



**MEMORANDUM**

August 29, 2022

22-015 | Via Email

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
Career Education Deans  
Regional Consortia Chairs

**FROM:** Sandra Sanchez, Interim Vice Chancellor  
Workforce and Economic Development Division

**CC:** Marty Alvarado, Executive Vice Chancellor  
Office of Equitable Student Learning, Experience and Impact

Gary Adams, Dean  
Workforce and Economic Development Division

**RE:** Fiscal Year 2022-23 Guidance Regarding the Reimbursement of Related and Supplemental Instruction Hours Provided Through Registered Apprenticeship Programs

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This memorandum is meant to provide information and guidance for the fiscal year 2022-23 reimbursement of related and supplemental instruction (RSI) provided to apprentices as part of apprenticeship programs that are registered with the Division of Apprenticeship Standards (DAS).

Upon appropriation by the Legislature, Education Code establishes that the Chancellor of the California Community Colleges (Chancellor) is responsible for allocating funds for apprenticeship programs in good standing and approved pursuant to Chapter 4 of Division 3 of the Labor Code consistent with subdivision (e) of Education Code Section 8152 or 79149.3, to reimburse RSI maintained by a school district, a county office of education, or a community college (collectively referred to as LEAs).

In fiscal year 2022-23, the Legislature appropriated \$88,122,000 for RSI reimbursement. The appropriation is split between community colleges in one group and K12 school districts and county offices of education in a second group (the second group referred to as K12 LEAs). In fiscal year 2022-23, community colleges received \$39,237,000 and K12 LEAs received \$48,885,000. The reimbursement of community colleges is directed by Education Code sections 79149 through 91749.7. The reimbursement of K12 LEAs is directed by Education Code sections 8150 through 8155. Although the two groups are directed by separate sections of the Education Code, the direction is largely identical. The reimbursement rate for both groups is established by the Budget Act and is \$8.82 in fiscal year 2022-23.

The reimbursement is made for teaching time provided by LEAs. According to the Education Code, teaching time is measured in one-hour increments that may include up to 10 minutes of passing time and breaks. Further, reimbursements are made for RSI provided to indentured apprentices when instruction is provided by a program approved by DAS in accordance with Chapter 4 of Division 3 of the Labor Code. The Education Code allows apprenticeship programs offered through LEAs to maintain their existing curriculum and instructors separate from the requirements of the California Community Colleges—the person providing instruction may be a qualified journeyman with experience and knowledge of the trade.<sup>1</sup> The Education Code also allows RSI reimbursement to support isolated apprentices, as defined in Labor Code Section 3074, for which alternative methods of instruction are provided.

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<sup>1</sup> For purposes of the California Firefighter Joint Apprenticeship Program, classes of related and supplemental instruction that qualify for funding pursuant to Section 8152 include, but are not limited to, classes that meet both of the following requirements:

- (a) The classes are conducted at the workplace.
- (b) The person providing instruction is qualified, by means of education or experience, as a journeyman and shares the responsibility for supervision of the apprentices participating in the classes with the certified community college or adult education coordinator.

As required by Education Code, the Chancellor allocates the total appropriation amount to the LEAs each year. However, if LEAs report providing fewer hours of instruction than their initial allocations allotted them to provide, the Chancellor is required to use those remaining funds to reimburse other LEAs for RSI hours reported in excess of the number of hours they were allocated in the current fiscal year, or in the three previous fiscal years if not already reimbursed. Because community colleges and K12 LEAS are funded separately in the Budget Act, funding is not allowed to be shifted from community colleges to K12 LEAs, or vice versa, to reimburse hours that there would otherwise not be funding to reimburse. If the amounts appropriated in any fiscal year are insufficient to provide full reimbursement, the hourly rate specified pursuant to Education Code Section 8152 or 79149.3 and established in the Budget Act shall be reduced on a pro rata basis only for reported hours that are in excess of the number of hours allocated at the beginning of the fiscal year, so that the entire appropriation is allocated. If the amount appropriated is in excess of the amounts needed for full reimbursement, any excess shall remain with LEAs to be used for the purpose of the state general apportionment.

Recipients of RSI reimbursement should maintain records at least sufficient to verify reported hours are eligible for reimbursement pursuant to Education Code Section 8152 or 79149.3 as applicable.

Recipients are required to report to the Chancellor their cumulative RSI hours provided during the year through the NOVA reporting system three times annually—P1, P2, and ReCalc. The P1 report is due on January 15 each fiscal year and must include all RSI provided starting July 1 of that fiscal year through December 31. The P2 report is due May 15 and must include all RSI provided starting again July 1 of that fiscal year but through April 30. The ReCalc report is due November 1 and must include all RSI provided again starting July 1 of that fiscal year through June 30.<sup>2</sup> In each report, recipients must identify the apprenticeship program(s) providing the RSI, and the number of unduplicated apprentices receiving that RSI within each program.

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<sup>2</sup> Prior to fiscal year 2022-23, a P3 report was required at the end of the fiscal year that included all hours provided during the fiscal year. Consequently, the NOVA reporting system includes a P3 report and a ReCalc report. LEA's must complete and submit the P3 report in NOVA before being able to submit the ReCalc report.

While in years prior to 2015, the Budget Act directed apprenticeship RSI funding away from being used to support new programs, that direction ceased in 2015. If your LEA provides RSI for apprenticeship programs registered with DAS, but was not included in this year's initial allocation list or does not submit apprenticeship FTES as part of the annual community college apportionment process, you may request to receive funding. Please send an email to [apprenticeship@cccoco.edu](mailto:apprenticeship@cccoco.edu) requesting to receive RSI funding, including demonstration that the program that you will be reporting hours for is registered with DAS.

New programs requesting to receive RSI funding will not be guaranteed reimbursement until they are provided an allocation at the beginning of a fiscal year. Consequently, if you request to receive RSI funding after this memo has been distributed, your LEA may not be guaranteed RSI reimbursement until at least fiscal year 2023-24 if your LEA receives an allocation in that year. However, if LEAs that receive an allocation in a fiscal year do not use all their allocation in that fiscal year, fiscal years 2021-22 and 2022-23 included, that remaining funding is then available to reimburse the hours LEAs reported in that fiscal year, and the previous three fiscal years, that were not included in initial allocations and that were not fully reimbursed in past years. In fiscal year 2020-21, the most recent completed year, all reported RSI hours were reimbursed regardless of whether they were included in an initial allocation and there was money that remained with districts for the purpose of state general apportionment.

At this time, new programs requesting to receive RSI funding cannot be guaranteed that they will be provided an initial allocation in future years. Additionally, districts that already receive an initial allocation cannot be guaranteed increases to their allocations. The ability to provide new programs requesting to receive RSI funding an initial allocation in future years or existing programs additional hours is dependent on the Legislature appropriating an amount for RSI reimbursement that will fund more hours than the previous year, after taking into consideration any increase to the hourly reimbursement rate. As new and existing LEAs report RSI hours beyond initial allocations, the Chancellor will be able to report those actual hours to the Department of Finance (DOF) as part of the state's annual budget planning process. Reporting the hours to DOF will provide the Legislature with data to support a decision to appropriate an amount of funding that would allow for new programs to receive initial allocations.

If you have questions, please contact our apprenticeship team via email at [apprenticeship@cccoco.edu](mailto:apprenticeship@cccoco.edu).