

**EOPS Handbook  
Revised April, 2019**

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# Vision for Success

## GOALS

1. Increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.
2. Increase by 35 percent the number of CCC students transferring annually to a UC or CSU.
3. Decrease the average number of units accumulated by CCC students earning associate’s degrees from approximately 87 total units to 79 total units.
4. Increase the percent of exiting CTE students who report being employed in their field of study from 60 percent to 76 percent.
5. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented students groups by 40 percent, and fully closing those achievement gaps within 10 years.
6. Reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in the regions with the lowest educational attainment, with the ultimate goal of closing regional achievement gaps within 10 years.

## COMMITMENTS

1. Focus relentlessly on students’ end goals.
2. Always design and decide with the student in mind.
3. Pair high expectations with high support.
4. Foster the use of data, inquiry, and evidence.
5. Take ownership of goals and performance.
6. Enable action and thoughtful innovation.
7. Lead the work of partnering across systems.

## GUIDED PATHWAYS

Guided Pathway is the mechanism the CCC system is using to meet the goals set in the Vision for Success. The framework creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success. The framework also integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience and assists colleges to bring together and scale effective programs, services, and activities that currently exist into structures that include all students. Guided Pathways requires a whole-college transformational reform, which entails a breaking-down of silos and more dynamic collaboration between faculty, administrators, and staff. The Guided Pathways framework will help colleges to integrate the best aspects of all the initiatives into cohesive strategies that help more students get to and through college.

Education Code

[**69640.**](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=5.&title=3.&part=42.&chapter=2.&article=8.)

**(a)** It is the intent of the Legislature that the California Community Colleges recognize the need and accept the responsibility for extending the opportunities for community college education to all who may profit from that education regardless of economic, social, and educational status. It is the intent and purpose of the Legislature in establishing the Community College Extended Opportunity Programs and Services (EOPS) to encourage local community colleges to establish and implement programs directed to identifying those students affected by language, social, and economic handicaps, to increase the number of eligible EOPS students served, and to assist those students to achieve their educational objectives and goals, including, but not necessarily limited to, obtaining job skills, occupational certificates, or associate degrees, and transferring to four-year institutions.  
**(b)** The rules and regulations of the Board of Governors of the California Community Colleges shall be consistent with this article. The operation of EOPS, as well as these rules and regulations, shall be consistent with all of the following goals:

**(1)** To increase the number and percentage of students enrolled in community colleges who are affected by language, social, and economic disadvantages, consistent with state and local matriculation policies.  
**(2)** To increase the number and percentage of EOPS students who successfully complete their chosen educational objectives.  
**(3)** To increase the number and percentage of EOPS students who are successfully placed into career employment.  
**(4)** To increase the number and percentage of EOPS students who transfer to four-year institutions following completion of the related educational programs at community colleges.  
**(5)** To strive to assist community colleges to meet student and employee affirmative action objectives.  
**(6)** To improve the delivery of programs and services to the disadvantaged.

**(c)** The Legislature further intends that EOPS shall not be viewed as the only means of providing services to nontraditional and disadvantaged students or of meeting student and employee affirmative action objectives.  
**(d)** The Legislature finds that the establishment and development of extended opportunity programs and services are essential to the conservation and development of the cultural, social, economic, intellectual, and vocational resources of the state.

[**69641.**](javascript:submitCodesValues('69641.','3.1.8.3.11','1990','1372','247',%20'id_fdd3e3f2-291e-11d9-971e-9b808ee35dd0'))

The Extended Opportunity Programs and Services (EOPS) provided by a community college district shall supplement the regular educational programs of the community college district to encourage the enrollment of students handicapped by language, social, and economic disadvantages, and to facilitate the successful completion of their educational goals and objectives. EOPS shall be provided by certificated directors and instructors, as well as by counselors and other support staff approved by the governing board of the community college district. Participation in an extended opportunity program or service shall not preclude participation in any other program offered by the community college district.

[**69641.5.**](javascript:submitCodesValues('69641.5.','3.1.8.3.11','1990','1372','248',%20'id_fdd3e3f4-291e-11d9-971e-9b808ee35dd0'))

The Board of Governors of the California Community Colleges shall consider adopting regulations which include all of the following objectives:

**(a)** That the Extended Opportunity Programs and Services provided by a community college shall include, but not be limited to, staff qualified to counsel all EOPS students regarding their individual educational objectives and the specific academic or vocational training program necessary to achieve those objectives, and that each EOPS student receives that counseling upon his or her initial enrollment in the community college, and at least every six months thereafter.  
**(b)** That in assisting all EOPS students to identify their educational objectives, the Extended Opportunity Programs and Services provided by a community college identifies those students who want to transfer to a four-year institution, and those who have the potential to transfer successfully, and that the EOPS director at each community college disseminates the names and addresses of these potential transfer students to admissions staff at public universities throughout the state at least once a year.  
**(c)** That the EOPS director at each community college shall work with other community college staff to encourage all interested EOPS students to enroll in existing community college classes designed to develop skills necessary for successful study at a university, including, but not limited to, time management, research and study skills, classroom note-taking skills, and writing skills, and that these classes be developed if they are not already established.

