

(LW) FAXED 12/1/08 @ 5:10 PM

**Important Read!**

You must submit, via fax, a signed copy of Section I of the annual performance report form that certifies that the information submitted electronically is accurate, complete, and readily verifiable. Please print Section I for the project director and certifying official to sign. Once the document is signed, please fax a copy of Section I only of the report to (703) 995-4812. The Department of Education only needs a fax copy of Section I of the report form. Please do not fax in a copy of the entire report.

**Section I - Project Identification (P042A060692)**

- 1. PR/Award Number: P042A060692
- 2. Name of Grantee Institution: Monterey Peninsula College
- 3. Address:
  - Campus: 980 Fremont Street
  - Street: 980 Fremont Street
  - City: Monterey State: CA Zip: 93940
- 4. Name of Project Director: Laurence E. Walker
- 5. Telephone Number: 831-646-4290
  - Fax Number: 831-646-3056
  - E-mail Address: lwalker@mpc.edu
- 6. Report Period: 09/01/2007 to 08/31/2008
- 7. Data Entry Person: Mrs. Eileen Crutchfield
  - Telephone Number: 831-646-4246
  - E-mail Address: ecrutchfield@mpc.edu
- 8. Project Characteristics:
  - a.Has a Summer Bridge Program: NO
  - b.Uses Federal Grant Funds to Provide Grant Aid: NO
  - c.Receives institutional or other non-federal funds: NO

**Certification:** We certify that the performance report information reported and submitted electronically on \_\_\_\_\_ is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

*Laurence Walker*

Name of Project Director (Print)

*Laurence Walker*

Signature and Date

*Carshia Anderson*

Name of Certifying Official (Print)

*Eileen Crutchfield* 12/1/08

Signature and Date

**Warning:** Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

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## **Section II - Verification of Number Funded to Serve and Prior Experience Standard Objectives (P042A060692)**

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The following information reflects the approved Student Support Service project's number of participants to be served and the negotiated project objectives for your project for this grant award cycle. This information was retrieved from the data you reported in Section II of the 2005-06 APR and includes appropriate changes as approved by your ED Program Specialist for the duration of the grant award cycle.

**Number Funded to Serve:**

In 2007-08, this project is funded to serve 200 participants.

**Sector of Grantee Institution:**

C: Public 2-Year

**Prior Experience Objective(s):**

1. 2007-08 Persistence Rate: 70% of all participants served by the SSS project will persist from the 2007-08 to the 2008-09 academic year or graduate and/or transfer from a 2-year to a 4-year institution during the 2007-08 academic year.
2. 2007-08 Good Academic Standing Rate: 75% of all participants served by the SSS project will meet the performance level required to stay in good academic standing at the grantee institution.
3. Graduation/Transfer Rate (2-year institutions only): 15% of 2005-06 New participants only will graduate with associate's degree and/or transfer to a four-year institution by 2007-08.

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**Section III - Record Structure For Participant List (P042A060692)**

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Section III of the APR can be downloaded from the SSS APR Web site as an Excel file.

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**Section IV - Project Performance Outcomes (P042A060692)**

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Only those SSS projects whose 2007-08 budget year is part of a grant/project period that began prior to 2005 must complete Section IV. You ARE NOT required to complete this section.

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### Match to Prior Report

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This report compares the participants included on the 2007-08 data file with the participants included on the 2006-07 APR to ensure that you have included prior year participants on the 2007-08 data file per the APR requirements for tracking and reporting on prior year participants.

You had **204** participants on your 2006-07 data file with a participant status of 1 (new participant), 2 (continuing participant), 3 (prior year participant, still enrolled at grantee institution), 5 (new summer), 6 (reentry received project services) and 7 (reentry, did not receive project services). According to the APR instructions, all of these participants should be included on the 2007-08 participant data file. Your 2007-08 submission included **162** of these, giving you a match to prior rate of **79%**.

For this report, TRIO established a threshold of 80%. Your data file falls below the threshold.

The table below displays the participants from 2006-07 APR who are **NOT** included on the 2007-08 data file.

**Total participants on the 2006-07 submission not listed on the 2007-08 submission: 42**

| #  | Participant's Name | Participant Code |
|----|--------------------|------------------|
| 1  | JESSICA BAER       | 2-Continuing     |
| 2  | KENNETH BAYONITO   | 2-Continuing     |
| 3  | ALEX BODINE        | 1-New            |
| 4  | VERNON CALHOUN     | 1-New            |
| 5  | RAMIRO CARDENAS    | 2-Continuing     |
| 6  | DESTINEY CARRILLO  | 2-Continuing     |
| 7  | RICHARD CATHEY     | 2-Continuing     |
| 8  | ADRIAN CHACON      | 2-Continuing     |
| 9  | HEATHER CLYBURN    | 2-Continuing     |
| 10 | RUSSEL DAWKINS     | 2-Continuing     |
| 11 | NATASHA DREW       | 2-Continuing     |
| 12 | KIT ELLIOTT        | 2-Continuing     |
| 13 | ANGELICA ESPINOLA  | 2-Continuing     |
| 14 | ENRIQUE FUENTES    | 2-Continuing     |
| 15 | ABEL GALVAN JR     | 2-Continuing     |
| 16 | BENJAMIN GARDINER  | 2-Continuing     |
| 17 | LIISA GAVLICK      | 2-Continuing     |
| 18 | JESSICA GLENN      | 2-Continuing     |
| 19 | WILLIAM HERNDON I  | 2-Continuing     |
| 20 | BINH HOANG         | 1-New            |
| 21 | MICHAEL HOOPINGAR  | 2-Continuing     |
| 22 | FRANCINE IM        | 2-Continuing     |
| 23 | MONICA JUAREZ      | 2-Continuing     |
| 24 | NORMA MALDONADO    | 1-New            |
| 25 | JEFFREY MEREDITH   | 1-New            |
| 26 | JAVONNE MORRIS     | 2-Continuing     |

|    |                 |              |
|----|-----------------|--------------|
| 27 | WILLIAM NGANGA  | 2-Continuing |
| 28 | TONY NGUYEN     | 2-Continuing |
| 29 | JOHN O'BRIEN    | 2-Continuing |
| 30 | DERRICK PINO    | 2-Continuing |
| 31 | RYAN RIEMEDIO   | 2-Continuing |
| 32 | NATHAN RODZACH  | 2-Continuing |
| 33 | THERESE RUFFIN  | 2-Continuing |
| 34 | SANDRA SADDUK   | 2-Continuing |
| 35 | DARIEN SADEGHI  | 2-Continuing |
| 36 | ANGHELL SANCHEZ | 2-Continuing |
| 37 | TERESA SUNDHOLM | 2-Continuing |
| 38 | QUERRA TATSUOKA | 2-Continuing |
| 39 | NICHOLAS TIMO   | 2-Continuing |
| 40 | LINDA TRAN      | 2-Continuing |
| 41 | ANTHONY WOODS   | 2-Continuing |
| 42 | MARIA ZUNIGA    | 2-Continuing |

**Explanation:**

Please note the following: The participants on the 2006-07 submission are not listed on the 2007-08 submission because these students have either graduated and/or transferred from our institution.

