

California Community Colleges

Specifications for the

Carl D. Perkins

Career and Technical Education Act of 2006 (PERKINS)

Title I, Part C, Section 132

Allocation Distribution Formula

Data, Processing and Reports

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California Community Colleges Perkins Data, Processing, and Allocation Reports

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1.0 INTRODUCTION

The purpose of this document is to specify the process and criteria used to count students for the allocation of Perkins Career Technical Education (CTE) funds to the community colleges. The outcome from this process is a set of reports showing CTE and CTE Economically Disadvantaged students for the most recent academic year. The output reports include unduplicated counts by district and college as well as duplicated counts of students in each Economically Disadvantaged category by district and college.

This document refers to data elements, timelines and other documentation contained in the California Community College Management Information System (MIS) Data Element Dictionary (DED). Please refer to the DED for more complete information regarding the California Community College Management Information System. An updated electronic copy is available on the CCC Chancellor's Office (CCCCO) website (<http://www.cccco.edu>) in the MIS section of the website.

Overview of Perkins Allocation, Data Verification, and Certification Process

Perkins Title I Part C (Title IC) Section 132 "Basic Grant" funds (formerly known as VTEA) are allocated to districts based on the proportion of statewide economically disadvantaged CTE students enrolled in the prior academic year at their district or consortia of colleges. Title IC funds allocated to districts require data verification and certification as to auditable sources. The distribution of Federal Perkins funds is based upon the California waiver of Section 132 of the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins), which requires funds to be distributed for post-secondary and adult CTE programs based upon the unduplicated headcount of economically disadvantaged students enrolled in credit and/or non credit CTE programs.

The MIS Division of the Chancellor's Office generates a "preliminary" set of reports using MIS data to determine the district (and college) proportion of the statewide headcount of economically disadvantaged CTE students. These reports are provided to the Chancellor's Office Career Technical Education unit. The CTE unit uses the reports to generate certification forms that districts must use to validate the data used for the Perkins allocation. The reports and certification forms are posted in the Perkins Title IC section of the website under the next academic year.

Districts should review the preliminary Perkins reports and complete and submit the certification document. Certification documents must be submitted to the Chancellor's Office to receive Perkins funds. Districts must either certify to auditable sources for the numbers in the preliminary reports or note on the form that the district will resubmit MIS data to correct inaccuracies found in the preliminary reports. Data resubmissions must occur before the deadline. New certification forms will be generated and required. Data resubmissions for past terms may not be accepted for Perkins allocation purposes if they are submitted after the deadline dates published on the Chancellor's Office website for the upcoming Perkins program year.

The output reports are titled: Report 1 - Categories of Unduplicated Headcounts by District and by College and Report 2 - CTE Student Counts by Economically Disadvantaged Categories by District and by College. Both reports are generated on a preliminary basis in January along with required certification forms. The final set of reports are generated in February for March allocation posting along with any new required certification forms.

Data Source

The data sources for the Perkins Title I, Part C, Section 132 counts are the MIS database and the match data received from the California Department of Social Services (DSS).

The MIS database contains all term-end and annual data. Financial Aid data is submitted with the annual submission every October and is also loaded into the MIS database. The Chancellor's Office has contracted with the Department of Social Services to perform a data match to identify Community College students who are recipients of public aid. Matches beginning in 2006 were limited to students in receipt of CalWORKs cash aid. This data match is typically done during the November/December time period with the resulting record identification data provided prior to the end of the calendar year.

Overview of Document

The contents of the remaining sections of this document are summarized as follows:

Section 2 describes the set of students selected from the MIS database and assigned as CTE students.

Section 3 describes the criteria used for assigning CTE students as economically disadvantaged.

Section 4 describes the final output reports once the above criteria have been applied.

2.0 SELECTING CTE STUDENTS

This section describes the set of students selected from the MIS database designated as CTE students.

Reporting Period

All reports reflect MIS data reported for the academic year quoted in the title of the report. The academic year begins with the summer term and includes fall, winter and spring terms.

