

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



January 24, 2019

FREE CITY DOCUMENTATION

Awarding and Payment of Stipend:

Awarding of stipend happens multiple times per semester.

Criteria

- Any student that has been deemed both eligible for the Free City College and California College Promise Grant (CCPG)

Please note: Students can apply for financial aid at any time during the aid year. An aid year is Fall, Spring, Summer. Sometimes this can cause a student previously awarded a Free City College waiver to switch to a stipend. If a student applies for CCPG three weeks into the semester they may have already had units paid for by Free City and now have to be switched and paid by CCPG.

Timing of a student applying for CCPG can affect stipend awarding. After the final stipend disbursement new awards are no longer going to be awarded. Also CCPG can be retroactively awarded. For example if a student waits until Summer to apply for and is awarded, CCPG (BOG) can be retroactively awarded for Fall and/or Spring and will not receive a stipend for a prior term.

Stipend is set up to disburse twice per semester, dates are determined by Financial Aid office at the beginning of the aid year. First date is set for payment is set after the last day to add/drop classes without a "W", and the second payment is disbursed after mid-terms.

There is one final disbursement date for reconciliation and to pay students that enrolled in late start classes. This date is set towards the end of the semester the first Monday following the final start date of late start classes.

- Reconciliation payment evaluates students that have dropped to 0 units and pulls back all funds
- Export reports and reviews for issues with disbursements, if fixes are needed they happen at this time
- Reviews enrollment and payments match accordingly as needed
- If a student drops all units and has 0 units all funds are pulled back for a total of \$0 disbursed



February 14, 2019

FREE CITY DOCUMENTATION

CCSF's Original Information:

Awarding and Payment of Stipend:

Awarding of stipend happens multiple times per semester.

Criteria

- Any student that has been deemed both eligible for the Free City College and California College Promise Grant (CCPG)

➤ **DCYF's Notes:**

There is a four-step process to determine how a student is eligible for the Free City College:

- 1. Students register and then fill out the Free City affidavit which determines if they are Free City eligible.*
- 2. They then sign up for classes and if they are already in the system as a financial aid recipient then they are informed that in the next screen that they will be receiving the Free City stipend.*
- 3. If they are eligible for Free City then they will have their fees waived. If they apply for FAFSA afterward then the Bursar's Office will make adjustments to the student's account to ensure that the state is billed rather than the City.*
- 4. If they are not Free City eligible they will pay the full cost of tuition (Source: Draft Annual Report).*

CCSF's Original Information:

Please note: Students can apply for financial aid at any time during the aid year. An aid year is Fall, Spring, Summer. Sometimes this can cause a student previously awarded a Free City College waiver to switch to a stipend. If a student applies for CCPG three weeks into the semester they may have already had units paid for by Free City and now have to be switched and paid by CCPG.

Timing of a student applying for CCPG can affect stipend awarding. After the final stipend disbursement new awards are no longer going to be awarded. Also CCPG can be retroactively awarded. For example if a student waits until Summer to apply for and is awarded, CCPG (BOG) can be retroactively awarded for Fall and/or Spring and will not receive a stipend for a prior term.

DCYF Questions to CCSF:

- 1. What happens with invoicing if the College has not yet invoiced the City and a student who has received FCC is later awarded the CCPG?*
- 2. Do you recode this student as a CCPG student and pay them a stipend?*

3. *What happens with invoicing if the College has invoiced the City for a student that received FCC and later that student receives CCPG?*
4. *How many students, on average, had their tuition paid but then became eligible for CCPG after three weeks into the semester?*
5. *Could you confirm that after the third disbursement deadline of November 5th (using Fall 2018 as an example) there are no new stipends that are provided to students?*

CCSF's Original Information:

Stipend is set up to disburse twice per semester, dates are determined by Financial Aid office at the beginning of the aid year. First date is set for payment is set after the last day to add/drop classes without a "W", and the second payment is disbursed after mid-terms.

