

**California Department of Education
Expanded Learning Division
Reduction Process and Examples**

Involuntary Grant Reduction Process

- The involuntary grant reduction process will use attendance data from the most recent two calendar years. This will benefit grantees by enabling the CDE to notify grantees prior to the July 1, 2018, effective date of any reduction.
- Involuntary reductions will be applied to all program components.
- Summer (formerly referred to as Supplemental) grants will receive an involuntary grant reduction and will not exceed the maximum grant cap as allowed under EC Section 8483.76(a).
- The percentage figure used to determine any funding reduction for a school site will be based on its Actual Student Attendance Attained percentage (out to two decimal places), without using any rounding rules or formatting.
- The ASES After School Base funding will not be reduced lower than \$29,484 per site, pursuant to EC Section 8483.7(a)(4).
- The ASES minimum funding for summer is \$8,845.
- The 21st CCLC and ASSETs grants will not be reduced below \$50,000, pursuant to the California Elementary and Secondary Education Act, Section 4204(h).
- The 21st CCLC minimum funding for summer programs is \$8,100.
- However, if any after school component, including summer programs, reports zero attendance for that component at the end of the most recent reporting period, then the site grant may be subject to termination. Grantees that have sites that meet this criterion, will be contacted for further discussion.
- If the site has both an ASES base grant and a 21st CCLC base grant, programs must first count student attendance towards the ASES grant until the site has reached 85 percent. After the reported attendance has reached 85 percent of the ASES target, attendance will then be credited to the 21st CCLC grant attendance target. **This is the responsibility of the program and CDE will not be altering attendance to account for this.** For more information, please see the guidance located at: <https://www.cde.ca.gov/ls/ba/cp/dualsiteattend.asp>

Note: Sample computations illustrating the involuntary grant reduction process are on the following pages.

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Voluntary Grant Reduction Process

If a grant recipient determines that a program site is not going to meet the attendance target, the grant recipient may submit a Voluntary Reduction of Grant Award form to the CDE by March 1, 2018, effective July 1, 2018. The benefit to the grant recipient is that the voluntary reduction results is approximately five percent more funding for the site than if an involuntary reduction had been assessed.

Questions and Technical Assistance

Grant recipients with questions about the involuntary or voluntary reduction processes may contact their regional CDE Program Consultant or Fiscal Analyst. If a grantee believes that submission of a voluntary grant reduction will be beneficial, it is advisable to contact the CDE to discuss the proposed reduction before submitting the form. Contact information for CDE Consultants and Analysts may be found on the CDE Regional Technical Assistance Contacts Web page at <http://www.cde.ca.gov/ls/ba/cp/regntwrkcontacts.asp>.

Involuntary Grant Reduction Process and Sample Computations

Sample Computation for 85 Percent Attendance Target

For a hypothetical site with the following characteristics:

- Program Site Grant Amount: \$122,850
- Grant Type: ASES
- Annual Total Daily Attendance at 100 percent of Target:
- 122,850 divided by \$8.19 = 15,000

Scenario 1: Program Site Does Not Receive Involuntary Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

January–June 2016	July–December 2016	January–June 2017	July–December 2017
6,501	6,740	6,375	6,104

Total Attendance for One-year Periods

January–December 2016	January–December 2017
$6,501 + 6,740 = 13,241$	$6,375 + 6,104 = 12,479$

Total Attendance of One-year Periods, with Percent of Target

January–December 2016	January–December 2017
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$13,241 \div 15,000 = 88.27\%$	$12,479 \div 15,000 = 83.19\%$
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Analysis: In the reporting period January–December 2017, program site attendance was below 85 percent. However, January–December 2016 attendance exceeded 85 percent, so the site did not fail to achieve 85 percent in two consecutive calendar years. The site, therefore, meets the legislatively required attendance targets and will not receive an involuntary reduction.

Scenario 2: Program Site Does Receive Involuntary Reduction

Program Site Attendance Reports for Semi-Annual Reporting Periods

January–June 2016	July–December 2016	January–June 2017	July–December 2017
6,104	6,004	6,314	6,205

Total Attendance for One-year Periods

January–December 2016	January–December 2017
$6,104 + 6,004 = 12,108$	$6,314 + 6,205 = 12,519$

Total Attendance of One-year Periods, with Percent of Target

January–December 2016	January–December 2017
$12,108 \div 15,000 = 80.72\%$	$12,519 \div 15,000 = 83.46\%$

Analysis: The grant recipient has failed to achieve the legislative attendance target as attendance is below 85 percent in both of the one-year reporting periods. Therefore, an involuntary grant reduction will be assessed. The grant recipient’s funding will be set at the highest of the two calendar year percentages plus 10 percent for growth (January–December 2017). The new grant amount will be calculated as follows:

$$(83.46\% \times 1.1) \times \$122,850 = \$112,783.67$$

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Computation When Attendance Is Less Than 75 Percent of Target

If program site attendance is below 75 percent of the attendance target in calendar year 2017, an involuntary reduction will be assessed. The new funding level will be set at this actual percentage level plus an additional 10 percent for growth.