Domain of Student Enrollments in MIS Database

Districts must report a record for each student enrollment where (1) the enrollment resulted in attendance in a course as of the first census or later for daily or weekly census, or (2) the enrollment resulted in attendance in at least one meeting of a positive attendance class, or (3) the enrollment resulted in a notation on the student's official record (refer to Student Enrollment Domain and Formats DED page 7.00, last revised

5/1/94). Selection of "All Students" is limited to students with data element STD7 Student-Headcount-Status not equal to "X".

This data is reported by districts to the Chancellor's Office following the end of each term. The deadline for resubmitting prior year data for allocation purposes is posted on the CCCCO website in the CTE section for the Perkins program year.

Selecting CTE Students From the MIS Database

CTE students must meet the student enrollment domain criteria above and must have enrolled in one or more courses having a SAM level designation of A, B, C or D reported in data element CB09 Course-SAM-Priority-Code sometime during the reporting period.

3.0 SELECTING ECONOMICALLY DISADVANTAGED CTE STUDENTS

This section describes the criteria used for assigning CTE students as economically disadvantaged.

Definition of Economically Disadvantaged

Perkins funding is based upon the California waiver of Section 132 of the Carl D. Perkins Career and Technical Education Act (Perkins) of 2006 which requires funds to be distributed for post-secondary and adult Career Technical Education (CTE) programs based upon the number of economically disadvantaged students enrolled in CTE programs (Appendix G of the 2008-2012 CA State Plan for Career Technical Education - also in Appendix J of the CA State Plan for Vocational and Technical Education for 2000-2004).

Section 132 Waiver Criteria

Under Section 132, the Act allows for a waiver in the distribution criteria from Pell grant counts specified in the Act. The California waiver criteria for "economic disadvantage" is as follows (see Appendix G of the 2008-2012 California State Plan for Career and Technical Education at <http://www.cccco.edu>):

1. Student awarded Board of Governor Grant (BOGW)
2. Student awarded Pell Partnership Act
3. CalWORKS participant
4. Workforce Investment Act (WIA) participant
5. Supplemental Security Income (SSI) recipient
6. General Assistance (GA) recipient
7. Adults eligible for economic public assistance or student fund aid and/or an annual income level below the poverty line as defined by the county of eligibility.
8. Other economically disadvantaged individuals

CTE Economically Disadvantaged students reported for the entire academic year must meet the criteria for economic disadvantage in at least one term during the academic year.

Selecting Economically Disadvantaged Students from MIS Database

An Economically Disadvantaged student must meet **one** of the following criteria:

1. student awarded a Board of Governors Waiver (BOGW) reported in MIS data element SF21 Student-Aid-Award-Type with a code equal to BA, B1, B2, B3, BB or BC where:
 - BA = BOGW - Method A (Unknown base)
 - B1 = BOGW - Method A-1 based on TANF recipient status
 - B2 = BOGW - Method A-2 based on SSI recipient status
 - B3 = BOGW - Method A-3 based on GA recipient status
 - BB = BOGW - Method B based on income standards
 - BC = BOGW - Method C based on need based aid eligibility

OR

2. Student awarded a Pell Grant reported in MIS data element SF21 with a code equal to GP (other need based grants should be caught by receipt of a BOGW “BC”);

OR

3. Student identified as a CalWORKS participant reported in MIS data element SC01 Student-CalWORKS-Status with a code equal to 1, 2, 3, 4, or 6 where:

SELF-INITIATED PROGRAM PARTICIPANT

- 1 Received services through the community college’s CalWORKs program as a Self-Initiated Program (SIP) Participant.

SELF-REFERRED PROGRAM PARTICIPANT

- 2 Received services through the community college’s CalWORKs program as a Self-Referred Participant.

COUNTY-REFERRED PROGRAM PARTICIPANT

- 3 Received services through the community college’s CalWORKs program as a County Referred Program Participant.

EXEMPT PROGRAM PARTICIPANT

- 4 Received services through the community college’s CalWORKs program as an Exempt Program Participant.