[**69642.**](javascript:submitCodesValues('69642.','3.1.8.3.11','1990','1372','249',%20'id_fdd56a96-291e-11d9-971e-9b808ee35dd0'))

Definitions:

**(a)**  “Extended opportunity program” means a special program or method of instruction designed to facilitate the language, educational, or social development of a student and increase his or her potential for success in the college.  
**(b)** “Extended opportunity services” means a program of assistance designed to aid students with socioeconomic handicaps to permit them to enroll in and participate in the educational activities of the college, and to progress toward completing their educational goals and objectives, including, but not limited to, graduation from college.

[**69643.**](javascript:submitCodesValues('69643.','3.1.8.3.11','1991','1038','1',%20'id_fdd56a98-291e-11d9-971e-9b808ee35dd0'))

**(a)** There is in the state government the Advisory Committee on Extended Opportunity Programs and Services. It shall be comprised of nine members appointed by the board, two members appointed by the Speaker of the Assembly and two members appointed by the Senate Committee on Rules. The nine members appointed by the board shall serve for four-year terms, except the first term of each shall be determined by lot at the first meeting of the board. Three shall serve for four years, three shall serve for three years, and three shall serve for two years. The two members appointed by the Speaker of the Assembly and the two members appointed by the Senate Committee on Rules shall serve at the pleasure of the respective appointing powers.  
**(b)**The chairperson and vice chairperson of the committee shall be designated by the board.  
**(c)** The members of the committee shall serve without compensation, but shall be reimbursed for necessary traveling and other expenses incurred in performing their duties and responsibilities.  
**(d)**The committee shall serve as an advisory body to the board, shall formulate and present policy recommendations as it determines will effect statewide establishment and conduct of community college programs of extended opportunities and services, shall review annually and report to the board the progress made under this article with the California Community Colleges toward the extension of educational opportunities for all students who may profit from instruction, and make other recommendations to implement this article. The Chancellor of the California Community Colleges shall be executive secretary of the committee, shall report to the board on the actions of the committee, and, at the recommendation of the committee and its direction, shall make recommendations to the board pursuant to this article.  
**(e)**All meetings of the committee shall be open and public, and all persons shall be permitted to attend any meeting of the committee.

[**69648.**](javascript:submitCodesValues('69648.','3.1.8.3.11','1990','1372','255',%20'id_fdd56a9a-291e-11d9-971e-9b808ee35dd0'))

By January 1, 1986, the board shall adopt rules and regulations necessary to implement this article, including rules and regulations which do all of the following:

**(a)** Prescribe the procedure by which a district shall identify a student eligible for extended opportunity programs or services on the basis of the student’s language, social, or economic disadvantages.  
**(b)**Establish minimum standards for the establishment and conduct of extended opportunity programs and services. The standards may include, but shall not be limited to, guidelines for all of the following:

**(1)** The provision of staffing and program management.  
**(2)**The establishment of a documentation and data collection system.  
**(3)** The establishment of an EOPS advisory committee.  
**(4)** The provision of recruitment and outreach services.  
**(5)** The provision of cognitive and noncognitive assessment, advising, and orientation services.  
**(6)** The provision of college registration.  
**(7)** The provision of basic skills instruction, seminars, and tutorial assistance.  
**(8)** The provision of counseling and retention services.  
**(9)** The provision of transfer services.  
**(10)** The provision of direct aid.  
**(11)** The establishment of objectives to achieve the goals specified in Section 69640, and objectives to be applied in implementing extended opportunity programs and services.

**(c)**  Subject to approval of the chancellor, establish procedures for the review and evaluation of the districts’ extended opportunity programs and services.  
**(d)** Require the submission of the reports by districts that will permit the evaluation of the program and services offered.

[**69648.5.**](javascript:submitCodesValues('69648.5.','3.1.8.3.11','1990','1372','256',%20'id_fdd6f13c-291e-11d9-971e-9b808ee35dd0'))

The board of governors may use up to 1 percent of the funds appropriated for the EOPS program by the annual Budget Act to monitor program activities and to conduct the evaluation of EOPS offered by districts.

[**69649.**](javascript:submitCodesValues('69649.','3.1.8.3.11','1990','1372','258',%20'id_fdd6f13e-291e-11d9-971e-9b808ee35dd0'))

**(a)** The governing board of a community college district may, with the approval of the board, establish an extended opportunity program.

Except as provided in subdivision (b), in order to be eligible to receive state funding, the program shall meet the minimum standards established pursuant to subdivision (b) of Section 69648.

**(b)** The board of governors may waive any or all of the minimum standards established pursuant to subdivision (b) of Section 69648 if the board of governors determines that unusual circumstances which merit a waiver exist.

[**69650.**](javascript:submitCodesValues('69650.','3.1.8.3.11','1976','1010','',%20'id_fdd6f140-291e-11d9-971e-9b808ee35dd0'))

The governing board of a community college district may, with the approval of the board, establish extended opportunity services. Such services may include, but need not be limited to:

**(a)** Loans or grants to meet living costs or a portion thereof.  
**(b)** Loans or grants to meet the cost of student fees.  
**(c)** Loans or grants to meet cost of transportation between home and college.  
**(d)** The provision of scholarships.  
**(e)** Work-experience programs.  
**(f)** Job placement programs.

