

**RESPONSE BY THE STATE CONTROLLER'S OFFICE
TO THE INCORRECT REDUCTION CLAIM (IRC) BY
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Health Fee Elimination Program**

Table of Contents

<u>Description</u>	<u>Page</u>
SCO's Response to District's Comments	
Declaration (Affidavit of Bureau Chief).....	Tab 1
State Controller's Office Analysis and Response	Tab 2
Commission on State Mandates Staff Analysis, Proposed Parameters and Guidelines – May 25, 1989	Tab 3
Commission on State Mandates Meeting Minutes – May 25, 1989	Tab 4
Attachment—District's Comments	
Incorrect Reduction Claim – June 9, 2010	
Desk Review Correspondence	Exhibit A
Commission on State Mandates Parameters and Guidelines, Health Fee Elimination Program – May 25, 1989	Exhibit B
State Controller's Office Claiming Instructions, Health Fee Elimination Program – September 2003	Exhibit C
Rancho Santiago Community College District Health Fee Elimination Program Claims – FY 2005-06, FY 2006-07, FY 2007-08, and FY 2008-09	Exhibit D

Tab 1

1 **OFFICE OF THE STATE CONTROLLER**

2 300 Capitol Mall, Suite 1850
3 Sacramento, CA 94250
4 Telephone No.: (916) 445-6854

5 **BEFORE THE**
6 **COMMISSION ON STATE MANDATES**
7 **STATE OF CALIFORNIA**

8
9
10 **INCORRECT REDUCTION CLAIM ON:**

11 *Health Fee Elimination Program*

12 Chapter 1, Statutes of 1984, 2nd Extraordinary
13 Session; and Chapter 1118, Statutes of 1987

14 **RANCHO SANTIAGO COMMUNITY**
15 **COLLEGE DISTRICT, Claimant**

No.: CSM 09-4206-I-28

AFFIDAVIT OF BUREAU CHIEF

16 I, Jim L. Spano, make the following declarations:

- 17 1) I am an employee of the State Controller's Office and am over the age of 18 years.
- 18 2) I am currently employed as a Bureau Chief, and have been so since April 21, 2000.
19 Before that, I was employed as an audit manager for two years and three months.
- 20 3) I am a California Certified Public Accountant (CPA).
- 21 4) I reviewed the work performed by the State Controller's Office (SCO) auditor.
- 22 5) Any attached copies of records are true copies of records, as provided by the Rancho
23 Santiago Community College District or retained at our place of business.
- 24 6) The records include claims for reimbursement, along with any attached supporting
25 documentation, explanatory letters, or other documents relating to the above-entitled
Incorrect Reduction Claim.

1 7) A review of the claims for fiscal year (FY) 2005-06, FY 2006-07, FY 2007-08, and
2 FY 2008-09 was completed on April 22, 2010.

3 I do declare that the above declarations are made under penalty of perjury and are true and
4 correct to the best of my knowledge, and that such knowledge is based on personal
5 observation, information, or belief.

6 Date: July 23, 2010

7 OFFICE OF THE STATE CONTROLLER

8
9
10 By:  _____

11 Jim L. Spano, Chief
12 Mandated Cost Audits Bureau
13 Division of Audits
14 State Controller's Office
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Tab 2

**STATE CONTROLLER'S OFFICE ANALYSIS AND RESPONSE
TO THE INCORRECT REDUCTION CLAIM BY
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
For Fiscal Year (FY) 2005-06, FY 2006-07, FY 2007-08, and FY 2008-09**

Health Fee Elimination Program

Chapter 1, Statutes of 1984, 2nd Extraordinary Session; and Chapter 1118, Statutes of 1987

SUMMARY

The following is the State Controller's Office's (SCO) response to the Incorrect Reduction Claim that the Rancho Santiago Community College District submitted on June 9, 2010. The SCO reviewed the district's claims for costs of the legislatively mandated Health Fee Elimination Program for the period of July 1, 2005, through June 30, 2009. The SCO issued claim adjustment letters on May 29, 2010 (Exhibit A).

The district submitted reimbursement claims totaling \$2,522,329 (\$2,532,329 less a \$10,000 penalty for filing a late claim)—\$503,164 for FY 2005-06 (\$513,164 less a \$10,000 penalty for filing a late claim), \$743,906 for FY 2006-07, \$589,198 for FY 2007-08, and \$686,061 for FY 2008-09. The SCO reviewed the district's claims and determined that the entire amount is unallowable. The costs are unallowable because the district understated authorized health service fees. The district believes that it is required to report only actual health service fees collected. The following table summarizes the review results:

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Review</u>	<u>Review Adjustment</u>
<u>July 1, 2005, through June 30, 2006</u>			
Direct costs	\$ 729,184	\$ 729,184	\$ —
Indirect costs	218,755	218,755	—
Total direct and indirect costs	947,939	947,939	—
Less authorized health service fees	(434,775)	(1,201,952)	(767,177)
Less late filing penalty	(10,000)	(10,000)	—
Review adjustments that exceed costs claimed	—	264,013	264,013
Total program costs	<u>\$ 503,164</u>	—	<u>\$ (503,164)</u>
Less amount paid by the State ¹		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2006, through June 30, 2007</u>			
Direct costs	\$ 1,086,246	\$ 1,086,246	\$ —
Indirect costs	325,874	325,874	—
Total direct and indirect costs	1,412,120	1,412,120	—
Less authorized health service fees	(668,214)	(1,495,719)	(827,505)
Review adjustments that exceed costs claimed	—	83,599	83,599
Total program costs	<u>\$ 743,906</u>	—	<u>\$ (743,906)</u>
Less amount paid by the State ¹		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Review</u>	<u>Review Adjustment</u>
<u>July 1, 2007, through June 30, 2008</u>			
Direct costs	\$ 997,241	\$ 997,241	\$ —
Indirect costs	299,172	299,172	—
Total direct and indirect costs	1,296,413	1,296,413	—
Less authorized health service fees	(707,215)	(1,760,001)	(1,052,786)
Review adjustments that exceed costs claimed	—	463,588	463,588
Total program costs	<u>\$ 589,198</u>	—	<u>\$ (589,198)</u>
Less amount paid by the State ¹		(499,082)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (499,082)</u>	
<u>July 1, 2008, through June 30, 2009</u>			
Direct costs	\$ 1,150,382	\$ 1,150,382	\$ —
Indirect costs	345,115	345,115	—
Total direct and indirect costs	1,495,497	1,495,497	—
Less authorized health service fees	(742,697)	(1,775,285)	(1,032,588)
Less offsetting savings/reimbursements	(66,739)	(66,739)	—
Review adjustments that exceed costs claimed	—	346,527	346,527
Total program costs	<u>\$ 686,061</u>	—	<u>\$ (686,061)</u>
Less amount paid by the State ¹		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>Summary: July 1, 2005, through June 30, 2009</u>			
Direct costs	\$ 3,963,053	\$ 3,963,053	\$ —
Indirect costs	1,188,916	1,188,916	—
Total direct and indirect costs	5,151,969	5,151,969	—
Less authorized health service fees	(2,552,901)	(6,232,957)	(3,680,056)
Less offsetting savings/reimbursements	(66,739)	(66,739)	—
Less late filing penalty	(10,000)	(10,000)	—
Review adjustments that exceed costs claimed	—	1,157,727	1,157,727
Total program costs	<u>\$ 2,522,329</u>	—	<u>\$ (2,522,329)</u>
Less amount paid by the State ¹		(499,082)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (499,082)</u>	

¹ Payment information current as of July 2, 2010.

I. HEALTH FEE ELIMINATION PROGRAM CRITERIA

Parameters and Guidelines – May 25, 1989

On August 27, 1987, the Commission on State Mandates (CSM) adopted the parameters and guidelines for Chapter 1, Statutes of 1984, 2nd Extraordinary Session. The CSM amended the parameters and guidelines on May 25, 1989 (**Exhibit B**), because of Chapter 1118, Statutes of 1987.

Section VIII. defines offsetting savings and other reimbursements as follows:

VIII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim. This shall include the amount... authorized by Education Code section 72246(a) [now Education Code section 76355]. . . .

SCO Claiming Instructions

The SCO annually issues mandated costs claiming instructions, which contain filing instructions for mandated cost programs. For the purpose of this Incorrect Reduction Claim, the September 2003 claiming instructions (**Exhibit C**) are substantially similar to the version extant at the time the district filed the subject claims.

II. DISTRICT UNDERSTATED AUTHORIZED HEALTH SERVICE FEES

Issue

For the period of July 1, 2005, through June 30, 2009, the district understated authorized health service fees by \$3,680,056. The district believes that it is appropriate to report actual health service fees received rather than authorized health service fees.

SCO Analysis:

The parameters and guidelines require districts to deduct authorized health fees from costs claimed. For the period of July 1, 2005, through December 31, 2005, Education Code section 76355, subdivision (c), authorizes health fees for all students except those who: (1) depend exclusively on prayer for healing; (2) attend a community college under an approved apprenticeship training program; or (3) demonstrate financial need. Effective January 1, 2006, only subdivisions (c)(1) and (c)(2) are applicable. Effective with the Summer 2005, Summer 2006, Summer 2007, and Summer 2008 sessions, Education Code section 76355, subdivision (a), authorized a \$1.00 increase in health service fees.

Government Code section 17514 defines "costs mandated by the state" as any increased costs that a school district is required to incur. To the extent community college districts can charge a fee, they are not required to incur a cost. In addition, Government Code section 17556 states that the CSM shall not find costs mandated by the State if the school district has the authority to levy fees to pay for the mandated program or increased level of service.

District's Response

1. The District is required to reduce costs only by offsetting revenue received

EDUCATION CODE SECTION 76355

Education Code Section 76355, subdivision (a)(1), in relevant part, provides: "[t]he governing board of a district maintaining a community college *may require* community college students to pay a fee. . . for health supervision and services. . . ." (Emphasis added.) There is no requirement that community colleges levy these fees. The permissive nature of the provision is further illustrated in subdivision (b) which states "*If*, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, *if any*, that a part-time student is required to pay. *The governing board may decide whether the fee shall be mandatory or optional.*" (Emphasis added.)

PARAMETERS AND GUIDELINES

The parameters and guidelines state:

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim. This shall include the amount of [student fees] as authorized by Education Code Section 72246(a)¹.

In order for a district to "experience" these "offsetting savings" the district must actually have collected these fees. Note that the student health fees are named as a potential source of the reimbursement *received* in the previous sentence. The use of the term "any offsetting savings" further illustrates the permissive nature of the fees. Student fees actually collected must be used to offset costs, but not student fees that could have been collected and were not. . . .

Further, the Department of Finance proposed, as part of the amendments that were adopted on May 25, 1989, that a sentence be added to the offsetting savings section expressly stating that if no health service fee was charged, the claimant would be required to deduct the amount authorized. The Commission declined to add this requirement and adopted the parameters and guidelines without this language. Therefore, it is evident that the Commission intends the language of the parameters and guidelines to be construed as written, and only those savings that are *experienced* are to be deducted. . . .

2. The District correctly filed the annual reimbursement claims

The District reported its actual reimbursable costs in the manner required by the parameters and guidelines and on the forms provided for by the Controller's claiming instructions for this program. The Controller has not stated how the claim documentation was insufficient for purposes of adjudicating the claims. . . .

3. The reason for the rejection was contrary to statute

The annual reimbursement claims were not adjusted because the costs claimed were excessive or unreasonable. The Controller does not assert that the claimed costs were excessive or unreasonable, which is the only mandated cost audit standard in statute (Government Code Section 17561 (d)(2)). It would therefore appear that the entire findings are based upon the wrong standard of review, or no standard of review. If the Controller wishes to enforce other audit standards for mandated cost reimbursement, the Controller should comply with the Administrative Procedure Act.

¹ Former Education Code Section 72246 was repealed by Chapter 8, Statutes of 1993, and was replaced by Education Code Section 76355.

4. No audit was conducted

The only exception to the Controller's duty under Government Code Section 17561(d)(2) to pay annual reimbursement claims (other than a finding that the claim is excessive or unreasonable) is a reduction as a result of a properly conducted audit. However, no audit of the District's reimbursement claims was conducted. Therefore, the Controller has no factual basis to make a conclusion that the costs claimed were excessive or unreasonable, as required by Government Code Section 17561(d)(2).

SCO's Comment

Education Code Section 76355

We agree that community college districts may choose not to levy a health service fee or to levy a fee less than the authorized amount. Regardless of the district's decision to levy or not levy the authorized health service fee, Education Code section 76355, subdivision (a), provides districts the *authority* to levy the fee.

Parameters and Guidelines

We disagree with the district's interpretation of the parameters and guidelines' requirement regarding authorized health service fees. The CSM clearly recognized the *availability* of another funding source by including the fees as offsetting savings in the parameters and guidelines. The CSM's staff analysis of May 25, 1989 (Tab 3), states the following regarding the proposed parameters and guidelines amendments that the CSM adopted that day:

Staff amended Item "VIII. Offsetting Savings and Other Reimbursements" to reflect the reinstatement of [the] fee authority.

In response to that amendment, the [Department of Finance (DOF)] has proposed the addition of the following language to Item VIII. to clarify the impact of the fee authority on claimants' reimbursable costs:

"If a claimant does not levy the fee authorized by Education Code Section 72246(a), it shall deduct an amount equal to what it would have received had the fee been levied."

Staff concurs with the DOF proposed language which does not substantively change the scope of Item VIII [emphasis added].

Thus, it is clear that the CSM intended that claimants deduct authorized health service fees from mandate-reimbursable costs claimed. Furthermore, the staff analysis included an attached letter from the California Community Colleges Chancellor's Office (CCCCO) dated April 3, 1989. In that letter, the CCCCCO concurred with the DOF and the CSM regarding authorized health service fees.

The district believes that the CSM "declined" to add the sentence proposed by the DOF. We disagree. The CSM did not revise the proposed parameters and guidelines amendments further, as the CSM's staff concluded that the DOF's proposed language did not substantively change the scope of staff's proposed language. The CSM, DOF, and CCCCCO all agreed with the intent to offset authorized health service fees. The CSM's meeting minutes of May 25, 1989 (Tab 4), show that the CSM adopted the proposed parameters and guidelines on consent. The Health Fee Elimination Program amended parameters and guidelines were Item 6 on the meeting agenda. The meeting minutes state, "There being no discussion or appearances on Items 2, 3, 4, 5, 6, 7, 10, and 12, Member Buenrostro *moved adoption of the staff recommendation on these items [emphasis added]* on the consent calendar. . . . The motion carried." Therefore, no community college districts objected and there was no change to the CSM's interpretation regarding authorized health service fees.

Annual Reimbursement Claims

The district states that it reported "actual reimbursable costs." We disagree. Government Code section 17514 states, "'Costs mandated by the state' means any increased costs which a local agency or school district is *required* [emphasis added] to incur. . . ." If the district has authority to collect fees attributable to health services expenses, then it is not *required* to incur a cost. Therefore, "actual reimbursable costs" do not include those health service expenses that may be paid by authorized fees. The district failed to report "actual reimbursable costs" because it did not deduct authorized health service fees.

Statutory Criteria for Claim Adjustments

The district states, "The Controller does not assert that the claimed costs were excessive or unreasonable, which is the only mandated cost audit standard in statute (Government Code Section 17561(d)(2))." We disagree. Government Code section 17558.5 requires the district to file a reimbursement claim for actual mandate-related costs. Government Code section 17561, subdivision (d)(2), allows the SCO to audit the district's records to verify actual mandate-related costs *and* reduce any claim that the SCO determines is excessive or unreasonable. In addition, Government Code section 12410 states, "The Controller shall audit all claims against the state, and may audit the disbursement of any state money, for correctness, legality, and for sufficient provisions of law for payment."

The SCO did, in fact, conclude that the district's claim was excessive. Excessive is defined as "Exceeding what is usual, *proper, necessary*, [emphasis added] or normal."² The district's mandated cost claims exceeded the proper amount based on the reimbursable costs allowed by statutory language and the program's parameters and guidelines. Therefore, the district's comments regarding the Administrative Procedure Act are irrelevant.

Audit Results

The district states, ". . . no audit of the District's reimbursement claims was conducted. Therefore, the Controller has no factual basis to make a conclusion that the costs claimed were excessive or unreasonable. . . ." We disagree. The SCO reviewed the district's claims and concluded that the district did not properly report authorized health service fees. The SCO provided the district a detailed analysis of all claim reductions on April 22, 2010 (**Exhibit A**).

III. CONCLUSION

The State Controller's Office reviewed Rancho Santiago Community College District's claims for costs of the legislatively mandated Health Fee Elimination Program (Chapter 1, Statutes of 1984, 2nd Extraordinary Session; and Chapter 1118, Statutes of 1987) for the period of July 1, 2005, through June 30, 2009. The district claimed unallowable costs totaling \$2,522,329. The costs are unallowable because the district understated authorized health services fees.

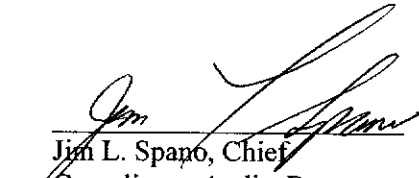
In conclusion, the Commission on State Mandates should find that: (1) the SCO correctly reduced the district's FY 2005-06 claim by \$503,164; (2) the SCO correctly reduced the district's FY 2006-07 claim by \$743,906; (3) the SCO correctly reduced the district's FY 2007-08 claim by \$589,198; and (4) the SCO correctly reduced the district's FY 2008-09 claim by \$686,061.

² Merriam-Webster's Collegiate Dictionary, Tenth Edition, © 2001.

IV. CERTIFICATION

I hereby certify by my signature below that the statements made in this document are true and correct of my own knowledge, or, as to all other matters, I believe them to be true and correct based upon information and belief.

Executed on July 23, 2010, at Sacramento, California, by:



Jim L. Spato, Chief
Compliance Audits Bureau
Division of Audits
State Controller's Office

Tab 3

Hearing: 5/25/89
File Number: CSM-4206
Staff: Deborah Fraga-Decker
WP 0366d

PROPOSED PARAMETERS AND GUIDELINES AMENDMENTS
Chapter 1, Statutes of 1984, 2nd E.S.
Chapter 1118, Statutes of 1987
Health Fee Elimination ✓

Executive Summary

At its hearing of November 20, 1986, the Commission on State Mandates found that Chapter 1, Statutes of 1984, 2nd E.S., imposed state mandated costs upon local community college districts by (1) requiring those community college districts which provided health services for which it was authorized to and did charge a fee to maintain such health services at the level provided during the 1983-84 fiscal year in the 1984-85 fiscal year and each fiscal year thereafter and (2) repealing the district's authority to charge a health fee. The requirements of this statute would repeal on December 31, 1987, unless subsequent legislation was enacted.

Chapter 1118, Statutes of 1987, was enacted September 24, 1987, and became effective January 1, 1988. Chapter 1118/87 modified the requirements contained in Chapter 1/84, 2nd E.S., to require those community college districts which provided health services in fiscal year 1986-87 to maintain such health services in the 1987-88 fiscal year and each fiscal year thereafter. Additionally, the language contained in Chapter 1/84, 2nd E.S., which repealed the districts' authority to charge a health fee to cover the costs of the health services program was allowed to sunset, thereby reinstating the districts' authority to charge a fee as specified. Parameters and guidelines amendments are appropriate to address the changes contained in Chapter 1118/87 because this statute amended the same Education Code sections previously enacted by Chapter 1/84, 2nd E.S., and found to contain a mandate.

Commission staff included the Department of Finance suggested non-substantive amendment to the staff's proposed parameters and guidelines amendments. The Chancellor's Office, the State Controller's Office, and the claimant are in agreement with these amendments. Therefore, staff recommends that the Commission adopt the parameters and guidelines amendments as requested by the Chancellor's Office and as developed by staff.

Claimant

Rio Hondo Community College District

Requesting Party

California Community Colleges Chancellor's Office

Chronology

12/2/85 Test Claim filed with Commission on State Mandates.
7/24/86 Test Claim continued at claimant's request.
11/20/86 Commission approved mandate.
1/22/87 Commission adopted Statement of Decision.
4/9/87 Claimant submitted proposed parameters and guidelines.
8/27/87 Commission adopted parameters and guidelines
10/22/87 Commission adopted cost estimate
9/28/88 Mandate funded in Commission's Claims Bill, Chapter 1425/88

Summary of Mandate

Chapter 1/84, 2nd E.S., effective July 1, 1984, repealed Education Code (EC) Section 72246 which had authorized community college districts to charge a health fee for the purpose of providing health supervision and services, direct and indirect medical and hospitalization services, and operation of student health centers. The statute also required that any community college district which provided health services for which it was authorized to charge a fee shall maintain health services at the level provided during the 1983-84 fiscal year in the 1984-85 fiscal year and each fiscal year thereafter.

Prior to the passage of Chapter 1/84, 2nd E.S., the implementation of a health services program was at the local community college district's option. If implemented, the respective community college district had the authority to charge a health fee up to \$7.50 per semester for day and evening students, and \$5 per summer session.