POST-EMPLOYMENT PROGRAM PARTICIPANT

- 6 Received services through the community college’s CalWORKs program as a Post-Employment Program Participant.

OR

4. Student Identified as a participant in the Workforce Investment Act program (WIA) reported in MIS data element SB26 Student-WIA-Status with a code of J (previously a JTPA status element converted to WIA participant status);

OR

5. Student reported as economically disadvantaged in element SV03 Student-VTEA-Economically-Disadv-Status with codes 1,2,3 or 4 where:

- 1 = Student is identified as a recipient of CalWORKs/TANF/AFDC
- 2 = Student is identified as a recipient of the Supplemental Security Income program (SSI)
- 3 = Student is identified as a recipient of a general assistance program (GA)
- 4 = Student identified as "Other" economically disadvantaged
("Other" means an adult who is eligible under the guidelines provided in the '2008-2012 California State Plan for Career Technical Education' (Appendix G, Request for Waiver of Section 132 Funds). Students meeting waiver criteria other than those specified in SV03 status codes 1-3 or N may be identified as "other". For example, students "eligible for" a BOG Fee Waiver (BOGW) using BOGW Income Standards' but not receiving a BOGW could be identified as "other" (See Current BOG Fee Waiver Income Standards' available under the Student Financial Assistance Programs section of the Chancellor's Office web site at <http://www.cccco.edu>).

The student BOGW and Pell grant data is collected once annually in October. Each student who applied for financial aid is reported in the financial aid record. The CalWORKs and WIA identification data as well as the data collected in element SV03 is collected in the MIS database at the end of each term.

Although the MIS deadline dates for resubmissions often fall earlier and student services resubmission deadline dates can fall later than the Perkins deadline dates, Perkins deadline dates will be used for determining Perkins Section 132 allocations. The deadline for resubmitting prior year data for Perkins allocation purposes normally falls in mid-February and is posted on the CCCCO website in the CTE section for the Perkins program year. Data submitted after the posted deadline for Perkins will not be used to calculate allocations.

Department of Social Services (DSS) Data Match

In addition to the above criteria used to identify economic disadvantage, the Chancellor's Office has contracted with the Department of Social Services to identify Community College students who receive public assistance (currently limited to CalWORKs cash-aid). Social Security Numbers (SSNs) for CTE students are matched with DSS records to identify recipients of public assistance. Using this data in conjunction with MIS data described above, the Chancellor's Office generates the Economically Disadvantaged count of CTE students for each district and college. The Chancellor's Office is unable to release data received from the DSS by student identifier due to privacy restrictions.

4.0 DESCRIPTION OF OUTPUT REPORTS

Report examples are provided in Appendix A.

This section describes the final output reports once the criteria covered in the other sections have all been applied. Preliminary Reports are typically run in early January. A final run of the same reports will be done in February reflecting MIS resubmissions by

districts. Output reports will be printed in district order with a row for each college within the district and a subtotal for the entire district. The statewide totals will be printed at the end of the report.

REPORT 1

Categories of Unduplicated Headcounts by District and by College

This report contains summary statistics of unduplicated student headcounts for each district/college for the academic year. The headcounts are unduplicated in that a student could have enrolled in two or more terms and been a participant in more than one program for economically disadvantaged students, however, the student would only be counted once as economically disadvantaged. The academic year includes the summer, fall, winter, and spring terms. The columns in this report are defined as follows:

Column Title / Description

1 - All Students

This column shows the total number of students that enrolled at the reporting college in at least one term during the entire academic year regardless whether the students enrolled in CTE courses or not.

3 - CTE Students

This column shows the total number of students enrolled in CTE courses at the reporting college in at least one term during the entire academic year. The definition and criteria for CTE student is contained in Section 2.0 of this document. This column can be compared with column one to see how many of the total students enrolled in at least one CTE course.