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### **New Participant Verification Report**

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This report compares the participants listed as "new" or "new (summer only)" on the 2007-08 APR with those participants listed as "new" on the 2006-07 APR. A participant cannot be classified as a "new" during two consecutive reporting cycles. If you reported a participant as "new" on the 2007-08 file, or coded them as "1" in field 15 of the 2006-07 APR, that individual's participation status must be updated for the current reporting year.

The "New Participant Report" was not displayed, since none of the "new" participants listed on your 2007-08 APR were also listed as "new" participants on your 2006-07 APR.

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### Critical Fields Verification Report

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TRIO has identified the following fields as critical. TRIO would like to ensure a minimal number of 'No Response/Unknown' entries. In most cases these are valid responses, however, high percentages of these responses are not desired. The table below lists the critical fields and the number and percentage of participants with a 'No Response/Unknown' entry in that field.

You have 245 participant records.

| Field Name   | Number with<br>No Response/Unknown | Percent |
|--|------------------------------------|---------|
| 7. DOB   | 0 records                          | 0%      |
| 15. Participant Status   | 0 records                          | 0%      |
| 16. Student Cohort Year  | 0 records                          | 0%      |
| 17. Enrollment Status  | 2 records                          | 1%      |
| 20. Persistence/graduation (end of the 2007-08 academic year)      | 2 records                          | 1%      |
| 21. Persistence status (at the beginning of 2008-09 academic year) | 2 records                          | 1%      |
| 23. Transfers  | 2 records                          | 1%      |
| 27. Degree/Certificate   | 2 records                          | 1%      |
| 28. Degree Date  | 0 records                          | 0%      |

## Eileen Crutchfield

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**From:** SSS System Administrator [generaltrio@cbmiweb.com]  
**Sent:** Saturday, November 29, 2008 4:10 PM  
**To:** Eileen Crutchfield  
**Subject:** Your resubmission to the SSS APR for P042A060692 was received Successfully

Hello Eileen Crutchfield,

Thank you for your recent online SSS Annual Performance Report submission on 11/29/2008 07:09 PM. You have successfully submitted your APR and passed all error checks.

Your APR will now be accepted provided you submit via fax a signed copy of Section I of the APR. Please fax the signed copy of Section I of the APR to the following fax number: (703) 995-4812.

If you have any questions regarding this message, please e-mail us at: [SSSweb@cbmiweb.com](mailto:SSSweb@cbmiweb.com).

**Important Read!**

You must submit, via fax, a signed copy of Section I of the annual performance report form that certifies that the information submitted electronically is accurate, complete, and readily verifiable. Please print Section I for the project director and certifying official to sign. Once the document is signed, please fax in a copy of Section I only of the report to (703) 995-4812. The Department of Education only needs a fax copy of Section I of the report form. Please do not fax in a copy of the entire report.

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**Section I - Project Identification**

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1. PR/Award Number: P047M070060
2. Name of Grantee: Monterey Peninsula College
3. Address: Campus: Monterey Peninsula College  
Street: 980 Fremont Street  
City: Monterey State: CA Zip: 93940-
4. Name of Project Director: Laurence Walker
5. Telephone Number: 831-646-4290 ext.  
Fax Number: 831-646-3056 ext.  
Email Address: lwalker@mpc.edu
6. Report Period: 11/01/2007 to 10/31/2008
7. Type of Project: Upward Bound Math/Science
8. For UBMS projects *only*: regional (i.e., serves at least two states) or
9. Project Characteristics (*not applicable to VUB*):  
a. Summer residential program: Yes  
b. Number of weeks of summer program: 6  
c. Frequency of academic year contacts between project staff and participants:  
No face-to-face contact
10. Data Entry Person: Mrs. Janine Wilson  
Telephone Number: 831-645-1306 ext.  
Email Address: jwilson@mpc.edu

**Certification:** We certify that the performance report information reported and submitted electronically on 1/23/09 is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

Laurence E. Walker  
Name of Project Director (Print)

Laurence E. Walker  
Signature and Date

Carshia Anderson  
Name of Certifying Official (Print)

Carshia W. Anderson  
Signature and Date

**Warnings:** Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

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**Section II - Record Structure For Participant List (P047M070060)**

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Section II of the APR can be downloaded from the UB/UBMS/VUB APR Web site as an Excel file.

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**Upward Bound and Upward Bound Math-Science Programs  
Approved Objectives for 2007-08  
P047M070060**

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Your approved project objectives for 2007-08 are listed below. This information was provided in your 2007 application.

**NUMBER FUNDED TO SERVE:**

**FOR 2007-08, THIS PROJECT WAS FUNDED TO SERVE 52 PARTICIPANTS.**

**PROJECT OBJECTIVES:**

**Academic improvement on standardized test:**

70% of all UB (or UBMS) participants who at the time of entrance into project had an expected high school graduation date during the school year will have achieved at proficient level during high school on state assessments in reading/language arts and math.

**Project retention:**

80% of 9th, 10th, and 11th grade participants served during each school year will continue to participate in the UB (or UBMS) project during the next school year.

**Postsecondary enrollment:**

80% of all UB (or UBMS) participants who at time of entrance into project had an expected high school graduation date during the school year will enroll in postsecondary education by fall term immediately following expected high school graduation date.

**Postsecondary persistence:**

60% of all UB (or UBMS) participants who enrolled in postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.

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**Match to Prior report (explanations)**

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You did not check the box for one or more students on the Match to Prior report page, indicating that you believe that these participants in the UB system of records should not be restored to the 2007-08 file. The unchecked student records appear below. For each of these, provided explanation as of why you think the record should not be added back. The most typical reason grantees do not wish to restore a record is that the record refers to a student already included in the 2007-08 file; the two records differ only in Social Security numbers (with one being inaccurate). The same phenomenon can occur with records that lack SSNs and that therefore are matched on date of birth and first and last name; in these cases, some difference exists between the DOB and names of the two records.

| Participant Name | Expected HS Graduation Cohort Year |
|------------------|------------------------------------|
| 1 Kevin Wong     |                                    |

Explanation:

Student is a prior participant that should not have been included in the 2007-08 reporting year. Kevin Wong's high school graduation date was 2002.

