

TO: Chief Student Services Officers
Chief Business Officers
Foster and Kinship Care Education Directors/Instructional Specialists
Business Office Staff

FROM: Mia Keeley, Dean of Educational Services and Support

RE: Changes to the Foster and Kinship Care Education Program Federal Payment College Disbursements

This memorandum is intended to inform California Community Colleges Foster and Kinship Care Education (FKCE) programs that receive federal payments about upcoming changes to the payment processing system administered by the California Community Colleges Chancellor's Office. This change will **not** affect the FKCE program's state allocation. As part of our continued efforts to streamline internal operations and enhance efficiency, the Chancellor's Office is transitioning to a new payment processing system. As a result, local colleges may experience delays in receiving final payments. As a reminder, final FKCE payments are dependent on the submission of final program expenditure reports. Accordingly, payments are often issued as a percentage of total funds until all required documentation is received. While this change will **not** alter the total amount of funding provided, it will affect the timing and method by which payments are made and recorded.

What is changing?

Effective July 1, 2025, FKCE federal payments will be processed through a new internal process. As a result:

- College payment disbursements will be issued via the Fi\$Cal Accounting System via vouchers. Colleges will expect physical check payments.
- There will be modifications in how payments appear in your local financial records.

Action Required

To ensure a smooth transition, we request:

- 1.** Review this memorandum and share with your Business Office staff who receive FKCE payments and assist with final expenditure reporting.
- 2.** Confirm your current payment accounts between your Business Offices and FKCE Programs to avoid any local processing delays.
- 3.** Direct any questions or concerns regarding this change to Rina Rojas at RRojas@CCCCO.edu and/or Thalia Marroquin at TMarroquin@CCCCO.edu.

We appreciate your cooperation and patience as we implement this improvement. Our goal is to enhance accuracy and efficiency in funding disbursement, ultimately providing better support for our FKCE programs. Thank you for your attention to this matter.

cc: Rina Rojas, Program Assistant of Educational Services and Support

Thalia Marroquin, Program Specialist of Educational Services and Support