

Revised August 1, 2010

AUDITING GUIDELINES

Student Services Division - Categorically Funded Programs Cooperative Agencies Resources for Education (CARE)

Date Effective: FY 2010-2011 and thereafter

Mandates governing CARE:

- Chapter 1029, Statutes of 1982 (AB 3103, Hughes), Article 4, Sections 79150 through 79155, Chapter 9 of Part 48 of the **Education Code**;
- Title 5, Chapter 2.5 of the **California Code of Regulations**, Sections 56200 through 56298

References:

- Chapter 1029, Statutes of 1982 (AB 3103, Hughes), Article 4, Sections 79150 through 79155, Chapter 9 of Part 48 of the **Education Code**;
- Title 5, Chapter 2.5 of the **California Code of Regulations**, Sections 56200 through 56298;
- CARE Program Guidelines and Request for Waivers;
- California Community Colleges Management Information Systems Data Element Dictionary (data elements SE01 through SE10)

Program Overview: The Cooperative Agencies Resources for Education program was established in 1982 by the State of California as a supplemental component of EOPS to provide educational support services and activities for the academically underprepared, welfare-dependent, single head of household student population. CARE specifically serves EOPS students who, at the time of acceptance into the program, are 18 years old and single heads of household, current recipients of assistance from CalWORKs/TANF/Tribal TANF (California Work Opportunity and Responsibility to Kids/Temporary Assistance for Needy Families) for themselves or their dependents, have one child under 14 years old, and are enrolled as full-time community college students.

CARE is a program unique to the State of California and the California Community Colleges system, where it is found at **113** campuses in 72 districts. Over 11,000 students are served annually at colleges located in urban, suburban and rural areas throughout the state. Over 180,000 women and men have been assisted since the program's founding.

Services: Program participants may be eligible to receive grants, allowances and/or services for educationally-related expenditures for dependent care, transportation, textbooks and school supplies which may be awarded as a means of strengthening their retention, persistence, graduation and transfer rates. CARE also may provide eligible students with other educational support including: supplemental counseling and advisement; personal development activities, workshops and/or curriculum (including self-esteem, parenting, study skills, time management, etc.); group support and peer networking; help from peer advisors who are often single parents themselves; information and referrals to campus- and community-based human services programs; and other services designed to assist academically high risk students obtain educational success and eventually transition from welfare dependency to self-sufficiency for themselves and their families.

Students participating in CARE may choose vocational certificate or license, associate degree or transfer program options. The selection of their educational and career choices is facilitated with the assistance of EOPS/CARE counselors.

Contact: For more information or assistance, please contact: Cheryl Fong, State Coordinator, Cooperative Agencies Resources for Education, Student Services Division, California Community Colleges, at (916) 323-5954 or cfong@cccco.edu.

I. Student Eligibility for CARE

Criteria	Documentation needed	Reference
Must be eligible for and served by EOPS; must document EOPS educational disadvantage and income eligibility	1) EOPS or EOPS/CARE application; 2) student education plan; 3) mutual responsibility contract Also evidence of three EOPS/CARE counseling contacts per semester	Title 5 regulations, Section 56204 and 56220 Title 5, Section 56236
Must be eligible for and served by CARE; therefore <u>at time of acceptance into CARE</u> , student must: 1) be 18 years of age; 2) have one child under 14 years old; 3) be <u>current</u> recipient of CalWORKs/TANF cash aid for themselves or dependent child(ren) as single head of household	See all above; also may have separate CARE application Student eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met. Untaxed Income Verification, Notice of Action, CalWIN, or similar form certified by county welfare department or Tribal TANF Program Administrator may be used to document CalWORKs/TANF requirement for CARE eligibility; student self-certification is <u>not</u> sufficient to determine eligibility	CARE Program Guidelines
May be eligible for and served simultaneously by other specially funded programs (e.g., CalWORKs, TANF, VTEA, AmeriCorps, New Horizons, etc.)	Must have proof of eligibility for all specially funded programs, including EOPS/CARE Program services should be coordinated without duplication of effort or supplantation	CARE Program Guidelines

II. Waiver criteria for CARE eligibility:

Chancellor's Office may provide written waiver approval or authorization. No more than ten (10) percent of the total annual unduplicated student headcount per college during the academic year may receive waiver authorization from the Chancellor's Office. Further clarification is provided below regarding student eligibility for CARE.