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**Expected High School Graduation Cohort Year report (explanations)**

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The Web application runs this report after you add and update any student records required by the Match to Prior report; those students then become part of the 2007-08 file. This report compares the data provided in field #23 (graduation cohort year) of the 2007-08 file with the UB system of records for your project. All participants graduation cohort year (field #23) on your 2007-08 data file match the UB system of records.

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### New Participant Verification Report

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This report compares the participants listed as "new" on the 2007-08 APR with those participants listed as "new" on the 2006-07 APR. A participant cannot be classified as a "new" during two consecutive reporting cycles. If you reported a participant as "new" on the 2007-08 file, or coded them as "1" or "7" in field PartCD of the 2006-07 APR, that individual's participation status must be updated for the current reporting year.

The "New Participant Report" was not displayed, since none of the "new" participants listed on your 2007-08 APR were also listed as "new" participants on your 2006-07 APR.

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### Funded Rate Report

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For 2007-08, your project was funded to serve 52 participants and you reported 144 current year participants. Your funded-to-serve rate is 277%.

TRIO established a range between 85% and 120% of the funded number as an indicator of potential data submission errors. Since your data file falls outside this range, you should review your participant data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2007-08.

This report compares the current year participants reported for 2007-08 with your approved number of participants to be served. Your "current participants", are coded in Participant Status field as a 1, 2, 3, 6, or 7. The total number of current participants should be equal or close to the number you were funded to serve. The table below provides a list of your new, continuing, reentry, and transfer participants (1, 2, 3, 6, or 7). Please review the information carefully.

- Verify the participant status code is correct. New, continuing, reentry, and transfer participants should have codes of 1, 2, 3, 6, or 7; prior participants should have codes of 4 or 5.
- Verify that all students reported as current participants (1, 2, 3, 6, or 7) were actually served during this reporting period.
- Verify that you correctly updated the participant status field for all participants served in a previous reporting period.

#### Current Students for 2007-08 (Participant Status = 1, 2, 3, 6, or 7)

|    | Student's Name           | Participant Code                          |
|----|--------------------------|---|
| 1  | Francisco Aguilar        | 2 = Continuing participant                |
| 2  | Amelia Albee             | 1 = New participant, for reporting period |
| 3  | Paul John Ecal           | 2 = Continuing participant                |
| 4  | Stephanie Echeverria     | 2 = Continuing participant                |
| 5  | Marya Edgar              | 2 = Continuing participant                |
| 6  | Brett Epperly            | 2 = Continuing participant                |
| 7  | Elton Escaros            | 1 = New participant, for reporting period |
| 8  | Rowdy Fisher             | 1 = New participant, for reporting period |
| 9  | Samantha Fletcher        | 2 = Continuing participant                |
| 10 | Giovanny Fletes          | 1 = New participant, for reporting period |
| 11 | Kayla Flores             | 1 = New participant, for reporting period |
| 12 | Rosalyn Funes            | 1 = New participant, for reporting period |
| 13 | Yesenia Garagarza        | 1 = New participant, for reporting period |
| 14 | Angelica Garcia          | 2 = Continuing participant                |
| 15 | Elizabeth Garibay        | 2 = Continuing participant                |
| 16 | Victoria Garica          | 2 = Continuing participant                |
| 17 | Nick Gipp                | 1 = New participant, for reporting period |
| 18 | Patricia Gomez           | 2 = Continuing participant                |
| 19 | Eduardo Gonzalez         | 2 = Continuing participant                |
| 20 | Nallely Gonzalez-Sanchez | 1 = New participant, for reporting period |

|    |                        |   |
|----|------------------------|---|
| 21 | Razia Gorski           | 2 = Continuing participant                |
| 22 | Jeffery Hamilton       | 2 = Continuing participant                |
| 23 | Irving Herrera         | 2 = Continuing participant                |
| 24 | Ricki Herrera          | 1 = New participant, for reporting period |
| 25 | Jaime Hinojosa         | 2 = Continuing participant                |
| 26 | Tyler Ho               | 2 = Continuing participant                |
| 27 | Thao-Trang Hoang       | 2 = Continuing participant                |
| 28 | Liliana Huerta-Vasquez | 1 = New participant, for reporting period |
| 29 | Richard Jaeger         | 1 = New participant, for reporting period |
| 30 | Maryaah Jensen         | 2 = Continuing participant                |
| 31 | Sunny Jenson           | 1 = New participant, for reporting period |
| 32 | Eugene Johnson         | 2 = Continuing participant                |
| 33 | Joshua Kim             | 2 = Continuing participant                |
| 34 | Erica Knotts           | 2 = Continuing participant                |
| 35 | Phung Lai              | 2 = Continuing participant                |
| 36 | Nancy Lam              | 1 = New participant, for reporting period |
| 37 | Mytali Langinbelik     | 2 = Continuing participant                |
| 38 | Pa Lee                 | 2 = Continuing participant                |
| 39 | Caleena Loghry-Lewis   | 2 = Continuing participant                |
| 40 | Justine Lopez          | 2 = Continuing participant                |
| 41 | Sheng Yeng Lor         | 2 = Continuing participant                |
| 42 | Annie Lu               | 1 = New participant, for reporting period |
| 43 | Johnna Lubuguin        | 2 = Continuing participant                |
| 44 | Danielle Maco          | 2 = Continuing participant                |
| 45 | Cindy Manuel           | 1 = New participant, for reporting period |
| 46 | Rosie Marau            | 1 = New participant, for reporting period |
| 47 | Yessi Marquez          | 1 = New participant, for reporting period |
| 48 | Adali Martinez         | 2 = Continuing participant                |
| 49 | Pedro Martinez         | 2 = Continuing participant                |
| 50 | Reejay Martinez        | 2 = Continuing participant                |
| 51 | Yuban Martinez         | 1 = New participant, for reporting period |
| 52 | Ammany McFadden        | 1 = New participant, for reporting period |
| 53 | Heather Mead           | 2 = Continuing participant                |
| 54 | Dexter Meninzor        | 2 = Continuing participant                |
| 55 | Mariela Mercado        | 2 = Continuing participant                |
| 56 | Britney Meza           | 2 = Continuing participant                |
| 57 | Dorian Miller          | 2 = Continuing participant                |
| 58 | Zachery Mills          | 2 = Continuing participant                |
| 59 | Janessa Miran          | 2 = Continuing participant                |
| 60 | Erasmus Nunez          | 1 = New participant, for reporting period |
| 61 | Thania Ocegüera        | 2 = Continuing participant                |
| 62 | Antonio Olmos          | 2 = Continuing participant                |

