



# California Community Colleges

## MEMORANDUM

June 14, 2022

FS 22-07 | Via Email

TO: Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers

FROM: Dr. Lizette Navarette, Executive Vice Chancellor  
Institutional Supports and Success

RE: 2022-23 COVID-19 Emergency Conditions Allowance  
Application due September 1, 2022

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The adverse effects of the COVID-19 pandemic have been acutely felt by some of our most vulnerable communities and jeopardize gains on our diversity, equity, and inclusion efforts. Reversing these adverse effects will require sustained action and a commitment to the goals in the *Vision for Success* and the Roadmap for the Future.

In the event of an emergency, Title 5 provides the state Chancellor authority to hold a district's FTES stable at a level reported prior to the occurrence of the emergency. In March 2020, the Chancellor's Office provided this protection to all districts that applied, as it was understood certain courses would not seamlessly convert to an online format and districts would experience FTES losses. The purpose of this memo is to provide information about the final extension of this protection and the 2022-23 COVID-19 emergency conditions allowance requirements and application due September 1, 2022.

### **Emergency Conditions Requirements**

Title 5 section 58146 provides criteria for funding allowances due to emergency conditions, including pandemics. The intent behind this section of regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition. These regulations require each district to demonstrate: 1)

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### **Chancellor's Office, Institutional Supports and Success**

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the applicability of an emergency condition, and 2) good faith efforts to avoid a material decrease in general purpose apportionments. This includes a good faith effort to restore enrollments and re-engage displaced students.

### FTES PROTECTIONS

To avoid material decreases in district apportionments associated with the COVID-19 pandemic, upon approval of a district's application and continuing adherence to requirements, the Chancellor's Office will apply the following protection for the 2022-23 Base Allocation of the Student Centered Funding Formula:

- The final FTES used to calculate the 2019-20 recalculation apportionment, which includes emergency conditions allowances provided to districts in 2019-20, will be used to calculate: 1) the 2022-23 apportionment for all categories of FTES as specified in the Student Centered Funding Formula and 2) the three-year average of credit FTES for subsequent fiscal years.

Supplemental and student success allocations will continue to be calculated using actual 2021-22 headcounts and a three-year average of 2019-20, 2020-21, and 2021-22 headcounts, respectively.

If a district is approved for an emergency conditions allowance, the adjustment to FTES will be applied by the Chancellor's Office. **Actual FTES must be reported on the CCFS-320 Apportionment Attendance Report.**

### 2022-23 COVID-19 Emergency Conditions Allowance Application

To apply for the 2022-23 COVID-19 emergency conditions allowance, **districts must submit an application to the Chancellor's Office no later than September 1, 2022.** Upon approval of the application, districts will not have the ability to opt out of the protection, but may have their participation revoked if the district does not continue to meet the eligibility requirements described below. The application consists of two parts: 1) an Emergency Conditions Recovery Plan, adopted and approved by the local Board of Trustees, and 2) a certification confirming that the district meets specific eligibility requirements.

The *Emergency Conditions Recovery Plan* must describe the actions the district has

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taken and will take to increase enrollment, persistence, and completion, and the district's operational plans to absorb enrollment losses after 2022-23. Additionally, the plan should include details on class scheduling and an analysis of students that did not re-enroll between Spring 2020 and Fall 2021. See the attached *2022-23 COVID-19 Emergency Conditions Allowance Application* for additional plan details and requirements.