5 - CTE Econ Disadv Students

This column shows the total number of Economically Disadvantaged CTE students, identified by district MIS data, who were enrolled in CTE courses at the reporting college for at least one term during the academic year. The definition and criteria for Economically Disadvantaged students is contained in Section 3.0 of this document. This column can be compared with column 3 to see how many of the students enrolled in CTE courses were Economically Disadvantaged. Districts must certify that auditable sources are available that support the student count in this column.

6 - Undup CTE Econ Disadv with DSS Students

This column shows the total unduplicated count of Economically Disadvantaged students which is used to determine funding allocations. This column displays the unduplicated count of Economically Disadvantaged students by combining the data reported by the district as reflected in column 5 with the data provided by the Department of Social Services. This column can be compared with column 5 to see how many more students were identified by DSS as receiving public assistance.

REPORT 2

CTE STUDENT COUNTS BY ECONOMICALLY DISADVANTAGED CATEGORIES BY DISTRICT AND COLLEGE

This report contains detailed counts of students reported in each of the Economically Disadvantaged categories as defined in section 3.0 of this document. This report reflects duplicated counts of students in that students may be identified in multiple categories. For example, the same student may be reflected in the BOGW, Pell, SSI and DSS column counts.

However, within the same category (column) a student is only counted once even though they may have been enrolled more than one term during the year. For example, a student who received two BOG waivers, one during the fall term and another during the spring term will only be counted once in the BOGW column. Column 13 reflects the counts of students identified by the DSS match.

1- BOGW Students

Count of students awarded a Board of Governors Waiver (BOGW) reported in MIS data element SF21 Student-Aid-Award-Type with a code equal to BA, B1, B2, B3, BB or BC. If a student was awarded more than one type of BOG waiver during the course of the year they would still only be counted once in this column.

2- PELL Students

Students awarded Pell Grants reported in MIS data element SF21 with a code equal to GP.

3- CalWORKS

Student identified as a CalWORKS participant reported in MIS data element SC01 Student-CalWORKS-Status with a code equal to 1, 2, 3, 4, or 6.

4- WIA

Students identified as participants reported in the Workforce Investment Act Program (WIA) reported in MIS data element SB26 Student-WIA-Status with a code of J. This element may be used to indicate WIA or JTPA participation.

5- SSI Self-Declared

Students reported as economically disadvantaged in element SV03 Student-VTEA-Economically-Disadv-Status (SV03) with a code equal to **2** for SSI and the second position code equal to **S** for the method of collecting the information. . The method for obtaining this information was by student self-declaration.

6- SSI Auditable

Students reported as economically disadvantaged in element SV03 with a code equal to **2** for SSI and the second position code equal to **A** for the method of collecting the

information. . The method for obtaining this information was from some auditable source other than self-declaration.

7- TANF Self-Declared

Students reported as economically disadvantaged in element SV03 with a code equal to **1** for CalWORKs/TANF/AFDC and the second position code equal to **S** for the method of collecting the information. The method for obtaining this information was by student self-declaration.

8- TANF Auditable

Students reported as economically disadvantaged in element SV03 with a code equal to **1** for CalWORKs/TANF/AFDC and the second position code equal to **A** for the method of collecting the information. The method for obtaining this information was from some auditable source other than self-declaration.

9- GA Self-Declared

Students reported as economically disadvantaged in element SV03 with a code equal to **3** for General Assistance and the second position code equal to **S** for the method of collecting the information. The method for obtaining this information was by student self-declaration.

10- GA Auditable

Students reported as economically disadvantaged in element SV03 with a code equal to **3** for General Assistance and the second position code equal to **A** for the method of collecting the information. The method for obtaining this information was from some auditable source other than self-declaration.

11- Other Self-Declared

Students reported as economically disadvantaged in element SV03 with a code equal to **4** for "Other" economically disadvantaged pertaining to student income level (see note #1 for data element SV03 for income level definition) and the second position code equal to **S** for the method of collecting the information. The method for obtaining this information was by student self-declaration.

12- Other Auditable

Students reported as economically disadvantaged in element SV03 with a code equal to **4** for "Other" economically disadvantaged pertaining to student income level (see note #1 for data element SV03 for income level definition) and the second position code equal to **A** for the method of collecting the information. The method for obtaining this information was from some auditable source other than self-declaration.