|     |                     |   |
|-----|---------------------|---|
| 63  | Angel Ortega        | 2 = Continuing participant                |
| 64  | Karen Osuna         | 1 = New participant, for reporting period |
| 65  | Frederick Paragas   | 2 = Continuing participant                |
| 66  | Elena Perez         | 1 = New participant, for reporting period |
| 67  | Kenia Perez         | 1 = New participant, for reporting period |
| 68  | Tylor Prather       | 2 = Continuing participant                |
| 69  | Nicole Prentice     | 2 = Continuing participant                |
| 70  | Meghan Quigg        | 2 = Continuing participant                |
| 71  | Ivan Quintero       | 2 = Continuing participant                |
| 72  | Adrienne Ralsten    | 1 = New participant, for reporting period |
| 73  | Julia Ramirez       | 2 = Continuing participant                |
| 74  | Ana Rangel          | 2 = Continuing participant                |
| 75  | Stacey Reed         | 1 = New participant, for reporting period |
| 76  | Maricela Reyes      | 2 = Continuing participant                |
| 77  | Alberto Rico        | 2 = Continuing participant                |
| 78  | Stacey Roberts      | 1 = New participant, for reporting period |
| 79  | Adriana Sanchez     | 2 = Continuing participant                |
| 80  | Alma Sanchez        | 1 = New participant, for reporting period |
| 81  | Jose Sanchez        | 2 = Continuing participant                |
| 82  | Eric Schmidt        | 2 = Continuing participant                |
| 83  | Klynne Serrano      | 1 = New participant, for reporting period |
| 84  | Timothy Shahat      | 1 = New participant, for reporting period |
| 85  | Rebecca Shawar      | 2 = Continuing participant                |
| 86  | Makayla Simmonds    | 1 = New participant, for reporting period |
| 87  | Jessica Sood        | 2 = Continuing participant                |
| 88  | Jonathan Soto       | 1 = New participant, for reporting period |
| 89  | Emily Stetson       | 2 = Continuing participant                |
| 90  | Esther Stetson      | 2 = Continuing participant                |
| 91  | Jameel Sughair      | 1 = New participant, for reporting period |
| 92  | Jacqueline Talavera | 2 = Continuing participant                |
| 93  | Hlee Thao           | 2 = Continuing participant                |
| 94  | Molly Thao          | 1 = New participant, for reporting period |
| 95  | Tee Thor            | 2 = Continuing participant                |
| 96  | Katelyn Thurman     | 1 = New participant, for reporting period |
| 97  | Jimmy To            | 2 = Continuing participant                |
| 98  | Julia To            | 1 = New participant, for reporting period |
| 99  | Lj Tolentino        | 2 = Continuing participant                |
| 100 | Alexander Tran      | 2 = Continuing participant                |
| 101 | Evelyn Urena        | 2 = Continuing participant                |
| 102 | Diana Valentin      | 2 = Continuing participant                |
| 103 | Amy Vang            | 2 = Continuing participant                |
| 104 | Roberto Varela      | 1 = New participant, for reporting period |

|     |                       |   |
|-----|-----------------------|---|
| 105 | Alma Vargas           | 1 = New participant, for reporting period |
| 106 | Armando Vargas        | 2 = Continuing participant                |
| 107 | Lisette Vazquez       | 2 = Continuing participant                |
| 108 | Janet Vong            | 2 = Continuing participant                |
| 109 | Raina Walker          | 2 = Continuing participant                |
| 110 | Natacha Wells         | 1 = New participant, for reporting period |
| 111 | Shyanne Will          | 2 = Continuing participant                |
| 112 | LaShaunda Wilson      | 1 = New participant, for reporting period |
| 113 | Katie Xiong           | 2 = Continuing participant                |
| 114 | Yang Xiong            | 2 = Continuing participant                |
| 115 | Jenett Yang           | 1 = New participant, for reporting period |
| 116 | So Jong Yang          | 2 = Continuing participant                |
| 117 | Victoria Young        | 2 = Continuing participant                |
| 118 | Charles Yuen          | 2 = Continuing participant                |
| 119 | Gerardo Zelaya        | 1 = New participant, for reporting period |
| 120 | Amanda Zubia          | 1 = New participant, for reporting period |
| 121 | Joreeny Allen         | 2 = Continuing participant                |
| 122 | Miranda Alvidrez      | 1 = New participant, for reporting period |
| 123 | Omar Amador           | 2 = Continuing participant                |
| 124 | Malcolm Anderson      | 2 = Continuing participant                |
| 125 | Remina Andrike        | 1 = New participant, for reporting period |
| 126 | Katie Baines          | 2 = Continuing participant                |
| 127 | Martin Barlese        | 2 = Continuing participant                |
| 128 | Anthony Benitez       | 1 = New participant, for reporting period |
| 129 | Krizia Bonilla        | 2 = Continuing participant                |
| 130 | Kevin Bunch           | 2 = Continuing participant                |
| 131 | Kenlyn Butters        | 1 = New participant, for reporting period |
| 132 | Taryn Cadena          | 1 = New participant, for reporting period |
| 133 | Michael Caldwell      | 1 = New participant, for reporting period |
| 134 | Jolyn Caoleng         | 2 = Continuing participant                |
| 135 | Juan Castillo         | 1 = New participant, for reporting period |
| 136 | Antonio Cervantes     | 2 = Continuing participant                |
| 137 | Heidy Cordova         | 1 = New participant, for reporting period |
| 138 | Celeste Cruz Quintero | 2 = Continuing participant                |
| 139 | Jose Cuchilla         | 2 = Continuing participant                |
| 140 | Brittany Deedon       | 2 = Continuing participant                |
| 141 | Paige Degolyer        | 1 = New participant, for reporting period |
| 142 | Jovany Delgado        | 2 = Continuing participant                |
| 143 | Dakota Dove           | 2 = Continuing participant                |
| 144 | Valerie Duenas        | 2 = Continuing participant                |

Explanation:

Per your request, we are providing a written explanation of why our program serves more than the required 52 students. The Math/Science Upward Bound Regional Center at Monterey Peninsula College serves TRIO students throughout Federal Region IX. We are able to serve our students, post-participation in the residential summer program, through their home programs/sponsors and quarterly newsletters. The provided services we indicate on our APR are made available to these students through a required sponsor-support contract and continuous follow-up contact from our program.

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### Critical Fields Verification Report

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TRIO has identified the following fields as critical. TRIO would like to ensure a minimal number of 'No Response/Unknown' entries. In most cases these are valid responses, however, high percentages of these responses are not desired. The table below lists the critical fields and the number and percentage of participants with a 'No Response/Unknown' entry in that field.