[**69651.**](javascript:submitCodesValues('69651.','3.1.8.3.11','1984','1178','7',%20'id_fdd6f142-291e-11d9-971e-9b808ee35dd0'))

The governing board of a community college district shall not use any funds received from the state for the operation and administration of extended opportunity programs and services to supplant district resources, programs, or services authorized by Sections 69649 and 69650. The governing board may use those funds to meet the matching requirements to receive federal funds, or funds granted by nonprofit foundations, designated for the same purposes, for extended opportunity programs and services, as defined by Section 69641.

[**69652.**](javascript:submitCodesValues('69652.','3.1.8.3.11','1976','1010','',%20'id_fdd6f144-291e-11d9-971e-9b808ee35dd0'))

The governing board of a community college district may apply to the board for an allowance to meet all or a portion of the cost of establishing and operating extended opportunity programs or services authorized by this article. The application shall contain a detailed plan or plans for use of the allowance. The plan or plans shall be submitted in accordance with rules and regulations adopted by the board. The board may also adopt rules and regulations relating to the form and content of applications and procedures for review, evaluation, and approval thereof.

[**69653.**](javascript:submitCodesValues('69653.','3.1.8.3.11','1990','1372','260',%20'id_fdd877e6-291e-11d9-971e-9b808ee35dd0'))

Applications shall be subject to the approval of the board. Upon approval by the board, it shall certify an apportionment or apportionments to the Controller. The Controller shall draw warrants on the State Treasury in the amounts certified in favor of the governing board of the community college district which has jurisdiction over the applicant district in accordance with a schedule of payments established by the board and approved by the Department of Finance.

[**69654.**](javascript:submitCodesValues('69654.','3.1.8.3.11','1976','1010','',%20'id_fdd877e8-291e-11d9-971e-9b808ee35dd0'))

The board shall review the need for state funds to carry out the purposes of this chapter and shall include an estimate of such need in its budget for each year.

[**69655.**](javascript:submitCodesValues('69655.','3.1.8.3.11','1990','1455','4',%20'id_fdd877ea-291e-11d9-971e-9b808ee35dd0'))

**(a)** Pursuant to Section 69648, the Chancellor of the California Community Colleges shall determine the elements of a statewide data base for the Community College Extended Opportunity Programs and Services, which shall be used for periodic evaluation of the programs and services. The data base shall include all information necessary to demonstrate the statewide progress towards achieving the program goals identified in Section 69640, and program objectives adopted pursuant to Section 69648 including, but not limited to, all of the following:

**(1)** The annual number of extended opportunity programs and services (EOPS) students and non-EOPS students who complete degree or certificate programs, transfer programs, or other programs, as determined by state and local matriculation policies.  
**(2)** The annual number of EOPS and non-EOPS students who transfer to institutions which award the baccalaureate degree. In implementing this paragraph, the chancellor shall work in cooperation with the California Postsecondary Education Commission, the President of the University of California, the Chancellor of the California State University, and the Association of Independent Colleges and Universities to establish methods for obtaining the necessary data.  
**(3)** The annual number of EOPS and non-EOPS students completing occupational programs who find career employment.

In implementing this paragraph, the chancellor shall integrate the data collection with existing data collection requirements pertaining to vocational education.

**(b)** Beginning in January 1987, the chancellor shall annually report to the Legislature regarding the number of students served by the Community College Extended Opportunity Programs and Services and the number of EOPS students who achieve their educational objectives.

[**69656.**](javascript:submitCodesValues('69656.','3.1.8.3.11','1985','1586','3',%20'id_fdd877ec-291e-11d9-971e-9b808ee35dd0'))

It is the intent of the Legislature that the California State University and the University of California provide fee waivers for admissions applications for all EOPS transfer students who provide waiver forms signed by a community college EOPS director.

Regulations with Guidelines

The Chancellor’s Office intends, with this amendment to the guidelines, to allow more flexibility in the way EOPS programs provide services to students. EOPS services should be provided to students in a manner that best fits the local demographic and needs of the students at each individual campus. The intent is to have the best interest of the student in mind and remove barriers to student service access.

## Article 1. General Provisions and Requirements

### § 56200. Implementation.

This chapter implements, and should be read in conjunction with, Chapter 2, Article 8 (commencing with Section 69640), Part 42, Division 5, of the Education Code. The definitions in this article apply to the requirements of this chapter.

### § 56201. Waiver.

The Chancellor is authorized to waive any part or all of Articles 3 and 5. Waiver requests must be submitted to the Chancellor in writing by the district superintendent/chancellor setting forth in detail the reasons for the request and the resulting problems caused if the request were denied.

**Guidance**

The Chancellor’s Office is issuing waivers to sections of Article 3 and 5 where noted. For those sections, no written request is needed.

### § 56202. Full-Time Student.

"Full-time Student" means a student, who during a regular semester or quarter is enrolled in a minimum of 12 credit units or the equivalent in community college courses. Full-time student for a summer or inter-session shall be defined by the college district.

**Guidance**

For DSPS students with accommodations, an EOPS office should work with the DSPS program to determine each students’ ideal “full-time” unit capacity and to co-develop those students’ individual educational plans.

### § 56204. Student Served.

For purposes of allocating EOPS funds, conducting audits and evaluations, an EOPS student served is a person for whom, at minimum, the EOPS program has documentation in the student's file of an EOPS application, Educational Plan, and Mutual Responsibility Contract developed pursuant to Section 56222(c).

