



**Maria Su, Psy.D.**  
Executive Director

February 13, 2019

Leslie Milloy  
Chief of Staff, Office of the Chancellor  
City College of San Francisco  
50 Frida Kahlo Way, Conlan Hall, E200  
San Francisco, CA 94112



**Mayor Mark Farrell**

*Sent via email as PDF*

**Re: Payment of Fall 2018 Free City Invoices & Requested Methodology Document**

Dear Leslie,

DCYF has finished reviewing the Fall 2018 invoice which City College confirmed was ready for review on December 20, 2018. Our team appreciates City College's effort to provide greater accuracy to the invoice documentation. As the department responsible for administering the San Francisco City College Financial Assistance Fund, DCYF relies on the backup documentation to confirm that the program is in compliance with the MOU. We must also ensure that the backup documentation can support an audit as well as scrutiny from the public.

Similar to past invoices, DCYF recognizes that the expenses incurred exceed the budgeted amount for the program. On this basis, I have approved payment of the invoice and am directing my team to initiate payment to City College of the requested amount; however, we continue to be concerned with inconsistencies found in the backup documentation, and we want to continue work on having City College's write out its policies and procedures related to invoicing. This will also be helpful for invoices going forward, as well as progress on the second revision to the MOU.

As discussed on our January 18, 2018 phone call, the backup documentation for the Fall 2018 invoice had several inconsistencies. For example, there were students in the invoice that qualified for the Community College Promise Grant (CCPG) fee waiver but who did not receive the additional stipend that is provided through the Free City program. We highlighted this issue and requested additional clarifications in a memo submitted to the College on January 14, 2019 (attached). While we appreciate the additional insight provided by your team on the call, it was evident that a methodology document could have explained what appeared to be inconsistencies with the administration of the program vis-à-vis the MOU.

Following our conference call, we submitted an e-mail on January 18<sup>th</sup>, 2019 (attached) requesting the mutually decided upon information along with specific questions that DCYF wanted to be included in the methodology document. We requested that this be submitted by January 23<sup>rd</sup>, 2019, prior to the payment of the invoice.

The methodology document that was provided to DCYF on January 25<sup>th</sup>, 2019 (attached) does not thoroughly answer the questions that were requested. Additionally, the document does not provide the

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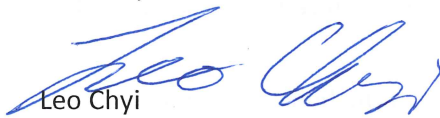
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level of detail that is required to understand City College's invoicing process. We believe a comprehensive methodology document will facilitate a more efficient invoice review and payment process.

You have requested additional detail about how this methodology document could be structured. Our team has been reviewing past communication regarding invoicing, as well as issues discussed in the MOU subcommittee related to methodology, in order to identify questions that have persistently come up related to City College's implementation of Free City. Staff are adding comments and questions to the initial methodology document provided by City College, in hopes that treating it as a working document will assist in structuring the information and clarifying outstanding details that are needed. We will be submitting this document to you later this week and look forward to working with you to address some of the clarifications needed in the methodology document.

We appreciate your continued engagement on improving the invoice documentation. In the meantime, I have signed off on the payment for the Fall 2018 invoice and look forward to our future work together.

Sincerely,



Leo Chyi

CFO, Department of Children, Youth and their Families

CC: Vahé Hovakimian, Interim Associate Dean, Finance, City College of San Francisco

Luther Aaberge, Vice Chancellor of Finance & Administration, City College of San Francisco

Francesca Sisto, Senior User Liaison, Ellucian

Laura Moyé, Deputy Director, DCYF

Aliya Chisti, Senior Administrative Analyst, DCYF

Attachments:

Email from Aliya Chisti to Leslie Milloy and Vahé Hovakimian on 01-18-19

Attachment from Leslie Milloy sent to DCYF on 01-25-19

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