You have 288 participant records.

| Field Name                                  | Number with<br>No Response/Unknown | Percent |
|---|------------------------------------|---------|
| 8. Student DOB                              | 0 records                          | 0%      |
| 21. Date of First Project Service           | 0 records                          | 0%      |
| 22. Grade Level at First Service            | 0 records                          | 0%      |
| 23. Exp HS Grad Cohort Year                 | 0 records                          | 0%      |
| 24. Participant Status                      | 0 records                          | 0%      |
| 26. Level(start of AY 07-08)                | 0 records                          | 0%      |
| 27. Level(start of AY 08-09)                | 20 records                         | 7%      |
| 33. Retention in Project(begin of AY 08-09) | 0 records                          | 0%      |
| 36. Last Service Date                       | 1 records                          | 0%      |
| 45. First Enrollment Date                   | 7 records                          | 2%      |
| 50. PSE enroll. obj. for 2007-08            | 1 records                          | 0%      |
| 51. PSE persistence--denominator            | 3 records                          | 1%      |
| 52. PSE persistence--numerator              | 3 records                          | 1%      |

# HP LaserJet M1319f MFP

## Fax Confirmation

| Job | Date       | Time     | Type | Identification | Duration | Pages | Result |       |
|-----|------------|----------|------|----------------|----------|-------|--------|-------|
| 787 | 01/30/2009 | 11:24:02 | Send | 17039954812    | 01:01    | 1     | OK     | 47.4k |

No Entries In Fax Log

**Important Read!**

You must submit, via fax, a signed copy of Section I of the annual performance report form that certifies that the information submitted electronically is accurate, complete, and readily verifiable. Please print Section I for the project director and certifying official to sign. Once the document is signed, please fax in a copy of Section I only of the report to (703) 995-4812. The Department of Education only needs a fax copy of Section I of the report form. Please do not fax in a copy of the entire report.

---

**Section I - Project Identification**

---

1. PR/Award Number: P047A070337
2. Name of Grantee: Monterey Peninsula College
3. Address: Campus: Monterey Peninsula College  
Street: 980 Fremont Street  
City: Monterey State: CA Zip: 93940-
4. Name of Project Director: Laurence Walker
5. Telephone Number: 831-646-4290 ext.  
Fax Number: 831-646-3056 ext.  
Email Address: lwalker@mpc.edu
6. Report Period: 09/01/2007 to 08/31/2008
7. Type of Project: Upward Bound
8. For UBMS projects only:
9. Project Characteristics (*not applicable to VUB*):
- a. Summer residential program: No
  - b. Number of weeks of summer program: 6
  - c. Frequency of academic year contacts between project staff and participants:  
Weekly
10. Data Entry Person: Mrs. Sandra Washington  
Telephone Number: 831-646-4089 ext.  
Email Address: swashington@mpc.edu

**Certification:** We certify that the performance report information reported and submitted electronically on 1/28/09 is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

Laurence E. Walker

Name of Project Director (Print)

Laurence E. Walker

Signature and Date

Carshia Anderson

Name of Certifying Official (Print)

Carshia W. Anderson

Signature and Date

**Warnings:** Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

---

**Section II - Record Structure For Participant List (P047A070337)**

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Section II of the APR can be downloaded from the UB/UBMS/VUB APR Web site as an Excel file.

---

**Upward Bound and Upward Bound Math-Science Programs  
Approved Objectives for 2007-08  
P047A070337**

---

Your approved project objectives for 2007-08 are listed below. This information was provided in your 2007 application.

**NUMBER FUNDED TO SERVE:**

**FOR 2007-08, THIS PROJECT WAS FUNDED TO SERVE 77 PARTICIPANTS.**

**PROJECT OBJECTIVES:**

**Academic improvement on standardized test:**

70% of all UB (or UBMS) participants who at the time of entrance into project had an expected high school graduation date during the school year will have achieved at proficient level during high school on state assessments in reading/language arts and math.

**Project retention:**

80% of 9th, 10th, and 11th grade participants served during each school year will continue to participate in the UB (or UBMS) project during the next school year.

**Postsecondary enrollment:**

80% of all UB (or UBMS) participants who at time of entrance into project had an expected high school graduation date during the school year will enroll in postsecondary education by fall term immediately following expected high school graduation date.

**Postsecondary persistence:**

60% of all UB (or UBMS) participants who enrolled in postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.

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**Match to Prior report (explanations)**

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You did not check the box for one or more students on the Match to Prior report page, indicating that you believe that these participants in the UB system of records should not be restored to the 2007-08 file. The unchecked student records appear below. For each of these, provided explanation as of why you think the record should not be added back. The most typical reason grantees do not wish to restore a record is that the record refers to a student already included in the 2007-08 file; the two records differ only in Social Security numbers (with one being inaccurate). The same phenomenon can occur with records that lack SSNs and that therefore are matched on date of birth and first and last name; in these cases, some difference exists between the DOB and names of the two records.

|   | Participant Name  | Expected HS Graduation Cohort Year |
|---|---|------------------------------------|
| 1 | Michael Harris  | 2008                               |
|   | Explanation:  |                                    |
|   | Student is a prior participant with last service date of 08/01/2005. Student moved out of service area. |                                    |
| 2 | Grace Yi  | 2008                               |
|   | Explanation:  |                                    |
|   | Student is a prior participant with last service date of 08/01/2005. Student moved out of service area. |                                    |

---

**Expected High School Graduation Cohort Year report (explanations)**

---

The Web application runs this report after you add and update any student records required by the Match to Prior report; those students then become part of the 2007-08 file. This report compares the data provided in field #23 (graduation cohort year) of the 2007-08 file with the UB system of records for your project. All participants graduation cohort year (field #23) on your 2007-08 data file match the UB system of records.

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### New Participant Verification Report

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This report compares the participants listed as "new" on the 2007-08 APR with those participants listed as "new" on the 2006-07 APR. A participant cannot be classified as a "new" during two consecutive reporting cycles. If you reported a participant as "new" on the 2007-08 file, or coded them as "1" or "7" in field PartCD of the 2006-07 APR, that individual's participation status must be updated for the current reporting year.

The "New Participant Report" was not displayed, since none of the "new" participants listed on your 2007-08 APR were also listed as "new" participants on your 2006-07 APR.

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## Funded Rate Report

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For 2007-08, your project was funded to serve 77 participants and you reported 118 current year participants. Your funded-to-serve rate is 153%.

TRIO established a range between 85% and 120% of the funded number as an indicator of potential data submission errors. Since your data file falls outside this range, you should review your participant data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2007-08.

