

**MEMORANDUM**

June 12, 2025

ESS 25-33 | Via Email

TO: Chief Student Services Officers
Disabled Students Programs and Services Directors and Coordinators

FROM: Mia Keeley, Dean of Educational Services and Support

RE: Use of DSPS Funding for Long-Term leave

This memorandum is to provide clarification regarding the use of Disabled Students Programs and Services (DSPS) funds in relation to the salary and benefits of employees on long-term leave.

In previous versions of the Title 5 Implementing Guidelines, it explicitly stated that DSPS funds could not be used to pay for the salary and benefits of employees on long-term medical, administrative/disciplinary, or family leave. However, this restriction is not in regulations. Therefore, it is up to each district or college to determine appropriate use of DSPS funds in these situations, while still ensuring compliance with all applicable state and federal regulations.

Colleges must ensure that students with disabilities continue to receive the accommodations and support services to which they are entitled, without interruption. Each college is encouraged to review its internal fiscal policies and consult with appropriate stakeholders to make determinations that are both compliant and in the best interest of students served under DSPS.

If you have any questions, please contact Jennifer Tabb, DSPS Specialist at the Chancellor's Office, at JTabb@CCCCO.edu.

cc: Jennifer Tabb, Disabled Student Programs and Services Specialist