

# Hire Up Program Guide

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## Overview

The Hire UP Pilot Program was established June 30, 2022 through [Assembly Bill No. 183](#), codified in Education Code [EDC 78080-78084](#), to provide stipends to formerly incarcerated students, CalWORKs recipients and former foster youth to help them meet the true cost of college attendance, and gain clear access to credential programs and workforce support needed to enter, participate, and succeed in California's economy.

The Chancellor's Office will enter into one-time agreements with up to 10 community college districts for a five-year pilot program to provide funding for stipends for eligible students.

## District Selection Criteria

Invited districts were selected based on:

- the percentage of students who were formerly incarcerated (minimum 10 student threshold)
- the percentage of students who were former foster youth
- the percentage of students that are current CalWORKs recipients and
- the percentage of students that completed transfer level math and English. This criterion was selected so that the Chancellor's Office could prioritize districts which have shown the greatest capacity to ensure timely student completion.

Districts interested in participating in the Hire UP Pilot Program must submit a completed [interest form](#) by March 30, 2023 with all requested information. District information provided will be used to confirm that invited districts have the capacity to effectively administer the Hire UP program as required by education code including: participation in the Rising Scholars Network/another dedicated reentry program, established career pathways, established mechanisms to measure student success and the ability to ensure students received assistance with applying for financial aid, and sufficient staffing within district to administer the pilot program.

Districts may apply on behalf of individual colleges in the district or for all colleges in the district. Individual colleges may not apply, and each district may only submit one interest form.

## Student Eligibility

For a student to participate in the Hire UP program they must meet all of the following eligibility criteria:

- U.S. citizens, eligible non-citizens or exempt from paying nonresident tuition per 68130.5
- New or continuing student enrolled in a certificate or degree program
- Maintain at least half-time enrollment in a certificate or degree program
- Must submit a FAFSA or California Dream Act Application and complete the financial aid application process
- Remain in good academic standing per college policy
- Agrees to share post-pilot employment and or further education information
- The student has self-certified they have been released from incarceration within the last three years and is a current participant in the Rising Scholars Network (or another dedicated reentry program);  
OR is a CalWORKs recipient;  
OR is a former foster youth.

## Student Stipend Amounts

For financial aid awarding purposes, the maximum stipend amount per term is the state minimum wage\* for each enrollment level hours (see chart below). Awarding examples can be found in the Appendix.

Enrollment Level	Hours
6-8.99 units	20
9-11.99 units	30
12+ units	40

\*As of January 1, 2023, the state minimum wage is \$15.50.

## Payments to Students

Stipends must be disbursed to students at least once per month. Colleges may disburse stipends on a more frequent basis.

Stipends made to students are considered to be estimated financial assistance and Hire UP stipends along with any federal or state aid, may not exceed the student's total cost of attendance.

Enrollment level must be verified before each disbursement and stipend amounts must be adjusted if the enrollment level changes. Although students are not required to repay any portion of the stipend, they must be enrolled to receive the stipend.

## District Funding

District allocations were determined based on data used to select colleges. After the first 2 years of Hire UP implementation (July 2025), districts will be asked to provide a budget plan to help evaluate whether reallocation is needed.

<b>District</b>	<b>Total Allocation</b>	<b>ACA</b>
Solano	\$3,500,000	\$245,000
San Diego	\$3,500,000	\$245,000
Shasta-Tehama	\$3,500,000	\$245,000
Los Angeles	\$3,500,000	\$245,000
Rio Hondo	\$2,800,000	\$196,000
San Francisco	\$2,640,000	\$184,800
Peralta	\$2,640,000	\$184,800
Sonoma	\$2,640,000	\$184,800
Allan Hancock	\$2,640,000	\$184,800
North Orange	\$2,640,000	\$184,800
<b>Total</b>	<b>\$30,000,000</b>	<b>\$2,100,000</b>

## Required Reporting

The Chancellor's Office is required to submit a report to the Legislature on the implementation of the pilot program that includes the degree to which Hire UP supportive services acknowledge and address historic racial inequity and socioeconomic barriers to workforce participation for the target population groups and the impact of the pilot program on the target population groups, including key conclusions and policy recommendations to provide guidance to the Legislature and the Governor.