13- DSS Students

CTE students identified by the Department of Social Services as being recipients of public assistance (currently limited to CalWORKs cash-aid) are identified in this column. The Chancellor's Office has contracted with the Department of Social Services to identify Community College students who are recipients of public assistance.

SPECIFICATIONS FOR PERKINS SECTION 132 DATA, PROCESSING AND ALLOCATION

APPENDIX A

1

CALIFORNIA COMMUNITY COLLEGES
 MANAGEMENT INFORMATION SERVICES
 PERKINS SECTION 132 FORMULA DISTRIBUTION FOR
 PERKINS TITLE I, PART C ALLOCATION
 REPORT 1 -- CATEGORIES OF UNDUPLICATED HEADCOUNTS BY DISTRICT AND COLLEGE -- FINAL

District	College	1- All Students	3- CTE Students	5- CTE Econ Disadv Students	6- Undup CTE Econ Disadv w/ DSS Students**
Allan Hancock CCD	Allan Hancock College	24,273	12,623	4,180	4,535
	District Total	24,273	12,623	4,180	4,535
Antelope Valley CCD	Antelope Valley College	15,711	7,176	5,314	5,391
	District Total	15,711	7,176	5,314	5,391
Barstow CCD	Barstow College	4,475	2,321	696	713
	District Total	4,475	2,321	696	713
Butte CCD	Butte College	22,728	9,838	4,993	5,118
	District Total	22,728	9,838	4,993	5,118
Cabrillo CCD	Cabrillo College	19,188	8,242	2,796	2,846
	District Total	19,188	8,242	2,796	2,846
Cerritos CCD	Cerritos College	30,900	16,542	7,140	7,278
	District Total	30,900	16,542	7,140	7,278
Chabot-Las Positas CCD	Chabot College	19,635	9,616	3,612	3,684
	Las Positas College	8,930	3,837	765	784
	District Total	28,565	13,453	4,377	4,468
	Chaffey College	25,496	12,788	3,006	3,312
Citrus CCD	Citrus College	18,808	8,214	2,138	2,249
	District Total	18,808	8,214	2,138	2,249
Coast CCD	Coastline Community College	21,184	5,714	565	627
	Golden West College	18,994	9,538	3,052	3,142
	Orange Coast College	33,699	16,328	3,894	4,038
	District Total	73,877	31,580	7,511	7,807
Compton CCD	Compton Community College	9,383	4,287	3,162	3,237
	District Total	9,383	4,287	3,162	3,237
Contra Costa CCD	Contra Costa College	13,951	5,876	1,903	2,014
	Diablo Valley College	34,629	17,144	1,938	2,117
	Los Medanos College	15,710	9,952	2,088	2,232
	District Total	64,290	32,972	5,929	6,363
	Desert, College of the	15,144	6,504	2,259	2,325
El Camino CCD	El Camino College	35,713	16,194	5,089	5,219
	District Total	35,713	16,194	5,089	5,219
Feather River CCD	Feather River College	3,036	1,992	379	424
	District Total	3,036	1,992	379	424
Foothill CCD	De Anza College	41,611	21,299	4,563	4,675
	Foothill College	30,467	13,425	1,261	1,384
	District Total	72,078	34,724	5,824	6,059
Fremont-Newark CCD	Ohlone College	13,917	7,451	854	924
	District Total	13,917	7,451	854	924
Gavilan CCD	Gavilan College	6,779	4,157	981	1,091
	District Total	6,779	4,157	981	1,091
Glendale CCD	Glendale College	31,359	10,800	4,297	4,384
	District Total	31,359	10,800	4,297	4,384

(CONTINUED)