Proposed Amendments

The Community Colleges Chancellor's Office (Chancellor's Office) has requested parameters and guidelines amendments be made to address the changes in mandated activities effectuated by Chapter 1118/87. (Attachment G) In order to expedite the process, staff has developed language to accomplish the following: (1) change the eligible claimants to those community college districts which provided a health services program in fiscal year 1986-87; and (2) change the offsetting savings and other reimbursements to include the reinstated authority to charge a health fee. (Attachment B)

Recommendations

The Department of Finance (DOF) proposed one non-substantive amendment to clarify the effect of the fee authority language on the scope of the reimbursable costs. With this amendment, the DOF believes the amendments to the parameters and guidelines are appropriate for this mandate and recommends the Commission adopt them. (Attachment C)

The Chancellor's Office recommends that the Commission approve the amended parameters and guidelines developed by staff with the additional language suggested by the DOF. (Attachment D)

The State Controller's Office (SCO), upon review of the proposed amendments, finds the proposals proper and acceptable. (Attachment E)

The claimant, in its recommendation, states its belief that the revisions are appropriate and concurs with the proposed changes. (Attachment F)

Staff Analysis

Issue 1: Eligible Claimants

The mandate found in Chapter 1/84, 2nd E.S., was for a new program with a required maintenance of effort at the fiscal year 1983-84 level. Chapter 1118/87 superseded that level of service by requiring that community college districts which provided a health services program in fiscal year 1986-87 maintain that level of effort in fiscal year 1987-88 and each subsequent year thereafter. Additionally, this expanded the group of eligible claimants because the requirement is no longer imposed on only those community college districts which had charged a health fee for the program. At the time of enactment of Chapter 1118/87, there were 11 community college districts which provided the health services program but had never charged a health fee for the service.

Therefore, staff has amended the language in Item III. "Eligible Claimants" to reflect this change in the scope of the mandate.

Issue 2: Reimbursement Alternatives

In response to Chapter 1/84, 2nd E.S., Item VI.B. contained two alternatives for claiming reimbursement costs. This gave claimants a choice between claiming actual costs for providing the health services program, or funding the program as was done prior to the mandate when a health fee could be charged.

The first alternative was in Item VI.B.1. and provided for the use of the formula which the eligible claimants were authorized to utilize prior to the implementation of Chapter 1/84, 2nd E.S.--total eligible enrollment multiplied by the health fee charged per student in fiscal year 1983-84. With the sunset of the repeal of the health fee authority as contained in Chapter 1/84, 2nd E.S., claimants can now charge the health fee as was allowed prior to fiscal year 1983-84, thereby funding the program as was done prior to the mandate. Therefore, this alternative is no longer applicable to this mandate and has been deleted by staff.

The second alternative was in Item VI.B.2. and provided for the claiming of actual costs involved in maintaining a health services program at the fiscal year 1983-84 level. This alternative is now the sole method of reimbursement for this mandate. However, it has been amended to reflect that Chapter 1118/87 requires a maintenance of effort at the fiscal year 1986-87 level.

Issue 3: Offsetting Savings and Other Reimbursements

With the sunset of the repeal of the fee authority contained in Chapter 1/84, 2nd E.S., Education Code (EC) section 72246(a) again provides community college districts with the authority to charge a health fee as follows:

"72246.(a) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than seven dollars and fifty cents (\$7.50) for each semester, and five dollars (\$5) for summer school, or five dollars (\$5) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, authorized by Section 72244, or both."

Staff amended Item "VIII. Offsetting Savings and Other Reimbursements" to reflect the reinstatement of this fee authority.

In response to that amendment, the DOF has proposed the addition of the following language to Item VIII. to clarify the impact of the fee authority on claimants' reimbursable costs:

"If a claimant does not levy the fee authorized by Education Code Section 72246(a), it shall deduct an amount equal to what it would have received had the fee been levied."

Staff concurs with the DOF proposed language which does not substantively change the scope of Item VIII.

Issue 4: Editorial Changes

In preparing the proposed parameters and guidelines amendments, it was not necessary for staff to make any of the normal editorial changes as the original parameters and guidelines contained the language usually adopted by the commission.

Staff, the DOF, the Chancellor's Office, the SCO, and the claimant are in agreement with the recommended amendments which are shown in Attachment A with additions indicated by underlining and deletions by strikeout.

Staff Recommendation

Staff recommends the adoption of the staff's proposed parameters and guidelines amendments, which are based on the original parameters and guidelines adopted in response to Chapter 1/84, 2nd E.S., and amended in response to Chapter 1118/87, as well as incorporating the amendment recommended by the DOF. All parties concur with these amendments.

Adopted: 8/27/87

PARAMETERS AND GUIDELINES
Chapter 1118, Statutes of 1987, ~~1984~~ ~~1981~~ ~~1981~~
Health Fee Elimination

I. SUMMARY OF MANDATE

Chapter 1, Statutes of 1984, 2nd E.S. repealed Education Code Section 72246 which had authorized community college districts to charge a health fee for the purpose of providing health supervision and services, direct and indirect medical and hospitalization services, and operation of student health centers. This statute also required that health services for which a community college district charged a fee during the 1983-84 fiscal year had to be maintained at that level in the 1984-85 fiscal year and every year thereafter. The provisions of this statute would automatically repeal on December 31, 1987, which would reinstate the community colleges districts' authority to charge a health fee as specified.

Chapter 1118, Statutes of 1987, amended Education Code section 72246 to require any community college district that provided health services in 1986-87 to maintain health services at the level provided during the 1986-87 fiscal year in 1987-88 and each fiscal year thereafter.

II. COMMISSION ON STATE MANDATES' DECISION

At its hearing on November 20, 1986, the Commission on State Mandates determined that Chapter 1, Statutes of 1984, 2nd E.S. imposed a "new program" upon community college districts by requiring any community college district which provided health services for which it was authorized to charge a fee pursuant to former Section 72246 in the 1983-84 fiscal year to maintain health services at the level provided during the 1983-84 fiscal year in the 1984-85 fiscal year and each fiscal year thereafter. This maintenance of effort requirement applies to all community college districts which levied a health services fee in the 1983-84 fiscal year, regardless of the extent to which the health services fees collected offset the actual costs of providing health services at the 1983-84 fiscal year level.

At its hearing of April 27, 1989, the Commission determined that Chapter 1118, Statutes of 1987, amended this maintenance of effort requirement to apply to all community college districts which provided health services in fiscal year 1986-87 and required them to maintain that level in fiscal year 1987-88 and each fiscal year thereafter.

III. ELIGIBLE CLAIMANTS

Community college districts which provided health services ~~for~~ ~~in~~ 1986-87 fiscal year and continue to provide the same services as a result of this mandate are eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

Chapter 1, Statutes of 1984, 2nd E.S., became effective July 1, 1984. Section 17557 of the Government Code states that a test claim must be submitted on or before November 30th following a given fiscal year to establish for that fiscal year. The test claim for this mandate was filed on November 27, 1985; therefore, costs incurred on or after July 1, 1984, are reimbursable. Chapter 1118, Statutes of 1987, became effective January 1, 1988. Title 2, California Code of Regulations, section 1185.3(a) states that a parameters and guidelines amendment filed before the deadline for initial claims as specified in the Claiming Instructions shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines; therefore, costs incurred on or after January 1, 1988, for Chapter 1118, Statutes of 1987, are reimbursable.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim if applicable. Pursuant to Section 17561(d)(3) of the Government Code, all claims for reimbursement of costs shall be submitted within 120 days of notification by the State Controller of the enactment of the claims bill.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSEMENTABLE COSTS

A. Scope of Mandate

Eligible community college districts shall be reimbursed for the costs of providing a health services program ~~with the authority to pay for~~. Only services provided ~~for the~~ in 1986-87 fiscal year may be claimed.

B. Reimbursable Activities

For each eligible claimant, the following cost items are reimbursable to the extent they were provided by the community college district in fiscal year ~~1986-87~~ 1986-87:

ACCIDENT REPORTS

APPOINTMENTS

College Physician - Surgeon
Dermatology, Family Practice, Internal Medicine
Outside Physician
Dental Services
Outside Labs (X-ray, etc.)
Psychologist, full services
Cancel/Change Appointments
R.N.
Check Appointments

ASSESSMENT, INTERVENTION & COUNSELING

- Birth Control
- Lab Reports
- Nutrition
- Test Results (office)
- VD
- Other Medical Problems
- CD
- URI
- ENT
- Eye/Vision
- Derm./Allergy
- Gyn/Pregnancy Services
- Neuro
- Ortho
- GU
- Dental
- GI
- Stress Counseling
- Crisis Intervention
- Child Abuse Reporting and Counseling
- Substance Abuse Identification and Counseling
- Aids
- Eating Disorders
- Weight Control
- Personal Hygiene
- Burnout

EXAMINATIONS (Minor Illnesses)

- Recheck Minor Injury

HEALTH TALKS OR FAIRS - INFORMATION

- Sexually Transmitted Disease
- Drugs
- Aids
- Child Abuse
- Birth Control/Family Planning
- Stop Smoking
- Etc.
- Library - videos and cassettes

FIRST AID (Major Emergencies)

FIRST AID (Minor Emergencies)

FIRST AID KITS (Filled)

IMMUNIZATIONS

- Diphtheria/Tetanus
- Measles/Rubella
- Influenza
- Information

INSURANCE

- On Campus Accident
- Voluntary
- Insurance Inquiry/Claim Administration

LABORATORY TESTS DONE

Inquiry/Interpretation
Pap Smears

PHYSICALS

Employees
Students
Athletes

MEDICATIONS (dispensed OTC for misc. illnesses)

Antacids
Antidiarrhial
Antihistamines
Aspirin, Tylenol, etc.
Skin rash preparations
Misc.
Eye drops
Ear drops
Toothache - Oil cloves
Stingkill
Midol - Menstrual Cramps

PARKING CARDS/ELEVATOR KEYS

Tokens
Return card/key
Parking inquiry
Elevator passes
Temporary handicapped parking permits

REFERRALS TO OUTSIDE AGENCIES

Private Medical Doctor
Health Department
Clinic
Dental
Counseling Centers
Crisis Centers
Transitional Living Facilities (Battered/Homeless Women)
Family Planning Facilities
Other Health Agencies

TESTS

Blood Pressure
Hearing
Tuberculosis
 Reading
 Information
Vision
Glucometer
Urinalysis
Hemoglobin
E.K.G.
Strep A testing
P.G. testing
Monospot
Hemacult
Misc.

MISCELLANEOUS

Absence Excuses/PE Waiver
Allergy Injections
Band-aids
Booklets/Pamphlets
Dressing Change
Rest
Suture Removal
Temperature
Weigh
Misc.
Information
Report/Form
Wart Removal

COMMITTEES

Safety
Environmental
Disaster Planning

SAFETY DATA SHEETS

Central file

X-RAY SERVICES

COMMUNICABLE DISEASE CONTROL

BODY FAT MEASUREMENTS

MINOR SURGERIES

SELF-ESTEEM GROUPS

MENTAL HEALTH CRISIS

AA GROUP

ADULT CHILDREN OF ALCOHOLICS GROUP

WORKSHOPS

Test Anxiety
Stress Management
Communication Skills
Weight Loss
Assertiveness Skills

VI. CLAIM PREPARATION

Each claim for reimbursement pursuant to this mandate must be timely filed and set forth a list of each item for which reimbursement is claimed under this mandate. *//EYIGIOTE/CIADANTS/may/CIADH/COSTS/under one/of/Two/alternatives///XX/fee/amount/previously/collected/per student/and/enrollment/counsel/or/XX/actual/costs/of/program/*

A. Description of Activity

1. Show the total number of full-time students enrolled per semester/quarter.
2. Show the total number of full-time students enrolled in the summer program.
3. Show the total number of part-time students enrolled per semester/quarter.
4. Show the total number of part-time students enrolled in the summer program.

B. Claiming Alternatives

Claimed costs should be supported by the following information:

Alternative 1 // Fees previously collected in 1983/84 fiscal year /

1/ Fees collected in the 1983/84 fiscal year to support the health services program /

2/ Total number of students under item 1 // through 4 / above // listing this alternative // the total amount claimed would be item 1 // multiplied by item 1 // 2 // with the total amount reimbursed / increased by the applicable indirect / payroll / benefit /

Alternative 2 // Actual Costs of Claim Year for Providing 1986-87 Fiscal Year Program Level of Service.

1. Employee Salaries and Benefits

Identify the employee(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study.

2. Services and Supplies

Only expenditures which can be identified as a direct cost of the mandate can be claimed. List cost of materials which have been consumed or expended specifically for the purpose of this mandate.

3. Allowable Overhead Cost

Indirect costs may be claimed in the manner described by the State Controller in his claiming instructions.

VII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of the validity of such costs. This would include documentation for the fiscal year 19836-847 program to substantiate a maintenance of effort. These documents must be kept on file by the agency submitting the claim for a period of no less than three years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller or his agent.

VIII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim. This shall include the amount of \$7.50 per full-time student per semester, \$5.00 per full-time student for summer school, or \$5.00 per full-time student per quarter, as authorized by Education Code section 72246(a). This shall also include payments (fees) now received from individuals other than students who were not covered by former Education Code Section 72246 for health services.

IX. REQUIRED CERTIFICATION

The following certification must accompany the claim:

I DO HEREBY CERTIFY under penalty of perjury:

THAT the foregoing is true and correct:

THAT Section 1090 to 1096, inclusive, of the Government Code and other applicable provisions of the law have been complied with;

and

THAT I am the person authorized by the local agency to file claims for funds with the State of California.

Signature of Authorized Representative

Date

Title

Telephone No.

CALIFORNIA COMMUNITY COLLEGES

1107 NINTH STREET
SACRAMENTO, CALIFORNIA 95814
(916) 445-8732 445-1163



February 22, 1989



Mr. Robert W. Eich
Executive Director
Commission on State Mandates
1130 "K" Street, Suite LL50
Sacramento, CA 95814-3927

Dear Mr. Eich:

As you know, the Commission on August 27, 1987 adopted Parameters and Guidelines for claiming reimbursements of mandated costs related to community college health services. Fees formerly collected by community colleges had been eliminated by Chapter 1, Statutes of 1984, Second Extraordinary Session. Last year's mandate claims bill (AB 2763) included funding to pay all these claims through 1988-89.

The Governor's partial approval of AB 2763 last September included a stipulation that claims for the current year would be paid this fiscal year, but prior-year claims will be paid in equal installments from the next three budget acts. The Governor did not address the fact that the ongoing costs of providing the mandated level of service will continue to exceed the maximum permissible fee of \$7.50 per student per semester.

On behalf of all eligible community college districts, the Chancellor's Office proposes the following changes in the Parameters and Guidelines:

- o Payment of 1988-89 mandated costs in excess of maximum permissible fees. (This amount is payable from AB 2763.)
- o Payment of all prior-year claims in installments over the next three years. (Funds for these payments will be included in the next 3 budget acts.)
- o Payment of future-years mandated costs in excess of the maximum permissible fees. (No funding has yet been provided for these costs.)

Mr. Eich

2

February 22, 1989

If you have any questions regarding this proposal, please contact Patrick Ryan at (916) 445-1163.

Sincerely,

David Mertes

DAVID MERTES
Chancellor

DM:PR:mh

cc: Deborah Fraga-Decker, CSM
Douglas Burris
Joseph Newmyer
Gary Cook

State of California

Memorandum

March 22, 1989

Deborah Fraga-Decker
Program Analyst
Commission on State Mandates

From : Department of Finance

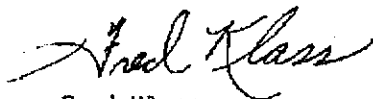
Proposed Amendments to Parameters and Guidelines for Claim No. CSM-4206 -- Chapter 1, Statutes of 1984, 2nd E.S. and Chapter 1118, Statutes of 1987 -- Health Fee Elimination

Pursuant to your request, the Department of Finance has reviewed the proposed amendments to the parameters and guidelines related to community college health services. These amendments, which are requested by the Chancellor's Office, reflect the impact that Chapter 1118/87 has on the original parameters adopted by the Commission for Chapter 1/84 on August 27, 1987. Specifically, Chapter 1118/87:

- (1) requires districts which were providing health services in 1986-87, rather than 1983-84, to continue to provide such services, irrespective of whether or not a fee was charged for the services; and
- (2) allows all districts to again charge a fee of up to \$7.50 per student for the services. In this regard, we would point out that the proposed amendment to "VIII. Offsetting Savings, and Other Reimbursements" could be interpreted to require that, if a district elected not to charge fees it would not have to deduct anything from its claim. We believe that, pursuant to Section 17556 (d) of the Government Code, an amount equal to \$7.50 per student must be deducted whether or not it is actually charged since the district has the authority to levy the fee. We suggest that the following language be added as a second paragraph under "VIII": "If a claimant does not levy the fee authorized by Education Code Section 72246 (a), it shall deduct an amount equal to what it would have received had the fee been levied."

With the amendment described above, we believe the amendments to the parameters and guidelines are appropriate for this mandate and recommend the Commission adopt them at its April 27, 1989, meeting.

Any questions regarding this recommendation should be directed to James M. Apps or Kim Clement of my staff at 324-0043.



Fred Klass
Assistant Program Budget Manager

cc: see second page

cc: Glen Beatie, State Controller's Office
Pat Ryan, Chancellor's Office, Community College
Juliet Musso, Legislative Analyst's Office
Richard Frank, Attorney General

LR:1988-2

CHANCELLOR'S OFFICE

GEORGE DEUKMEJIAN, Governor

CALIFORNIA COMMUNITY COLLEGES

1400 NINTH STREET
 SACRAMENTO, CALIFORNIA 95814
 916-4752 445-1163



April 3, 1989

Mr. Robert W. Eich
 Executive Director
 Commission on State Mandates
 100 K Street, Suite LL50
 Sacramento, CA 95814

Attention: Ms. Deborah Fraga-Decker

Subject: CSM 4206
 Amendments to Parameters and Guidelines
 Chapter 1, Statutes of 1984, 2nd E.S.
 Chapter 118, Statutes of 1987
Health Fee Elimination

Dear Mr. Eich:

In response to your request of March 8, we have reviewed the proposed language changes necessary to amend the existing parameters and guidelines to meet the requirements of Chapter 1118, Statutes of 1987.

The Department of Finance has also provided us a copy of their suggestion to add the following language in part VIII: "If a claimant does not levy the fee authorized by Education Code Section 72246(a), it shall deduct an amount equal to what it would have received had the fee been levied." This office concurs with their suggestion which is consistent with the law and with our request of February 22.

With the additional language suggested by the Department of Finance, the Chancellor's Office recommends approval of the amended parameters and guidelines as drafted for presentation to the Commission on April 27, 1989.

Sincerely,

DAVID MERTES
 Chancellor

DM:PR:mh

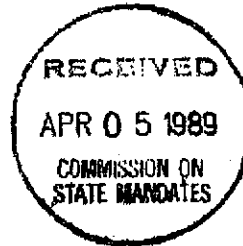
cc: Jim Apps, Department of Finance
 Glen Beatie, State Controller's Office
 Richard Frank, Attorney General's Office
 Juliet Muso, Legislative Analyst's Office
 Douglas Burris
 Joseph Newmyer
 Gary Cook



GRAY DAVIS
Comptroller of the State of California
P.O. BOX 942850
SACRAMENTO, CA 94250-0001

April 3, 1989

Ms. Deborah Fraga-Decker
Program Analyst
Commission on State Mandates
1130 K Street, Suite LL50
Sacramento, CA 95814



Dear Ms. Fraga-Decker:

RE: Proposed Amendments to Parameters and Guidelines: Chapter 1/84, 2nd
E.S., and Chapter 1118/87 - Health Fee Elimination

We have reviewed the amendments proposed on the above subject and find the proposals proper and acceptable.

However, the Commission may wish to clarify section "VIII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS" that the required offset is the amount received or would have received per student in the claim year.

If you have any questions, please call Glen Beatie at 3-8137.

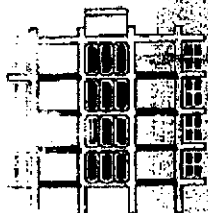
Sincerely,

A handwritten signature in cursive script, appearing to read "Glenn Haas".

Glenn Haas, Assistant Chief
Division of Accounting

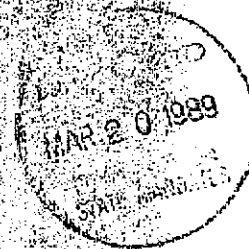
GH/GB:dvl

SC81822



HRH/60

RIO HONDO COMMUNITY COLLEGE DISTRICT
 3600 Workman Mill Road • Whittier, CA 90808 • Phone (218) 692-0921



March 16, 1989

Ms. Deborah Fraga-Decker
 Program Analyst
 Commission on State Mandates
 1130 K Street, Suite LL50
 Sacramento, CA 95814

REFERENCE: CSM-4206
 AMENDMENTS TO PARAMETERS AND GUIDELINES
 CHAPTER 1, STATUTES OF 1984, 2ND E.S.
 CHAPTER 1118, STATUTES OF 1987
 HEALTH FEE ELIMINATION

Dear Deborah:

We have reviewed your letter of March 7 to Chancellor David Mertes and the attached amendments to the health fee parameters and guidelines. We believe these revisions to be most appropriate and concur totally with the changes you have proposed.

I would like to thank you again for your expertise and helpfulness throughout this entire process.

Yours very truly,

Timothy M. Wood
 Vice President
 Administrative Affairs

TMW:hh

Tab 4

MINUTES

COMMISSION ON STATE MANDATES
May 25, 1989
10:00 a.m.
State Capitol, Room 437
Sacramento, California

Present were: Chairperson Russell Gould, Chief Deputy Director, Department of Finance; Fred R. Buenrostro, Representative of the State Treasurer; D. Robert Shuman, Representative of the State Controller; Robert Martinez, Director, Office of Planning and Research; and Robert C. Creighton, Public Member.

There being a quorum present, Chairperson Gould called the meeting to order at 10:02 a.m.