Criteria	Waiver	Reference
EOPS-eligible and served	None allowed. All CARE students must be eligible for and served by EOPS.	Title 5, Section 56204
Minimum 18 years of age	None allowed. Student must be 18 years of age on date of acceptance into CARE.	Education Code, Section 79152
CalWORKs/TANF single head of household status <u>Note:</u> Single head of household status is <u>not</u> the same as marital status.	None allowed. County welfare department or Tribal TANF Program Administrator must certify single head of household status (i.e., student as head of a one-parent CalWORKs/TANF assistance unit). Note that student may be married, but defined by CWD as single head of household because spouse has either abandoned household or is incarcerated	Education Code, Section 79152; CARE Program Guidelines
Student and dependent child(ren) receive <u>only</u> food stamps, SSI and Medi-Cal benefits, but <u>not</u> CalWORKs/TANF cash assistance	None allowed. Student is <u>not</u> eligible for CARE, because student or dependent child(ren) must currently receive CalWORKs/TANF cash assistance.	Education Code, Section 79152; CARE Program Guidelines
Child(ren) receives cash assistance from CalWORKs/TANF, but parent ineligible for CalWORKs/TANF cash aid because of prior drug felony conviction, time limited or sanctioned status	No waiver needed. Student eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met.	Education Code, Section 79152; CARE Program Guidelines; Request for Waivers

Revised August 1, 2010

Criteria	Waiver	Reference
<p>Grandparent or other caretaker relative is legal guardian or single head of household for dependent child(ren), because county welfare department has determined that parent of dependent child(ren) is unable or unavailable to care for child(ren).</p>	<p>No waiver needed. Student who is caretaker relative is eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met.</p> <p>Only certain relatives can be a CalWORKs caretaker, i.e., those related by blood, marriage or adoption within at least the fifth degree of kinship to the eligible child. Those relatives are: parents, step-parents, siblings, step-siblings, half-siblings; grandparents, great-grandparents, great-great-grandparents, great-great-great-grandparents, aunts, great aunts, uncles, great uncles, first cousins, first cousins once removed, nieces and nephews, step-relatives, and/or spouses of any divorced or deceased relative listed above.</p>	<p>CARE Program Guidelines</p> <p>Western Center on Law and Poverty, <i>CalWORKs: A Comprehensive Guide to Welfare and Related Medi-Cal Issues for California Families</i>, Spring 2000 Edition, Chapter II, page 38.</p>
<p>Break in CalWORKs/TANF cash aid status</p>	<p>No waiver needed. Student eligible for CARE as long as county welfare department or Tribal TANF Program Administrator provides verification that student or dependent child currently receives CalWORKs/TANF cash aid and all other CARE eligibility requirements are met.</p>	<p>CARE Program Guidelines</p>

Revised August 1, 2010

Criteria	Waiver	Reference
Youngest child is age 14 or older at time of parent's acceptance into CARE	None allowed. Student is <u>not</u> eligible for CARE.	CARE Program Guidelines
Youngest child turns 14 years old after parent's date of acceptance into CARE	No waiver needed. A waiver is not needed for CARE student whose youngest dependent child has become 14 years of age after parent's date of acceptance into CARE. Student is eligible to receive CARE program services, assistance and grants, if student continues to meet all EOPS/CARE program requirements.	CARE Program Guidelines
Full-time enrollment at time of acceptance into CARE	Yes, waiver needed only if <u>new</u> CARE student is enrolled in at least 9 units but less than 12 units at time of acceptance into CARE; continuing CARE students do not need waiver	CARE Program Guidelines; Request for Waivers Title 5, Section 56220(b)
Student drops below 12 units after date of acceptance into CARE	No waiver needed. Student must meet EOPS/CARE eligibility requirements and terms of Mutual Responsibility Contract.	CARE Program Guidelines; Title 5, Section 56220(b); EOPS Implementing Guidelines, page 20
EOPS special major – new CARE student is enrolled in less than 12 units during term, but courseload/hours are considered <u>full-time equivalent</u> for major	No waiver needed if student is enrolled in special major (i.e., nursing, radiology technician, cosmetology, barbering, court reporting); no unit minimum required per term; student is not counted in EOPS/CARE ten percent waiver population	Title 5, Section 56202; EOPS Implementing Guidelines, page 4
Student enrolled in high unit major (e.g., nursing)	No waiver needed if EOPS director waives 70-unit limit because student is enrolled in high unit associate degree or transfer program <u>and</u> student meets all EOPS/CARE program requirements	Title 5, Section 56226; EOPS Implementing Guidelines, page 24

