



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

FROM: Sheneui Weber, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office

CC: Sandra Sanchez, California Community Colleges Chancellor's Office
Jeff Spano, California Community Colleges Chancellor's Office
Nick Esquivel, California Community Colleges Chancellor's Office
Chancellor's Office Staff

RE: Novel Coronavirus (COVID-19) Guidance - Attendance Accounting Implications for Apprenticeship and Related and Supplemental Instruction

The purpose of this memo is to clarify guidance on reporting Attendance Accounting for Apprenticeship Related and Supplemental Instruction (RSI) for Fiscal Year (FY) 2019-20, as a result of COVID-19.

The Chancellor's Office recognizes that California measures to prevent the spread of COVID-19 across the state have impacted Community College District (CCD) and Local Educational Agency (LEA) apprenticeship training programs. Many CCDs and LEAs have had to suspend in-person classroom activities in order to:

- 1) Convert courses to on-line instruction, or;
- 2) Wait until instruction can begin again in-person, which could create a loss of instructional hours.

To help ensure CCDs and LEAs do not lose RSI funding due to current restrictions, the Chancellor's Office will use FY 2018-19 RECAL hours (apprenticeship attendance hours generated on the CCFS-321) when calculating RSI funding for FY 2019-20. However, CCDs and LEAs should submit actual FY 2019-20 RECAL hours on or before March 12, 2021. Chancellor's Office staff will then make the necessary adjustments to FY 2019-20 RSI data for apportionment distribution in RECAL.

Please note that CCDs and LEAs are required to maintain attendance records for audit purposes, in accordance with guidance documents and memos.

This guidance is consistent with other hold harmless protections provided by our office due to the COVID-19 pandemic.

All other requirements to be eligible for RSI apportionment funding remain the responsibility of the CCD and LEA pursuant to Education Code Section 79149.3.

If you have any questions please contact Nick Esquivel at nesquivel@cccoco.edu