**Guidance**

A Mutual Responsibility Contract should include terms and conditions that best fit the needs of the college’s students. It should not impose any barriers to students or additional burden to the student’s education.

The Educational Plan should align with the general educational planning done in compliance with the Student Equity and Achievement Program and Guided Pathways. A student should only have one Educational Plan regardless of the number of programs in which they participate; there shall be no duplicate plans.

The student file, including any documentation, may be kept electronically. A hard copy file is not required.

In order for a student to count as student served, the college must follow regulations set forth in title 5 sections 56220-56228.

### § 56206. EOPS Information.

The Chancellor shall require districts receiving EOPS funds to identify students served and the level and type of programs and services each student received.

### § 56208. Advisory Committee.

Each EOPS program shall have an Advisory Committee appointed by the president of the college upon recommendation of the EOPS Director. The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The term of each committee member shall be for two years, July 1 of the year of appointment to June 30 of the second succeeding year. Members may serve more than one term. The committee shall consist of no fewer members than the members of the local Board of Trustees. Members shall serve without compensation. Members may be reimbursed for necessary expenses incurred in performing their duties. The advisory committee should include representation from college personnel, EOPS students, local or feeder high schools, community and business sectors, and four-year colleges where possible. The Advisory Committee shall meet at least once during each academic year.

### § 56210. Comparable Level of Services.

Beginning with the 1987-88 academic year and every year thereafter, the college shall maintain the same dollar level of services supported with non-EOPS funds as the average reported in its final budget report in the previous three academic years. At a minimum, this amount shall equal the three-year average or 15% of the average EOPS allocation to that college for the same three base years, whichever is greater. The Chancellor may approve reductions in the required amount if enrollments in the EOPS program decline.

## Article 2. Student Eligibility and Responsibility

### § 56220. Eligibility for Programs and Services.

To receive programs and services authorized by this chapter, a student must:

**(a)** be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the Education Code.   
**(b)** be enrolled full-time when accepted into the EOPS program. The EOPS director may authorize up to 10% of EOPS students accepted to be enrolled for 9 units.   
**(c)** not have completed more than 70 units of degree applicable credit coursework in any combination of postsecondary higher education institutions.   
**(d)** qualify to receive a Board of Governors Grant pursuant to Section 58620 (1) or (2).   
**(e)** be educationally disadvantaged as determined by the EOPS director or designee. In making that determination, the EOPS director shall consider one or more of the following factors:

**(1)** not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the associate degree.   
**(2)** not have graduated from high school or obtained the General Education Diploma (G.E.D.).   
**(3)** graduated from high school with a grade point average below 2.50 on a 4.00 scale. **(4)** been previously enrolled in remedial education.   
**(5)** other factors set forth in the district's plan submitted to the Chancellor pursuant to Section 56270 of this part.

**Guidance**

A student’s enrollment in a transfer-level English or mathematics course with concurrent support is satisfactory for meeting the qualification stated in Section 56220(e)(1) above.

### § 56222. Student Responsibility.

To remain eligible to receive programs and services, students shall:

**(a)** apply for state, and/or federal financial aid pursuant to the applicable rules and procedures of the college of attendance.   
**(b)** maintain academic process towards a certificate, associate degree, or transfer goal pursuant to the academic standards established by the college of attendance applicable to all credit enrolled students.   
**(c)** file an initial EOPS application and complete and adhere to a student educational plan and an EOPS mutual responsibility contract for programs and services.   
**(d)** within two months of acceptance into the EOPS program, provide income documentation from state or federal income tax forms, or public assistance documentation pursuant to Section 58620 (2) of this part, or other documentation as required for financial aid by the college of attendance.

### § 56224. Eligibility for EOPS Financial Aid.

To receive EOPS financial aid a student shall:

**(a)** be eligible for and receive programs and services pursuant to Sections 56220 and 56222 above.   
**(b)** demonstrate financial need according to the rules and procedures established for financial aid at the college of attendance.   
**(c)** have need for EOPS financial aid in accordance with Sections 56252 and 56254 of this Chapter.

### § 56226. Limitations on Eligibility.

A student who has met the eligibility requirements of Sections 56220 and 56222, and who participates without term-to-term interruption, shall continue to be eligible until the student:

**(a)** has completed 70 degree applicable credit units of instruction, or has completed consecutively six semester terms or nine quarter terms of enrollment. Time spent by the student enrolled in remedial courses, including remedial level English as a Second Language courses, shall not be included when computing the requirements of this sub-section. The EOPS director may waive this limitation only in cases where students are enrolled in programs which require more than 70 units, or which require prerequisites that would exceed the limitations.   
**(b)** has failed to meet the terms, conditions, and follow-up provisions of the student education plan and/or the EOPS mutual responsibility contract.

**Guidance**

Units earned in concurrent support of a transfer-level course do not count towards an EOPS student’s degree applicable credit total. Furthermore, students with a certified disability and an accommodation that allows them to have less than full-time status may exceed the six semester time limit.

### § 56228. Grandfather Provision.

Students who were served by EOPS prior to the effective date of this Article (10/87) and who would otherwise become ineligible may continue to be eligible for one academic year after the effective date of this Article.

**Guidance**

This section is no longer applicable.

