008 (2.6%).

### *Revisions Based on 2% Offsetting Revenues Reported by the Chancellor's Office for Enrollment Fee Collections*

Adjustments are made for unreported 2% offsetting revenues for enrollment fee collections, as reported by the Chancellor's Office for fiscal years 1998-1999 through 2004-2005. Although the Chancellor's Office reported 2% offsetting revenues for fiscal years 2005-2006 through 2007-2008, staff calculated the 2% claimed differences for those years by multiplying the adjustment for 2004-2005 by the implicit price deflator, as detailed above. This was necessary because only a limited number of claims were filed and most did not include offsets. The total adjustment would be \$5,834,838.

### *Revisions Based on Board Financial Assistance Program (BFAP) Administrative Allowance (\$.91 X enrollment fee credit unit for each student for whom fees are waived)*

The Chancellor's Office provided additional information on two different offsets for the fee waiver program. Although the parameters and guidelines identify both offsets, the Program Manual Definitions provided by the Chancellor's Office states that the administrative allowance (.91) to administer the BOG Fee Waiver Program may be expended solely for financial aid professional, technical, clerical and/or temporary staff (including student help) who report directly to the financial aid director. Funds may not be used for salaries for personnel at the level of financial aid manager or above. In addition to these specific personnel costs funds may also be used for expenses associated with staff training and for the development and production of financial aid outreach materials. Funds may also be used for computer hardware or software necessary for and solely dedicated to the delivery of student financial aid.

Thus, based on this information, staff finds that adjustments should be made for unreported offsetting revenues for the enrollment fee waiver program (.91), as reported by the Chancellor's Office for fiscal years 1998 through 2004-2005. Although the Chancellor's Office reported offsetting revenues for fiscal years 2005-2006 through 2007-2008, staff calculated the adjustments for those years by multiplying the adjustment for 2004-2005 by the implicit price deflator, as detailed above. The total adjustments would amount to \$25,052,664.



*No offset adjustments are made based on the BFAP 2% Fund.*

Although offsets may be taken if BFAP 2% Funds are used to pay for the Fee Waiver Program, there is no mandate for such funds to be used for this program. According to the Chancellor’s Office, each year the college receives an amount equal to 2% of the total fees waived to be used in the college general fund. These funds do not have to be spent on the administration of student aid. Therefore, staff does not include an adjustment for the 2% of the total fees waived by the claimant community college districts.

**Proposed Statewide Cost Estimate - Revised**

The total amount claimed and estimated for ten fiscal years is \$ 193,015,788. However, based on the new information provided by the Chancellor’s Office and the review of actual offsets reported by the Controller’s Office, staff proposes that this total be adjusted by \$30,887,503. Thus, staff’s proposed statewide cost estimate, as revised, is \$ 162,128,285.

Following is a breakdown of total costs claimed per fiscal year, revised adjustments for offsets, and revised totals.

**Table 2  
Breakdown of Total Costs Claimed and Adjustments**

| <b><u>Fiscal Year</u></b> | <b># Claims</b> | <b>Total Costs Claimed</b> | <b>Enrollment Fee Adjustment (2%)</b> | <b>Fee Waiver Adjustment (.91)</b> | <b>Less Total Adjustments</b> | <b>Revised Totals</b> |
|---------------------------|-----------------|----------------------------|---------------------------------------|------------------------------------|-------------------------------|-----------------------|
| <b>1998-1999</b>          | 33              | \$12,050,951               | \$299,828                             | \$3,834,656                        | \$4,134,484                   | \$7,916,467           |
| <b>1999-2000</b>          | 35              | \$16,334,148               | \$374,942                             | \$1,808,075                        | \$2,183,017                   | \$14,151,131          |
| <b>2000-2001</b>          | 39              | \$18,341,342               | \$545,817                             | \$2,664,147                        | \$3,209,964                   | \$15,131,378          |
| <b>2001-2002</b>          | 39              | \$20,305,630               | \$299,199                             | \$1,909,661                        | \$2,208,860                   | \$18,096,770          |
| <b>2002-2003</b>          | 40              | \$21,772,841               | \$544,773                             | \$2,379,566                        | \$2,924,339                   | \$18,848,502          |
| <b>2003-2004</b>          | 38              | \$19,981,734               | \$762,690                             | \$1,783,063                        | \$2,545,753                   | \$17,435,981          |
| <b>2004-2005</b>          | 38              | \$19,627,817               | \$700,855                             | \$2,487,232                        | \$3,188,087                   | \$16,439,730          |
| <b>2005-2006</b>          | N/A             | \$20,805,486               | \$742,906                             | \$2,636,466                        | \$3,379,372                   | \$17,426,114          |
| <b>2006-2007</b>          | N/A             | \$21,616,900               | \$771,880                             | \$2,739,288                        | \$3,511,168                   | \$18,105,732          |
| <b>2007-2008</b>          | N/A             | <u>\$22,178,939</u>        | <u>\$791,949</u>                      | <u>\$2,810,510</u>                 | <u>\$3,602,459</u>            | <u>\$18,576,480</u>   |
| <b>Totals</b>             |                 | \$193,015,788              | \$5,834,839                           | \$25,052,664                       | \$30,887,503                  | \$162,128,285         |