Revised August 1, 2010

Criteria	Waiver	Reference
<p>Student with certified disability or served by DSPTS</p>	<p>No waiver needed if DSPTS, EOPS or other college staff, or an appropriately licensed professional certifies that student is unable to enroll in full-time courseload due to disability.</p> <p>EOPS and DSPTS counselors shall coordinate to assist student with preparation of class schedule and education plan that meet Title 5 regulations and provide for reasonable accommodation.</p> <p>Minimum number of units not required per term; approved courseload is considered full-time equivalent; student is therefore not counted as part of EOPS/CARE ten percent waiver population.</p> <p>As long as student complies with EOPS/CARE program requirements and makes satisfactory progress toward their educational goals, a student with a disability may be served by EOPS/CARE for more than six consecutive semesters, but cannot exceed the 70 degree-applicable units requirement for EOPS.</p> <p>Student is not required to participate in DSPTS, a voluntary support service offered to students with disabilities.</p> <p>EOPS/CARE program shall coordinate with appropriate campus staff (i.e., DSPTS coordinator or ADA/504 coordinator) to ensure that student is appropriately coded as having a disability for MIS reporting purposes.</p>	<p>CARE Program Guidelines; EOPS Title 5, Section 56226(a); DSPTS Title 5, Section 56006-56010</p>

Revised August 1, 2010

III. Budget and expenditures

CARE funds are state supplemental monies which should be used to provide special programs and activities that are over, above and beyond those provided to EOPS and students served by other programs in the district. Furthermore, grants and services awarded to CARE students shall not duplicate or supplant any federal, state or institutional aid to which they are entitled.

Reference: CARE Program Guidelines and Title 5 regulations, Section 56252

All EOPS/CARE staff positions (whether funded by EOPS, CARE or other sources) must be approved by the Chancellor's Office in the annual EOPS/CARE Program Plan, EOPS budget, and CARE budget.

Reference: California Code of Regulations, Title 5, Section 56260

Purpose of Expenditure	Object Code	Authorized	Not allowable
Encumbrance of funds	4000(A)(B) 5000(A)(B) 6000(A)(B) 7000(B)(C)	Yes, <u>only</u> if Chancellor's Office provides authorization and: 1) purchase orders are approved and dated by district on or before June 30 or 2) student award letters for summer session child care, books-supplies or transportation grants and services are dated on or before June 30 of fiscal year Note: Equipment or supplies purchased with encumbered funds do not need to arrive in the district by June 30.	Encumbering funds for employee salaries (including student workers) and fringe benefits is prohibited. <i>Reference:</i> CARE Program Guidelines
Carry-over of funds	All		No. Carry-over of funds from one fiscal year to the next is strictly prohibited. CARE funds must be expended within fiscal year that funds are awarded. <i>Reference:</i> CARE Program Guidelines
Charges to current year budget for previous year expenditures or retroactive charges	All		No. CARE funds must be expended within fiscal year that funds are awarded. <i>Reference:</i> CARE Program Guidelines
Administrative salaries and support costs	1000(A) 2000(A) 5000(A)		No. <i>Reference:</i> CARE Program Guidelines
Indirect costs (e.g., heat, light, power, janitorial support and district-associated costs)	5000(A)		No. CARE funds must be expended for over and above CARE-specific services. <i>Reference:</i> CARE Program Guidelines and Title 5, Section 56296