Participating districts will be required to collect and report the following information to the Chancellor's Office annually:

1. The number of students receiving a stipend pursuant to this article.
2. The enrollment level and total stipend amount for each student.
3. Whether the student is formerly incarcerated, a CalWORKs recipient and/or former foster youth.
4. Number of units completed for each student while active in program.
5. The degree or training program each stipend recipient has completed or is

participating in.

6. The outcomes for all participants, including completion, persistence, employment, additional education, or business startups/entrepreneurship.
  - a. This information must be collected directly from students.
  - b. A survey template can be found in the appendix.
7. The percentage of students employed in the field in which they received a degree or completed training.
8. The number of staff hours and estimated salary dedicated to administering the program

## Participation Agreement

To participate in the Hire UP pilot program, the district must:

- Participate in the Rising Scholars Network or in another dedicated reentry program.
- Proactively recruit students to participate in the program.
- Explain the mechanism to be used to measure program and student success (Student Success Metrics, MIS data, student survey, etc.)
- To not draw from, supplant or redirect existing state of federally funded education, workforce development, or employment service programs, except that those funds may, but are not required to, be used as leverage with Hire UP funding.
- Only use the funds to provide stipends to eligible students based on the student eligibility criteria.
- Communicate program requirements to students.
- Report all stipend amounts to the financial aid office for inclusion in the student's financial aid award.
- Provide students with supportive, academic, and professional services available through the Rising Scholars Network (or other reentry program), CalWORKs, Foster Youth programs such as NextUp.
- Provide students with financial literacy learning opportunities and ensure students receive assistance with completing the FAFSA or California Dream Act Application.
- Demonstrate sufficient staffing to effectively administer the program.
- List relevant partners and services available.
- List relevant local employers, industry recruiters, trade groups, career centers, and other workforce placement entities that the community college district will engage for the purpose of establishing a career pathway for students receiving a stipend and provide a description of how they are a relevant partner.
- Submit required reporting to the Chancellor's Office.

## Contact Information

Submit questions regarding the Hire UP Pilot Program to the Financial Aid inbox at [FinancialAid@cccoco.edu](mailto:FinancialAid@cccoco.edu).

## FAQ

### 1. Full-Time

**Q:** If Flora is enrolled in 13 units for a 16-week term, and has \$20,000 in unmet need for the academic year, how much could Flora qualify for?

**A:** Since Flora is enrolled in 12+ units she qualifies to be receive \$15.50 per hour for 40 hours per week of full-time enrollment. Since Flora is enrolled in a 16-week term she qualifies for  $(40 \times \$15.50 \times 16)$  \$9,920 for the term.

### 2. Part-Time

**Q:** If Trent is enrolled in 6 units for a 5-week term, and has \$8,000 in unmet need for the academic year, how much could Trent qualify for?

**A:** Since Trent is enrolled in 6 units he qualifies to be paid as much as 20 hours of the state's \$15.50 minimum wage per week of enrollment. Since Trent is enrolled in a 5-week term he qualifies for  $(20 \times \$15.50 \times 5)$  \$1,550 for the term.

### 3. Full-Time Drops to Part-Time

**Q:** If Rebekka is enrolled in 12 units for a 16-week term, and has \$20,000 in unmet need for the academic year, how much could Rebekka qualify for?

**A:** Since Rebekka is enrolled in 12+ units she qualifies to be paid as much as 40 hours of the state's \$15.50 minimum wage per week of enrollment. Since Rebekka is enrolled in a 16-week term she qualifies for  $(40 \times \$15.50 \times 16)$  \$9,920 for the term.

