



**CHANCELLOR'S OFFICE METHODS OF ADMINISTRATION PROGRAM  
AT A GLANCE**

Under the U.S. Department of Education's Office for Civil Rights Methods (OCR) of Administration (MOA) Guidelines, the Chancellor's Office has an MOA compliance program to prevent, identify, and remedy race, color, national origin, sex, and disability discrimination in its subrecipients' (community colleges) Career Technical Education programs by:

- (1) collecting and analyzing civil rights data and information;
- (2) conducting periodic compliance reviews of select subrecipients;
- (3) providing technical assistance to subrecipients upon request; and
- (4) periodically reporting its MOA activities and findings to OCR.

Community colleges receiving federal financial assistance will be reviewed annually as part of the Chancellor's Office Methods of Administration (MOA) program.

**MOA Program Guidelines, Regulations and Standards**

MOA Program Areas of Review	Vocational Education Guidelines	Regulations Governing MOA Program	Physical Accessibility Standards
<ol style="list-style-type: none"> <li>1. Administrative requirements</li> <li>2. Recruitment, admissions, and counseling</li> <li>3. Physical accessibility</li> <li>4. Comparable facilities</li> <li>5. Services for students with disabilities</li> <li>6. Financial assistance</li> <li>7. Work-study, Work Experience programs, and job placement</li> <li>8. Housing</li> <li>9. Employment</li> </ol>	<p><a href="#">Vocational Education Guidelines</a></p> <p>34 CFR, Part 100, Appendix B; 34 C.F.R. Part 104, Appendix B; 34 C.F.R. Part 106, Appendix A. 34 C.F.R. § 100.4(b)(2)</p>	<p>Title VI of the Civil Rights Act of 1964 <a href="#">(34 C.F.R. Part 100)</a> – <i>Prohibits discrimination on the basis of race, color, or national origin.</i></p> <p>Title IX of the Education Amendments of 1972 <a href="#">(34 C.F.R. Part 106)</a> – <i>Prohibits discrimination on the basis of sex.</i></p> <p>Section 504 of the Rehabilitation Act of 1973 <a href="#">(34 C.F.R. Part 104)</a> – <i>Prohibits discrimination on the basis of disability.</i></p> <p>Title II of the Americans with Disabilities Act of 1990 <a href="#">(28 C.F.R. Part 35)</a> <i>Prohibits discrimination on the basis of disability.</i></p>	<p>Program Access See 34 CFR § 104.22(a) and 28 CFR §35.150(a).</p> <p><a href="#">Uniform Federal Accessibility Standards</a> (UFAS)</p> <p><a href="#">1991 ADA Standards</a></p> <p><a href="#">2010 ADA Standards</a></p>

**Chancellor's Office, Workforce and Economic Development Division**

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## MOA Review Common Reports and Terms

**Letter of Findings (LOF):** The Chancellor's Office issues written findings of unlawful discrimination or a letter of findings to a community college following an on-site or virtual review of the college's policies and practices in all or some of the following areas outlined on page 1. OCR generally uses the term LOFs to describe this process of documenting findings of unlawful discrimination. LOFs are not necessarily required if there were no findings of unlawful discrimination.

**Voluntary Compliance Plan (VCP) or Corrective Action Plan (CAP):** The Chancellor's Office and community college negotiates a voluntary compliance plan that lists the corrective actions that the college must take to remedy the findings of noncompliance listed in the LOF. The corrective actions must be approved by the Chancellor's Office and be consistent with the Guidelines, applicable regulations, and applicable physical accessibility standards.

**Monitoring:** The Chancellor's Office activities to confirm implementation of corrective actions in the community college's VCP. Monitoring is often confused with on-site reviews. The Chancellor's Office will provide technical assistance to colleges in the Monitoring phase of its MOA program.

**On-Site Review:** An onsite review at the community college campus may take place to review facilities where Perkins funded programs and activities occur. Altered or newly constructed facilities may also trigger an onsite review. The Chancellor's Office will use discretion in determining if an onsite review is necessary based upon review of data and capital outlay projects identified in Perkins plan submissions.

### Contact Us

For more information about the Chancellor's Office MOA program, contact Dean LaCandice Ochoa at [lochoa@cccco.edu](mailto:lochoa@cccco.edu) or (916) 323-1758 with questions.