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Counseling	1000(B)	Yes, but only for over and above CARE-specific services; if CARE funds are used for salaries, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE	Supplanting of funds and services disallowed
Instructors for CARE classes	1000(B)	Yes; if CARE funds are used for salaries, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE	Supplanting of funds and services disallowed <u>Note:</u> If classes are funded by CARE categorical funds, then district must not collect FTES
Academic and classified staff on sabbatical or extended leave of absence	1000(A) 1000(B) 2000(A) 2000(B)		No. Staff must be actively employed and currently providing over and above CARE-specific services to eligible students.
Sabbatical leave replacement staff	1000(A) 1000(B) 2000(A) 2000(B)	Yes, but only for over and above CARE-specific services; if CARE funds are used for salaries, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE	Supplanting of funds and services disallowed
Academic advisement, outreach/ recruitment, staff support	2000(B)	Yes, but only for over and above CARE-specific services; if CARE funds are used for salaries, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE	Supplanting of funds and services disallowed
Peer advisors, peer counselors, peer tutors, peer recruiters, peer outreach workers, student workers	2000(B)	Yes, but only for over and above CARE-specific services; if CARE funds are used for salaries, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE. Student's EOPS works/study, college work/study, CalWORKs work/study or other funds may match CARE funds	Supplanting of funds and services disallowed
Tutoring	2000(B)	Yes, but only for over and above CARE-specific services; if CARE funds are used for salaries, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE	Supplanting of funds and services disallowed

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Employee benefits	3000(A) 3000(B)	Yes, but only for academic, classified and student staff who are actively employed and currently providing over and above CARE-specific services; if CARE funds are used for employee benefits, district must provide each funded position with dollar-for-dollar matching funds for time assigned to CARE	Supplanting of funds and services disallowed
Books, supplies	4000(A) 4000(B)	Yes, may include purchase of office supplies; printing; reference books and materials for CARE library; T-shirts, book bags, supplies and materials for purposes related to CARE outreach, recruitment, orientation, and CARE student-related educational workshops, training and conference programs from which students derive educational benefit; and other supplies as authorized by Chancellor's Office	Purchase of non-educational items (e.g., Christmas toys, games, potting soil, cleaning supplies, decorative rugs, groceries, gift baskets, diapers, etc.) are strictly prohibited. State law prohibits any gifts from public funds
Conference, travel	5000(A) 5000(B)	Yes, only for CARE staff and CARE students to travel specifically to CARE meetings, workshops and conferences, including mandatory CARE statewide meetings held during CCCEOPSA fall conference and Chancellor's Office CARE spring training conference	Disallowed: expenditures for CalWORKs, VTEA and other non-EOPS/CARE meetings, workshops and conferences; also, disallowed for EOPS Student Leadership, Latina Leadership, APAHE, Third World Counselors and similar conferences and programs. Out-of-state travel strictly prohibited
Contract services by external consultants	5000(A)		No, including grant proposal writers and staff development trainers. <u>Reference:</u> CARE Program Guidelines
Workshops, speakers	5000(B)	Yes, but only for CARE-specific workshops and programs from which students derive educational benefit	
Orientation sessions, mini-conferences and similar programs	5000(B)	Yes, but only for CARE-specific programs and activities from which students derive educational benefit	

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Special activities	5000(B)	Yes, but only for CARE-specific activities from which students derive educational benefit	
Meals, food and beverages	5000(B)	Yes, but only for students during programs and activities from which they derive educational benefit, e.g., orientation, workshops, mini-conferences, student recognition events, and similar programs if authorized by Chancellor's Office.	<p>Disallowed if district governing board has a <u>written</u> policy that prohibits use of public funds for purchase of food and beverages for district-sponsored student programs.</p> <p>Disallowed for all non-students</p> <p>Gifts of groceries for students disallowed</p> <p>State law prohibits any gifts from public funds</p>
Recreational and entertainment activities	5000(B)		<p>No.</p> <p>Recreational and entertainment activities are strictly prohibited, including Thanksgiving lunches, Christmas parties, Easter egg hunts, museum and zoo trips, concerts and similar events.</p>
Capital outlay, including computer equipment and furniture	6000(A) 6000(B)		<p>No.</p> <p>CARE funds shall <u>not</u> be provided for the purchase, exchange and/or replacement, rental and/or lease purchase agreement, or maintenance of equipment.</p> <p><u>Exceptions</u>, such as limited purchase of computers and furniture, may be authorized by the Chancellor's Office with sufficient justification in a written request submitted to the Chancellor's Office by the superintendent/president and EOPS director.</p>