** Includes students from column 5 plus students identified by the Dept of Social Services as recipients of PUBLIC AID

SPECIFICATIONS FOR PERKINS SECTION 132 DATA, PROCESSING AND ALLOCATION

APPENDIX B

1

CALIFORNIA COMMUNITY COLLEGES
 MANAGEMENT INFORMATION SERVICES
 PERKINS SECTION 132 FORMULA DISTRIBUTION FOR
 PERKINS TITLE I, PART C ALLOCATION
 REPORT 2 -- CTE STUDENT COUNTS BY ECONOMICALLY DISADVANTAGED CATEGORIES -- FINAL
 BY DISTRICT AND COLLEGE*

		1- BOGW	2- PELL	3- CALWORKS	4- WIA	5- SSI SELF DECL	6- SSI AUDITABLE	7- TANF SELF DECL	8- TANF AUDITABLE	9- GA SELF DECL	10- GA AUDITABLE	11- OTHER SELF DECL	12- OTHER AUDITABLE	13- DSS STUDENTS
District	College													
Allan Hancock CCD	Allan Hancock College	2,795	1,321	148	20	61	0	50	81	15	8	3,001	187	1,432
	District Total	2,795	1,321	148	20	61	0	50	81	15	8	3,001	187	1,432
Antelope Valley CCD	College													
	Antelope Valley College	1,380	1,129	0	0	1,022	0	0	0	0	0	0	3,460	1,072
	District Total	1,380	1,129	0	0	1,022	0	0	0	0	0	0	3,460	1,072
Barstow CCD	College													
	Barstow College	624	347	20	7	6	6	81	11	1	0	182	1	223
	District Total	624	347	20	7	6	6	81	11	1	0	182	1	223
Butte CCD	College													
	Butte College	3,575	2	80	95	20	136	44	780	15	292	1,131	2,560	1,413
	District Total	3,575	2	80	95	20	136	44	780	15	292	1,131	2,560	1,413
Cabrillo CCD	College													
	Cabrillo College	2,163	944	17	127	35	0	25	0	11	0	539	0	607
	District Total	2,163	944	17	127	35	0	25	0	11	0	539	0	607
Cerritos CCD	College													
	Cerritos College	5,055	2,695	137	0	259	0	994	0	42	0	4,200	0	1,460
	District Total	5,055	2,695	137	0	259	0	994	0	42	0	4,200	0	1,460
Chabot-Las Positas CCD	College													
	Chabot College	2,265	1,420	10	0	263	0	712	0	422	0	1,659	0	749
	Las Positas College	250	135	2	0	39	0	84	0	70	0	512	0	97
	District Total	2,515	1,555	12	0	302	0	796	0	492	0	2,171	0	846
Chaffey CCD	College													
	Chaffey College	2,977	1,202	21	0	0	0	0	0	0	0	0	0	1,291
	District Total	2,977	1,202	21	0	0	0	0	0	0	0	0	0	1,291
Citrus CCD	College													
	Citrus College	2,055	889	0	0	0	0	0	436	0	0	0	0	781
	District Total	2,055	889	0	0	0	0	0	436	0	0	0	0	781
Coast CCD	College													
	Coastline Community College	356	166	6	0	0	30	0	106	0	62	264	0	169
	Golden West College	2,713	1,626	19	0	0	43	0	169	0	100	1,964	0	754
	Orange Coast College	3,283	1,742	17	0	0	91	0	291	0	194	2,453	0	711
	District Total	6,352	3,534	42	0	0	164	0	566	0	356	4,681	0	1,634
Compton CCD	College													
	Compton Community College	2,696	905	147	1	938	0	1,148	0	807	0	5	0	1,218
	District Total	2,696	905	147	1	938	0	1,148	0	807	0	5	0	1,218
Contra Costa CCD	College													
	Contra Costa College	1,767	805	121	12	0	0	0	532	0	0	5	1,320	1,006
	Diablo Valley College	1,848	822	29	2	0	0	0	235	0	0	20	1,611	585
	Los Medanos College	2,008	715	97	10	0	0	0	521	0	0	18	1,508	1,036
	District Total	5,623	2,342	247	24	0	0	0	1,288	0	0	43	4,439	2,627

(CONTINUED)

* A student may be counted in more than one category