

**Employee AVERAGE Time Record for Mandated Costs
308/95 ENROLLMENT FEE COLLECTION AND WAIVERS
ENROLLMENT FEE WAIVER (BOGG, ETC.) FUNCTIONS
Form Instructions**

The purpose of this time record is to collect information on the **average** amount of time spent by staff personnel to implement each of the reimbursable activities required by the mandate program.

Employee Information

Staff names, exact job titles, time spent, and descriptions of the mandate activities are required by the State Controller to support the annual claim for reimbursement.

Activity Description-**ENROLLMENT FEE WAIVER FUNCTIONS**

Waiving fees for BOG grant students and for the enrollment fee waivers provided for by Education Code Section 76300, subdivisions g and h.

- Code 21** Answering Questions: Average time per student to answer student questions regarding fee waivers or referring them to the appropriate person for an answer.
- Code 22** Receiving Applications: Average time per student to receive the waiver application from students by mail, fax, computer online access, or in person, or in the form of eligibility information processed by the financial aid office.
- Code 23** Evaluating Applications: Average time per student to evaluate each application and verification documents (dependency status, household size and income, SSI and TANF/CalWorks, etc.) for compliance with eligibility standards utilizing information provided by the student, from the student financial aid records (e.g., FAFSA), and other records.
- Code 24** Incomplete Applications: Average time per student to notify the student of the additional required information and how to obtain that information. Holding the student application and documentation in suspense file until all information is received.
- Code 25** Approved Applications: Average time per student to copy all documentation and file the information for further review or audit. Entering the approved application information into district records and /or notifying other personnel performing other parts of the process (e.g., cashier's office). Providing the student with proof of eligibility or an award letter, and file paper documents in the annual file.
- Code 26** Denied Applications: Average time per student to review and evaluate additional information and documentation provided by the student when the denial is appealed by the student. Provide written notification to students of the results of the appeal or any change in eligibility status.

On the back of this sheet is a time sheet to report your participation in the mandated program. Indicate the **average** time spent on each of the reimbursable activities.

**Employee AVERAGE Time Record for Mandated Costs
308/95 ENROLLMENT FEE COLLECTION AND WAIVERS
ENROLLMENT FEE WAIVER (BOGG, ETC.) FUNCTIONS**

Please report below the **average** amount of time spent (in minutes) by you to implement each of the reimbursable activities for the mandated program.

District _____ Department/Location _____

Employee Name _____ Exact Position Title _____

Telephone # _____ 12mo / 11mo / 10mo / hrly Fiscal Year: 99-00 00-01 01-02
Work year length(circle) 02-03 03-04 04-05 05-06
(Circle the years for which you are responding.)

How to report time: Step 1: For each activity, list the average time in minutes
Step 2: Select the appropriate workload multiplier from Form 17-1

Reimbursable Activities: ENROLLMENT WAIVER FUNCTIONS	Average Time in Minutes	1.7-1 Workload Multiplier (Check one)			
		6	7	8	
Code 21 <u>Answering Questions</u> regarding fee waivers or referring them to the appropriate person for an answer.					
Code 22 <u>Receiving Applications</u> from students by mail, fax, computer online access, or in person, or in the form of eligibility information processed by the financial aid office.					
Code 23 <u>Evaluating Applications</u> each application and verification documents for compliance with eligibility standards.					
Code 24 <u>Incomplete Applications</u> : notifying the student of the additional required information. Holding the student application in a suspense file until all information is received.					
Code 25 <u>Approved Applications</u> : Copying all documentation and filing the information. Entering information into district records. Providing student with proof of eligibility and filing documents.					
Code 26 <u>Denied Applications</u> : Reviewing additional documentation provided when denial is appealed. Providing written notification to student of final eligibility status.					

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify (or declare) under penalty of perjury under the laws of the State of California to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only. (PLEASE USE BLUE INK)

Employee Signature _____ Date _____

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____ ; TO Suki Chang EFCW 1.7-3 _____.