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Child care for study time	7000(B) 7000(C)	CARE grants, allowances or reimbursements are permitted for the cost of child care provided for needed study time. Campus CARE program will determine maximum number of hours or allowance provided to each student for this service.	CARE funds shall not be used to supplant any federal, state and local assistance or services to which students are entitled
Child care grants	7000(C)	<p>Yes, if students have documented unmet financial need for child care grants.</p> <p><u>Documentation:</u> Child care agreement signed by student and provider should be on file. Information should include: name(s) of children, cost per hour, care schedule, location and provider number (optional).</p>	CARE funds shall not be used to supplant any federal, state and local assistance or services to which students are entitled
Other child care services	1000(B) 2000(B) 3000(B) 7000(B)	<p>Yes, CARE funds may be used to fund campus-based child care staff and services for over and above services provided specifically to CARE students (e.g., child care is offered to CARE children during periods when campus child care center is normally closed). If CARE funds are used for staff salaries and fringe benefits, district must match funds (50-50, dollar for dollar match).</p> <p>CARE funds may be used to <u>reimburse</u> students for child care costs directly related to fulfillment of their educational program and to pay for child care services offered during CARE programs, events and activities.</p> <p>CARE may partially or fully reimburse students for the cost of educationally-related child care as funds will allow.</p> <p><u>Documentation:</u> Child care agreement and invoices provided as appropriate</p>	CARE funds shall not be used to supplant any salaries, fringe benefits or services previously paid by district and other funds

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Campus parking permits	7000(B)	Yes	
Bus passes/tickets	7000(B)	Yes	
Basic auto repair and maintenance	7000(B)	Yes. Students must show proof of ownership of vehicle and that it is used as primary means of transportation to campus; no more than \$100 per semester shall be awarded per student for all basic auto repair and maintenance, i.e., oil change, lubrication and tune-ups; also, limited purchase of tires, batteries, etc., if authorized by Chancellor's Office Auto repair and maintenance service may be provided by campus automotive technology program or certified/licensed business off-campus.	No engine overhauls or servicing costs exceeding \$100 per semester unless preauthorized by Chancellor's Office
Gasoline cards	7000(B)	Yes	
Other transportation services	7000(B)	Yes, if authorized by Chancellor's Office	
Mileage allowances	7000(C)	Yes	
Transportation grants	7000(C)	Yes	
School supplies	7000(B) 7000(C)	Yes. CARE may award grants to eligible students to buy school supplies. Programs may also purchase and distribute school supplies directly to eligible students as an educational support service. School supplies may include, but not limited to, calculators (including scientific, technical), dictionaries, thesauruses, scantrons, USB flash drives, blank CD/DVD, study kits, paper, binders, folders, portfolios, book bags, and writing instruments; also, automotive repair tools, cosmetology supplies kits, etc., if <u>required</u> in student's major; also, other supplies as authorized by Chancellor's Office	