➤ **DCYF's Notes:**

First Disbursement:

*The first disbursement is set after the last day to add/drop classes without a "W". Using Fall 2018 as an example, the start date of instruction is August 18, 2018, so the **first** date of CCPG payment should be September 10, 2018, or **approximately** 30 days after the start date of instruction. (Note: The reference to these dates came from the Fall 2018 Instruction Calendar)*

CCPG Student Specific Disbursements:

Students that drop below 6 units or drop to 0 within approximately 27 days of the new semester (prior to September 10th) makes no difference to the administration of the Free City program stipends because students have not yet received a stipend.

Free City Only Student:

Students that change their units within 13 days of start instruction will get a 100% enrollment refund fee and the funds will be returned to the Free City Program. However, if the student drops after the second Friday in the semester then the student is billed for the cost of the dropped course and those funds will ultimately be returned to the Free City Program. (Source: City College Website)

Scenario 1: Full-time to Part-time CCPG Student Prior to Second Disbursement

*Students that go from 12 to 6-11 units before the second disbursement date **do not** get paid the second amount of their grant (Source: Annual Report). Therefore, they have a total of \$125 from the first disbursement date, giving the student an **excess** of \$25.*

Scenario 2: CCPG Students that go below part-time

*Students that go below 6 units before the second disbursement date do not get the paid the second amount of their grant and **and** have an **excess** amount of \$50.*

Scenario 3: CCPG Students that drop all the way to 0 units

*Students that went from 12 to 0 units or from 6 to 0 before the second disbursement date will not get any additional funds, but have an **excess** of \$125 or \$50.*

Second Disbursement:

The second disbursement of the stipend is after midterms, which is approximately 60 days after the start day of instruction, or October 22, 2018.

Scenario 4: The Consistent CCPG Student

A CCPG student that has registered for at least 12 or 6 units at the start date of instruction and is then on track to receive their \$125 or \$50 stipend, respectively after 30 days enrollment (1st disbursement date). After 60 days of being enrolled (2nd disbursement date), they will receive the remaining \$125 or \$50, totaling to \$250 or \$100 for the semester.

DCYF Questions to CCSF:

- 1. There was a lot of discussion about the P1 and P2 reports to the states; are they relevant in the invoicing timeline? If so, elaborate on those dates.*
- 2. From past communication, when students drop all their units, they are classified and handled differently and based on some state requirements. Can you please explain what those requirements are and the details of how this works?*
- 3. From past discussions, CCSF is making decisions to sometimes pay stipends and sometimes to not pay the stipends. Sometimes only a first stipend is paid and not a second. Can you confirm that students that do not receive a second stipend is because they changed their units after the first deadline?*
- 4. Using Scenario 1 and 2, do you have a specific policy on how you take back the excess of \$50 and \$25?*
- 5. Please explain in detail the invoicing process in detail for students in Scenario 1, 2 and 3.*
- 6. On average, how many students make up the Scenario 3?*

CCSF's Original Information:

There is one final disbursement date for reconciliation and to pay students that enrolled in late start classes. This date is set towards the end of the semester the first Monday following the final start date of late start classes.

- Reconciliation payment evaluates students that have dropped to 0 units and pulls back all funds
- Export reports and reviews for issues with disbursements, if fixes are needed they happen at this time
- Reviews enrollment and payments match accordingly as needed
- If a student drops all units and has 0 units all funds are pulled back for a total of \$0 disbursed

➤ DCYF's Notes:

Third Disbursement:

*The **third** disbursement date/reconciliation is approximately 85 days after the start date of instruction, November 6th 2018.*

X days after the "3rd disbursement date," a snapshot is taken of all the data at this time, and the invoice is submitted based on this information.

