

Chyi, Leo (CHF)

From: Chisti, Aliya (CHF)
Sent: Friday, January 18, 2019 4:52 PM
To: Leslie Milloy; Vahe Hovakimian
Cc: Moye, Laura (CHF); Chyi, Leo (CHF)
Subject: Follow-up: Fall Invoice

Hi Leslie,

I am emailing to follow-up on our phone call this morning. DCYF would like to receive in writing the methodology used to develop the invoice. The methodology should include the following elements:

1. Criteria used to determine head counts and units for Enrollment Fees: In the past you explained you set the date based on State reporting requirements; can you explain the relevant State dates and the benefit of using these dates versus other dates, such as a date after which classes cannot be dropped?
2. Criteria used to determine Adjustments for Enrollment Fees: It would be helpful to understand why the college isn't excluding these students from the head counts and units at the time of invoicing but instead showing an adjustment on the Enrollment Fee line. We are simply trying to understand why these students are included in the Enrollment Fee head counts and units given that you know at the time of invoicing that these students had become BOG eligible. Does this data get pulled on different dates?
3. Policy used to payout the BOG Stipends: We understand that BOG stipends are made in two payments, please explain what triggers the 1st and 2nd payment and how payment dates are determined.
4. For Funds Returned to City: Please explain the criteria used to determine when and how to calculate the adjustment. Also, providing spreadsheets with different numbers (no matter how small the difference) creates confusion.
5. Staffing and Infrastructure: It's not clear to us why sometimes you bill for these costs and other times you don't. How is the college budgeting these dollars and what is the criteria used to determine when to bill the city?
6. Please include any other information that you think would help the City understand the College's approach to invoicing for the program, such as the enrollment process, policies on dropping and adding classes, processing of FAFSA and CCPG, and/or State reporting requirements.

We'd like to receive the methodology document by **January 23**. Given that we've committed to making invoices public we think it would be best for the methodology document to be completed before we pay the invoice and release it on our website. The information is also important to the 2nd MOU revision which is on a tight timeline. If January 23rd is not doable, please give me a call so we can discuss.

Thank you and have a good weekend!

Aliya