**Q:** But wait!!! If three weeks into Rebekka's term she drops one 3-unit class, how much could she now qualify for assuming she was paid monthly?

**A:** Since Rebekka is paid monthly for a 16-week term she will likely receive 4 payments.

- Rebekka was enrolled full time for her first payment, so her first payment was  $\frac{1}{4}$  of the \$9,920 or \$2,480.
- However, now that she is enrolled in 9 units the most she can qualify for the rest of the term is at 30 hours per week and she has 12 weeks left in the term.
- Rebekka's  $\frac{3}{4}$  time payments are  $30 \times \$15.50 \times 12$  which equals \$5,580 or 3 three additional payments of \$1,860.



Since Rebekka stayed enrolled in the 9 units for the rest of the term, the most she could be awarded would be the one payment of \$2,480 and the three payments of \$1,860 or \$8,060 for the term.

#### **4. Fluctuating Enrollment Status**

**Q:** If Teddy is enrolled in 6 units for a 16-week term but two weeks into the term adds a 3 unit late start 5-week course, how much could Teddy qualify for if he is paid on a monthly basis and has \$16,000 in unmet need?

**A:** Remember that award amounts are based on enrollment at the time of payment. If payment 1 was issued at the start of the term when Teddy was enrolled in 6 units, he could receive as much as 20 hours a week of minimum wage for that payment ( $20 \times \$15.50 \times 4$ ) or \$1,240.

However, before payments 2, 3, and 4 were dispersed Teddy enrolled in the 5-week course, increasing his enrollment to 9 units. With 9 units he will qualify for 30 hours a week of minimum wage for the remaining 12 weeks ( $30 \times \$15.50 \times 12$ ) or \$5,580.

Teddy would qualify for up to  $\$1,240 + \$5,580 = \$6,820$  for the term.

#### **5. Not Enough Unmet Need**

**Q:** If Alice is enrolled in 13 units for a 16-week term, and she has \$6,000 in unmet need for the academic year, how much could Alice qualify for?

**A:** Since Alice is enrolled in 12+ units she qualifies to be paid as much as 40 hours of the state's \$15.50 minimum wage per week of enrollment up to her unmet need of \$6,000.

Alice's enrollment would qualify her for \$9,920 ( $40 \times \$15.50 \times 16$ ) for the term but since she cannot exceed \$6,000 more for the year, the most she may be awarded is \$6,000 for the term.

Depending on Alice's specific educational pathway it may be more beneficial to issue all the funds in the term being addressed or it may be more beneficial to issue the funds spread out through multiple terms in the academic year.

## Sample Annual Student Survey Questions

1. Did you earn a degree?

Yes       No

1a. If yes, what degree(s) did you obtain?

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2. Did you complete a training program?

Yes       No

2a. If yes, what training program(s) did you obtain?

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3. Are you employed in a field which you received a degree or completed training in?

Yes       No

3a. If yes, what is your occupation?

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4. Did you transfer to a 4-year baccalaureate granting institution?

Yes       No

4a. If yes, which institution?

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5. Are you self-employed?

Yes       No

4a. If yes, what is your profession?

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6. Please sign certifying that you answered the questions on this survey to the best of your knowledge?

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## **Annual Required Reporting: Instructions and Data Definitions**

(Additional reporting requirements will be released)

For each Hire UP student participant report the following

1. Student information:
  - a. College Name:
  - b. Student MIS ID
2. Participation:
  - a. Hire UP Stipend Amount for the academic year
  - b. Unmet financial need amount
3. Degree or Training Program
  - a. Student's degree or training program (Major)
  - b. Educational Goal (Any associate, bachelor, certification, credential, noncredit credential).
  - c. Program completion date:
4. Outcomes
  - a. Is the student employed?
  - b. Is the student self-employed?
  - c. Is the student employed in the field in which they received a degree or completed training in?
  - d. Did the student transfer to a bachelor's degree granting program?