DCYF Questions to CCSF:

1. *Does the reconciliation occur pre or post invoicing to DCYF? Please explain how review of enrollment and payments match accordingly “as needed.”*
2. *Is it correct to assume, that this group of CCPG late add students must receive the total stipend amount of \$250 or \$100 at this final disbursement date? Or are they be enrolled in a smaller number of units?*
3. *How many students approximately make up this group for final disbursement?*
4. *What is meant by “funds are pulled back?” Do you mean pulled back from the student? Do you show this on the invoice?*



April 15, 2019

FREE CITY DOCUMENTATION

CCSF's Original Information:

Awarding and Payment of Stipend:

Awarding of stipend happens multiple times per semester.

Criteria

- Any student that has been deemed both eligible for ~~the~~ Free City College and California College Promise Grant (CCPG)

➤ **DCYF's Notes:**

There is a four-step process to determine how a student is eligible for the Free City College:

1. Students ~~register and then~~ fill out the Free City affidavit which determines if they are Free City eligible.
2. They then sign up for classes and if they are already in the system as a financial aid recipient then they are informed that in the next screen that they will be receiving the Free City stipend.
3. If they are eligible for Free City then they will have their enrollment fees/tuition waived. If they apply for FAFSA afterward then the Bursar's Office will make adjustments to the student's account to ensure that the state is billed rather than the City.
4. If they are not Free City eligible they will pay the full cost of tuition (Source: Draft Annual Report).

CCSF's Original Information:

Please note: Students can apply for financial aid at any time during the aid year. An aid year is Fall, Spring, Summer. Sometimes this can cause a student previously awarded a Free City College waiver to switch to a stipend. If a student applies for CCPG three weeks into the semester they may have already had units paid for by Free City and now have to be switched and paid by CCPG.

Timing of a student applying for CCPG can affect stipend awarding. After the final stipend disbursement new awards are no longer going to be awarded. Also CCPG can be retroactively awarded. For example if a student waits until Summer to apply for and is awarded, CCPG (BOG) can be retroactively awarded for Fall and/or Spring and will not receive a stipend for a prior term.

DCYF Questions to CCSF:

1. What happens with invoicing if the College has not yet invoiced the City and a student who has received FCC is later awarded the CCPG? The College makes the adjustment, charging the State for tuition and the City for a stipend.
2. Do you recode this student as a CCPG student and pay them a stipend? Yes.
3. What happens with invoicing if the College has invoiced the City for a student that received FCC and later that student receives CCPG?
4. How many students, on average, had their tuition paid but then became eligible for CCPG after three weeks into the semester?
5. Could you confirm that after the third disbursement deadline of November 5th (using Fall 2018 as an example) there are no new stipends that are provided to students?

CCSF's Original Information:

Stipend is set up to disburse twice per semester, dates are determined by Financial Aid office at the beginning of the aid year. First date is set for payment is set after the last day to add/drop classes without a "W", and the second payment is disbursed after mid-terms.

➤ **DCYF's Notes:**

First Disbursement:

*The first disbursement is set after the last day to add/drop classes without a "W". Using Fall 2018 as an example, the start date of instruction is August 18, 2018, so the **first** date of CCPG payment should be September 10, 2018, or **approximately 23-30** days after the start date of instruction. (Note: The reference to these dates came from the Fall 2018 Instruction Calendar)*

CCPG Student Specific Disbursements:

*Students that drop below 6 units or drop to 0 within approximately **23-7** days of the new semester (prior to September 10th) makes no difference to the administration of the Free City program stipends because students have not yet received a stipend.*

Free City Only Student:

*Students that change their units within **2-13** days of start instruction will get a 100% enrollment refund fee and the funds will be returned to the Free City Program. However, if the student drops after the deadline to receive a refund second Friday in the semester then the student is billed for the cost of the dropped course and those funds will ultimately be returned to the Free City Program. (Source: City College Website)*

Scenario 1: Full-time to Part-time CCPG Student Prior to Second Disbursement

*Students that go from 12 to 6-11 units before the second disbursement date **do not** get paid the second amount of their grant (Source: Annual Report). Therefore, they have a total of \$125 from the first disbursement date, giving the student an **excess** of \$25.*

Scenario 2: CCPG Students that go below part-time

*Students that go from 6-11 units to below 6 units before the second disbursement date do not get the paid the second amount of their grant and- and have an **excess** amount of \$50.*

Scenario 3: CCPG Students that drop all the way to 0 units

Students that went from 12 to 0 units or from 6 to 0 before the second disbursement date will not get any additional funds, but have an excess of \$125 or \$50. Any students who

drop to zero units during the semester for which they were receiving stipends, will be charged for the stipend they received.