Item 1 Minutes

Chairperson Gould asked if there were any corrections or additions to the minutes of the Commission's hearing of April 27, 1989. There were no corrections or additions.

The minutes were adopted without objection.

Consent Calendar

The following items were on the Commission's consent agenda:

- Item 2 Proposed Statement of Decision
Chapter 406, Statutes of 1988
Special Election - Bridges
- Item 3 Proposed Statement of Decision
Chapter 583, Statutes of 1985
Infectious Waste Enforcement
- Item 4 Proposed Statement of Decision
Chapter 980, Statutes of 1984
Court Audits
- Item 5 Proposed Statement of Decision
Chapter 1286, Statutes of 1985
Homeless Mentally Ill

- Item 6 Proposed Parameters and Guidelines Amendment
Chapter 1, Statutes of 1984, 2nd E.S.
Chapter 1118, Statutes of 1987
Health Fee Elimination
- Item 7 Proposed Parameters and Guidelines Amendment
Chapter 8, Statutes of 1988
Democratic Presidential Delegates
- Item 10 Proposed Statewide Cost Estimate
Chapter 498, Statutes of 1983
Education Code Section 48260.5
Notification of Truancy
- Item 12 Proposed Statewide Cost Estimate
Chapter 1226, Statutes of 1984
Chapter 1526, Statutes of 1985
Investment Reports

There being no discussion or appearances on Items 2, 3, 4, 5, 6, 7, 10, and 12, Member Buenrostro moved adoption of the staff recommendation on these items on the consent calendar. Member Martinez seconded the motion. The vote on the motion was unanimous. The motion carried.

The following items were continued:

- Item 13 Proposed Statewide Cost Estimate
Chapter 1335, Statutes of 1986
Trial Court Delay Reduction Act
- Item 16 Test Claim
Chapter 841, Statutes of 1982
Patients' Rights Advocates
- Item 17 Test Claim
Chapter 921, Statutes of 1987
Countywide Tax Rates

The next item to be heard by the Commission was:

- Item 8 Proposed Parameters and Guidelines Amendment
Chapter 961, Statutes of 1975
Collective Bargaining

The party requesting the proposed amendment, Fountain Valley School District, did not appear at the hearing. Carol Miller, appearing on behalf of the Education Mandated Cost Network, stated that the Network was interested in the issue of reimbursing a school district for the time the district Superintendent spent in, or preparing for, collective bargaining issues.

The Commission then discussed the issue of reimbursing the Superintendent's time as a direct cost to the mandated program or as an indirect cost as required by the federal publications OASC-10, and Federal Management Circular 74-4. Upon conclusion of this discussion, the Commission, staff, and Ms. Miller, agreed that the Commission could deny this proposed amendment by the Fountain Valley School District, and Ms. Miller could assist another district in an attempt to amend the parameters and guidelines to allow reimbursement of the Superintendent's cost relative to collective bargaining matters.

Member Creighton then inquired on the issue of holding collective bargaining sessions outside of normal working hours and the number of teachers the parameters and guidelines reimburse for participating in collective bargaining sessions. Ms. Miller stated that because of the classroom disruption that can result from the use of a substitute teacher, bargaining sessions are sometimes held outside of normal work hours for practical reasons. Ms. Miller also stated that the parameters and guidelines permit reimbursement for five substitute teachers.

Member Martinez moved and Member Buenrostro seconded a motion to adopt the staff recommendation to deny the proposed amendments to the parameters and guidelines. The roll call vote on the motion was unanimous. The motion carried.

Item 9 Proposed Statewide Cost Estimate
Chapter 498, Statutes of 1983
Education Code Section 51225.3
Graduation Requirements

Carol Miller appeared on behalf of the claimant, Santa Barbara Unified School District, Jim Apps and Don Enderton appeared on behalf of the Department of Finance, and Rick Knott appeared on behalf of the San Diego Unified School District.

Carol Miller began the discussion on this matter by stating her objection to the Department of Finance raising issues that were already argued in the parameters and guidelines hearings for this mandate. Based on this objection, Ms. Miller requested that the Commission adopt staff's recommendation and allow the Controller's Office to handle any audit exceptions.

Jim Apps stated that because school districts did not report funds that have been received by them, then the data reported in the survey is suspect. Therefore, the Department of Finance is not convinced that the cost estimate based on the data received by the schools is legitimate.

Discussion continued on the validity of the cost estimate and on the figures presented to the Commission for its consideration.

Member Creighton then made a motion to adopt staff's recommendation. Member Shuman seconded the motion. The vote on the motion was: Member Buenrostro, no; Member Creighton, aye; Member Martinez, no; Member Shuman, aye; and Chairperson Gould, no. The motion failed.

Chairperson Gould made an alternative motion that staff, the Department of Finance, and the school districts, conduct a pre-hearing conference and agree on an estimate to be presented to the Commission at a future hearing. Member Buenrostro seconded the motion. The roll call vote on the motion was unanimous. The motion carried.

Item 11 Statewide Cost Estimate
Chapter 815, Statutes of 1979
Chapter 1327, Statutes of 1984
Chapter 757, Statutes of 1985
Short-Doyle Case Management

Pamela Stone, representing the County of Fresno, stated that the county was in agreement with the staff proposed statewide cost estimate of \$20,000,000 for the 1985-86 through 1989-90 fiscal years, and was opposed to the reduction of the costs estimate being proposed by the Department of Mental Health's late filing.

Lynn Whetstone, representing the Department of Mental Health, stated that the Department agrees with the methodology used by Commission staff to develop the cost estimate, however, the Department questioned the manner in which Commission staff extrapolated its survey figures into a statewide estimate. Ms. Whetstone stated that due to the reasons stated in its late filing, the Department believes that the cost estimate be reduced to \$17,280,000.

Member Shuman moved, and Member Martinez seconded a motion to adopt the staff proposed statewide cost estimate of \$20,000,000 for the 1985-86 through 1989-90 fiscal years. The roll call vote on the motion was unanimous. The motion carried.

Item 14 State Mandates Apportionment System
Request for Review of Base Year Entitlement
Chapter 1242, Statutes of 1977
Senior Citizens' Property Tax Postponement

Leslie Hobson appeared on behalf of the claimant, County of Placer, and stated agreement with the staff analysis.

There were no other appearances and no further discussion.

Member Creighton moved approval of the staff recommendation. Member Shuman seconded the motion. The roll call vote was unanimous. The motion carried.

Item 15 Test Claim
Chapter 670, Statutes of 1987
Assigned Judges

Vicki Wajdak and Pamela Stone appeared on behalf of the claimant, County of Fresno. Beth Mullen appeared on behalf of the Administrative Office of

the Courts. Jim Apps appeared on behalf of the Department of Finance. Allan Burdick appeared on behalf of the County Supervisors Association of California. Pamela Stone restated the claimant's position that the revenue losses due to this statute were actually increased costs because Fresno is now required to compensate its part-time justice court judges for work performed or another county while on assignment. Beth Mullen stated her opposition to this interpretation because Fresno's part-time justice court judge cannot be assigned elsewhere until all work required to be performed for Fresno has been completed; therefore, Fresno is only required to compensate the judge for its own work.

There followed discussion by the parties and the Commission regarding the applicability of the Supreme Court's decisions in County of Los Angeles and Lucia Mar. Chairperson Gould asked Commission Counsel Gary Hori whether this statute imposed a new program and higher level of service as contemplated by these two decisions. Mr. Hori stated that it did meet the definition of new program and higher level of service as contemplated by the Supreme Court.

Member Creighton moved to adopt the staff recommendation to find a mandate on counties whose part-time justice court judge is assigned within the home county. Member Shuman seconded the motion. The roll call vote was unanimous. The motion carried.

Item 18 Test Claim
Chapter 1247, Statutes of 1977
Chapter 797, Statutes of 1980
Chapter 1373, Statutes of 1980
Public Law 99-372
Attorney's Fees - Special Education

Chairperson Gould recused himself from the hearing on this item.

Clayton Parker, representing the Newport-Mesa Unified School District, submitted a late filing on the test claim rebutting the staff analysis. Member Creighton stated that he had not had an opportunity to review the late filing and inquired on whether the claim should be heard at this hearing. Staff informed Member Creighton and Member Buenrostro that in reviewing the filing before this item was called, the filing appeared to be summary of the claimant's position on the staff analysis, and that there appeared to be no reason to continue the item.

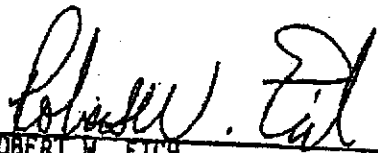
Mr. Parker stated that Commission staff had misstated the events that resulted in the claimant having to pay attorneys' fees to a pupil's guardians, and because of case law, courts do not have any discretion in awarding attorney's fees. Mr. Parker stated that because state legislation has codified the federal Education of the Handicapped Act, school districts are subject to the provisions of Public Law 94-142 and Public Law 99-372. Member Buenrostro then inquired whether staff was comfortable with discussing the issue of a state executive order incorporating federal law.

Minutes
Hearing of May 25, 1989
Page 6

Staff informed the Commission that it was not comfortable discussing this issue, and further noted that it appeared that Mr. Parker was basing his reasoning for finding P.L. 99-372 to be a state mandated program, on the Board of Control's finding that Chapter 1247, Statutes of 1977, and Chapter 797, Statutes of 1980, were a state mandated program. Staff noted that Board of Control's finding is currently the subject of the litigation in Huff v. Commission on State Mandates (Sacramento County Superior Court Case No. 352295).

Member Creighton moved and Member Martinez seconded a motion to continue this item and have legal counsel and staff review the arguments presented by Mr. Parker. The vote on the motion was unanimous. The motion carried.

With no further items on the agenda, Chairperson Gould adjourned the hearing at 11:45 a.m.



ROBERT W. EICH
Executive Director

RWE:GLH:cm:0224g

INCORRECT REDUCTION CLAIM FILED BY
RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT
JUNE 9, 2010

HEALTH FEE ELIMINATION PROGRAM
CHAPTER 1, STATUTES OF 1984, 2ND EXTRAORDINARY SESSION;
AND CHAPTER 1118, STATUTES OF 1987

COMMISSION ON STATE MANDATES

980 NINTH STREET, SUITE 300
 SACRAMENTO, CA 95814
 PHONE: (916) 323-3562
 FAX: (916) 445-0278
 E-mail: csminfo@csm.ca.gov

Rec 6/21/10
 ANOITS/



June 21, 2010

Mr. Keith B. Petersen, President
 SixTen and Associates
 3270 Arena Boulevard, Suite 400-363
 Sacramento, CA 95834

Ms. Jill Kanemasu
 Division of Accounting and Reporting
 State Controller's Office (B-08)
 3301 C Street, Suite 700
 Sacramento, CA 95816

Re: **Incorrect Reduction Claim**
Health Fee Elimination, 09-4206-I-28
 Education Code Section 76355
 Statutes 1984, 2nd E.S.; Chapter 1; Statutes 1987, Chapter 1118;
 Fiscal Years: 2005-2006, 2006-2007, 2007-2008 and 2008-2009
 Rancho Santiago Community College District, Claimant

Dear Mr. Petersen and Ms. Kanemasu:

On June 16, 2010 Rancho Santiago Community College District filed an incorrect reduction claim (IRC) with the Commission on State Mandates (Commission) based on the *Health Fee Elimination* mandate for fiscal years 2005-2006, 2006-2007, 2007-2008 and 2008-2009, for a total of \$2,522,329. Commission staff determined that the IRC filing is complete.

Government Code section 17551, subdivision (b), requires the Commission to hear and decide upon claims filed by local agencies and school districts that the State Controller's Office (SCO) has incorrectly reduced payments to the local agencies or school districts.

SCO Review and Response. Please file the SCO response and supporting documentation regarding this claim within 90 days of the date of this letter. Please include an explanation of the reason(s) for the reductions and the computation of reimbursements. All documentary evidence must be authenticated by declarations under penalty of perjury signed by persons who are authorized and competent to do so and be based on the declarant's personal knowledge, information or belief. The Commission's regulations also require that the responses (opposition or recommendation) filed with the Commission be simultaneously served on the claimants and their designated representatives, and accompanied by a proof of service (Cal. Code Regs., tit. 2, § 1185.01).

The failure of the SCO to respond within this 90-day timeline shall not cause the Commission to delay consideration of this IRC.

Claimant's Rebuttal. Upon receipt of the SCO response, the claimant and interested parties may file rebuttals. The rebuttals are due 30 days from the service date of the response.

Prehearing Conference. A prehearing conference will be scheduled if requested.

Public Hearing and Staff Analysis. The public hearing on this claim will be scheduled after the record closes. A staff analysis will be issued on the IRC at least eight weeks prior to the public hearing.

Mr. Petersen and Ms. Kanemasu

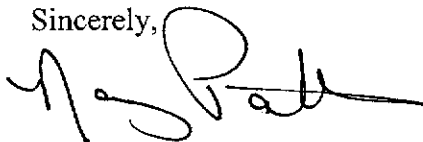
June 21, 2010

Page Two

Dismissal of Incorrect Reduction Claims. Under section 1188.31 of the Commission's regulations, IRCs may be dismissed if postponed or placed on inactive status by the claimant for more than one year. Prior to dismissing a claim, the Commission will provide 60 days notice and opportunity for the claimant to be heard on the proposed dismissal.

Please contact Heidi Palchik at (916) 323-8218 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Patton", written over a horizontal line.

NANCY PATTON

Assistant Executive Director

Enclosure: Incorrect Reduction Claim Filing (SCO only)

J:mandates/IRC/2009/09-4206-I-28/completeltr

SixTen and Associates

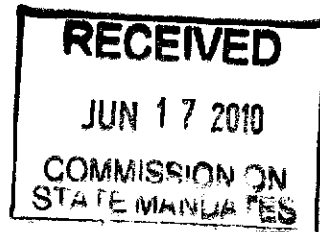
Mandate Reimbursement Services

KEITH B. PETERSEN, President

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645
www.sixtenandassociates.com

Sacramento
3270 Arena Blvd., Suite 400-363
Sacramento, CA 95834
Telephone: (916) 419-7093
Fax: (916) 263-9701
E-Mail: [kpbsixten@aol.com](mailto:kbpsixten@aol.com)

June 16, 2010



Paula Higashi, Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

RE: Rancho Santiago Community College District
Health Fee Elimination #2
Fiscal Years: 2005-06 through 2008-09
Incorrect Reduction Claim

Dear Ms. Higashi:

Enclosed is the original and two copies of the above referenced incorrect reduction claim for Rancho Santiago Community College District.

SixTen and Associates has been appointed by the District as its representative for this matter and all interested parties should direct their inquiries to me, with a copy as follows:

Peter Hardash, Vice Chancellor,
Business Operations and Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640

Thank-you.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith B. Petersen".

Keith B. Petersen

COMMISSION ON STATE MANDATES

1. INCORRECT REDUCTION CLAIM TITLE

1/84, 1118/87 Health Fee Elimination

Rancho Santiago Community College District

This is the second incorrect reduction claim filed by the District for this mandate program.

2. CLAIMANT INFORMATION

Peter Hardash, Vice Chancellor,
Business Operations and Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Voice: 714-480-7340
Fax: 714-796-3935
E-Mail: hardash_peter@rscdd.org

3. CLAIMANT REPRESENTATIVE INFORMATION

Claimant designates the following person to act as its sole representative in this incorrect reduction claim. All correspondence and communications regarding this claim shall be forwarded to this representative. Any change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Keith B. Petersen, President
SixTen and Associates
3270 Arena Blvd., Suite 400-363
Sacramento, CA 95834
Voice: (916) 419-7093
Fax: (916) 263-9701
E-mail: Kbpsixten@aol.com

For CSM Use Only

Filing Date:

RECEIVED

JUN 17 2010

COMMISSION ON
STATE MANDATES

IRC #:

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Statutes of 1984, Chapter 1, 2nd E.S.
Statutes of 1987, Chapter 1118

5. AMOUNT OF INCORRECT REDUCTION

<u>Fiscal Year</u>	<u>Amount of Reduction</u>
2005-06	\$ 503,164
2006-07	\$ 743,906
2007-08	\$ 589,198
2008-09	\$ 686,061
TOTAL:	\$2,522,329

6. NOTICE OF NO INTENT TO CONSOLIDATE

This claim is not being filed with the intent to consolidate on behalf of other claimants.

Sections 7-11 are attached as follows:

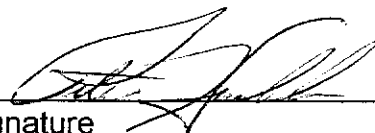
7. Written Detailed Narrative:	Pages 1 to 15
8. Desk Review Correspondence:	Exhibit <u>A</u>
9. Parameters and Guidelines:	Exhibit <u>B</u>
10. SCO Claiming Instructions:	Exhibit <u>C</u>
11. Annual Reimbursement Claims:	Exhibit <u>D</u>

12. CLAIM CERTIFICATION

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

Peter Hardash, Vice Chancellor,
Business Operations and Fiscal Services

Signature



Date

6/17/10

1 Claim Prepared by:
2 Keith B. Petersen
3 SixTen and Associates
4 3270 Arena Blvd., Suite 400-363
5 Sacramento, CA 95834
6 Voice: (916) 419-7093
7 Fax: (916) 263-9701
8 E-mail: Kbpsixten@aol.com

9
10
11 BEFORE THE
12 COMMISSION ON STATE MANDATES
13 STATE OF CALIFORNIA

14 INCORRECT REDUCTION CLAIM OF:)
15) No. CSM _____
16)
17) Chapter 1, Statutes of 1984, 2nd E.S.
18) Chapter 1118, Statutes of 1987
19 RANCHO SANTIAGO)
20 Community College District,) Education Code Section 76355
21)
22) Health Fee Elimination
23 Claimant.)
24) Annual Reimbursement Claims:
25)
26) Fiscal Year 2005-06
27) Fiscal Year 2006-07
28) Fiscal Year 2007-08
29) Fiscal Year 2008-09
30 _____)

31 INCORRECT REDUCTION CLAIM FILING
32 PART I. AUTHORITY FOR THE CLAIM

33 The Commission on State Mandates has the authority pursuant to Government
34 Code Section 17551(d) to "hear and decide upon a claim by a local agency or school
35 district filed on or after January 1, 1985, that the Controller has incorrectly reduced
36 payments to the local agency or school district pursuant to paragraph (2) of subdivision

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84, 1118/87 Health Fee Elimination

1 (d) of Section 17561.” Rancho Santiago Community College District (hereinafter
2 “District” or “Claimant”) is a school district as defined in Government Code Section
3 17519.¹ Title 2, California Code of Regulations (CCR), Section 1185(a), requires
4 claimants to file an incorrect reduction claim with the Commission.

5 This Incorrect Reduction Claim is timely filed. Title 2, CCR, Section 1185(b),
6 requires incorrect reduction claims to be filed no later than three years following the date
7 of the Controller’s “written notice of adjustment notifying the claimant of a reduction.”

8 The Controller conducted a desk review of the District’s FY 2005-06, FY 2006-07, FY
9 2007-08, and FY 2008-09 claims for the Health Fee Elimination mandate. The District
10 received four “results of review” letters dated May 29, 2010, reducing its claims as a
11 result of the desk review. All four letters are included in Exhibit “A.” These letters
12 constitute a demand for repayment and adjudication of the claim.

13 **PART II. SUMMARY OF THE CLAIM**

14 The Controller conducted a “desk review” of the District’s annual reimbursement
15 claims for the actual costs of complying with the legislatively mandated Health Fee
16 Elimination program (Chapter 1, Statutes of 1984 and Chapter 1118, Statutes of 1987),
17 for the period July 1, 2005 through June 30, 2009. As a result of the review, the
18 Controller determined that all \$2,522,329 of the claimed costs were unallowable:

¹ Government Code Section 17519, added by Chapter 1459, Statutes of 1984,
Section 1:

“School district” means any school district, community college district, or county
superintendent of schools.

Incorrect Reduction Claim of Rancho Santiago Community College District
 1/84,1118/87 Health Fee Elimination

	<u>Fiscal Year</u>	<u>Amount Claimed</u>	<u>Review Adjustment</u>	<u>SCO Payments</u>	<u>Amount Due <State> District</u>
1					
2					
3	2005-06	\$503,164	\$767,177	\$ 0	\$ 0
4	2006-07	\$743,906	\$827,505	\$ 0	\$ 0
5	2007-08	\$589,198	\$1,052,786	\$499,082	<\$499,082>
6	2008-09	<u>\$686,061</u>	<u>\$1,032,588</u>	<u>\$ 0</u>	<u>\$ 0</u>
7	Totals	\$2,522,329	\$3,680,056	\$499,082	<\$499,082>

The Controller determined that the District has been paid \$499,082 for these annual claims. Since the total adjustment amount exceeds the amounts claimed, the total amount of \$499,082 is due the State as a result of the desk review.

PART III. CHRONOLOGY OF CLAIM PAYMENT AND DESK REVIEW ACTION

1. The Controller (Ginny Brummels, Manager, Local Reimbursements Section) by letter dated July 1, 2008, requested that the District provide student enrollment data and student health fee amounts for its FY 2005-06 and FY 2006-07 annual reimbursement claims for the Health Fee Elimination mandate. The Controller's letter stated that the claims would be adjusted to zero if the District did not supply the additional information by September 15, 2008. A copy of this letter is included in Exhibit "A."
2. SixTen and Associates, on behalf of the claimant and sixteen² other community

² The seventeen community college districts represented by SixTen and Associates that received similar requests for additional documentation for the Health Fee Elimination mandate are:

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 college districts that received similar requests from the Controller, requested an
 2 extension of the September 15, 2008, deadline via e-mail due to the competing
 3 workload of the districts.

