



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 2021-22 Reimbursement of Related and Supplemental Instruction Hours
Provided Through Registered Apprenticeship Programs – ReCalc Guidance

This memorandum is to provide information regarding the Fiscal Year 2021-22 reimbursement of Related and Supplemental Instruction (RSI) and the ReCalc process, which is the procedure to review unspent funds and to redistribute those funds.

As part of the FY 2021-22 RSI ReCalc process, all Division of Apprenticeship Standards (DAS) registered apprenticeship programs should report through their Local Education Agency (LEA) partners **all** their RSI hours in NOVA, whether or not they were allotted to be reimbursed at the start of FY 2021-22. Reporting RSI hours in NOVA will provide the program the opportunity to be reimbursed for that instruction, even if a program was not allotted funding. Additionally, reporting all program hours of instruction will provide the Chancellor's Office an opportunity to submit a request for RSI funding in FY 2023-24 that may allow for more programs to receive RSI reimbursement allocations in that year. If an LEA does not have RSI reporting setup in NOVA, the LEA must email apprenticeship@cccoco.edu to request access. Please include in the email a list of all DAS registered programs that will be included in reporting and attach documentation that demonstrates each program's registration.

A memorandum will be distributed in January 2023 announcing the ultimate amounts reimbursed in Fiscal Year 2021-22 per district and the outcomes of Fiscal Year 2021-22 RSI funding.

If you have questions, please contact our apprenticeship team via email at apprenticeship@cccoco.edu.

Thank you.