In addition to the plan, a district must certify:

1. The district will prepare an *Emergency Conditions Recovery Plan* update to present to their Board of Trustees and furnish a copy of the Board report to the Chancellor's Office no later than February 28, 2023.
2. The district will incentivize and prioritize participation in professional development to enhance quality online teaching and learning. Recommended options for professional development include the [CVC-OEI @ONE](#) online network of educators' course offerings. In addition, the Chancellor's Office has partnered with Association of College and University Educators (ACUE) to offer faculty who teach online transfer-level math programs the opportunity to participate in a series of professional development micro-credential courses. To learn more about ACUE, please visit the [ACUE website](#).
3. The district:
  - a. is a member of the CVC-OEI Consortium and has signed the Master Consortium Agreement. General information about the CVC-OEI Consortium is available on the [About the CVC-OEI webpage](#), and information on joining the consortium is included on the [Participation in the CVC-OEI Consortium webpage](#).
  - b. by the beginning of the first term that starts on or after January 1, 2023, has implemented the steps to become a Home College and has implemented or committed to 1) enabling Course Finder API, 2) completing the steps needed to become Teaching College ready, and 3) joining a scheduled implementation cohort to become a Teaching College.

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Information about becoming a Home and Teaching college is available here: [The CVC Exchange: Documentation and Support Materials – California Virtual Campus](#).

4. The district has submitted all data due to the Chancellor’s Office Management Information Systems (MIS) and will continue to maintain on-time submission for all MIS submissions. MIS data due dates are available on the [MIS data submissions webpage](#), including the [2021-22 Data Submission Timeline and the 2022-2023 Data Submission Timeline](#).
5. The district has no outstanding audit reports due to the Chancellor’s Office.
  - a. 2020-21 audit reports were due February 28, 2022. Audit reports for 2021-22 are due December 31, 2022.
6. The district’s Board of Trustees adopts a policy aiming to align reserve balances to recommendations included in the [Government Finance Officers Association Budgeting Best Practices](#) by no later than February 28, 2023. This policy should be provided to the Chancellor’s Office along with the *Emergency Conditions Recovery Plan* mid-year update. Additional information on fiscal resiliency and reserve balance recommendations can be found in memo [FS 22-03 Fiscal Forward Portfolio and Budget Architecture and Development Recommendations](#).

### **Continuing Participation in the 2022-23 COVID-19 Emergency Conditions Allowance**

Prior to each apportionment cycle, the Chancellor’s Office will verify that the district continues to meet the requirements outlined above. If the Chancellor’s Office determines that a district no longer meets one of the requirements, the 2022-23 COVID-19 emergency conditions allowance is rescinded permanently and the district will be notified prior to the next apportionment cycle. The table below outlines important due dates and notification dates.

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**Table: Important Dates**

Action	Date
Application Packet (Emergency Conditions Recovery Plan and District Certifications) due to Chancellor's Office	September 1, 2022
Chancellor's Office notifies districts of application approval status.	October 15, 2022
Emergency Conditions Recovery Plan mid-year update due to local Board of Trustees and Chancellor's Office Board Policy on Reserves due to Chancellor's Office	February 28, 2023
2020-21 Audit Report due to the Chancellor's Office	February 28, 2022
2021-22 Audit Report due to the Chancellor's Office	December 31, 2022
MIS Data Submissions Due	Rolling, beginning in August 2022
Chancellor's Office notifies districts which no longer meet all requirements that the emergency conditions allowance is permanently rescinded	January 27, 2023 April 28, 2023 December 15, 2023

### Impact to Full-Time Faculty Obligation

An Emergency conditions allowance increases a district's 'funded credit FTES', calculated per the Student Centered Funding Formula, by holding the current year FTES to a prior year level. This higher level of 'funded credit FTES' impacts the calculation of the annual adjustment to the Faculty Obligation Number (FON). A district with an emergency conditions allowance will not see a reduction to their FON for actual enrollment declines.

### Chancellor's Office Contacts

For questions about the COVID-19 Emergency Conditions Allowance Form, please contact the Fiscal Standards and Accountability Unit at [fiscalstandards@cccco.edu](mailto:fiscalstandards@cccco.edu).

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For questions about the SCFF, contact the Fiscal Services Unit at [apportionments@cccco.edu](mailto:apportionments@cccco.edu). For questions about CVC-OEI participation and Home College Readiness and Course Finder, please email [support@cvc.edu](mailto:support@cvc.edu).

Attachment: 2022-23 COVID-19 Emergency Conditions Allowance Application