4 3. The Controller (Ginny Brummels, Manager, Local Reimbursements Section)
 5 granted a 60-day extension by e-mail on July 10, 2008, and issued a new
 6 deadline of November 15, 2008.

7 4. SixTen and Associates responded to the Controller's request on behalf of the
 8 District, by letter dated August 20, 2008, and provided an HFE 1.1 claim form for
 9 each fiscal year, which included the requested student enrollment data. The
 10 individual student health services fee amount was not included because it is the
 11 Controller's policy to use the highest authorized rate regardless of the rate

<u>District</u>	<u>Fiscal Years</u>	<u>Letter Dated</u>
Alan Hancock CCD	2005-06, 2006-07	July 2, 2008
Cerritos CCD	2004-05, 2005-06, 2006-07	July 1, 2008
Citrus CCD	2006-07	July 1, 2008
El Camino	2005-06, 2006-07	July 1, 2008
Foothill-De Anza CCD	2004-05, 2005-06	July 2, 2008
Kern CCD	2004-05, 2005-06, 2006-07	July 1, 2008
Long Beach CCD	2005-06	July 1, 2008
Los Rios CCD	2004-05, 2005-06, 2006-07	July 1, 2008
North Orange County CCD	2005-06, 2006-07	July 1, 2008
Palomar CCD	2004-05, 2005-06	July 2, 2008
Pasadena CCD	2004-05, 2005-06	July 1, 2008
Rancho Santiago CCD	2005-06, 2006-07	July 1, 2008
Redwoods CCD	2004-05, 2005-06, 2006-07	July 1, 2008
San Bernardino CCD	2004-05, 2005-06, 2006-07	July 2, 2008
Sierra CCD	2004-05, 2005-06, 2006-07	July 1, 2008
State Center CCD	2004-05, 2005-06, 2006-07	June 30, 2008
West Valley CCD	2004-05, 2005-06	July 2, 2008

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 actually charged by the district, and the highest authorized rate is a matter of
2 public record available to the Controller's staff. A copy of the District's response is
3 included in Exhibit "A."

4 5. The Controller (Steve Van Zee, Audit Manager, Mandated Cost Audits Bureau)
5 contacted the District by letter dated March 2, 2010, to notify the District that the
6 Controller was scheduling a March 23, 2010, entrance conference for a field audit
7 of the FY 2005-06 through FY 2007-08 annual claims. A copy of this letter is
8 included in Exhibit "A." This letter was the first notice that the FY 2007-08 annual
9 claim was included in the review. The annual claim for FY 2008-09 was not
10 included in this letter. Prior to the March 23, 2010, meeting, the District was
11 notified by e-mail that the field audit entrance conference had been cancelled and
12 requested the District to provide enrollment information for a desk review, which
13 was thereafter provided.

14 6. By letter dated April 22, 2010, the Controller's Division of Audits (Jeffrey V.
15 Brownfield, Chief) transmitted the desk review findings to the District for FY 2005-
16 06 through FY 2008-09. The letter stated that the scope of the "review was
17 limited to validating the authorized health service fees that the district reported."
18 No previous draft report was provided for review and comment by the District as
19 is the Controller's procedure for a "field audit." A copy of this letter is included in
20 Exhibit "A."

21 7. On May 29, 2010, the Controller (Ginny Brummels, Manager, Local

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84, 1118/87 Health Fee Elimination

1 Reimbursements Section) issued four "results of review" letters for FY 2005-06
2 through FY 2008-09 implementing the review findings. No reason for the
3 reductions was stated, other than a statement that the costs were "field audit
4 findings." A copy of these notices is included in Exhibit "A."

5 PART IV. PREVIOUS INCORRECT REDUCTION CLAIMS

6 The District filed a previous incorrect reduction claim for this mandate program for
7 prior fiscal years. The District is not aware of any incorrect reduction claims having been
8 adjudicated on the specific issues or subject matter raised by this claim.

9 PART V. BASIS FOR REIMBURSEMENT

10 1. Mandate Legislation

11 Chapter 1, Statutes of 1984, 2nd Extraordinary Session, repealed Education
12 Code Section 72246 and added new Education Code Section 72246, which authorized
13 community college districts to charge a student health services fee for the purposes of
14 providing health supervision and services, and operating student health centers. This
15 statute also required that the scope of student health services provided by any
16 community college district during the 1983-84 fiscal year be maintained at that level in
17 the 1984-85 fiscal year and every year thereafter. The provisions of this statute were to
18 automatically repeal on December 31, 1987.

19 Chapter 1118, Statutes of 1987, amended Education Code Section 72246 to
20 require any community college district that provided student health services in fiscal year
21 1986-87 to maintain student health services at that level in 1987-88 and each fiscal year

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 thereafter.

2 Chapter 753, Statutes of 1992, amended Education Code Section 72246 to
3 increase the maximum fee that community college districts were permitted to charge for
4 student health service. This statute also provided for future increases in the amount of
5 the authorized fees that were linked to the Implicit Price Deflator for State and Local
6 Government Purchase of Goods and Services.

7 Chapter 8, Statutes of 1993, repealed Education Code Section 72246, and added
8 Education Code Section 76355³ containing substantially the same provisions as

³ Education Code Section 76355, added by Chapter 8, Statutes of 1993, effective April 15, 1993, as last amended by Chapter 758, Statutes of 1995:

(a) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

(c) The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivision (a):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 former Section 72246, effective April 15, 1993. Chapter 320, Statutes of 2005, effective
2 January 1, 2006, amended Education Code Section 76355 to remove the fee exemption
3 for low-income students under 76355(c)(3).

4 2. Test Claim

5 On November 27, 1985, Rio Hondo Community College District filed a test claim

(2) Students who are attending a community college under an approved apprenticeship training program.

(3) Low-income students, including students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the board of governors and contained in Section 58620 of Title 5 of the California Code of Regulations.

(d) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

(e) Any community college district that provided health services in the 1986-87 fiscal year shall maintain health services, at the level provided during the 1986-87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.

(f) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

(g) The board of governors shall adopt regulations that generally describe the types of health services included in the health service program.

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84, 1118/87 Health Fee Elimination

1 alleging that Chapter 1, Statutes of 1984, 2nd Extraordinary Session mandated
2 increased costs within the meaning of California Constitution Article XIII B, Section 6, by
3 requiring the provision of student health services that were previously provided at the
4 discretion of the community college districts.

5 On November 20, 1986, the Commission on State Mandates determined that
6 Chapter 1, Statutes of 1984, 2nd Extraordinary Session, imposed a new program upon
7 community college districts by requiring any community college district that provided
8 student health services for which it was authorized to charge a fee pursuant to former
9 Section 72246 in the 1983-1984 fiscal year, to maintain student health services at that
10 level in the 1984-1985 fiscal year and each fiscal year thereafter.

11 At a hearing on April 27, 1989, the Commission on State Mandates determined
12 that Chapter 1118, Statutes of 1987, amended this requirement to apply to all
13 community college districts that provided student health services in fiscal year 1986-
14 1987, and required them to maintain that level of student health services in fiscal year
15 1987-1988 and each fiscal year thereafter.

16 3. Parameters and Guidelines

17 On August 27, 1987, the original parameters and guidelines were adopted. On
18 May 25, 1989, those parameters and guidelines were amended. A copy of the May 25,
19 1989, parameters and guidelines is attached as Exhibit "B."

20 4. Claiming Instructions

21 The Controller has periodically issued or revised claiming instructions for the

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 Health Fee Elimination mandate. A copy of the September 2003 revision of the claiming
2 instructions is attached as Exhibit "C." The September 2003 claiming instructions are
3 believed to be substantially similar to the version extant at the time the claims that are
4 the subject of this Incorrect Reduction Claim were filed. However, because the
5 Controller's claim forms and instructions have not been adopted as regulations, they
6 have no force of law and no effect on the outcome of this claim.

7 PART VI. STATEMENT OF THE ISSUES

8 The District's FY 2005-06 through FY 2008-09 reimbursement annual claims
9 were apparently reduced due to the Controller's conclusion that the District did not offset
10 the student health services program costs by the amount of authorized student health
11 fee revenues in the additional amount of \$3,680,056. The District reported only the
12 student health service fees received and not those fees that theoretically could have
13 been collected in its annual reimbursement claims. It appears that the Controller may
14 have calculated authorized health service fees using student enrollment data and health
15 service fee rates from the California Community College Chancellor's Office. This finding
16 reduces the claimed program costs by a calculated amount of student health services
17 fees **never** collected.

18 1. The District is required to reduce costs only by offsetting revenue received

19 EDUCATION CODE SECTION 76355

20 Education Code Section 76355, subdivision (a)(1), in relevant part, provides:

21 "[t]he governing board of a district maintaining a community college *may require*

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 community college students to pay a fee . . . for health supervision and services”

2 (Emphasis added.) There is no requirement that community colleges levy these fees.

3 The permissive nature of the provision is further illustrated in subdivision (b) which
4 states “*if*, pursuant to this section, a fee is required, the governing board of the district
5 shall decide the amount of the fee, *if any*, that a part-time student is required to pay.

6 *The governing board may decide whether the fee shall be mandatory or optional.*”

7 (Emphasis added.)

8 PARAMETERS AND GUIDELINES

9 The parameters and guidelines state:

10 Any offsetting savings the claimant experiences as a direct result of this statute
11 must be deducted from the costs claimed. In addition, reimbursement for this
12 mandate received from any source, e.g., federal, state, etc., shall be identified
13 and deducted from this claim. This shall include the amount of [student fees] as
14 authorized by Education Code Section 72246(a)⁴.

15 In order for a district to “experience” these “offsetting savings” the district must actually
16 have collected these fees. Note that the student health fees are named as a potential
17 source of the reimbursement *received* in the previous sentence. The use of the term
18 “any offsetting savings” further illustrates the permissive nature of the fees. Student
19 fees actually collected must be used to offset costs, but not student fees that could have
20 been collected and were not. Thus, the Controller’s adjustments are based on an
21 illogical interpretation of the parameters and guidelines.

⁴ Former Education Code Section 72246 was repealed by Chapter 8, Statutes of 1993, and was replaced by Education Code Section 76355.

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84, 1118/87 Health Fee Elimination

1 Further, the Department of Finance proposed, as part of the amendments that
2 were adopted on May 25, 1989, that a sentence be added to the offsetting savings
3 section expressly stating that if no health service fee was charged, the claimant would
4 be required to deduct the amount authorized. The Commission declined to add this
5 requirement and adopted the parameters and guidelines without this language.

6 Therefore, it is evident that the Commission intends the language of the parameters and
7 guidelines to be construed as written, and only those savings that are *experienced* are
8 to be deducted.

9 Since districts are not required to collect a fee from students for student health
10 services, and if such a fee is collected, the amount is to be determined by the district
11 and not the Controller, the Controller's adjustment is without legal basis. The parameters
12 and guidelines require districts to reduce the amount of their claimed costs by the
13 amount of student health services fee revenue actually received. Therefore, student
14 health services fees are merely collectible, they are not mandatory, and it is
15 inappropriate for the Controller to reduce claim amounts by revenues not received.

16 2. The District correctly filed the annual reimbursement claims

17 The District reported its actual reimbursable costs in the manner required by the
18 parameters and guidelines and on the forms provided for by the Controller's claiming
19 instructions for this program. The Controller has not stated how the claim documentation
20 was insufficient for purposes of adjudicating the claims. The Controller has simply
21 reduced the District's reimbursement claim without any explanation. By providing no

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84,1118/87 Health Fee Elimination

1 notice for the basis of its actions, the Controller is creating a standard of general
2 application without the benefit of law or due process of rulemaking.

3 3. The reason for the rejection was contrary to statute

4 The annual reimbursement claims were not adjusted because the costs claimed
5 were excessive or unreasonable. The Controller does not assert that the claimed costs
6 were excessive or unreasonable, which is the only mandated cost audit standard in
7 statute (Government Code Section 17561(d)(2)). It would therefore appear that the
8 entire findings are based upon the wrong standard of review, or no standard of review.
9 If the Controller wishes to enforce other audit standards for mandated cost
10 reimbursement, the Controller should comply with the Administrative Procedure Act.

11 4. No audit was conducted

12 The only exception to the Controller's duty under Government Code Section
13 17561(d)(2) to pay annual reimbursement claims (other than a finding that the claim is
14 excessive or unreasonable) is a reduction as a result of a properly conducted audit.
15 However, no audit of the District's reimbursement claims was conducted. Therefore, the
16 Controller has no factual basis to make a conclusion that the costs claimed were
17 excessive or unreasonable, as required by Government Code Section 17561(d)(2).

18 PART VII. RELIEF REQUESTED

19 The District filed its annual reimbursement claims within the time limits
20 prescribed. The amounts claimed by the District for reimbursement of the costs of
21 implementing the program imposed by Chapter 1, Statutes of 1984, 2nd E.S., Chapter

Incorrect Reduction Claim of Rancho Santiago Community College District
1/84, 1118/87 Health Fee Elimination

1 1118, Statutes of 1987, and Education Code Section 76355 represent the actual costs
2 incurred by the District to carry out this program. These costs were properly claimed
3 pursuant to the Commission's parameters and guidelines. Reimbursement of these
4 costs is required under Article XIII B, Section 6 of the California Constitution. The
5 Controller denied reimbursement without any basis in law or fact. The District has met
6 its burden of going forward on this claim by complying with the requirements of Title 2,
7 CCR, Section 1185. Because the Controller has enforced and is seeking to enforce
8 these adjustments without benefit of statute or regulation, the burden of proof is now
9 upon the Controller to establish a legal basis for its actions.

10 The District requests that the Commission make findings of fact and law on each
11 and every adjustment made by the Controller and each and every procedural and
12 jurisdictional issue raised in this claim, and order the Controller to correct the
13 adjustments therefrom.

14 /
15 /
16 /
17 /
18 /
19 /
20 /

1 PART VIII. CERTIFICATION

2 By my signature below, I hereby declare, under penalty of perjury under the laws
3 of the State of California, that the information in this Incorrect Reduction Claim
4 submission is true and complete to the best of my own knowledge or information or
5 belief, and that the attached documents are true and correct copies of documents
6 received from or sent by the state agency which originated the document.

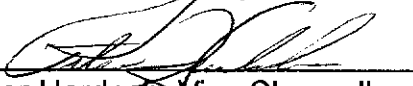
7 Executed on June 9, 2010, at Santa Ana, California, by

8 

9 Peter Hardash, Vice Chancellor
10 Business Operations and Fiscal Services
11 Rancho Santiago Community College District
12 2323 North Broadway
13 Santa Ana, CA 92706-1640
14 Voice: 714-480-7340
15 Fax: 714-796-3935
16 E-Mail: hardash_peter@rsccd.org

17 APPOINTMENT OF REPRESENTATIVE

18 Rancho Santiago Community College District appoints Keith B. Petersen, SixTen and
19 Associates, as its representative for this Incorrect Reduction Claim.

20 

21 Peter Hardash, Vice Chancellor,
22 Business Operations and Fiscal Services
23 Rancho Santiago Community College District

24 6/9/10
Date

24 Attachments:

- 25 Exhibit "A" Desk Review correspondence.
26 Exhibit "B" Parameters and Guidelines, May 25, 1989
27 Exhibit "C" Controller's claiming instructions, September 2003 version
28 Exhibit "D" Annual Reimbursement Claims



JOHN CHIANG
California State Controller

July 1, 2008

Mr. Rendencion Velazquez
Director of Accounting
Rancho Santiago Community College District
2323 North Broadway
Santa Ana CA 92706-1640

RE: Health Fee Elimination (Program 234) for Fiscal Years 2005-06 and 2006-07

Dear Claimant:

We have reviewed your claims for the above referenced program and found that the claim forms were not completed in accordance with our claiming instructions. We are enclosing a copy of the forms and instructions for your review to help you understand what supporting information must be included. The SCO requires the student enrollment data and fee amounts by semester or quarter as prescribed in the forms.

In addition, if the supporting documentation requested herein is not received by SCO by September 15, 2008, our office will proceed to adjust the claims to zero.

If you have any questions, please contact Fran Stuart, Associate Accounting Analyst, at (916) 323-0766.

Sincerely,

A handwritten signature in cursive script that reads "Ginny Brummels".

GINNY BRUMMELS
Manager

Enclosures
cc: SixTen and Associates

Six ten and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbpsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

August 20, 2008

Virginia Brummels, Manager
Bureau of Payments
Local Reimbursements Section
State Controller's Office
P. O. Box 942850
Sacramento, California 94250-5872

Dear Ms. Brummels:

Regard: Rancho Santiago Community College District
Health Fee Elimination Annual Reimbursement Claims
Fiscal Years 2005-06 and 2006-07

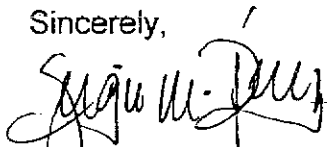
Your letter dated July 1, 2008, requested the District to provide student enrollment data and student health insurance fee amounts by semester on the prescribed Controller claiming forms by September 15, 2008, for the above referenced claims, or those claims would be reduced to zero. Upon our request, you extended this response period due to competing and higher priority work at the District.

I am responding on behalf of the District. As you may know, when we prepare the annual claim, we utilize actual student health insurance income received by the District to determine the net reimbursable costs rather than calculate the "amount collectible." We consider the amount collectible calculation method (total students subject to the student health insurance fee multiplied by the highest authorized student health insurance fee per student) to be less accurate than actual revenues received. This difference in reporting methods has been the subject of past field audits, pending incorrect reduction claims, and pending litigation. We will continue to utilize the actual income received amount until the dispute is decided by competent authority in order to preserve the District's rights.

This letter transmits an HFE 1.1 form for each fiscal year which includes the student enrollment data you requested. The individual student health insurance fee amount is not included since it is the Controller's policy to use the highest authorized rate regardless of the rate charged by the District. The highest authorized rate is a matter of public record available to the Controller's staff, so is not provided here.

If you have any questions, please contact me at 916-565-6105.

Sincerely,



Keith B. Petersen

for: C: Ms. Noemi M. Kanouse, Assistant Vice Chancellor, Rancho Santiago CCD
Felix Panganiban, Mandated Cost Coordinator, Rancho Santiago CCD

PROGRAM 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM HFE-1.1
------------------------------	--	-------------------------------

1) Claimant: Rancho Santiago Community College District	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2005-2006
--	--	--------------------------

3) Name of College: Rancho Santiago College

4) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
5) Cost of Health Services for the Fiscal year of Claim	\$ 729,184	\$ 218,755	\$ 947,939
6) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
7) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 729,184	\$ 218,755	\$ 947,939

8) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period <i>Full-time and Part-time students listed here-in are net of BOG waivers</i>	(a) Number of Full-time Students	(b) Number of Part-time Students	(c) Unit Cost for Full-time Student per Educ. Code §76355	(d) Full-time Student Health Fees (a) x (c)	(e) Unit Cost for Part-time Student per Educ. Code §76355	(f) Part-time Student Health Fees (b) x (e)	(g) Student Health Fees That Could Have Been Collected (d) + (f)
Per Fall Semester	16,986			\$ -		\$ -	\$ -
Per Spring Semester	14,155			\$ -		\$ -	\$ -
Per Summer Session	6,751			\$ -		\$ -	\$ -
Per First Quarter				\$ -		\$ -	\$ -
Per Second Quarter				\$ -		\$ -	\$ -
Per Third Quarter				\$ -		\$ -	\$ -

Total health fee that could have been collected:	The sum of (Line (08)(1)(c) through line (08)(6)(c))	\$ -
Subtotal	[Line (07) - line (09)]	

Cost Reduction

Less: Offsetting Savings, if applicable	
Less: Other Reimbursements, if applicable	
Total Amount Claimed	[Line (10) - {line (11) + line (12)}]

PROGRAM
234

**MANDATED COSTS
HEALTH FEE ELIMINATION
CLAIM SUMMARY**

**FORM
1.1**

1) Claimant: Rancho Santiago Community College District
 (02) Type of Claim: Reimbursement Estimated
 Fiscal Year: 2006-2007

3) Name of College: Rancho Santiago College

4) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is owed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
(5) Cost of Health Services for the Fiscal year of Claim	\$ 1,086,246	\$ 325,874	\$ 1,412,120
(6) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
(7) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 1,086,246	\$ 325,874	\$ 1,412,120

(8) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Students Enrolled	(b) Students Exempt per EC 76355(c)(1)	(c) Students Exempt per EC 76355(c)(2)	(d) Students Exempt per EC 76355(c)(3) <small>Not applicable after 01/01/05</small>	(e) Number of Students Subject to Health Fee (a)-(b)-(c)-(d)	(f) Unit Cost Per Student Per EC 76355	(g) Student Health Fees (e) x (f)
Per Fall Semester	20,512				20,512		
Per Spring Semester	20,317				20,317		
Per Summer Session	7,413				7,413		
Per First Quarter							
Per Second Quarter							
Per Third Quarter							

Total health fee that could have been collected: The sum of (Line (08)(1)(c) through line (08)(6)(c)) \$ -

Subtotal [Line (07) - line (09)]

Cost Reduction

Less: Offsetting Savings, if applicable

Less: Other Reimbursements, if applicable

Total Amount Claimed [Line (10) - {line (11) + line (12)}] \$ -



JOHN CHIANG
California State Controller

March 2, 2010

Edward Hernandez, Jr., Ed.D., Chancellor
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

Re: Audit of Mandated Cost Claims for Health Fee Elimination Program
For the Period of July 1, 2005, through June 30, 2008

Dear Dr. Hernandez:

This letter confirms that Christine Kwong has scheduled an audit of Rancho Santiago Community College District's legislatively mandated Health Fee Elimination Program cost claims filed for fiscal year (FY) 2005-06, FY 2006-07, and FY 2007-08. Government Code sections 12410, 17558.5, and 17561 provide the authority for this audit. The entrance conference is scheduled for Tuesday, March 23, 2010, at 1:00 p.m. We will begin audit fieldwork after the entrance conference.