Second Disbursement:

The second disbursement of the stipend is after midterms, which is approximately 60 days after the start day of instruction, or October 22, 2018.

Scenario 4: The Consistent CCPG Student

A CCPG student that has registered for at least 12 or 6 units at the start date of instruction and is then on track to receive their \$125 or \$50 stipend, respectively after 30 days enrollment (1st disbursement date). After 60 days of being enrolled (2nd disbursement date), they will receive the remaining \$125 or \$50, totaling to \$250 or \$100 for the semester. And students drop to zero units, they will be charged for the stipends they received during the semester.

DCYF Questions to CCSF:

1. There was a lot of discussion about the P1 and P2 reports to the states; are they relevant in the invoicing timeline? No. If so, elaborate on those dates.
2. From past communication, when students drop all their units, they are classified and handled differently and based on some state requirements. Can you please explain what those requirements are and the details of how this works? See above. Not sure that the state reporting changes.
3. From past discussions, CCSF is making decisions to sometimes pay stipends and sometimes to not pay the stipends. Sometimes only a first stipend is paid and not a second. Can you confirm that students that do not receive a second stipend is because they changed their units after the first deadline? Yes.
4. Using Scenario 1 and 2, do you have a specific policy on how you take back the excess of \$50 and \$25? At present, the College only requires students to reimburse the program for stipends disbursed if the student drops to zero units.
5. Please explain in detail the invoicing ~~process~~process in detail for students in Scenario 1, 2 and 3.
Scenario 1- No invoicing to students. The City would be charged for the stipends actually disbursed by the College to the student, including the "excess \$25/student.
Scenario 2 – No invoicing to students. The City would be charged for the stipends actually disbursed by the College to the student, including the "excess \$50/student.
Scenario 3 – The College essentially invoices/charges the student for the stipends paid and does not charge the City for stipends paid.
6. On average, how many students make up the Scenario 3? Elizabeth?

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CCSF's Original Information:

There is one final disbursement date for reconciliation and to pay students that enrolled in late start classes. This date is set towards the end of the semester the first Monday following the final start date of late start classes.

- Reconciliation payment evaluates students that have dropped to 0 units and pulls back all funds

- Export reports and reviews for issues with disbursements, if fixes are needed they happen at this time
- Reviews enrollment and payments match accordingly as needed
- If a student drops all units and has 0 units all funds are pulled back for a total of \$0 disbursed

➤ **DCYF's Notes:**

Third Disbursement:

*The **third** disbursement date/reconciliation is approximately 85 days after the start date of instruction, November 6th 2018.*

X days after the "3rd disbursement date," a snapshot is taken of all the data at this time, and the invoice is submitted based on this information.

DCYF Questions to CCSE:

1. *Does the reconciliation occur pre or post invoicing to DCYF? Please explain how review of enrollment and payments match accordingly "as needed." [The reconciliation occurs pre-invoicing to DCYF.](#)*
2. *Is it correct to assume, that this group of CCPG late add students must receive the total stipend amount of \$250 or \$100 at this final disbursement date? Or are they be enrolled in a smaller number of units? [Some students add late start classes to their overall semester unit load. Others only take late start classes and therefore are unlikely to qualify for stipends.](#)*
3. *How many students approximately make up this group for final disbursement? [Elizabeth?](#)*
4. *What is meant by "funds are pulled back?" Do you mean pulled back from the student? Do you show this on the invoice? [It means that the student is charged for the dollars disbursed to them. Since the student in this case is responsible for the payment, the stipend would not be charged to the City.](#)*