

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
HTTP://WWW.CCCCO.EDU

**Memorandum****June 22, 2009****FS 09-04  
Via E-mail Only**

**TO:** Registrar/Admissions Officer  
Chief Business Officer

**FROM:** Chris Yatooma, Administrator  
State Apportionment Process & System Budget Development

**SUBJECT:** Fiscal Year 2008-2009 Form CCFS-355, Maintenance Allowance for  
Nondistrict Students

**SYNOPSIS:** Title 5, Section 54200 requires a maintenance allowance for certain students from nondistrict territories to be paid by community college districts. To assist in the fulfillment of this requirement, enclosed is a copy of the 2008-2009 form CCFS-355, "Maintenance Allowance for Nondistrict Students," and an attachment of general information relevant to student eligibility as well as detailed procedural instructions. Please note that districts are subsequently reimbursed through the apportionment process for the amount paid to the students. The reimbursement of Maintenance Allowance paid to students will be included on Exhibit D of the 2008-2009 Recalculation in February 2010.

Please be aware that for the 2007-08 fiscal year, only eligible students residing in the following non-district territories and who reside farther than 60 miles from the nearest college center may be paid a Maintenance Allowance:

- Students residing in Modoc County
- Students residing in the Eastern Sierra Unified School District (USD) in Mono County. (Students residing in the Mammoth Unified School District, which is also in Mono County, are not eligible for the Maintenance Allowance because that district is annexed to the Kern Community College District)
- Students residing in the upper-right hand corner of Siskiyou County within the Tulelake Basin Joint USD. **Please note that although the Tulelake Basin Joint USD is mostly physically located within Siskiyou County, it is actually considered a Modoc County school district. Thus, certification forms for these eligible Tulelake Basin Joint USD students must be forwarded to the Modoc County Superintendent of Schools.**

**Action/Date Requested:** Please review the attached student eligibility and procedural information and complete the CCFS-355 form and forward it to the county superintendent of schools of the county of residence by August 1, 2009, and an informational copy to:

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 4th Floor  
Sacramento, CA 95811-6549

**Contact:** Elias Regalado, (916) 445-1165 or e-mail at [eregalad@cccco.edu](mailto:eregalad@cccco.edu)  
Fax to: (916) 916 323-3057

Attachments

## General Information

### Student Eligibility – Maintenance Allowance

In order to be eligible for the Maintenance Allowance, a student must:

1. Have permanent California residence in a territory not included in any community college district and reside more than 60 miles from the nearest community college attendance center; and,
2. Be under 21 years of age or under 25 years of age and honorably discharged or otherwise returning from active or inactive military service with the armed services of the United States; and,
3. Be enrolled for at least 12 units per term throughout the period of eligibility.
4. Based on a January 17-18, 2006 Title 5, California Code of Regulations change by the Board of Governors, if a student combines enrollment at two districts to satisfy the full time enrollment requirement, the claim for reimbursement and payment to the student shall be made by the district where the student is enrolled for the higher number of credit units. If the student is enrolled for an equal number of credit hours at each district, the claim for reimbursement and payment to the student shall be made by the district that is located closer to the student's home address. The district that submits the claim for reimbursement and makes payment to the student is responsible for verifying all the claimed credit units that serve as the basis for payment. Credit classes offered through distance education that meet the requirements of Title 5 Section 55205 et seq. may be included in establishing full-time enrollment so long as a portion of the credit units taken at each community college district to satisfy the requirements of this section are not taken through distance education.

The period of eligibility includes:

Each calendar day during which the eligible student is enrolled full time in credit classes. Such period includes Saturdays, Sundays, and holidays, but excludes breaks between terms when the students are not enrolled.

Again, we will calculate the applicable daily rate and notify you as soon as we have all the necessary information. Please note that the based on a January 17-18, 2006 Title 5, California Code of Regulations change by the Board of Governors, the daily rate may be increased by the Implicit Price Deflator for State and Local Government Purchase of Goods and Services if circumstances warrant. A proration will be made if the total claims exceed \$100,000, the maximum amount available for this purpose. After the calculation is made, no additional claims will be accepted.

Please note other items of student eligibility cited memorandum FS 09-04.

California Community Colleges  
**MAINTENANCE ALLOWANCE FOR NONDISTRICT STUDENTS FROM THE**  
**COUNTY OF \_\_\_\_\_ (RESIDENCE)**  
*(Pursuant to Title 5 Section 54200)*  
**Fiscal Year 2008-2009**

Student's Name <i>(Full-Time Students Only)</i>	Legal Address	Age	Veteran		Dates of Qualifying Period		Calendar Days Enrolled Full-Time	State Use Only
			Yes	No	Begin	End		
<b>Total Calendar Days Enrolled</b>								

**DISTRICT CERTIFICATION:**

I hereby certify the above information is true and correct

**DISTRICT SUPERINTENDENT**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Due Dates:**

August 1, 2009\* – County Superintendent of Schools Office  
 August 15, 2009 – Chancellor's Office, California Community Colleges

\* Send informational copy to: Elias Regalado, Fiscal Services,  
 Chancellor's Office-CCC, 1102 Q St., Sacramento, CA 95811-6549

**COUNTY OF RESIDENCE CERTIFICATION:**

I hereby certify that the student(s) listed above were legal residents of the county for the period stated above, and reside(s) more than 60 miles from the nearest community college attendance center.

**COUNTY SUPERINTENDENT OF SCHOOLS**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**District Contact Person:**

Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

## INSTRUCTIONS

### **Community College District's Responsibility:**

#### **Prior to July 15**

During the fiscal year request the superintendent of schools of the county of residence to determine eligibility of students as they apply for the allowance.

#### **By August 1**

Complete the reimbursement form by listing eligible students and their respective eligible days for the just completed fiscal year and submit it to the superintendent of schools of the county of residence (with informational copy to the Chancellor's Office) for the official verification.

#### **By September 30**

Pay eligible students or their parents or guardians the daily rate as determined by the Chancellor's Office times the number of eligible days of each student.

#### **By October 15**

Notify the Chancellor's Office of the amounts paid to each student.

### **County Superintendent of Residence's Responsibility:**

#### **On or before August 15**

The county superintendent of schools shall certify that the students reported by the district of attendance on this form were residents of the county and reside more than 60 miles from the nearest community college attendance center during the period specified. Forward the certified CCFS-355 (copy to the appropriate community college district) to:

California Community Colleges, Chancellor's Office  
Fiscal Services - attn: Elias Regalado  
1102 Q Street, 4th Floor  
Sacramento, California 95811-6549

Please provide an informational copy of the county certified CCFS-355 to the College/District of attendance.

### **State Chancellor's Office Responsibility:**

#### **By August 31**

Calculate the applicable daily rate and notify community college districts. A proration will be made if total claims exceed total revenue identified for this purpose.

California Community Colleges  
**MAINTENANCE ALLOWANCE PROCESS**

*Fiscal Year 2008-2009*

**District**

**County of Residence**

**Chancellor's Office**