Please furnish working accommodations for and provide the necessary records (listed on the Attachment) to the audit staff. If you have any questions, please call me at (916) 323-2368.

Sincerely,

STEVE VAN ZEE, Audit Manager
Mandated Cost Audits Bureau
Division of Audits

SVZ/vb

Attachment

8150

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874
SACRAMENTO 300 Capitol Mall, Suite 518, Sacramento, CA 95814 (916) 324-8907
LOS ANGELES 600 Corporate Pointe, Suite 1000, Culver City, CA 90230 (310) 342-5656

**Rancho Santiago Community College District
Records Request for Mandated Cost Program
FY 2005-06, FY 2006-07, and FY 2007-08**

1. Copy of claims filed for the mandated cost program
2. Copy of external and internal audit reports performed on the mandated cost program
3. Organization charts for the district effective during the audit period, showing employee names and position titles
4. Chart of accounts
5. Worksheets that support the productive hourly rate used, including support for benefit rates
6. Documentation that supports the indirect cost rate proposal (ICRP)
7. Employee time sheets or time logs
8. Access to payroll records showing employee salaries and benefits paid during the audit period
9. Access to general ledger accounts that support disbursements
10. Documentation that supports amounts received from other funding sources
11. Copies of invoices and other documents necessary to support costs claimed

Dr. Edward Hernandez

March 2, 2010

Page 2

cc: Jim L. Spano, Bureau Chief (via e-mail)
Division of Audits, State Controller's Office
Christine Kwong, Auditor-in-Charge (via e-mail)
Division of Audits, State Controller's Office
Ginny Brummels, Manager (via e-mail)
Division of Accounting and Reporting, State Controller's Office
Lawrence R. Labrado, President, Board of Trustees
Rancho Santiago Community College District
Noemi Kanouse, Assistant Vice Chancellor, Fiscal Services
Rancho Santiago Community College District
Rennie Velasquez, Director of Accounting
Rancho Santiago Community College District
Felix Panganiban, Senior Accountant
Rancho Santiago Community College District
Christine Atalig, Auditor, Fiscal Services Unit (via e-mail)
California Community Colleges Chancellor's Office
Thomas Todd, Principal Program Budget Analyst (via e-mail)
Education Systems Unit, California Department of Finance



JOHN CHIANG
California State Controller

April 22, 2010

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

Dear Mr. Hardash:

The State Controller's Office (SCO) reviewed the costs claimed by Rancho Santiago Community College District for the legislatively mandated Health Fee Elimination Program (Chapter 1, Statutes of 1984, 2nd Extraordinary Session, and Chapter 1118, Statutes of 1987) for the period of July 1, 2005, through June 30, 2009. Our review was limited to validating the authorized health service fees that the district reported.

The district claimed \$2,522,329 (\$2,532,329 less a \$10,000 penalty for filing a late claim) for the mandated program. Our review disclosed that the entire amount is unallowable. The costs are unallowable because the district understated authorized health service fees, as described in the attached Summary of Program Costs and Finding and Recommendation.

For the fiscal year (FY) 2007-08 claim, the State paid the district \$499,082. Our review disclosed that the claimed costs are unallowable. The State will offset \$499,082 from other mandated program payments due the district. Alternatively, the district may remit this amount to the State.

For the FY 2005-06, FY 2006-07, and FY 2008-09 claims, the State made no payment to the district. Our review disclosed that the claimed costs are unallowable.

If you disagree with the audit finding, you may file an Incorrect Reduction Claim (IRC) with the Commission on State Mandates (CSM). The IRC must be filed within three years following the date that we notify you of a claim reduction. You may obtain IRC information at the CSM's Web site at www.csm.ca.gov/docs/IRCForm.pdf.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, at (916) 323-5849.

Sincerely,



JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/sk:vb

Attachments

RE: S10-MCC-909

cc: Rennie Velasquez, Director of Accounting
Rancho Santiago Community College District
Thomas Todd, Principal Program Budget Analyst
Education Systems Unit, Department of Finance
Christine Atalig, Auditor, Fiscal Services Unit
California Community Colleges Chancellor's Office
Ginny Brummels, Manager
Division of Accounting and Reporting
State Controller's Office

Attachment 1— Summary of Program Costs July 1, 2005, through June 30, 2009

Cost Elements	Actual Costs Claimed	Allowable per Review	Review Adjustment ¹
<u>July 1, 2005, through June 30, 2006</u>			
Direct costs	\$ 729,184	\$ 729,184	\$ —
Indirect costs	218,755	218,755	—
Total direct and indirect costs	947,939	947,939	—
Less authorized health service fees	(434,775)	(1,201,952)	(767,177)
Less late filing penalty	(10,000)	(10,000)	—
Review adjustments that exceed costs claimed	—	264,013	264,013
Total program costs	<u>\$ 503,164</u>	—	<u>\$ (503,164)</u>
Less amount paid by the State		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2006, through June 30, 2007</u>			
Direct costs	\$ 1,086,246	\$ 1,086,246	\$ —
Indirect costs	325,874	325,874	—
Total direct and indirect costs	1,412,120	1,412,120	—
Less authorized health service fees	(668,214)	(1,495,719)	(827,505)
Review adjustments that exceed costs claimed	—	83,599	83,599
Total program costs	<u>\$ 743,906</u>	—	<u>\$ (743,906)</u>
Less amount paid by the State		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 2007, through June 30, 2008</u>			
Direct costs	\$ 997,241	\$ 997,241	\$ —
Indirect costs	299,172	299,172	—
Total direct and indirect costs	1,296,413	1,296,413	—
Less authorized health service fees	(707,215)	(1,760,001)	(1,052,786)
Review adjustments that exceed costs claimed	—	463,588	463,588
Total program costs	<u>\$ 589,198</u>	—	<u>\$ (589,198)</u>
Less amount paid by the State		(499,082)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (499,082)</u>	

Attachment 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Review	Review Adjustment ¹
<u>July 1, 2008, through June 30, 2009</u>			
Direct costs	\$ 1,150,382	\$ 1,150,382	\$ —
Indirect costs	345,115	345,115	—
Total direct and indirect costs	1,495,497	1,495,497	—
Less authorized health service fees	(742,697)	(1,775,285)	(1,032,588)
Less offsetting savings/reimbursements	(66,739)	(66,739)	—
Review adjustments that exceed costs claimed	—	346,527	346,527
Total program costs	<u>\$ 686,061</u>	—	<u>\$ (686,061)</u>
Less amount paid by the State		—	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>Summary: July 1, 2005, through June 30, 2009</u>			
Direct costs	\$ 3,963,053	\$ 3,963,053	\$ —
Indirect costs	1,188,916	1,188,916	—
Total direct and indirect costs	5,151,969	5,151,969	—
Less authorized health service fees	(2,552,901)	(6,232,957)	(3,680,056)
Less offsetting savings/reimbursements	(66,739)	(66,739)	—
Less late filing penalty	(10,000)	(10,000)	—
Review adjustments that exceed costs claimed	—	1,157,727	1,157,727
Total program costs	<u>\$ 2,522,329</u>	—	<u>\$ (2,522,329)</u>
Less amount paid by the State		(499,082)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (499,082)</u>	

¹ See Attachment 2, Finding and Recommendation

Attachment 2— Finding and Recommendation July 1, 2005, through June 30, 2009

**FINDING—
Understated authorized
health service fees**

The district understated authorized health service fees by \$3,680,056.

Mandated costs do not include costs that are reimbursable from authorized fees. Government Code section 17514 states that “costs mandated by the state” means any increased costs that a school district is required to incur. To the extent community college districts can charge a fee, they are not required to incur a cost. In addition, Government Code section 17556 states that the Commission on State Mandates shall not find costs mandated by the State if the school district has the authority to levy fees to pay for the mandated program or increased level of service.

For the period of July 1, 2005, through December 31, 2005, Education Code section 76355, subdivision (c), states that health fees are authorized for all students except those who: (1) depend exclusively on prayer for healing; (2) are attending a community college under an approved apprenticeship training program; or (3) demonstrate financial need. Effective January 1, 2006, only subdivisions (c)(1) and (c)(2) are applicable. The California Community Colleges Chancellor’s Office (CCCCO) identified the fees authorized by Education Code section 76355, subdivision (a). The following table summarizes the authorized fee per student:

Fiscal Year	Authorized Health Fee Rate	
	Fall/Spring Semester	Summer Session/ Winter Intersession
2005-06	\$14	\$11
2006-07	15	12
2007-08	16	13
2008-09	17	14

We obtained student enrollment, apprenticeship program enrollment, and Board of Governors Grant (BOGG) recipient data from the CCCCCO. The CCCCCO identified enrollment and BOGG recipient data from its management information system (MIS) based on student data that the district reported. CCCCCO identified the district’s enrollment based on its MIS data element STD7, codes A through G. Within the student enrollment, CCCCCO identified the number of apprenticeship program enrollees based on its Data Element SB23, Code 1. CCCCCO eliminated any duplicate students based on their social security numbers. From the district enrollment, CCCCCO identified the number of BOGG recipients based on MIS data element SF21, all codes with first letter of B or F.

The following table shows the authorized health service fee calculation and review adjustment:

	Summer Session	Fall Semester	Winter Intersession	Spring Semester	Total
Fiscal Year 2005-06:					
Number of enrolled students	18,666	41,567	—	45,941	
Less number of apprenticeship program enrollees	(1,048)	(1,827)	—	(2,449)	
Less number of BOGG recipients	(3,738)	(8,284)	—	—	
Subtotal	13,880	31,456	—	43,492	
Authorized health fee rate	× \$(11)	× \$(14)	× \$(11)	× \$(14)	
Authorized health service fees	<u>\$(152,680)</u>	<u>\$(440,384)</u>	<u>\$ —</u>	<u>\$(608,888)</u>	\$ (1,201,952)
Less authorized health service fees claimed					434,775
Review adjustment, FY 2005-06					<u>(767,177)</u>
Fiscal Year 2006-07:					
Number of enrolled students	17,241	43,367	—	47,934	
Less number of apprenticeship program enrollees	(1,119)	(1,984)	—	(2,500)	
Subtotal	16,122	41,383	—	45,434	
Authorized health fee rate	× \$(12)	× \$(15)	× \$(12)	× \$(15)	
Authorized health service fees	<u>\$(193,464)</u>	<u>\$(620,745)</u>	<u>\$ —</u>	<u>\$(681,510)</u>	(1,495,719)
Less authorized health service fees claimed					668,214
Review adjustment, FY 2006-07					<u>(827,505)</u>
Fiscal Year 2007-08:					
Number of enrolled students	19,553	46,882	7,205	46,693	
Less number of apprenticeship program enrollees	(1,244)	(2,177)	(5)	(2,124)	
Subtotal	18,309	44,705	7,200	44,569	
Authorized health fee rate	× \$(13)	× \$(16)	× \$(13)	× \$(16)	
Authorized health service fees	<u>\$(238,017)</u>	<u>\$(715,280)</u>	<u>\$(93,600)</u>	<u>\$(713,104)</u>	(1,760,001)
Less authorized health service fees claimed					707,215
Review adjustment, FY 2007-08					<u>(1,052,786)</u>
Fiscal Year 2008-09:					
Number of enrolled students	21,075	45,574	—	46,623	
Less number of apprenticeship program enrollees	(865)	(1,345)	—	(3,067)	
Subtotal	20,210	44,229	—	43,556	
Authorized health fee rate	× \$(14)	× \$(17)	× \$(14)	× \$(17)	
Authorized health service fees	<u>\$(282,940)</u>	<u>\$(751,893)</u>	<u>\$ —</u>	<u>\$(740,452)</u>	(1,775,285)
Less authorized health service fees claimed					742,697
Review adjustment, FY 2008-09					<u>(1,032,588)</u>
Total review adjustment					<u>\$ (3,680,056)</u>

Recommendation

We recommend that the district deduct authorized health service fees from mandate-related costs claimed. To properly calculate authorized health service fees, we recommend that the district identify the number of enrolled students based on CCCCCO data element STD7, codes A through G. We also recommend that the district identify the number of apprenticeship program enrollees based on data elements SB 23, code 1, and STD7, codes A through G. The district should eliminate duplicate entries for students who attend more than one of the district's colleges. In addition, we recommend that the district maintain documentation that

identifies any students the district excludes from the health service fee based on Education Code section 76355, subdivision (c)(1). If the district denies health services to any portion of its student population, it should maintain contemporaneous documentation of a district policy that excludes those students and documentation identifying the number of students excluded.



JOHN CHIANG
California State Controller
Division of Accounting and Reporting
 MAY 29, 2010

CC30125
 00234
 2010/05/29

BOARD OF TRUSTEES
 RANCHO SANTIAGO COMM COLL DIST
 ORANGE COUNTY
 17TH ST AT BRISTOL
 SANTA ANA CA 92706

DEAR CLAIMANT:

RE: HEALTH FEE ELIMINATION (CC)

WE HAVE REVIEWED YOUR 2005/2006 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

AMOUNT CLAIMED		513,164.00
ADJUSTMENT TO CLAIM:		
FIELD AUDIT FINDINGS	-	503,164.00
LATE CLAIM PENALTY	-	10,000.00
TOTAL ADJUSTMENTS	-	513,164.00
AMOUNT DUE CLAIMANT	\$	0.00

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT FRAN STUART AT (916) 323-0766 OR IN WRITING AT THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875.

SINCERELY,

Ginny Brummels
 GINNY BRUMMELS, MANAGER

LOCAL REIMBURSEMENT SECTION
 P.O. BOX 942850 SACRAMENTO, CA 94250-5875



JOHN CHIANG
 California State Controller
 Division of Accounting and Reporting
 MAY 29, 2010

CC30125
 00234
 2010/05/29

BOARD OF TRUSTEES
 RANCHO SANTIAGO COMM COLL DIST
 ORANGE COUNTY
 17TH ST AT BRISTOL
 SANTA ANA CA 92706

DEAR CLAIMANT:

RE: HEALTH FEE ELIMINATION (CC)

WE HAVE REVIEWED YOUR 2006/2007 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

AMOUNT CLAIMED	743,906.00
ADJUSTMENT TO CLAIM:	
FIELD AUDIT FINDINGS	- 743,906.00
TOTAL ADJUSTMENTS	- 743,906.00
AMOUNT DUE CLAIMANT	\$ 0.00

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT FRAN STUART AT (916) 323-0766 OR IN WRITING AT THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875.

SINCERELY,

Ginny Brummels
 GINNY BRUMMELS, MANAGER

LOCAL REIMBURSEMENT SECTION
 P.O. BOX 942850 SACRAMENTO, CA 94250-5875



JOHN CHIANG
 California State Controller
 Division of Accounting and Reporting
 MAY 29, 2010

CC30125
 00234
 2010/05/29

BOARD OF TRUSTEES
 RANCHO SANTIAGO COMM COLL DIST
 ORANGE COUNTY
 17TH ST AT BRISTOL
 SANTA ANA CA 92706

DEAR CLAIMANT:

RE: HEALTH FEE ELIMINATION (CC)

WE HAVE REVIEWED YOUR 2007/2008 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

AMOUNT CLAIMED	589,198.00
TOTAL ADJUSTMENTS (DETAILS BELOW)	- 589,198.00
TOTAL PRIOR PAYMENTS (DETAILS BELOW)	-499,082.00
AMOUNT DUE STATE	<u>\$ 499,082.00</u>

PLEASE REMIT A WARRANT IN THE AMOUNT OF \$ 499,082.00 WITHIN 30 DAYS FROM THE DATE OF THIS LETTER, PAYABLE TO THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875 WITH A COPY OF THIS LETTER. FAILURE TO REMIT THE AMOUNT DUE WILL RESULT IN OUR OFFICE PROCEEDING TO OFFSET THE AMOUNT FROM THE NEXT PAYMENTS DUE TO YOUR AGENCY FOR STATE MANDATED COST PROGRAMS.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT FRAN STUART AT (916) 323-0766 OR IN WRITING AT THE ABOVE ADDRESS.

ADJUSTMENT TO CLAIM:		
FIELD AUDIT FINDINGS	- 589,198.00	
TOTAL ADJUSTMENTS		- 589,198.00
PRIOR PAYMENTS:		
SCHEDULE NO. MA94101A		
PAID 10-20-2009	-499,082.00	
TOTAL PRIOR PAYMENTS		-499,082.00

SINCERELY,

Ginny Brummels
 GINNY BRUMMELS, MANAGER

LOCAL REIMBURSEMENT SECTION
 P.O. BOX 942850 SACRAMENTO, CA 94250-5875



JOHN CHIANG
 California State Controller
 Division of Accounting and Reporting
 MAY 29, 2010

CG30125
 00234
 2010/05/29

BOARD OF TRUSTEES
 RANCHO SANTIAGO COMM COLL DIST
 ORANGE COUNTY
 17TH ST AT BRISTOL
 SANTA ANA CA 92706

DEAR CLAIMANT:

RE: HEALTH FEE ELIMINATION (CC)

WE HAVE REVIEWED YOUR 2008/2009 FISCAL YEAR REIMBURSEMENT CLAIM FOR THE MANDATED COST PROGRAM REFERENCED ABOVE. THE RESULTS OF OUR REVIEW ARE AS FOLLOWS:

AMOUNT CLAIMED 686,061.00

ADJUSTMENT TO CLAIM:

FIELD AUDIT FINDINGS - 686,061.00

TOTAL ADJUSTMENTS - 686,061.00

AMOUNT DUE CLAIMANT \$ 0.00

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT FRAN STUART AT (916) 323-0766 OR IN WRITING AT THE STATE CONTROLLER'S OFFICE, DIVISION OF ACCOUNTING AND REPORTING, P.O. BOX 942850, SACRAMENTO, CA 94250-5875.

SINCERELY,

Ginny Brummels
 GINNY BRUMMELS, MANAGER

LOCAL REIMBURSEMENT SECTION
 P.O. BOX 942850 SACRAMENTO, CA 94250-5875

Adopted: 8/27/87
Amended: 5/25/89

PARAMETERS AND GUIDELINES
Chapter 1, Statutes of 1984, 2nd E.S. .
Chapter 1118, Statutes of 1987
Health Fee Elimination

I. SUMMARY OF MANDATE

Chapter 1, Statutes of 1984, 2nd E.S. repealed Education Code Section 72246 which had authorized community college districts to charge a health fee for the purpose of providing health supervision and services, direct and indirect medical and hospitalization services, and operation of student health centers. This statute also required that health services for which a community college district charged a fee during the 1983-84 fiscal year had to be maintained at that level in the 1984-85 fiscal year and every year thereafter. The provisions of this statute would automatically repeal on December 31, 1987, which would reinstate the community colleges districts' authority to charge a health fee as specified.

Chapter 1118, Statutes of 1987, amended Education Code section 72246 to require any community college district that provided health services in 1986-87 to maintain health services at the level provided during the 1986-87 fiscal year in 1987-88 and each fiscal year thereafter.

II. COMMISSION ON STATE MANDATES DECISION

At its hearing on November 20, 1986, the Commission on State Mandates determined that Chapter 1, Statutes of 1984, 2nd E.S. imposed a "new program" upon community college districts by requiring any community college district which provided health services for which it was authorized to charge a fee pursuant to former Section 72246 in the 1983-84 fiscal year to maintain health services at the level provided during the 1983-84 fiscal year in the 1984-85 fiscal year and each fiscal year thereafter. This maintenance of effort requirement applies to all community college districts which levied a health services fee in the 1983-84 fiscal year, regardless of the extent to which the health services fees collected offset the actual costs of providing health services at the 1983-84 fiscal year level.

At its hearing of April 27, 1989, the Commission determined that Chapter 1118, Statutes of 1987, amended this maintenance of effort requirement to apply to all community college districts which provided health services in fiscal year 1986-87 and required them to maintain that level in fiscal year 1987-88 and each fiscal year thereafter.

III. ELIGIBLE CLAIMANTS

Community college districts which provided health services in 1986-87 fiscal year and continue to provide the same services as a result of this mandate are eligible to claim reimbursement of those costs.

IV. PERIOD OF REIMBURSEMENT

Chapter 1, Statutes of 1984, 2nd E.S., became effective July 1, 1984. Section 17557 of the Government Code states that a test claim must be submitted on or before November 30th following a given fiscal year to establish for that fiscal year. The test claim for this mandate was filed on November 27, 1985; therefore, costs incurred on or after July 1, 1984, are reimbursable. Chapter 1118, Statutes of 1987, became effective January 1, 1988. Title 2, California Code of Regulations, section 1185.3(a) states that a parameters and guidelines amendment filed before the deadline for initial claims as specified in the Claiming Instructions shall apply to all years eligible for reimbursement as defined in the original parameters and guidelines; therefore, costs incurred on or after January 1, 1988, for Chapter 1118, Statutes of 1987, are reimbursable.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim if applicable. Pursuant to Section 17561(d)(3) of the Government Code, all claims for reimbursement of costs shall be submitted within 120 days of notification by the State Controller of the enactment of the claims bill.

If the total costs for a given fiscal year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code Section 17564.