## Article 3. Program Standards

### § 56230. Full-Time EOPS Director.

Each college receiving EOPS funds shall employ a full-time EOPS director to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform EOPS activities. Colleges having less than full-time EOPS director positions may continue such positions upon approval of the Chancellor. The Chancellor shall consider the number of students served, the size of the EOPS staff and budget, and the scope and level of services offered when approving requests for less than full-time EOPS director positions.

**Guidance**

The decision to have a full-time EOPS director is up to the college and should be made based on the individual need of that college’s EOPS program. The Chancellor’s Office is waiving the requirement to approve a college’s decision regarding this matter.

### § 56232. Outreach, Orientation, and Registration Services.

Each college receiving EOPS funds shall provide access services to identify EOPS eligible students and facilitate their enrollment in the college. Access services shall include at minimum:

**(a)** outreach and recruitment to increase the number of EOPS eligible students who enroll at the college.   
**(b)** orientation to familiarize EOPS eligible students with: The location and function of college and EOPS programs and services; the college catalog, application, and registration process, with emphasis on academic and grading standards, college terminology (e.g., grade points, units), course add and drop procedures and related rules; financial aid application procedures; and transfer procedures to four-year institutions.   
**(c)** registration assistance for priority enrollment pursuant to Section 58108 of this Part.

### § 56234. Assessments.

Each college receiving EOPS funds shall assess EOPS eligible students using instruments and methods which the college president certifies are reliable, valid, and appropriate for students being assessed and for the purpose of the assessment. All assessment results which make use of standardized scoring shall be explained and interpreted to EOPS students by counselors trained in the use and meaning of such assessments. Assessments shall, at minimum, include:

**(a)** course and placement tests in reading, comprehension, vocabulary, writing, and computations.   
**(b)** diagnostic tests to determine the specific academic skill deficiencies in areas in which placement tests indicate that the student has a low probability of success in degree applicable courses as defined by college policies.   
**(c)** study skill assessment which determines how well the student is able to take lecture notes, outline written material, use library services, and use effective study techniques.   
**(d)** support service assessment which determines what services the student may need to attend regularly and participate in campus life (such as the need for financial aid, child care, part-time employment, or extracurricular pursuits).   
**(e)** assessment instruments that are not culturally or linguistically biased.

**Guidance**

This section is waived (no longer a requirement) by the Chancellor’s Office by the authority granted in title 5 section 56201. Colleges are to follow AB705 (Education Code 78213) and Guided Pathways.

### § 56236. Counseling and Advisement.

Each college receiving EOPS funds shall provide counseling and advisement to EOPS-eligible students of at least three contact sessions per term for each student as follows:

**(a)** a contact session which combines interview interpretation of assessment results to prepare a student educational plan and a mutual responsibility contract specifying what programs and services the student shall receive and what the student is expected to accomplish.   
**(b)** an in-term contact session to ensure the student is succeeding adequately, that programs and services are being provided effectively, and to plan changes as may be needed to enhance student success.   
**(c)** a term-end or program exit contact session to assess the success of students in reaching the objectives of that term, the success of the programs and services provided in meeting student needs, and to assist students to prepare for the next term of classes, or to make future plans if students are leaving the EOPS program or the college.

**Guidance**

The three contacts required by section 56236 are to be carried out in the least restrictive manner and with the students’ needs in mind. This means that contacts can be conducted electronically or any other method that prioritizes the students’ needs. There is no limit on how long a contact should last. Tutoring, workshops, and similar services can count as a contact. If a student has already completed an education plan, one should not be duplicated in the first contact session (Section 56236(a)).

### § 56238. Basic Skills Instruction and Tutoring Services.

Colleges receiving EOPS funds shall provide basic skills instruction and tutoring services to EOPS eligible students who, on the basis of assessments and counseling, need such services to succeed in reaching their educational goals.

**Guidance**

This section is waived (no longer a requirement) by the Chancellor’s Office by the authority granted in title 5 section 56201. Colleges should continue to provide tutoring for EOPS students in alignment with AB705 (Education Code 78213) and Guided Pathways.

### § 56240. Transfer and Career Employment Services.

Colleges receiving EOPS funds shall provide assistance to EOPS eligible students to transfer to four-year institutions and/or to find career employment in their field of training. Appropriate college and EOPS staff shall attempt to articulate coursework and support services needed by EOPS students with four-year institutional staff, particularly four-year institutional staff who are responsible for programs and services that are similar to EOPS.

## Article 4. EOPS Financial Aid Standards

### § 56252. Purpose.

Financial assistance in the form of EOPS grants and work-study shall be awarded in accordance with the provisions of this Article to EOPS eligible students for the purpose of reducing potential student loan indebtedness, or to reduce unmet financial need, after Pell grants and other state, federal, or institutional financial aid has been awarded to the student.

### § 56254. EOPS Grants and Work-study Awards.

1. Grants may be awarded in an amount not to exceed $900 per academic year, or the amount of a student's unmet need, whichever is less.   
   **(b)** Work-study awards shall not exceed $1,800 per academic year, or the amount of a student's unmet need, whichever is less. Contracts with private industry may be utilized to place EOPS work-study students.   
   **(c)** no combination of EOPS grant and work-study awards may exceed $1,800 or exceed the amount of a student's unmet need, whichever is less in an academic year.  
   **(d)** EOPS grants shall be disbursed to each student equally among terms in the college academic year.