This report compares the current year participants reported for 2007-08 with your approved number of participants to be served. Your "current participants", are coded in Participant Status field as a 1, 2, 3, 6, or 7. The total number of current participants should be equal or close to the number you were funded to serve. The table below provides a list of your new, continuing, reentry, and transfer participants (1, 2, 3, 6, or 7). Please review the information carefully.

- Verify the participant status code is correct. New, continuing, reentry, and transfer participants should have codes of 1, 2, 3, 6, or 7; prior participants should have codes of 4 or 5.
- Verify that all students reported as current participants (1, 2, 3, 6, or 7) were actually served during this reporting period.
- Verify that you correctly updated the participant status field for all participants served in a previous reporting period.

### Current Students for 2007-08 (Participant Status = 1, 2, 3, 6, or 7)

|    | Student's Name    | Participant Code                          |
|----|-------------------|---|
| 1  | Beatriz Aguirre   | 2 = Continuing participant                |
| 2  | Rendell Aguisanda | 2 = Continuing participant                |
| 3  | Shawna De Lao     | 2 = Continuing participant                |
| 4  | Stuti Desai       | 2 = Continuing participant                |
| 5  | Kayla Diamsay     | 1 = New participant, for reporting period |
| 6  | Jasmine Do        | 2 = Continuing participant                |
| 7  | Michelle Do       | 2 = Continuing participant                |
| 8  | Victoria Dorn     | 1 = New participant, for reporting period |
| 9  | Manuel Espinoza   | 2 = Continuing participant                |
| 10 | Audriana Filipo   | 2 = Continuing participant                |
| 11 | Larissa Filipo    | 1 = New participant, for reporting period |
| 12 | Giovanny Fletes   | 2 = Continuing participant                |
| 13 | Gloria Fletes     | 1 = New participant, for reporting period |
| 14 | Christian Flores  | 1 = New participant, for reporting period |
| 15 | Sherina Gandia    | 2 = Continuing participant                |
| 16 | Carlos Garcia     | 2 = Continuing participant                |
| 17 | Megan Gaston      | 2 = Continuing participant                |
| 18 | Stefany Geronimo  | 2 = Continuing participant                |
| 19 | Chris Gillard     | 2 = Continuing participant                |
| 20 | George Harter     | 2 = Continuing participant                |

|    |                        |   |
|----|------------------------|---|
| 21 | Gerson Hernandez       | 1 = New participant, for reporting period |
| 22 | Alex Herrera           | 2 = Continuing participant                |
| 23 | Jan Huynh              | 2 = Continuing participant                |
| 24 | Jordan Johnson         | 2 = Continuing participant                |
| 25 | Anastazia Jones        | 2 = Continuing participant                |
| 26 | Erol Kerestecioglu     | 2 = Continuing participant                |
| 27 | Chelsea Kerr           | 2 = Continuing participant                |
| 28 | Daniel Kim             | 2 = Continuing participant                |
| 29 | Joshua Kim             | 2 = Continuing participant                |
| 30 | Kadina Koonce          | 1 = New participant, for reporting period |
| 31 | Briana Langshaw        | 1 = New participant, for reporting period |
| 32 | Alexander Le           | 2 = Continuing participant                |
| 33 | Kevin Le               | 2 = Continuing participant                |
| 34 | Kayla Limtiaco-Sumbing | 2 = Continuing participant                |
| 35 | Joseph Lizama          | 2 = Continuing participant                |
| 36 | Miguel Lopez           | 2 = Continuing participant                |
| 37 | Natalie Lopez          | 2 = Continuing participant                |
| 38 | Quanisha Mathis        | 2 = Continuing participant                |
| 39 | Juan Mayorga           | 2 = Continuing participant                |
| 40 | Robert Mellin          | 2 = Continuing participant                |
| 41 | Christian Mendoza      | 1 = New participant, for reporting period |
| 42 | Isaias Merlin          | 2 = Continuing participant                |
| 43 | Simaya Mohsin          | 2 = Continuing participant                |
| 44 | Quano Moore            | 2 = Continuing participant                |
| 45 | Eugene Morris          | 2 = Continuing participant                |
| 46 | Cory Mouton            | 2 = Continuing participant                |
| 47 | Andrew Ngo             | 2 = Continuing participant                |
| 48 | Melissa Ngo            | 1 = New participant, for reporting period |
| 49 | Ngoc Nguyen            | 2 = Continuing participant                |
| 50 | Tammy Nguyen           | 1 = New participant, for reporting period |
| 51 | Tien Nguyen            | 2 = Continuing participant                |
| 52 | Trong Nguyen           | 2 = Continuing participant                |
| 53 | Keanu Perez            | 2 = Continuing participant                |
| 54 | Mindy Perez            | 2 = Continuing participant                |
| 55 | Sayra Perez            | 2 = Continuing participant                |
| 56 | Stephanie Perez        | 2 = Continuing participant                |
| 57 | Beverly Phan           | 2 = Continuing participant                |
| 58 | Daniel Ramirez         | 2 = Continuing participant                |
| 59 | Julia Ramirez          | 2 = Continuing participant                |
| 60 | Nelson Ramirez         | 2 = Continuing participant                |
| 61 | Ramon Renteria         | 1 = New participant, for reporting period |
| 62 | Anabel Resendiz        | 2 = Continuing participant                |