V. REIMBURSABLE COSTS

A. Scope of Mandate

Eligible community college districts shall be reimbursed for the costs of providing a health services program. Only services provided in 1986-87 fiscal year may be claimed.

B. Reimbursable Activities

For each eligible claimant, the following cost items are reimbursable to the extent they were provided by the community college district in fiscal year 1986-87:

ACCIDENT REPORTS

APPOINTMENTS

College Physician - Surgeon
Dermatology, Family Practice, Internal Medicine
Outside Physician
Dental Services
Outside Labs (X-ray, etc.)
Psychologist, full services
Cancel/Change Appointments
R.N.
Check Appointments

ASSESSMENT, INTERVENTION 81 COUNSELING

- Birth Control
- Lab Reports
- Nutrition
- Test Results (office)
- VD
- Other Medical Problems
- CD
- URI
- ENT
- Eye/Vision
- Derm./Allergy
- Gyn/Pregnancy Services
- Neuro
- Ortho
- GU
- Dental
- GI
- Stress Counseling
- Crisis Intervention
- Child Abuse Reporting and Counseling
- Substance Abuse Identification and Counseling
- Aids
- Eating Disorders
- Weight Control
- Personal Hygiene
- Burnout

EXAMINATIONS (Minor Illnesses)

- Recheck Minor Injury

HEALTH TALKS OR FAIRS - INFORMATION

- Sexually Transmitted Disease
- Drugs
- Aids
- Child Abuse
- Birth Control/Family Planning
- Stop Smoking
- Etc.
- Library - videos and cassettes

FIRST AID (Major Emergencies)

FIRST AID (Minor Emergencies)

FIRST AID KITS (Filled)

IMMUNIZATIONS

- Diphtheria/Tetanus
- Measles/Rubella
- Influenza
- Information

INSURANCE

On Campus Accident
Voluntary
Insurance Inquiry/Claim Administration

LABORATORY TESTS DONE

Inquiry/Interpretation
Pap Smears

PHYSICALS

Employees
Students
Athletes

MEDICATIONS (dispensed OTC for misc. illnesses)

Antacids
Antidiarrhial
Antihistamines
Aspirin, Tylenol, etc.
Skin rash preparations
Misc.
Eye drops
Ear drops
Toothache - Oil cloves
Stingkill
Midol - Menstrual Cramps

PARKING CARDS/ELEVATOR KEYS

Tokens
Return card/key
Parking inquiry
Elevator passes
Temporary handicapped parking permits

REFERRALS TO OUTSIDE AGENCIES

Private Medical Doctor
Health Department
Clinic
Dental
Counseling Centers
Crisis Centers
Transitional Living Facilities (Battered/Homeless Women)
Family Planning Facilities
Other Health Agencies

TESTS

Blood Pressure
Hearing
Tuberculosis
Reading
Information
Vision
Glucometer
Urinalysis

Hemoglobin
E.K.G.
Strep A testing
P.G. testing
Monospot
Hemacult
Misc.

MISCELLANEOUS

Absence Excuses/PE Waiver
Allergy Injections
Band-aids
Booklets/Pamphlets
Dressing Change
Rest
Suture Removal
Temperature
Weigh
Misc.
Information
Report/Form
Wart Removal

COMMITTEES

Safety
Environmental
Disaster Planning

SAFETY DATA SHEETS

Central file

X-RAY SERVICES

COMMUNICABLE DISEASE CONTROL

BODY FAT MEASUREMENTS

MINOR SURGERIES

SELF-ESTEEM GROUPS

MENTAL HEALTH CRISIS

AA GROUP

ADULT CHILDREN OF ALCOHOLICS GROUP

WORKSHOPS

Test Anxiety
Stress Management
Communication Skills
Weight Loss
Assertiveness Skills

VI. CLAIM PREPARATION

Each claim for reimbursement pursuant to this mandate must be timely filed and set forth a list of each item for which reimbursement is claimed under this mandate.

A. Description of Activity

1. Show the total number of full-time students enrolled per semester/quarter.
2. Show the total number of full-time students enrolled in the summer program.
3. Show the total number of part-time students enrolled per semester/quarter.
4. Show the total number of part-time students enrolled in the summer program.

B. Actual Costs of Claim Year for Providing 1986-87 Fiscal Year Program Level of Service

Claimed costs should be supported by the following information:

1. Employee Salaries and Benefits

Identify the employee,(s), show the classification of the employee(s) involved, describe the mandated functions performed and specify the actual number of hours devoted to each function, the productive hourly rate, and the related benefits. The average number of hours devoted to each function may be claimed if supported by a documented time study.

2. Services and Supplies

Only expenditures which can be identified as a direct cost of the mandate can be claimed. List cost of materials which have been consumed or expended specifically for the purpose of this mandate.

3. Allowable Overhead Cost

Indirect costs may be claimed in the manner described by the State Controller in his claiming instructions.

VII. SUPPORTING DATA

For auditing purposes, all costs claimed must be traceable to source documents and/or worksheets that show evidence of the validity of such costs. This would include documentation for the fiscal year 1986-87 program to substantiate a maintenance of effort. These documents must be kept on file by the agency submitting the claim for a period of no

- / -

less than three years from the date of the final payment of the claim pursuant to this mandate, and made available on the request of the State Controller or his agent.

VIII. OFFSETTING SAVINGS AND OTHER REIMBURSEMENTS

Any offsetting savings the claimant experiences as a direct result of this statute must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, e.g., federal, state, etc., shall be identified and deducted from this claim. This shall include the amount of \$7.50 per full-time student per semester, \$5.00 per full-time student for summer school, or \$5.00 per full-time student per quarter, as authorized by Education Code section 72246(a). This shall also include payments (fees) received from individuals other than students who are not covered by Education Code Section 72246 for health services.

IX. REQUIRED CERTIFICATION

The following certification must accompany the claim:

I DO HEREBY CERTIFY under penalty of perjury:

THAT the foregoing is true and correct:

THAT Section 1090 to 1096, inclusive, of the Government Code and other applicable provisions of the law have been complied with;

and

THAT I am the person authorized by the local agency to file claims for funds with the State of California.

Signature of Authorized Representative

Date

Title

Telephone No.

HEALTH FEE ELIMINATION

1. Summary of Chapters 1/84, 2nd E.S., and Chapter 1118/87

Chapter 1, Statutes of 1984, 2nd E.S., repealed Education Code § 72246 which authorized community college districts to charge a fee for the purpose of providing health supervision and services, direct and indirect medical and hospitalization services, and operation of student health centers. The statute also required community college districts that charged a fee in the 1983/84 fiscal year to maintain that level of health services in the 1984/85 fiscal year and each fiscal year thereafter. The provisions of this statute would automatically repeal on December 31, 1987, which would reinstate the community college districts' authority to charge a health fee as specified.

Chapter 1118, Statutes of 1987 amended Education Code § 72246 to require any community college district that provided health services in the 1986/87 fiscal year to maintain health services at that level in the 1986/87 fiscal year and each fiscal year thereafter. Chapter 8, Statutes of 1993, has revised the numbering of § 72246 to § 76355.

2. Eligible Claimants

Any community college district incurring increased costs as a result of this mandate is eligible to claim reimbursement of these costs.

3. Appropriations

To determine if current funding is available for this program, refer to the schedule "Appropriations for State Mandated Cost Programs" in the "Annual Claiming Instructions for State Mandated Costs" issued in mid-September of each year to community college presidents.

4. Types of Claims

A. Reimbursement and Estimated Claims

A claimant may file a reimbursement claim and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

B. Minimum Claim

Section 17564(a), Government Code, provides that no claim shall be filed pursuant to Section 17561 unless such a claim exceeds \$200 per program per fiscal year.

Filing Deadline

- (1) Refer to item 3 "Appropriations" to determine if the program is funded for the current fiscal year. If funding is available, an estimated claim must be filed with the State Controller's Office and postmarked by November 30, of the fiscal year in which costs are to be incurred. Timely filed estimated claims will be paid before late claims.

After having received payment for an estimated claim, the claimant must file a reimbursement claim by November 30, of the following fiscal year regardless whether the payment was more or less than the actual costs. If the local agency fails to file a reimbursement claim, monies received must be returned to the State. If no estimated claim was filed, the local agency may file a reimbursement

claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. (See item 3 above).

- (2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by November 30 following the fiscal year in which costs were incurred. If the claim is filed after the deadline but by November 30 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

6. Reimbursable Components

Eligible claimants will be reimbursed for health service costs at the level of service provided in the 1986/87 fiscal year. The reimbursement will be reduced by the amount of student health fees-authorized per the Education Code § 76355.

After January 1, 1993, pursuant to Chapter 8, Statutes of 1993, the fees students were required to pay for health supervision and services were not more than:

\$10.00 per semester

\$5.00 for summer school

\$5.00 for each quarter

Beginning with the summer of 1997, the fees are:

\$11.00 per semester

\$8.00 for summer school or

\$8.00 for each quarter

The district may increase fees by the same percentage increase as the Implicit Price Deflator (IPD) for the state and local government purchase of goods and services. Whenever the IPD calculates an increase of one dollar (\$1) above the existing amount, the fees may be increased by one dollar (\$1).

7. Reimbursement Limitations

- A. If the level at which health services were provided during the fiscal year of reimbursement is less than the level of health services that were provided in the 1986/87 fiscal year, no reimbursement is forthcoming.
- B. Any offsetting savings or reimbursement the claimant received from any source (e.g. federal, state grants, foundations, etc.) as a result of this mandate, shall be identified and deducted so only net local costs are claimed.

Claiming Forms and Instructions

The diagram "Illustration of Claim Forms" provides a graphical presentation of forms required to be filed with a claim. A claimant may submit a computer generated report in substitution for forms HFE-1.0, HFE-1.1, and form HFE-2 provided the format of the report and data fields contained within the report are identical to the claim forms included in these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file estimated and reimbursement claims. The State Controller's Office will revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimants.

A. Form HFE-2, Health Services

This form is used to list the health services the community college provided during the 1986/87 fiscal year and the fiscal year of the reimbursement claim.

B. Form HFE-1.1, Claim Summary

This form is used to compute the allowable increased costs an individual college of the community college district has incurred to comply with the state mandate. The level of health services reported on this form must be supported by official financial records of the community college district. A copy of the document must be submitted with the claim. The amount shown on line (13) of this form is carried to form HFE-1.0.

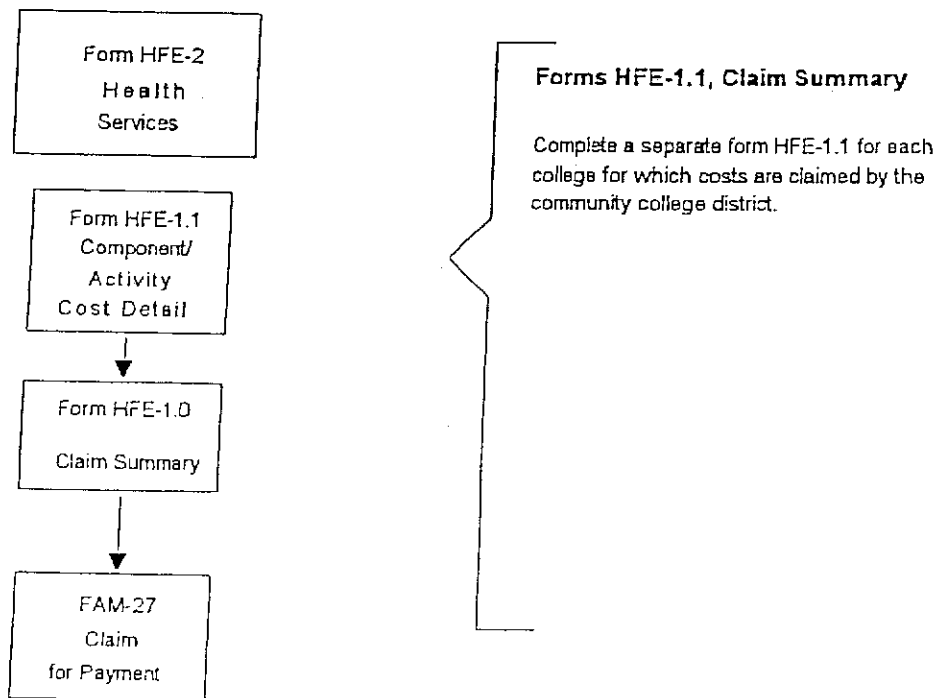
C. Form HFE-1.0, Claim Summary

This form is used to list the individual colleges that had increased costs due to the state mandate and to compute a total claimable cost for the district. The "Total Amount Claimed", line (04) on this form is carried forward to form FAM-27, line 13, for the reimbursement claim, or line (07) for the estimated claim.

D. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized representative of the local agency. All applicable information from form HFE-1.0 and HFE 1.1 must be carried forward to this form for the State Controller's Office to process the claim for payment.

Illustration of Claim Forms



CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561

HEALTH FEE ELIMINATION

For State Controller Use Only

Program

(19) Program Number 00234

(20) Date Filed ___/___/___

(21) LRS Input ___/___/___

234

(01) Claimant Identification Number _____

(02) Claimant Name _____

County of Location _____

Street Address or P.O. Box _____ Suite _____

City _____ State _____ Zip Code _____

Reimbursement Claim Data

(22) HFE-1.0, (04)(b) _____

(23) _____

(24) _____

(25) _____

Type of Claim	Estimated Claim	Reimbursement Claim	(26)
(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(27)	
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)	
(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost (06) 20__/20__	(12) 20__/20__	(30)	
Total Claimed Amount (07)	(13)	(31)	
Less: 10% Late Penalty, not to exceed \$1,000	(14)	(32)	
Less: Prior Claim Payment Received	(15)	(33)	
Net Claimed Amount	(16)	(34)	
Due from State (08)	(17)	(35)	
Due to State	(18)	(36)	

37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name of Authorized Officer _____ Date _____

Signature or Print Name _____ Title _____

Name of Contact Person for Claim _____ Telephone Number () - Ext. _____

E-Mail Address _____

Program 234	HEALTH FEE ELIMINATION Certification Claim Form Instructions	FORM FAM-27
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code.
- (03) If filing an estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) Leave blank.
- (05) If filing an amended estimated claim, enter an "X" in the box on line (05) Amended.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of the estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form HFE-1.1 and enter the amount from line (13).
- (08) Enter the same amount as shown on line (07).
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) Leave blank.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from form HFE-1.1, line (13). The total claimed amount must exceed \$1,000.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs are incurred or the claims shall be reduced by a late penalty. Enter zero if the claim was timely filed, otherwise, enter the product of multiplying line (13) by the factor 0.10 (10% penalty), or \$1,000, whichever is less.
- (15) If filing an actual reimbursement claim and an estimated claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., HFE-1.0, (04)(b), means the information is located on form HFE-1.0, block (04), column (b). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. Completion of this data block will expedite the payment process.
- 37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)
- 38) Enter the name, telephone number, and e-mail address of the person whom this office should contact if additional information is required.

Claims should be rounded to the nearest dollar. Submit a signed original and a copy of form FAM-27, Claim for Payment, and all other forms and supporting documents. (To expedite the payment process, please sign the form in blue ink, and attach a copy of the form FAM-27 to the top of the claim package.) Use the following mailing addresses:

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250

Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816

MANDATED COSTS
HEALTH FEE ELIMINATION
CLAIM SUMMARY

FORM
HFE-1.0

(01) Claimant

(02) Type of Claim

Fiscal Year

Reimbursement

Estimated

19__/19__

(03) List all the colleges of the community college district identified in form HFE-1.1, line (03)

(a)
Name of College

(b)
Claimed
Amount

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

Total Amount Claimed

[Line (3.1b) + line (3.2b) + line (3.3b) + ...line (3.21b)]

HEALTH FEE ELIMINATION CLAIM SUMMARY Instructions	FORM HFE-1.0
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(01) Enter the name of the claimant. Only a community college district may file a claim with the State Controller's Office on behalf of its colleges.

(02) Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which the expenses were/are to be incurred. A separate claim must be filed for each fiscal year.

Form HFE-1.0 must be filed for a reimbursement claim. Do not complete form HFE-1.0 if you are filing an estimated claim and the estimate is not more than 110% of the previous fiscal year's actual costs. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, forms HFE-1.0 and HFE-1.1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.

(03) List all the colleges of the community college district which have increased costs. A separate form HFE-1.1 must be completed for each college showing how costs were derived.

(04) Enter the total claimed amount of all colleges by adding the Claimed Amount, line (3.1b) + line (3.2b) ...+ (3.21b).

Program 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM HFE-1.1
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(01) Claimant	(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 20__/20__
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(03) Name of College

(04) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986-87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS	SAME	MORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Direct Cost	Indirect Cost	Total
(05) Cost of health services for the fiscal year of claim			
(06) Cost of providing current fiscal year health services in excess of 1986-87			
(07) Cost of providing current fiscal year health services at 1986-87 level [Line (05) - line (06)]			

(08) Complete columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Students Enrolled	(b) Students Exempt per EC 76355(c)(1)	(c) Students Exempt per EC 76355(c)(2)	(d) Students Exempt per EC 76355(c)(3)	(e) Number of Students Subject to Health Fee (a)-(b)-(c)-(d)	(f) Unit Cost Per Student Per EC 76355	(g) Student Health Fees (e) x (f)
1. Per Fall Semester							
2. Per Spring Semester							
3. Per Summer Session							
4. Per First Quarter							
5. Per Second Quarter							
6. Per third Quarter							

(09) Total health fee that could have been collected: The sum of (Line (08)(1)(c) through line (08)(6)(c)

(0) Subtotal [Line (07) - line (09)]

Cost Reduction

1) Less: Offsetting Savings

2) Less: Other Reimbursements

(.) Total Claimed Amount [Line (10) - {(line (11) + line (12))}]

Program 234	HEALTH FEE ELIMINATION CLAIM SUMMARY Instructions	FORM HFE-1.1
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- (01) Enter the name of the claimant. Only a community college district may file a claim with the State Controller's Office (SCO) on behalf of its colleges.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs.
- Form HFE-1.1 must be filed for a reimbursement claim. Do not complete form HFE-1.1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form HFE-1.1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Enter the name of the college or community college district that provided student health services in the 1986-87 fiscal year and continue to provide the same services during the fiscal year of claim.
- (04) Compare the level of services provided during the fiscal year of reimbursement to the 1986-87 fiscal year and indicate the result by marking a check in the appropriate box. If the "Less" box is checked, STOP and do not complete the remaining part of this claim form. No reimbursement is forthcoming.
- (05) Enter the direct cost, indirect cost, and total cost of health services for the fiscal year of claim on line (05). Direct cost of health services is identified on the college expenditure report authorized by Education Code §76355 and included in the Community College Annual Financial and Budget Report CCFS-311, EDP Code 6440, column 5. If the amount of direct costs claimed is different than that shown on the expenditure report, provide a schedule listing those community college costs that are in addition to, or a reduction to expenditures shown on the report. For claiming indirect costs, college districts have the option of using a federally approved rate from the Office of Management and Budget Circular A-21, form FAM-29C, or a 7% indirect cost rate.
- (06) Enter the direct cost, indirect cost, and total cost of health services that are in excess of the level provided in the 1986-87 fiscal year.
- (07) Enter the difference of the cost of health services for the fiscal year of claim, line (05) and the cost of providing current fiscal year services that are in excess of the level provided in the 1986-87 fiscal year line (06).
- (08) Complete columns (a) through (g) to provide details on the number of students enrolled, the number of students exempt per EC Section 76355(c)(1), (2), and (3), and the amount of health service fees that could have been collected. After 05/01/01, the student fees for health supervision and services are \$12.00 per semester, \$9.00 for summer school, and \$9 for each quarter.
- (09) Enter the sum of student health fees that could have been collected, other than exempt students.
- (10) Enter the difference of the cost of providing health services at the 1986-87 level, line (07) and the total health fee that could have been collected, line (09). If line (09) is greater than line (07), no claim shall be filed.
- (11) Enter the total savings experienced by the school identified in line (03) as a direct cost of this mandate. Submit a detailed schedule of savings with the claim.
- (12) Enter the total of other reimbursements received from any source, (i.e., federal, other state programs, etc.) Submit a detailed schedule of reimbursements with the claim.
- (13) Subtract the sum of Offsetting Savings, line (11), and Other Reimbursements, line (12), from Total 1986-87 Health Service Cost excluding Student Health Fees.

MANDATED COSTS HEALTH ELIMINATION FEE HEALTH SERVICES	FORM HFE-2
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(01) Claimant:	(02) Fiscal Year costs were incurred:
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(03) Place an "X" in columns (a) and/or (b), as applicable, to indicate which health services were provided by student health service fees for the indicated fiscal years.	(a) FY 1986/87	(b) FY of Claim
Accident Reports		
Appointments		
College Physician, surgeon		
Dermatology, family practice		
Internal Medicine		
Outside Physician		
Dental Services		
Outside Labs, (X-ray, etc.)		
Psychologist, full services		
Cancel/Change Appointments		
Registered Nurse		
Check Appointments		
Assessment, Intervention and Counseling		
Birth Control		
Lab Reports		
Nutrition		
Test Results, office		
Venereal Disease		
Communicable Disease		
Upper Respiratory Infection		
Eyes, Nose and Throat		
Eye/Vision		
Dermatology/Allergy		
Gynecology/Pregnancy Service		
Neuralgic		
Orthopedic		
Genito/Urinary		
Dental		
Gastro-Intestinal		
Stress Counseling		
Crisis Intervention		
Child Abuse Reporting and Counseling		
Substance Abuse Identification and Counseling		
Acquired Immune Deficiency Syndrome		
Eating Disorders		
Weight Control		
Personal Hygiene		
Burnout		
Other Medical Problems, list		
Examinations, minor illnesses		
Recheck Minor Injury		
Health Talks or Fairs, Information		
Sexually Transmitted Disease		
Drugs		
Acquired Immune Deficiency Syndrome		

**MANDATED COSTS
HEALTH ELIMINATION FEE
HEALTH SERVICES**

**FORM
HFE-2**

(01) Claimant:

(02) Fiscal Year costs were incurred:

(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health services were provided by student health service fees for the indicated fiscal years.