### § 56256. Award Procedures.

**(a)** Financial aid offices shall award and disburse EOPS grant and work-study funds according to college procedures upon the authorization of the EOPS office.   
**(b)** EOPS offices shall authorize EOPS grant and work-study awards such that:

**(1)** Awards are distributed as evenly as possible between dependent and independent students.   
**(2)** priority in awards is given to dependent or independent students having the lowest family or personal incomes, respectively.

**(c)** EOPS offices may authorize an EOPS grant to reduce packaged student employment on a case by case basis.

**Guidance**

EOPS directors are expected to work with the Financial Aid Office to ensure students do not exceed their cost of attendance and to coordinate disbursement of funds.

### § 56258. Emergency Loans.

EOPS programs may establish an emergency loan program for EOPS students to meet unexpected or untimely costs for books, college supplies, transportation, and housing, subject to the following provisions:

**(a)** loans may not exceed $300 in a single academic year and must be repaid within the academic year in which the loan was made.   
**(b)** loan funds shall be held in a separate account established by the district for that purpose; collected funds and interest earned shall be credited to the loan account and all loan funds may be carried over fiscal years for the life of the loan program.   
**(c)** the total amount held for the loan program may not exceed three times the amount originally set aside to establish the program. Amounts in excess of this limit, or the total amount held when the program is terminated, shall be returned to the Chancellor.

## Article 5. Staffing Standards

### § 56260. Staff.

EOPS shall be provided by certificated director, instructors and counselors and other support staff employed by the governing board of the community college district. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS director for the services rendered to EOPS students pursuant to the approved EOPS program plan.

### § 56262. Director Qualifications.

**(a)** The EOPS director must meet the minimum qualifications for a student services administrator as specified in Section 53420 of this part, or must possess a Community College Supervisor Credential.   
**(b)** In addition, an EOPS Director hired after October 24, 1987, must have, within the last four years, two years of full-time experience or the equivalent:

**(1)** In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,   
**(2)** As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

**(c)** In addition, an EOPS director hired after October 24, 1987, shall have completed a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

**Guidance**

The Chancellor’s Office is waiving this requirement. Colleges/districts should determine the most qualified applicant and may use the above as a guide. The Chancellor’s Office suggests that colleges work with their local Academic Senates and document the hiring justification.

### § 56264. Counselor Qualifications.

**(a)** EOPS "Counselors" are those persons designated by the community college to serve as certificated counselors in the EOPS program and must possess the Community College Counselor Credential required by Education Code Section 87274, or possess a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and   
**(b)** In addition, EOPS counselors hired after October 24, 1987, shall:

**(1)** Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages or,   
**(2)** Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and, (c) In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

**Guidance**

The Chancellor’s Office is waiving this requirement. Colleges/districts should determine the most qualified applicant and may use the above as a guide. The Chancellor’s Office suggests that colleges work with their local Academic Senates and document the hiring justification.

## Article 6. Plans and Priorities

### § 56270. Contract Plan.

**(a)** Districts wishing to participate in EOPS shall submit for approval by the Chancellor a plan which conforms to the provisions of this Chapter for each college within the district which intends to conduct an EOPS program. A college plan approved by the Chancellor shall constitute a contract between the district which operates the college and the Chancellor. Changes to the program plan may be made only with the prior written approval of the Chancellor.   
**(b)** The Chancellor will notify in writing those districts which submit plans before the deadline set pursuant to Section 56274 of this part within ninety (90) days of that deadline whether the district's plan is complete and whether the plan is approved or disapproved. If the plan is disapproved, the Chancellor will notify the district how the plan is deficient. If the plan is disapproved, the district may resubmit the plan and the Chancellor will approve or disapprove the resubmitted plan within ninety (90) days of its receipt.  **(c)** The Chancellor's median, minimum and maximum times for approving district plans for EOPS, from the receipt of the initial plan to final approval of the plan, for fiscal years 1984-85 and 1985-86 are 245 days, 43 days and 610 days respectively. These times may include repeated resubmissions of plans by some community college districts. The estimated time lapse from initial receipt to the first action of approval or disapproval is estimated to be 87 days.

### § 56272. Outline.

Each plan shall address the following:

**(a)** the long-term goals of the EOPS program in supporting the goals of the college and the goals adopted for EOPS by the Board of Governors.   
**(b)** the objectives of the EOPS program to be attained in the fiscal year for which EOPS funds are allocated.   
**(c)** the activities to be undertaken to achieve the objectives, including how the college plans to meet the standards set forth in Articles 3, 4, and 5 of this Chapter.   
**(d)** an operating budget which indicates the planned expenditures of EOPS funds, and of other district funds to be used to finance EOPS activities.   
**(e)** the number of students to be served.   
**(f)** an evaluation of the results achieved in the prior year of funding.

### § 56274. Deadlines.

The Chancellor's Office shall annually establish a final date for the submission of EOPS plans and shall notify districts of this date and distribute the forms for the submission of the plan not less than 90 days prior to that date. Applications and plans received after that date shall be returned to the applying district without evaluation or consideration.

### § 56276. Review and Approval of District Plans.

All plans and requests for funding submitted on or before the deadline shall be reviewed and evaluated by the Chancellor. The Chancellor shall approve plans for funding in whole or in part.