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Textbooks (including CD-ROM, DVD and audio text materials required for classes)	7000(B) 7000(C)	Yes, can be provided to <u>supplement</u> EOPS book services, grants or vouchers as an over and above CARE service.	CARE funds shall not be used to supplant any federal, state and local assistance or services to which students are entitled.
Textbook rental fees	7000(B)	Yes, can be provided to <u>supplement</u> EOPS book services, grants or vouchers as an over and above CARE service	CARE funds shall not be used to supplant any federal, state and local assistance or services to which students are entitled.
Meal tickets	7000(B)	Yes, can be provided as an on-campus meal service for CARE students taking classes on campus	
Groceries, grocery cards	7000(B)		No. State law prohibits any gift of public funds.
Uniforms	7000(B)	Yes, for <u>required</u> uniforms in student's educational program (e.g., nursing, automotive technology, etc.)	CARE funds shall not be used to supplant any federal, state and local assistance or services to which students are entitled.
Personal clothing	7000(B) 7000(C)		No. State law prohibits any gift of public funds.
Fingerprinting fees	7000(B)	Yes, only for CARE students	
University application fees	7000(B)	Yes, only for CARE students, if fees are not otherwise waived for low-income students	
Transcript fees	7000(B)	Yes, only for CARE students	
Vocational certification board examination fees	7000(B)	Yes, only for CARE students	
ASB cards	7000(B)	Yes, only for CARE students	
Student identification cards	7000(B)	Yes, only for CARE students	
CARE grants	7000(C)	Yes, only for CARE students, who have documented unmet financial need	CARE funds shall not be used to supplant any federal, state and local assistance to which students are entitled.
Scholarships	7000(C)		No. However, CARE may augment grant award to student if financial aid office has documented student's unmet need; award letter should stipulate that grant is in recognition of academic excellence and is earmarked for tuition, fees, textbooks-school supplies, transportation and/or dependent care.

Revised August 1, 2010

Purpose of Expenditure	Object Code	Authorized	Not allowable
Emergency loans to students or loan reserve fund	7000(C)		No. However, EOPS emergency loans may be available.

IV. Management Information Systems Data Collection and Reporting to the State

Data is collected through district MIS on all students served by CARE. The State Chancellor's Office utilizes the annual unduplicated headcount of students served in each college program to determine allocations for the subsequent fiscal year.

Approximately one month following the end of each reporting term (summer, fall, winter, and spring) during the academic year, each district submits a Student Basic Record and a Student EOPS Record for every student served by CARE. The Student EOPS Record consists of:

- G190 Record-Code
- G101 District-College-Identifier
- G103 Term-Identifier
- SB02 Student-Name-Partial
- SB00 Student-Identifier
- SE01 Student-EOPS-Eligibility-Factor
- SE02 Student-EOPS-Term-of-Acceptance
- SE03 Student-End-of-Term-EOPS-Status
- SE04 Student-EOPS-Units-Planned
- SE05 Student-EOPS/CARE-Status
- SE06 Student-CARE-Term-of-Status
- SE07 Student-CARE-Marital-Status
- SE08 Student-CARE-Number-of-Dependents
- SE09 Student-CARE-AFDC-Duration
- SE10 Student-EOPS/CARE-Withdrawal-Reason

In EOPS/CARE, a student is served if s/he has been determined to be eligible and has on file an educational plan, mutual responsibility contract and an EOPS/CARE application. For each EOPS/CARE student served, a Student Basic Record must be reported.

For detailed information pertaining to MIS data elements specific to EOPS/CARE, see the Chancellor's Office Technology, Research and Information Systems Division – Management Information Systems webpage at

<http://www.cccco.edu/SystemOffice/Divisions/TechResearchInfo/MIS/DED/StudentEOPSDataElements/tabid/277/Default.aspx>.

The Chancellor's Office Data Submission Timeline is available on the Technology, Research and Information Systems Division – Management Information Systems webpage at

<http://www.cccco.edu/Portals/4/TRIS/MIS/RightNav/SubTimeline.pdf>.

Information and step-by-step instructions on how district/college EOPS/CARE staff can access end-of-term and annual unduplicated student headcount reports for college EOPS/CARE programs is located at the Chancellor's Office EOPS webpage at

<http://www.cccco.edu/SystemOffice/Divisions/StudentServices/EOPS/EOPSMISDataReporting/tabid/708/Default.aspx>.

Guidelines pertaining to how district/college EOPS/CARE programs should coordinate with the DSPS program or the ADA/504 coordinator to report EOPS/CARE students who have a disability is available at http://www.cccco.edu/Portals/4/mis_reporting_eops_students_disability05_06.pdf.