(a)
FY
1986/87

(b)
FY
of Claim

- Child Abuse
- Birth Control/Family Planning
- Stop Smoking
- Library, Videos and Cassettes

- First Aid, Major Emergencies
- First Aid, Minor Emergencies
- First Aid Kits, Filled

- Immunizations
 - Diphtheria/Tetanus
 - Measles/Rubella
 - Influenza
 - Information

- Insurance
 - On Campus Accident
 - Voluntary
 - Insurance Inquiry/Claim Administration

- Laboratory Tests Done
 - Inquiry/Interpretation
 - Pap Smears

- Physical Examinations
 - Employees
 - Students
 - Athletes

- Medications
 - Antacids
 - Antidiarrheal
 - Aspirin, Tylenol, Etc
 - Skin Rash Preparations
 - Eye Drops
 - Ear Drops
 - Toothache, oil cloves
 - Stingkill
 - Midol, Menstrual Cramps
 - Other, list

- Parking Cards/Elevator Keys
 - Tokens
 - Return Card/Key
 - Parking Inquiry
 - Elevator Passes
 - Temporary Handicapped Parking Permits

MANDATED COSTS HEALTH ELIMINATION FEE HEALTH SERVICES	FORM HFE-2
--	-----------------------------

(01) Claimant:	(02) Fiscal Year costs were incurred:
----------------	---------------------------------------

(03) Place an "X" in columns (a) and/or (b), as applicable, to indicate which health services were provided by student health service fees for the indicated fiscal years.	(a) FY 1986/87	(b) FY of Claim
--	----------------------	-----------------------

- Referrals to Outside Agencies
 - Private Medical Doctor
 - Health Department
 - Clinic
 - Dental
 - Counseling Centers
 - Crisis Centers
 - Transitional Living Facilities, battered/homeless women
 - Family Planning Facilities
 - Other Health Agencies

- Tests
 - Blood Pressure
 - Hearing
 - Tuberculosis
 - Reading
 - Information
 - Vision
 - Glucometer
 - Urinalysis
 - Hemoglobin
 - EKG
 - Strep A testing
 - PG Testing
 - Monospot
 - Hemacult
 - Others, list

- Miscellaneous
 - Absence Excuses/PE Waiver
 - Allergy Injections
 - Band-aids
 - Booklets/Pamphlets
 - Dressing Change
 - Rest
 - Suture Removal
 - Temperature
 - Weigh
 - Information
 - Report/Form
 - Wart Removal
 - Others, list

- Committees
 - Safety
 - Environmental
 - Disaster Planning

Fiscal Year

2005 - 2006

Sixteen and Associates Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbpsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

December 21, 2007

CERTIFIED MAIL #7006 3450 0000 3941 8666

Claim File Copy

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Rancho Santiago Community College District CC30125

Dear Ms. Brummels:

Enclosed please find the original claim and an extra copy of the FAM-27 for Rancho Santiago Community College District's reimbursement claim listed below:

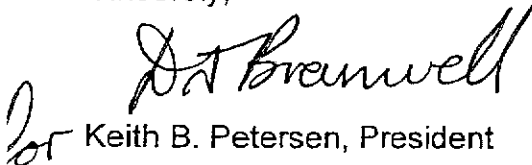
1/84

Health Fee Elimination

2005-2006

If you have any questions regarding this claim, please contact me at (858) 514-8605.

Sincerely,


for Keith B. Petersen, President

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
HEALTH FEE ELIMINATION

For State Controller Use only

(19) Program Number 00234
(20) Date Filed ___/___/___
(21) LRS Input ___/___/___

Program
234

(01) Claimant Identification Number:		CC 30125	Reimbursement Claim Data	
(02) Claimant Name		Rancho Santiago Community College District	(22) HFE-1.0, (04)(b)	513,164
County of Location		Orange	(23)	
Street Address		2323 North Broadway	(24)	
City	State	Zip Code	(25)	
Santa Ana	CA	92706-1640		
Type of Claim	Estimated Claim	Reimbursement Claim	(26)	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost	(06)	(12)	(30)	
		2005-2006		
Total Claimed Amount	(07)	(13)	(31)	
		\$ 513,164		
Less: 10% Late Penalty, not to exceed \$10,000		(14)	(32)	
		\$ 10,000		
Less: Prior Claim Payment Received		(15)	(33)	
		\$ -		
Net Claimed Amount		(16)	(34)	
		\$ 503,164		
Due from State	(08)	(17)	(35)	
		\$ 503,164		
Due to State		(18)	(36)	

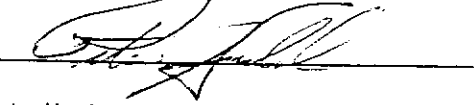
(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)



Date

12/20/07

Peter Hardash
Type or Print Name

Vice Chancellor, Business Services
Title

(18) Name of Contact Person for Claim

SixTen and Associates

Telephone Number: (858) 514-8605

E-mail Address: kbpsixten@aol.com

**MANDATED COSTS
HEALTH FEE ELIMINATION
CLAIM SUMMARY**

**FORM
HFE-1.0**

(01) Claimant:

Rancho Santiago Community College District

(02) Type of Claim:

Reimbursement

Estimated

Fiscal Year

2005-2006

(03) List all the colleges of the community college district identified in form HFE-1.1, line (03)

(a)
Name of College

(b)
Claimed
Amount

1. Rancho Santiago College

\$ 513,164

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

(04) Total Amount Claimed

[Line (3.1b) + line (3.2b) + line (3.3b) + ...line (3.21b)]

\$ 513,164

PROGRAM 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM HFE-1.1
------------------------------	--	-------------------------------

) Claimant: Rancho Santiago Community College District	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year: 2005-2006
---	--	---------------------------

Name of College: Rancho Santiago College

) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
Cost of Health Services for the Fiscal year of Claim	\$ 729,184	\$ 218,755	\$ 947,939
Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 729,184	\$ 218,755	\$ 947,939

Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Full-time Students	(b) Number of Part-time Students	(c) Unit Cost for Full-time Student per Educ. Code \$76355	(d) Full-time Student Health Fees (a) x (c)	(e) Unit Cost for Part-time Student per Educ. Code \$76355	(f) Part-time Student Health Fees (b) x (e)	(g) Student Health Fees That Could Have Been Collected (d) + (f)
Per Fall Semester				\$ -		\$ -	\$ -
Per Spring Semester				\$ -		\$ -	\$ -
Per Summer Session				\$ -		\$ -	\$ -
Per First Quarter				\$ -		\$ -	\$ -
Per Second Quarter				\$ -		\$ -	\$ -
Per Third Quarter				\$ -		\$ -	\$ -

Total health fee that could have been collected:	The sum of (Line (08)(1)(c) through line (08)(6)(c))	\$ 434,775
Subtotal	[Line (07) - line (09)]	\$ 513,164

Reduction

Less: Offsetting Savings, if applicable

Less: Other Reimbursements, if applicable

Total Amount Claimed [Line (10) - {(line (11) + line (12))}]

\$ 513,164

Program

234

MANDATED COSTS
1/84 HEALTH FEE ELIMINATION
COMPONENT/ACTIVITY COST DETAIL

FORM
HFE-2

(01) Claimant
Rancho Santiago Community College District

(02) Fiscal Year costs were incurred:
2005-2006

(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim
Accident Reports		
Appointments		
College Physician, surgeon	X	X
Dermatology, Family practice	X	X
Internal Medicine	X	X
Outside Physician	X	X
Dental Services	X	X
Outside Labs, (X-ray, etc.,)	X	X
Psychologist, full services	X	X
Cancel/Change Appointments	X	X
Registered Nurse	X	X
Check Appointments	X	X
Assessment, Intervention and Counseling		
Birth Control	X	X
Lab Reports	X	X
Nutrition	X	X
Test Results, office	X	X
Venereal Disease	X	X
Communicable Disease	X	X
Upper Respiratory Infection	X	X
Eyes, Nose and Throat	X	X
Eye/Vision	X	X
Dermatology/Allergy	X	X
Gynecology/Pregnancy Service	X	X
Neuralgic	X	X
Orthopedic	X	X
Genito/Urinary	X	X
Dental		
Gastro-Intestinal	X	X
Stress Counseling	X	X
Crisis Intervention	X	X
Child Abuse Reporting and Counseling	X	X
Substance Abuse Identification and Counseling	X	X
Acquired Immune Deficiency Syndrome		
Eating Disorders	X	X
Weight Control	X	X
Personal Hygiene	X	X
Burnout	X	X
Other Medical Problems, list	X	X
Examinations, minor illnesses		
Recheck Minor Injury	X	X
Health Talks or Fairs, Information		
Sexually Transmitted Disease	X	X
Drugs	X	X
Acquired Immune Deficiency Syndrome		
Child Abuse	X	X

(01) Claimant
Rancho Santiago Community College District

(02) Fiscal Year costs were incurred:
2005-2006

(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.

(a) FY 1986/87	(b) FY of Claim
----------------------	-----------------------

Birth Control/Family Planning	X	X
Stop Smoking	X	X
Library, Videos and Cassettes	X	X
First Aid, Major Emergencies	X	X
First Aid, Minor Emergencies		
First Aid Kits, Filled	X	X
Immunizations	X	X
Diphtheria/Tetanus		
Measles/Rubella		
Influenza	X	X
Information	X	X
Insurance	X	X
On Campus Accident	X	X
Voluntary	X	X
Insurance Inquiry/Claim Administration	X	X
Laboratory Tests Done		
Inquiry/Interpretation	X	X
Pap Smears	X	X
Physical Examinations		
Employees		
Students		
Athletes		
Medications		
Antacids	X	X
Antidiarrheal	X	X
Aspirin, Tylenol, etc.,	X	X
Skin Rash Preparations	X	X
Eye Drops	X	X
Ear Drops	X	X
Toothache, oil cloves	X	X
Stingkill	X	X
Midol, Menstrual Cramps	X	X
Other, list-->	X	X
Parking Cards/Elevator Keys		
Tokens		
Return Card/Key		
Parking Inquiry		
Elevator Passes		
Temporary Handicapped Parking Permits		

(01) Claimant
Rancho Santiago Community College District

(02) Fiscal Year costs were incurred:
2005-2006

(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.

(a) FY 1986/87	(b) FY of Claim
----------------------	-----------------------

Referrals to Outside Agencies

Private Medical Doctor	X	X
Health Department	X	X
Clinic	X	X
Dental	X	X
Counseling Centers	X	X
Crisis Centers	X	X
Transitional Living Facilities, battered/homeless women	X	X
Family Planning Facilities	X	X
Other Health Agencies	X	X

Tests

Blood Pressure	X	X
Hearing	X	X
Tuberculosis	X	X
Reading	X	X
Information	X	X
Vision	X	X
Glucometer		
Urinalysis		
Hemoglobin		
EKG		
Strep A Testing		
PG Testing		
Monospot		
Hemacult		
Others, list		

Miscellaneous

Absence Excuses/PE Waiver	X	X
Allergy Injections		
Bandaids	X	X
Booklets/Pamphlets	X	X
Dressing Change	X	X
Rest	X	X
Suture Removal	X	X
Temperature	X	X
Weigh	X	X
Information	X	X
Report/Form	X	X
Wart Removal	X	X
Others, list		

Committees

Safety	X	X
Environmental	X	X
Disaster Planning	X	X

Fiscal Year

2006 - 2007

Sixten and Associates Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbpsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

February 8, 2008

CERTIFIED MAIL #7006 3450 0000 3941 8727

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Rancho Santiago Community College District CC30125

Dear Ms. Brummels:

Enclosed please find the original claim and an extra copy of the FAM-27 for Rancho Santiago Community College District's reimbursement claim listed below:

1/84

Health Fee Elimination

2006-2007

If you have any questions regarding this claim, please contact me at (858) 514-8605.

Sincerely,



Keith B. Petersen, President

Claim File Copy

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 HEALTH FEE ELIMINATION	For State Controller Use only	Program 234
	(19) Program Number 00234	
	(20) Date Filed ___/___/___	
	(21) LRS Input ___/___/___	

(01) Claimant Identification Number: CC 30125	Reimbursement Claim Data													
(02) Claimant Name Rancho Santiago Community College District	(22) HFE-1.0, (04)(b)	743,906												
County of Location Orange	(23)													
Street Address 2323 North Broadway	(24)													
City Santa Ana	State CA	Zip Code 92706-1640												
	(25)													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:20%;">Type of Claim</th> <th style="width:20%;">Estimated Claim</th> <th style="width:20%;">Reimbursement Claim</th> </tr> <tr> <td>(03) Estimated</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>(09) Reimbursement</td> </tr> <tr> <td>(04) Combined</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>(10) Combined</td> </tr> <tr> <td>(05) Amended</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>(11) Amended</td> </tr> </table>	Type of Claim	Estimated Claim	Reimbursement Claim	(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement	(04) Combined	<input type="checkbox"/>	(10) Combined	(05) Amended	<input type="checkbox"/>	(11) Amended	(26)	
Type of Claim	Estimated Claim	Reimbursement Claim												
(03) Estimated	<input checked="" type="checkbox"/>	(09) Reimbursement												
(04) Combined	<input type="checkbox"/>	(10) Combined												
(05) Amended	<input type="checkbox"/>	(11) Amended												
	(27)													
	(28)													
	(29)													
Fiscal Year of Cost	(06) 2007-2008	(12) 2006-2007												
	(30)													
Total Claimed Amount	(07) \$ 818,000	(13) \$ 743,906												
	(31)													
Less: 10% Late Penalty, not to exceed \$10,000	(14) \$ -	(32)												
	(33)													
Less: Prior Claim Payment Received	(15) \$ -	(33)												
	(34)													
Net Claimed Amount	(16) \$ 743,906	(34)												
	(35)													
Due from State	(08) \$ 818,000	(17) \$ 743,906												
	(36)													
Due to State	(18)	(36)												

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK) 	Date 1/30/08
Rendencion Velazquez Type or Print Name	Director of Accounting Title

(38) Name of Contact Person for Claim: SixTen and Associates

Telephone Number: (858) 514-8605
 E-mail Address: kbpsixten@aol.com

**MANDATED COSTS
HEALTH FEE ELIMINATION
CLAIM SUMMARY**

**FORM
HFE-1.0**

(01) Claimant:

Rancho Santiago Community College District

(02) Type of Claim:

Reimbursement

Estimated

Fiscal Year

2006-2007

(03) List all the colleges of the community college district identified in form HFE-1.1, line (03)

(a)
Name of College

(b)
Claimed
Amount

1. Rancho Santiago College

\$ 743,906

2.

3.

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19.

20.

21.

(04) Total Amount Claimed

[Line (3.1b) + line (3.2b) + line (3.3b) + ...line (3.21b)]

\$ 743,906

PROGRAM

234

**MANDATED COSTS
HEALTH FEE ELIMINATION
CLAIM SUMMARY**

**FORM
HFE-1.1**

(1) Claimant: Rancho Santiago Community College District	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2006-2007
---	--	--------------------------

(3) Name of College: Rancho Santiago College

(4) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS <input type="checkbox"/>	SAME <input checked="" type="checkbox"/>	MORE <input type="checkbox"/>
----------------------------------	---	----------------------------------

	Direct Cost	Indirect Cost of: 30.00%	Total
5) Cost of Health Services for the Fiscal year of Claim	\$ 1,086,246	\$ 325,874	\$ 1,412,120
6) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
7) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 1,086,246	\$ 325,874	\$ 1,412,120

8) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Full-time Students	(b) Number of Part-time Students	(c) Unit Cost for Full-time Student per Educ. Code \$76355	(d) Full-time Student Health Fees (a) x (c)	(e) Unit Cost for Part-time Student per Educ. Code \$76355	(f) Part-time Student Health Fees (b) x (e)	(g) Student Health Fees That Could Have Been Collected (d) + (f)
Per Fall Semester				\$ -		\$ -	\$ -
Per Spring Semester				\$ -		\$ -	\$ -
Per Summer Session				\$ -		\$ -	\$ -
Per First Quarter				\$ -		\$ -	\$ -
Per Second Quarter				\$ -		\$ -	\$ -
Per Third Quarter				\$ -		\$ -	\$ -

9) Total health fee that could have been collected:	The sum of (Line (08)(1)(c) through line (08)(6)(c))	\$ 668,214
10) Subtotal	[Line (07) - line (09)]	\$ 743,906

Cost Reduction

Less: Offsetting Savings, if applicable		
Less: Other Reimbursements, if applicable		
Total Amount Claimed	[Line (10) - (line (11) + line (12))]	\$ 743,906

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL	FORM HFE-2	
(01) Claimant Rancho Santiago Community College District	(02) Fiscal Year costs were incurred: 2006-2007		
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim	
Accident Reports			
Appointments			
College Physician, surgeon	X	X	
Dermatology, Family practice	X	X	
Internal Medicine	X	X	
Outside Physician	X	X	
Dental Services	X	X	
Outside Labs, (X-ray, etc.,)	X	X	
Psychologist, full services	X	X	
Cancel/Change Appointments	X	X	
Registered Nurse	X	X	
Check Appointments	X	X	
Assessment, Intervention and Counseling			
Birth Control	X	X	
Lab Reports	X	X	
Nutrition	X	X	
Test Results, office	X	X	
Venereal Disease	X	X	
Communicable Disease	X	X	
Upper Respiratory Infection	X	X	
Eyes, Nose and Throat	X	X	
Eye/Vision	X	X	
Dermatology/Allergy	X	X	
Gynecology/Pregnancy Service	X	X	
Neuralgic	X	X	
Orthopedic	X	X	
Genito/Urinary	X	X	
Dental			
Gastro-Intestinal	X	X	
Stress Counseling	X	X	
Crisis Intervention	X	X	
Child Abuse Reporting and Counseling	X	X	
Substance Abuse Identification and Counseling	X	X	
Acquired Immune Deficiency Syndrome			
Eating Disorders	X	X	
Weight Control	X	X	
Personal Hygiene	X	X	
Burnout	X	X	
Other Medical Problems, list	X	X	
Examinations, minor illnesses			
Recheck Minor Injury	X	X	
Health Talks or Fairs, Information			
Sexually Transmitted Disease	X	X	
Drugs	X	X	
Acquired Immune Deficiency Syndrome			
Child Abuse	X	X	

Program

234

**MANDATED COSTS
1/84 HEALTH FEE ELIMINATION
COMPONENT/ACTIVITY COST DETAIL**

**FORM
HFE-2**

(01) Claimant
Rancho Santiago Community College District

(02) Fiscal Year costs were incurred:
2006-2007

(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.

	(a) FY 1986/87	(b) FY of Claim
--	----------------------	-----------------------

Birth Control/Family Planning
Stop Smoking
Library, Videos and Cassettes

X	X
X	X
X	X

First Aid, Major Emergencies
First Aid, Minor Emergencies
First Aid Kits, Filled

X	X
X	X
X	X

Immunizations

Diphtheria/Tetanus
Measles/Rubella
Influenza
Information

X	X
X	X
X	X

Insurance

On Campus Accident
Voluntary
Insurance Inquiry/Claim Administration

X	X
X	X
X	X
X	X

Laboratory Tests Done
Inquiry/Interpretation
Pap Smears

X	X
X	X

Physical Examinations

Employees
Students
Athletes

Medications

Antacids
Antidiarrheal
Aspirin, Tylenol, etc.,
Skin Rash Preparations
Eye Drops
Ear Drops
Toothache, oil cloves
Stingkill
Midol, Menstrual Cramps
Other, list-->

X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X

Parking Cards/Elevator Keys

Tokens
Return Card/Key
Parking Inquiry
Elevator Passes
Temporary Handicapped Parking Permits

Program

234

MANDATED COSTS
1/84 HEALTH FEE ELIMINATION
COMPONENT/ACTIVITY COST DETAIL

FORM
HFE-2

(01) Claimant
Rancho Santiago Community College District

(02) Fiscal Year costs were incurred:
2006-2007

(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.