|     |                         |   |
|-----|-------------------------|---|
| 63  | Nestor Resindez         | 1 = New participant, for reporting period |
| 64  | Jessica Rosa            | 2 = Continuing participant                |
| 65  | Hugo Ruelas             | 2 = Continuing participant                |
| 66  | Lily Ruelas             | 2 = Continuing participant                |
| 67  | Nuran Saleh             | 2 = Continuing participant                |
| 68  | Anne-Mary Salib         | 2 = Continuing participant                |
| 69  | Nicos Sampaolo          | 2 = Continuing participant                |
| 70  | Mark Santos             | 2 = Continuing participant                |
| 71  | Cheyenne Sausi          | 2 = Continuing participant                |
| 72  | Rebecca Shawar          | 2 = Continuing participant                |
| 73  | Alycia Singletary       | 1 = New participant, for reporting period |
| 74  | Tracy Siu               | 1 = New participant, for reporting period |
| 75  | Asia Smith              | 2 = Continuing participant                |
| 76  | Veronica Standifer      | 1 = New participant, for reporting period |
| 77  | Anna Sughair            | 1 = New participant, for reporting period |
| 78  | Ishak Sughair           | 2 = Continuing participant                |
| 79  | Sheila Torres           | 2 = Continuing participant                |
| 80  | Tina Tran               | 2 = Continuing participant                |
| 81  | Anthony Tu              | 2 = Continuing participant                |
| 82  | Katarina Villasenor     | 2 = Continuing participant                |
| 83  | Alejandro Vizcarra      | 2 = Continuing participant                |
| 84  | Hayley Vohl             | 2 = Continuing participant                |
| 85  | Patrice Ware            | 2 = Continuing participant                |
| 86  | Patricia Ware           | 2 = Continuing participant                |
| 87  | Joshua Webb             | 2 = Continuing participant                |
| 88  | Jarred White            | 2 = Continuing participant                |
| 89  | Ian Wigg                | 2 = Continuing participant                |
| 90  | Celesta Williams        | 2 = Continuing participant                |
| 91  | Marcy Yanes             | 2 = Continuing participant                |
| 92  | So Jong Yang            | 2 = Continuing participant                |
| 93  | Sojong Yang             | 2 = Continuing participant                |
| 94  | Brooke Young            | 2 = Continuing participant                |
| 95  | Cecilia Arroyo          | 1 = New participant, for reporting period |
| 96  | Juan Carlos Ballesteros | 1 = New participant, for reporting period |
| 97  | Kassandra Ballesteros   | 2 = Continuing participant                |
| 98  | Carlo Bertoni           | 2 = Continuing participant                |
| 99  | Ashley Black            | 2 = Continuing participant                |
| 100 | Sara Black              | 1 = New participant, for reporting period |
| 101 | Claudia Bonilla         | 2 = Continuing participant                |
| 102 | Rweetherley Bonilla     | 1 = New participant, for reporting period |
| 103 | Phillip Brelland        | 1 = New participant, for reporting period |
| 104 | Tamara Brelland         | 2 = Continuing participant                |

|     |                    |   |
|-----|--------------------|---|
| 105 | Sidney Brown Iii   | 2 = Continuing participant                |
| 106 | Melanie Bustamante | 2 = Continuing participant                |
| 107 | Jamila Cambridge   | 2 = Continuing participant                |
| 108 | Johnny Camel       | 2 = Continuing participant                |
| 109 | Luis Castellanos   | 2 = Continuing participant                |
| 110 | Gino Catugda       | 2 = Continuing participant                |
| 111 | Tiffany Chester    | 2 = Continuing participant                |
| 112 | Arturo Corres      | 2 = Continuing participant                |
| 113 | Lisset Cortes      | 2 = Continuing participant                |
| 114 | Clarisa Cortez     | 1 = New participant, for reporting period |
| 115 | Mark Crews         | 2 = Continuing participant                |
| 116 | Jennifer Culilap   | 2 = Continuing participant                |
| 117 | Adina Daniel       | 2 = Continuing participant                |
| 118 | Robert Davis       | 2 = Continuing participant                |

**Explanation:**

The total number of students served includes graduated 8th graders who participated in our summer academy prior to entering high school.

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### Critical Fields Verification Report

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TRIO has identified the following fields as critical. TRIO would like to ensure a minimal number of 'No Response/Unknown' entries. In most cases these are valid responses, however, high percentages of these responses are not desired. The table below lists the critical fields and the number and percentage of participants with a 'No Response/Unknown' entry in that field.

You have 168 participant records.

| Field Name                                  | Number with<br>No Response/Unknown | Percent |
|---|------------------------------------|---------|
| 8. Student DOB                              | 0 records                          | 0%      |
| 21. Date of First Project Service           | 0 records                          | 0%      |
| 22. Grade Level at First Service            | 0 records                          | 0%      |
| 23. Exp HS Grad Cohort Year                 | 0 records                          | 0%      |
| 24. Participant Status                      | 0 records                          | 0%      |
| 26. Level(start of AY 07-08)                | 1 records                          | 1%      |
| 27. Level(start of AY 08-09)                | 14 records                         | 8%      |
| 33. Retention in Project(begin of AY 08-09) | 2 records                          | 1%      |
| 36. Last Service Date                       | 1 records                          | 1%      |
| 45. First Enrollment Date                   | 10 records                         | 6%      |
| 50. PSE enroll. obj. for 2007-08            | 4 records                          | 2%      |
| 51. PSE persistence--denominator            | 7 records                          | 4%      |
| 52. PSE persistence--numerator              | 1 records                          | 1%      |

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## Fax Confirmation

| Job | Date       | Time     | Type | Identification | Duration | Pages | Result |       |
|-----|------------|----------|------|----------------|----------|-------|--------|-------|
| 782 | 01/30/2009 | 10:21:04 | Send | 17039954812    | 00:45    | 1     | OK     | 48.9k |

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**UNITED STATES DEPARTMENT OF EDUCATION**

FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY CHANNEL  
SCHOOL PARTICIPATION TEAM  
SAN FRANCISCO/SEATTLE TEAM

Dr. Douglas R. Garrison  
Superintendent/President  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940-4799

12/18/2008

**OPE ID 00124200**

Dear Dr. Garrison:

The San Francisco/Seattle School Participation Team is pleased to inform you that, based upon the information included in your Application for Approval to Participate in Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that Monterey Peninsula College (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA). Monterey Peninsula College will be listed in the next edition of the Directory of Postsecondary Institutions published by the U.S. Department of Education (Department).

**OPE ID NUMBER**

The OPE ID Number 00124200 is a unique identifier for the Institution. The OPE ID Number will also be the Institution's identification number for the Title IV, HEA programs. Please use the OPE ID Number in all communications with the Department.

**ELIGIBILITY AND CERTIFICATION APPROVAL REPORT**

Please print a copy of the **Eligibility and Certification Approval Report (ECAR)** Together, the **Program Participation Agreement (PPA)** that has been signed on behalf of the Secretary and the ECAR constitute the San Francisco/Seattle School Participation Team's determination that the Institution has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

The Institution must retain the ECAR and the PPA together.

The ECAR contains the most critical of the data elements that form the basis of the Institution's

approval, and also a list of the highest level of offering, any nondegree or short term training programs, and any additional locations that provide 50 percent or more of an educational program that have been approved for the Title IV, HEA programs. The Institution may not award, distribute or disburse any Title IV, HEA program funds for any educational or training program that is beyond the scope of the approval contained in the ECAR, nor for any additional location providing 50 percent or more of an educational program that has not been approved and is not listed on the ECAR.