### § 56278. Program Evaluation by the Chancellor.

Each college having an approved plan shall participate annually in an evaluation of the effectiveness of the program which shall be conducted by the Chancellor. The annual evaluation may include on-site operational reviews, audits, and measurements of student success in achieving their educational objectives.

### § 56280. Priorities in Serving Students.

Each plan shall incorporate the priorities of this Section in the order presented when serving students from among those who are eligible pursuant to Section 56220. The purpose of these priorities is to ensure that colleges strive to achieve and maintain a racial, ethnic, and gender composition among income eligible students served which matches the racial, ethnic, and gender composition by income group of eighteen years and above who reside in the college service area.

**(a)** priority in outreach and recruitment services shall be directed towards correcting the greatest underrepresentation among students served. Additional priority among underrepresented students shall be given to serving individuals who are the first in their family to attend college.   
**(b)** priority in serving students enrolled at the college shall be:

**(1)** serving continuing EOPS students with the lowest income.   
**(2)** serving continuing EOPS students with the lowest income who are transferring from another EOPS program conducted by a community college.   
**(3)** serving first-time EOPS students with the lowest income.

## Article 7. Funding and Expenditures

**Reference**

Expenditure Guidelines are found on pages 23 through 25.

### § 56290. Income and Expenditure Accountability.

Districts shall maintain separate accounts for monies provided for, and expended in, support of EOPS activities by specific line item.

### § 56292. Adjustment to Allocations.

The Chancellor may adjust the allocation to any college during a fiscal year for one or more of the following reasons:

**(a)** to correct over or under allocated amounts in any of the three prior fiscal years.   
**(b)** to correct for over or under utilization of allocated amounts in the current fiscal year.

### § 56293. District Fiscal Responsibility and Contribution.

Districts shall insure that colleges under their jurisdiction conducting EOPS programs provide to EOPS students who need them the same programs and services the college offers to all of its credit enrolled students. The district shall fund the cost of such programs and services from resources available to it, except EOPS funds, at a rate per EOPS student that is at least equal to the average cost per student served (including EOPS students) in these programs and services. Districts accepting EOPS funds will be required to pay the salary of the EOPS director at the rate of at least 50% of salary and benefits for 1987-88 and 100% of salary and benefits for 1988-89 and every year thereafter.

### § 56294. EOPS Supplemental Costs.

Colleges shall expend EOPS funds only for programs and services which are over, above, and in addition to the costs which are the district's responsibility as defined in Section 56293.

### § 56295. Expenditures Allowed.

**(a)** Colleges may expend EOPS funds to meet the EOPS supplemental costs as defined in Section 56294 for personnel and other expenses approved in the EOPS annual plan. Expenditures for other expenses in object categories 4000-6000 (except for EOPS financial aid) in the Budget and Accounting Manual shall not exceed 10% of the EOPS allocation or $50,000, whichever is less.  
**(b)** Requests to purchase computer hardware and/or software shall be approved by the district superintendent/president prior to transmittal for approval by the Chancellor.

### § 56296. Expenditures Not Allowed.

EOPS funds shall not be expended for the following:

**(a)** college administrative support costs (e.g., staff of the business office, bookstore, reproduction, staff at the dean salary level and above).   
**(b)** indirect costs (e.g., heat, lights, power, janitorial service).   
**(c)** political or professional association dues and/or contributions.   
**(d)** costs of furniture (chairs, desks, coat hangers, etc.)   
**(e)** costs of construction, remodeling, renovation, or vehicles.   
**(f)** travel costs other than travel costs of EOPS staff and students for EOPS activities or functions.

Except for items (a) through (c) above, waivers may be approved by the Chancellor on a case-by-case basis.

### § 56297. Special Projects and Incentives.

**(a)** The Chancellor may allocate funds for special projects which seek to benefit the statewide, regional, or local conduct of EOPS programs, provided that no special project duplicates college or EOPS activities.   
**(b)** special projects shall be recommended by the advisory committee established pursuant to Section 69643 of the Education Code.  
**(c)** funding for special projects shall consist of amounts set aside for this purpose in the Governor's Budget. The Chancellor may redirect funds released pursuant to Section 56292 to fund additional special projects.   
**(d)** colleges which demonstrate outstanding effectiveness based upon evaluations conducted pursuant to Section 56278 of this Chapter shall receive priority consideration for use of special project funds or other funds which may be released pursuant to Section 56292.

### § 56298. EOPS Financial Aid Restriction.

In each fiscal year the colleges shall expend for EOPS grants and work study an amount equal to that expended in the prior fiscal year, unless waived by the Chancellor, for the following reasons:

**(a)** to establish a book service program.   
**(b)** the college allocation was corrected pursuant to Section 56292.  
**(c)** to meet the requirements of Article 3.

**Guidance**

The Chancellor’s Office is waiving this requirement for colleges that can locally justify a reduction to direct aid in order to meet one or all of the above three reasons.

# Expenditures Guidelines

Effective Fiscal Year 2019-20

**KEY STATUTES**

EOPS funds are for the purpose of identifying and assisting students affected by language, social, and economically disadvantaged backgrounds to achieve their educational goals. This includes obtaining associate degrees, credentials, and certificates, or transfer to a four-year university. Annual allocations of funds under the EOPS program must be utilized for program implementation as prescribed in California Education Code, section 69640 through section 69656. Within these parameters, districts and colleges are afforded the discretion and flexibility to make spending decisions locally.