(a) FY 1986/87	(b) FY of Claim
----------------------	-----------------------

Referrals to Outside Agencies

Private Medical Doctor	X	X
Health Department	X	X
Clinic	X	X
Dental	X	X
Counseling Centers	X	X
Crisis Centers	X	X
Transitional Living Facilities, battered/homeless women	X	X
Family Planning Facilities	X	X
Other Health Agencies	X	X

Tests

Blood Pressure	X	X
Hearing	X	X
Tuberculosis	X	X
Reading	X	X
Information	X	X
Vision	X	X
Glucometer		
Urinalysis		
Hemoglobin		
EKG		
Strep A Testing		
PG Testing		
Monospot		
Hemacult		
Others, list		

Miscellaneous

Absence Excuses/PE Waiver	X	X
Allergy Injections		
Bandaids	X	X
Booklets/Pamphlets	X	X
Dressing Change	X	X
Rest	X	X
Suture Removal	X	X
Temperature	X	X
Weigh	X	X
Information	X	X
Report/Form	X	X
Wart Removal	X	X
Others, list		

Committees

Safety	X	X
Environmental	X	X
Disaster Planning	X	X

Fiscal Year

2007-2008

Six Ten and Associates Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbpsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

Claim File Copy

February 6, 2009

CERTIFIED MAIL #7006 3450 0000 3941 8901

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

Re: Annual Reimbursement Claim
Rancho Santiago Community College District CC30125

Enclosed please find the original claim and an extra copy of the FAM-27 for Rancho Santiago Community College Districts reimbursement claim listed below:

1/84 Health Fee Elimination 2007-2008

If you have any questions regarding this claim, please contact me at (858) 514-8605

Sincerely,


Sergio M. Perez

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 HEALTH FEE ELIMINATION	Fed State Controller Use only (19) Program Number 00234 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 234
--	---	-----------------------

(01) Claimant Identification Number: CC 30125		Reimbursement Claim Data	
(02) Claimant Name: Rancho Santiago Community College District		(22) HFE-1.0, (04)(b)	589,198
Orange County		(23)	
2323 N. Broadway		(24)	
Santa Ana CA 92706		(25)	
Type of Claim	Estimated Claim	Reimbursement Claim	(26)
(03) Estimated <input type="checkbox"/>	(04) Combined <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27)
(05) Amended <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28)
(06)	(12) 2007-2008		(29)
Fiscal Year of Cost	(07)	(13) \$ 589,198	(30)
Total Claimed Amount	(14) \$ -	(31)	(32)
Less: 10% Late Penalty, not to exceed \$10,000	(15) \$ -	(33)	
Less: Prior Claim Payment Received	(16) \$ 589,198	(34)	
Net Claimed Amount	(17) \$ 589,198	(35)	
Due from State	(18)	(36)	
Due to State			

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)

Noemi M. Kanouse

Date: 2/4/09

Noemi M. Kanouse
Type or Print Name

Assistant Vice Chancellor
Title

(38) Name of Contact Person for Claim

SixTen and Associates

Telephone Number: (858) 514-8605
E-mail Address: kbpsixten@aol.com

Program 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM 1
------------------------------	--	-------------------------

(01) Claimant: Rancho Santiago Community College District	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2007-2008
--	--	--------------------------

(03) List all community colleges identified in form 1.1, line (03)

(a) Name of College	(b) Claimed Amount
1. Santa Ana College	\$ 289,064
2. Santiago Canyon College	\$ 300,135
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
(04) Total Amount Claimed	\$ 589,198

PROGRAM 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM 1.1
------------------------------	--	---------------------------

(01) Claimant: Rancho Santiago Community College District	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2007-2008
--	--	--------------------------

(03) Name of College: Santa Ana College

(04) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
(05) Cost of Health Services for the Fiscal year of Claim	\$ 591,566	\$ 177,470	\$ 769,036
(06) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
(07) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 591,566	\$ 177,470	\$ 769,036

(08) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Students Enrolled	(b) Students Exempt per EC 76355(c)(1)	(c) Students Exempt per EC 76355(c)(2)	(d) Students Exempt per EC 76355(c)(3) <small>Not applicable after 05/01/06</small>	(e) Number of Students Subject to Health Fee (a)-(b)-(c)-(d)	(f) Unit Cost Per Student Per EC 76355	(g) Student Health Fees (e) x (f)
1. Per Fall Semester	31,342				31,342		
2. Per Spring Semester	31,368				31,368		
3. Per Summer Session	11,826				11,826		
4. Per Winter Session	4,921				4,921		
5. Per Second Quarter							
6. Per Third Quarter							

(09) Total health fee that could have been collected: The sum of (Line (08)(1)(c) through line (08)(6)(c))

(10) Subtotal [Line (07) - line (09)] \$ 479,972

\$ 289,064

Cost Reduction

(11) Less: Offsetting Savings, if applicable

(12) Less: Other Reimbursements, if applicable

(13) Total Amount Claimed [Line (10) - (line (11) + line (12))] **\$ 289,064**

PROGRAM 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM 1.1
------------------------------	--	---------------------------

(01) Claimant: Rancho Santiago Community College District	(02) Type of Claim: Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2007-2008
--	--	--------------------------

(03) Name of College: Santiago Canyon College

(04) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
(05) Cost of Health Services for the Fiscal year of Claim	\$ 405,675	\$ 121,703	\$ 527,378
(06) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
(07) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 405,675	\$ 121,703	\$ 527,378

(08) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Students Enrolled	(b) Students Exempt per EC 76355(c)(1)	(c) Students Exempt per EC 76355(c)(2)	(d) Students Exempt per EC 76355(c)(3) <small>Not applicable after 01/01/06</small>	(e) Number of Students Subject to Health Fee (a)-(b)-(c)-(d)	(f) Unit Cost Per Student Per EC 76355	(g) Student Health Fees (e) x (f)
1. Per Fall Semester	14,494				14,494		
2. Per Spring Semester	14,313				14,313		
3. Per Summer Session	6,723				6,723		
4. Per Winter Session	2,089				2,089		
5. Per Second Quarter							
6. Per Third Quarter							

(09) Total health fee that could have been collected:	The sum of (Line (08)(1)(c) through line (08)(6)(c))	\$ 227,243
(10) Subtotal	[Line (07) - line (09)]	\$ 300,135

Cost Reduction

(11) Less: Offsetting Savings, if applicable	
(12) Less: Other Reimbursements, if applicable	
(13) Total Amount Claimed	\$ 300,135

[Line (10) - {(line (11) + line (12))}]

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District		(02) Fiscal Year costs were incurred: 2007-2008	
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.			
	(a) FY 1986/87	(b) FY of Claim	
Accident Reports			
Appointments			
College Physician, surgeon	X	X	
Dermatology, Family practice	X	X	
Internal Medicine	X	X	
Outside Physician	X	X	
Dental Services	X	X	
Outside Labs, (X-ray, etc..)	X	X	
Psychologist, full services	X	X	
Cancel/Change Appointments	X	X	
Registered Nurse	X	X	
Check Appointments	X	X	
Assessment, Intervention and Counseling			
Birth Control	X	X	
Lab Reports	X	X	
Nutrition	X	X	
Test Results, office	X	X	
Venereal Disease	X	X	
Communicable Disease	X	X	
Upper Respiratory Infection	X	X	
Eyes, Nose and Throat	X	X	
Eye/Vision	X	X	
Dermatology/Allergy	X	X	
Gynecology/Pregnancy Service	X	X	
Neuralgic	X	X	
Orthopedic	X	X	
Genito/Urinary	X	X	
Dental		X	
Gastro-Intestinal	X	X	
Stress Counseling	X	X	
Crisis Intervention	X	X	
Child Abuse Reporting and Counseling	X	X	

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District	(02) Fiscal Year costs were incurred: 2007-2008		
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim	
Assessment, Intervention and Counseling (continued)			
Substance Abuse Identification and Counseling	X	X	
Acquired Immune Deficiency Syndrome		X	
Eating Disorders	X	X	
Weight Control	X	X	
Personal Hygiene	X	X	
Burnout	X	X	
Other Medical Problems, list	X	X	
Examinations, minor illnesses		X	
Recheck Minor Injury	X	X	
Health Talks or Fairs, Information		X	
Sexually Transmitted Disease	X	X	
Drugs	X	X	
Acquired Immune Deficiency Syndrome		X	
Child Abuse	X	X	
Birth Control/Family Planning	X	X	
Stop Smoking	X	X	
Library, Videos and Cassettes	X	X	
First Aid, Major Emergencies	X	X	
First Aid, Minor Emergencies		X	
First Aid Kits, Filled	X	X	
Immunizations	X	X	
Diphtheria/Tetanus		X	
Measels/Rubella		X	
Influenza	X	X	
Information	X	X	
Insurance	X	X	
On Campus Accident	X	X	
Voluntary	X	X	
Insurance Inquiry/Claim Administration	X	X	
Laboratory Tests Done		X	
Inquiry/Interpretation	X	X	
Pap Smears	X	X	
Physical Examinations		X	
Employees			

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District	(02) Fiscal Year costs were incurred: 2007-2008		
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim	
Physical Examinations (Continued)			
Students			
Athletes			X
Medications			
Antacids	X		X
Antidiarrheal	X		X
Aspirin, Tylenol, etc.,	X		X
Skin Rash Preparations	X		X
Eye Drops	X		X
Ear Drops	X		X
Toothache, oil cloves	X		X
Stingkill	X		X
Midol, Menstrual Cramps	X		X
Other, list-->	X		X
Parking Cards/Elevator Keys			
Tokens			
Return Card/Key			
Parking Inquiry			
Elevator Passes			X
Temporary Handicapped Parking Permits			
Referrals to Outside Agencies			X
Private Medical Doctor	X		X
Health Department	X		X
Clinic	X		X
Dental	X		X
Counseling Centers	X		X
Crisis Centers	X		X
Transitional Living Facilities, battered/homeless women	X		X
Family Planning Facilities	X		X
Other Health Agencies	X		X
Tests			
Blood Pressure	X		X
Hearing	X		X
Tuberculosis	X		X
Reading	X		X

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District		(02) Fiscal Year costs were incurred: 2007-2008	
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.			
	(a) FY 1986/87	(b) FY of Claim	
Tests (continued)			
Information	X	X	
Vision	X	X	
Glucometer		X	
Urinalysis		X	
Hemoglobin		X	
EKG		X	
Strep A Testing		X	
PG Testing		X	
Monospot			
Hemacult			
Others, list			
Miscellaneous			
Absence Excuses/PE Waiver	X	X	
Allergy Injections		X	
Band-aids	X	X	
Booklets/Pamphlets	X	X	
Dressing Change	X	X	
Rest	X	X	
Suture Removal	X	X	
Temperature	X	X	
Weigh	X	X	
Information	X	X	
Report/Form	X	X	
Wart Removal	X	X	
Others, list Ear Irrigation for Wax		X	
Committees			
Safety	X	X	
Environmental	X	X	
Disaster Planning	X	X	

Fiscal Year

2008-2009

SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, President

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645
www.sixtenandassociates.com

Sacramento
3270 Arena Blvd., Suite 400-363
Sacramento, CA 95834
Telephone: (916) 419-7093
Fax: (916) 263-9701
E-Mail: kbpsixten@aol.com

February 10, 2010

CERTIFIED MAIL #7001 0360 0000 5999 8799

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Rancho Santiago Community College District CC30125

Dear Ms. Brummels:

Enclosed please find the original claim and an extra copy of the FAM-27 for Rancho Santiago Community College District's reimbursement claim listed below:

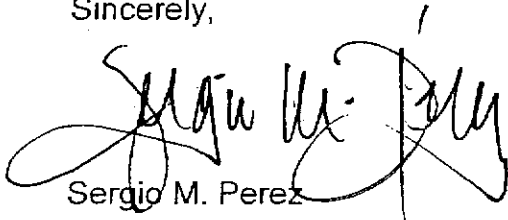
1/84

Health Fee Elimination

2008-09

If you have any questions regarding this claim, please contact me at (858) 514-8605.

Sincerely,



Sergio M. Perez

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 HEALTH FEE ELIMINATION	For State Controller Use Only	Program 234
	(19) Program Number 00234	
	(20) Date Filed ___/___/___	
	(21) LRS Input ___/___/___	

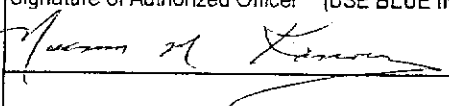
(01) Claimant Identification Number: CC 30125		Reimbursement Claim Data	
(02) Claimant Name Rancho Santiago Community College District		(22) FORM-1, (04)(b)	686,061
Orange County		(23)	
2323 N. Broadway		(24)	
Santa Ana CA 92706		(25)	
Type of Claim	Estimated Claim	Reimbursement Claim	(26)
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27)
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)
Fiscal Year of Cost	(06)	(12) 2008-2009	(30)
Total Claimed Amount	(07)	(13) \$ 686,061	(31)
Less : 10% Late Penalty, not to exceed \$10,000		(14) \$ -	(32)
Less : Prior Claim Payment Received		(15) \$ -	(33)
Net Claimed Amount		(16) \$ 686,061	(34)
Due from State	(08)	(17) \$ 686,061	(35)
Due to State		(18)	(36)

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK) 	Date 2/5/10
Noemi M. Kanouse Type or Print Name	Assistant Vice Chancellor Title
(38) Name of Contact Person for Claim SixTen and Associates	
Telephone Number: (858) 514-8605 E-mail Address: kbpsixten@aol.com	

Program 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM 1
------------------------------	--	-------------------------

(01) Claimant: Rancho Santiago Community College District	(02) Fiscal Year 2008-2009
--	-------------------------------

(03) List all community colleges identified in form 1.1, line (03)

(a) Name of College	(b) Claimed Amount
1. Santa Ana College	\$ 375,283
2. Santiago Canyon College	\$ 310,778
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

(04) Total Amount Claimed	\$ 686,061
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PROGRAM 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM 1.1
--	--	---

(01) Claimant: Rancho Santiago Community College District	(02) Fiscal Year 2008-2009
--	-------------------------------

(03) Name of College: Santa Ana College

(04) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
(05) Cost of Health Services for the Fiscal year of Claim	\$ 712,370	\$ 213,711	\$ 926,081
(06) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
(07) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 712,370	\$ 213,711	\$ 926,081

(08) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Students Enrolled	(b) Students Exempt per EC 76355(c)(1)	(c) Students Exempt per EC 76355(c)(2)	(d) Students Exempt per EC 76355(c)(3) <small>Not applicable after 01/01/08</small>	(e) Number of Students Subject to Health Fee (a)-(b)-(c)-(d)	(f) Unit Cost Per Student Per EC 76355	(g) Student Health Fees (e) x (f)
1. Per Fall Semester	31,787				31,787		
2. Per Spring Semester	30,743				30,743		
3. Per Summer Session	13,430				13,430		
4. Per First Quarter							
5. Per Second Quarter							
6. Per Third Quarter							

(09) Total health fee that could have been collected: The sum of (Line (08))(1)(c) through line (08)(6)(c) \$ 500,095

(10) Subtotal [Line (07) - line (09)] \$ 425,986

Cost Reduction

(11) Less: Offsetting Savings, if applicable

(12) Less: Other Reimbursements, if applicable \$ 50,703

(13) Total Amount Claimed [Line (10) - ((line (11) + line (12)))] \$ 375,283

PROGRAM 234	MANDATED COSTS HEALTH FEE ELIMINATION CLAIM SUMMARY	FORM 1.1
------------------------------	--	---------------------------

(01) Claimant: Rancho Santiago Community College District	(02) Fiscal Year 2008-2009
--	--------------------------------------

(03) Name of College: Santiago Canyon College

(04) Indicate with a check mark, the level at which health services were provided during the fiscal year of reimbursement in comparison to the 1986/87 fiscal year. If the "Less" box is checked, STOP, do not complete the form. No reimbursement is allowed.

LESS SAME MORE

	Direct Cost	Indirect Cost of: 30.00%	Total
(05) Cost of Health Services for the Fiscal year of Claim	\$ 438,012	\$ 131,404	\$ 569,416
(06) Cost of providing current fiscal year health services in excess of 1986/87	\$ -	\$ -	\$ -
(07) Cost of providing current fiscal year health services at 1986/87 level [Line (05) - line (06)]	\$ 438,012	\$ 131,404	\$ 569,416

(08) Complete Columns (a) through (g) to provide detail data for health fees

Collection Period	(a) Number of Students Enrolled	(b) Students Exempt per EC 76355(c)(1)	(c) Students Exempt per EC 76355(c)(2)	(d) Students Exempt per EC 76355(c)(3) <small>Not applicable after 01/01/06</small>	(e) Number of Students Subject to Health Fee (a)-(b)-(c)-(d)	(f) Unit Cost Per Student Per EC 76355	(g) Student Health Fees (e) x (f)
1. Per Fall Semester	13,641				13,641		
2. Per Spring Semester	16,219				16,219		
3. Per Summer Session	6,989				6,989		
4. Per First Quarter							
5. Per Second Quarter							
6. Per Third Quarter							

(09) Total health fee that could have been collected:	The sum of (Line (08)(1)(c) through line (08)(6)(c))	\$ 242,602
(10) Subtotal	[Line (07) - line (09)]	\$ 326,814

Cost Reduction

(11) Less: Offsetting Savings, if applicable	
(12) Less: Other Reimbursements, if applicable	\$ 16,036
(13) Total Amount Claimed	\$ 310,778

[Line (10) - (line (11) + line (12))]

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN #:

DATE: January 8, 2007

INSTITUTION:
 Rancho Santiago Community College District
 2323 N. Broadway

FILING REF.: The preceding
 Agreement was dated
 July 11, 2005

Santa Ana CA 92706-1640

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES*

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/07	06/30/09	30.0	On-Campus	All Programs
PROV.	07/01/09	06/30/10	30.0	On-Campus	All Programs

***BASE:**

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District	(02) Fiscal Year costs were incurred: 2008-2009		
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim	
Accident Reports			
Appointments	X	X	
College Physician, surgeon	X	X	
Dermatology, Family practice	X	X	
Internal Medicine	X	X	
Outside Physician	X	X	
Dental Services	X	X	
Outside Labs, (X-ray, etc.,)	X	X	
Psychologist, full services	X	X	
Cancel/Change Appointments	X	X	
Registered Nurse	X	X	
Check Appointments	X	X	
Assessment, Intervention and Counseling			
Birth Control	X	X	
Lab Reports	X	X	
Nutrition	X	X	
Test Results, office	X	X	
Venereal Disease	X	X	
Communicable Disease	X	X	
Upper Respiratory Infection	X	X	
Eyes, Nose and Throat	X	X	
Eye/Vision	X	X	
Dermatology/Allergy	X	X	
Gynecology/Pregnancy Service	X	X	
Neuralgic	X	X	
Orthopedic	X	X	
Genito/Urinary	X	X	
Dental		X	
Gastro-Intestinal	X	X	
Stress Counseling	X	X	
Crisis Intervention	X	X	
Child Abuse Reporting and Counseling	X	X	

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District	(02) Fiscal Year costs were incurred: 2008-2009		
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim	
Assessment, Intervention and Counseling (continued)			
Substance Abuse Identification and Counseling	X	X	
Acquired Immune Deficiency Syndrome		X	
Eating Disorders	X	X	
Weight Control	X	X	
Personal Hygiene	X	X	
Burnout	X	X	
Other Medical Problems, list	X	X	
Examinations, minor illnesses		X	
Recheck Minor Injury	X	X	
Health Talks or Fairs, Information		X	
Sexually Transmitted Disease	X	X	
Drugs	X	X	
Acquired Immune Deficiency Syndrome		X	
Child Abuse	X	X	
Birth Control/Family Planning	X	X	
Stop Smoking	X	X	
Library, Videos and Cassettes	X	X	
First Aid, Major Emergencies	X	X	
First Aid, Minor Emergencies		X	
First Aid Kits, Filled	X	X	
Immunizations	X	X	
Diphtheria/Tetanus		X	
Measels/Rubella		X	
Influenza	X	X	
Information	X	X	
Insurance	X	X	
On Campus Accident	X	X	
Voluntary	X	X	
Insurance Inquiry/Claim Administration	X	X	
Laboratory Tests Done		X	
Inquiry/Interpretation	X	X	
Pap Smears	X	X	
Physical Examinations		X	
Employees			

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District	(02) Fiscal Year costs were incurred: 2008-2009		
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.	(a) FY 1986/87	(b) FY of Claim	
Physical Examinations (Continued)			
Students			X
Athletes			X
Medications			
Antacids	X		X
Antidiarrheal	X		X
Aspirin, Tylenol, etc.,	X		X
Skin Rash Preparations	X		X
Eye Drops	X		X
Ear Drops	X		X
Toothache, oil cloves	X		X
Stingkill	X		X
Midol, Menstrual Cramps	X		X
Other, list-->	X		X
Parking Cards/Elevator Keys			
Tokens			
Return Card/Key			
Parking Inquiry			
Elevator Passes			X
Temporary Handicapped Parking Permits			
Referrals to Outside Agencies			X
Private Medical Doctor	X		X
Health Department	X		X
Clinic	X		X
Dental	X		X
Counseling Centers	X		X
Crisis Centers	X		X
Transitional Living Facilities, battered/homeless women	X		X
Family Planning Facilities	X		X
Other Health Agencies	X		X
Tests			
Blood Pressure	X		X
Hearing	X		X
Tuberculosis	X		X
Reading	X		X

Program 234	MANDATED COSTS 1/84 HEALTH FEE ELIMINATION COMPONENT/ACTIVITY COST DETAIL		FORM 2
(01) Claimant Rancho Santiago Community College District		(02) Fiscal Year costs were incurred: 2008-2009	
(03) Place an "X" in column (a) and/or (b), as applicable, to indicate which health Service was provided by student health service fees for the indicated fiscal year.			
	(a) FY 1986/87	(b) FY of Claim	
Tests (continued)			
Information			
Vision	X	X	
Glucometer		X	
Urinalysis		X	
Hemoglobin		X	
EKG		X	
Strep A Testing		X	
PG Testing		X	
Monospot			
Hemacult			
Others, list			
Miscellaneous			
Absence Excuses/PE Waiver	X	X	
Allergy Injections		X	
Band-aids	X	X	
Booklets/Pamphlets	X	X	
Dressing Change	X	X	
Rest	X	X	
Suture Removal	X	X	
Temperature	X	X	
Weigh	X	X	
Information	X	X	
Report/Form	X	X	
Wart Removal	X	X	
Others, list Ear Irrigation for Wax		X	
Committees			
Safety	X	X	
Environmental	X	X	
Disaster Planning	X	X	