**REASONABLE AND JUSTIFIABLE**

All expenditures should be reasonable and justifiable. “Reasonable” means expenditures are prudent and every effort is made to utilize funds efficiently. “Justifiable” means expenditures are consistent with goals and activities related to the EOPS program. Colleges are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should clearly establish the link between a given expenditure and EOPS program goals and objectives.

**ULTIMATE RESPONSIBILITY**

Colleges and districts are ultimately responsible for expenditure decisions. This responsibility cannot be delegated. All accounting procedures concerning the utilization of EOPS Program funds must be in accordance and compliance with the California Community Colleges Budget and Accounting Manual (BAM) and CDAM. Both are located on the Chancellor’s Office website. Any questions concerning this should be directed to your district's Business Officer.

**EXPENDITURES ALLOWED**

Title 5 Sec. 56295 outlines that EOPS funds are allocated for the following purposes:

1. Colleges may expend EOPS funds to meet the EOPS supplemental costs as defined in Section 56294 for personnel and other expenses approved in the EOPS annual plan. Expenditures for other expenses in object categories 4000-6000 (except for EOPS financial aid) in the Budget and Accounting Manual shall not exceed 10% of the EOPS allocation or $50,000, whichever is less.
2. Requests to purchase computer hardware and/or software shall be approved by the district superintendent/president prior to transmittal for approval by the Chancellor.

The Chancellor’s Office gives a blanket approval to all colleges to purchase goods so long as they do not exceed 10% of the EOPS allocation or $50,000, whichever is less, and so long as the goods are reasonable and justifiable. The Chancellor’s Office is also giving a blanket waiver to purchase computer hardware and/or software so long as the goods are reasonable and justifiable.

**EXPENDITURES NOT ALLOWED**

Per Title 5 Sec. 56296, EOPS funds shall not be expended for the following:

1. college administrative support costs (e.g., staff of the business office, bookstore, reproduction, staff at the dean salary level and above).
2. indirect costs (e.g., heat, lights, power, janitorial service).
3. political or professional association dues and/or contributions.

Regulations also indicate that the following items require Chancellor’s Office approval prior to purchasing; however, the Chancellor’s Office is giving a blanket waiver for colleges to make the following purchasing decisions at the local level:

1. costs of furniture (chairs, desks, coat hangers, etc.)
2. costs of construction, remodeling, renovation, or vehicles.
3. travel costs other than travel costs of EOPS staff and students for EOPS activities or functions.

EOPS funds shall not be expended for the following as prohibited by Proposition 98:

1. Gifts – Public funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered gifts.
2. Stipends for students – Funds cannot be used to pay stipends to students for participation in program or classroom activities.
3. Political contributions.
4. Courses – Funds may not be used to pay for the delivery of courses that generate FTES.
5. Supplanting – Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs.

## EOPS Expenditure Decision Tree

**Expense is not allowed**

NO

**Expense is not allowed**

NO

NO

**Expense is not allowed**

YES

YES

YES

Are there any local policies or regulations that prohibit the expenditure?

Is the expenditure aligned with the program purpose defined in Education Code and EOPS Regulations, and is it in the best interest of EOPS students?

Is the expenditure reasonable and justifiable?

# MIS Reporting Guidelines

* For reporting purposes, colleges with EOPS programs will have to identify their program as a quarter system program so that students’ reports in eight units will not be deleted from MIS Student Data Reports by the Chancellor's Office. The reporting of a student with a disability is included within the MIS DSP&S domain (DSP&S Data Elements SD01 – SD05), as a result, Disabled Student Programs and Services staff must complete all of the five DSP&S data elements in order for EOPS to receive funding for serving a new EOPS student with a disability and planned units are less than full-time, particularly if the student full-time equivalency is less than nine units.
* Students with disabilities who qualify for the EOPS Program based the above criteria, who are enrolled in less than full-time, are not considered as part of the 10% limit provided the student is reported as “new disabled student” in the MIS system.
* For MIS purposes vocational programs have been designated as “special majors.”
* A new EOPS student accepted at 12 units will be reported at 12 units for that initial academic year even if the student drops to 9 units within two months after acceptance.
* For additional information regarding MIS reporting, please refer to the California Community College Management Information System Data Element Dictionary, available on the Chancellor’s Office website.

# Calendar of EOPS Reporting Deadlines and Meetings

The below calendar are ongoing and unchanging deadlines and dates as of the 2018-19 academic year and every year thereafter. Should a deadline fall on a weekend or a holiday, that date is then assumed to be the most immediate preceding business day.

|  |  |
| --- | --- |
| Date | Report or Meeting |
| July | Statewide EOPS allocations released. |
| Aug. 6 | Final day for districts to submit MIS end-of-term / revised MIS end-of-term data. |
| Sept. 17 | EOPS final expenditures report due. |
| Sept. | Chancellor’s Office EOPS/CARE New Directors Training, Sacramento. |
| Oct. | CCCEOPSA annual fall conference. |
| Nov. 30 | EOPS program plan and EOPS budget plan due. |
| Jan. | College EOPS programs review EOPS MIS end-of-term data for Summer/Fall. |
| Mar. 15 | EOPS mid-year report due via email. |
| June | College EOPS programs review EOPS MIS end-of-term data for Spring. |