- In order to comply with the requirements of 34 CFR 668.8(1), some vocational or nondegree programs may have been approved for fewer credit hours than requested in the Institution's application.
- Vocational and nondegree programs that do not meet the requirements of 34 CFR Parts 600 and 668 have not been approved and are marked in the ECAR as not approved.
- The listing of Vocational Programs in the ECAR contains those nondegree programs that the San Francisco/Seattle School Participation Team has determined are eligible programs for participation in the Title IV, HEA programs.
- The ECAR contains a list of HEA programs other than Title IV, HEA programs, for which the Institution is eligible to apply. This list does not mean that the Institution will automatically be eligible to participate in or receive funds under any HEA competitive grant program. Information concerning applications for, and the individual requirements of, the competitive grant program can be obtained from:

|   |
|---|
| Deputy Assistant Secretary<br>Office of Higher Education Programs<br>U.S. Department of Education<br>400 Maryland Avenue, S.W.<br>Washington, DC 20202-5140 |
|---|

## **PROGRAM PARTICIPATION AGREEMENT**

The PPA contains the agreement between the Institution and the Secretary concerning the Institution's participation in the Federal student financial assistance programs (Title IV, HEA programs).

## **CERTIFICATION FOR TITLE IV, HEA PROGRAMS**

As explained in the PPA, Title IV, HEA programs administered by participating educational institutions are subject to applicable laws, regulations, and guidelines. Listed below are the appropriate telephone numbers for further information on the HEA programs:

- Federal Pell Grant Program (800) 474-7268
- Federal Family Education Loan Program (202) 377-4008
- Federal Direct Student Loan Program (800) 848-0978

If the Institution wishes to begin participating in the Direct Loan Program or to request a change in its funding method, contact COD School Relations at the Federal Direct Student Loan Program number above or send an email to [codsupport@acs-inc.com](mailto:codsupport@acs-inc.com)

- Federal Campus-Based Programs (877) 801-7168  
The Federal Campus-Based Programs are (a) the Federal Supplemental Educational Opportunity Grant Program, (b) the Federal Work-Study Program, and (c) the Federal

Perkins Loan Program. To obtain funding under any or all of these programs, the Institution must file the Fiscal Operations Report and Application to Participate (FISAP) annually. FISAP packages are typically available at the end of July each year and the due date for electronic submission of this data is generally a postmark or transmission date of October 1. Please keep in mind that the October 1 submission is to obtain funding for the Award Year that begins the following July 1.

If the Institution does not already participate in the Title IV, HEA programs, the Institution must complete Fundamentals of Title IV Administration (Precertification) Training no later than 12 months after the Institution executed the PPA. Completion of this training must be not earlier than one year before beginning to participate in any Title IV, HEA program for which the Institution has not previously participated. If you wish to register for Fundamentals of Title IV Administration (Precertification) Training, please register at <http://www.register123.com/event/profile/web/index.cfm?PKwebID=0x112117625&varPage=info>. For information concerning the training, contact the San Francisco/Seattle Team at the telephone number listed later in this letter.

Participating educational institutions will be reviewed at least once every six years to determine whether the institutions remain administratively capable and financially responsible to administer Title IV programs and funds.

## **REPORTING AND REAPPLICATION REQUIREMENTS**

The Institution must report promptly to the Department certain changes and actions that affect the Institution's participation approval, as specified in 34 CFR 600 and 668, including, but not limited to:

- Change of name and/or address;
- New contract or significant modification of existing contract with a third party servicer;
- Change in exercise of a person's substantial control over the Institution, e.g., a change in the chief executive officer or members of the board of trustees or board of directors.
- Change in the way the Institution measures educational program length;
- Change in the level of course offerings;
- Additions and/or closures of non-main campus locations that offer at least 50% of an educational program;
- Change of accrediting agency;
- Change of the State agency that confers legal authority on the Institution to offer programs of postsecondary education; or
- Change in ownership *whether or not* that ownership change results in a change in control of the Institution.

If the Institution fails to report any such changes within ten days after the change occurs, the ability of the Institution to administer the Title IV student financial assistance programs properly will be called into question. As a consequence, we will consider whether it is necessary to monitor the Institution's receipt of Federal funds more closely. Failure to report changes within the time frame required may also result in an adverse action being taken against the Institution in accordance with 34 CFR 668, Subpart G.

### **Automatic Termination of Approval**

This Approval for Institutional Participation automatically terminates on the happening of any of the following events:

- June 30, 2014
- The date the Institution loses the legal authority to offer programs of postsecondary education in the State in which it is located;
- The date the Institution loses accreditation from its designated primary accrediting agency;
- The date the Institution ceases to offer all approved postsecondary instruction;
- The date the Institution merges with another institution;
- The date the Institution undergoes a change in ownership resulting in a change of control;
- The date the Institution files for bankruptcy; or
- The date the Institution otherwise ceases to meet the definition of an eligible institution of higher education.

Please send all information or documentation required by this letter to:

|   |
|---|
| United States Department of Education<br>Federal Student Aid, Schools Channel<br>Attention: San Francisco/Seattle School<br>Participation Team<br>50 Beale Street<br>Suite 9800<br>San Francisco, CA 94105-1863 |
|---|

One of the institutional eligibility requirements is that the institution must admit as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the State in which the institution is physically located (see 34 CFR 600.4, 5 or 6). This means if the student is not yet beyond the age of compulsory school attendance in the State in which the institution is physically located, the institution can only enroll the individual as a regular student if he or she has a high school diploma or its equivalent.

One of the student eligibility requirements is that an eligible student is one who is not enrolled in either an elementary or secondary school (see 34 CFR 668.32). This means that an institution cannot accept as a regular student at this school, an individual who is also enrolled at the same time in elementary or high school.

The telephone number for the San Francisco/Seattle Team is (415) 486-5677. The fax number is (415) 486-5676.

Sincerely,



Linda Henderson  
Area Case Director  
School Participation Team, NW  
San Francisco/Seattle Team

cc: Ms Claudia J. Martin, Director Student Financial Services  
Western Association of Schools and Colleges - Community/Jr. Colleges  
Guarantee Agency

CA Community College - Chancellor's Office



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## UNITED STATES DEPARTMENT OF EDUCATION

### FEDERAL STUDENT AID SCHOOL ELIGIBILITY CHANNEL

## PROGRAM PARTICIPATION AGREEMENT

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: **June 30, 2014**

Reapplication Date: **March 31, 2014**

Name of Institution: **Monterey Peninsula College**  
Address of Institution: **980 Fremont Street**  
**Monterey, CA 93940-4799**

OPE ID Number: **00124200**

DUNS Number: **076311547**

Taxpayer Identification Number (TIN): **942314506**

**The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.**

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

### SCOPE OF COVERAGE

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This

Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. 1070a et seq; 34 CFR Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. 1071 et seq; 34 CFR Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. 1087a et seq; 34 CFR Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. 1087aa et seq; 34 CFR Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. 1070b et seq; 34 CFR Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. 2751 et seq; 34 CFR Part 675.

## GENERAL TERMS AND CONDITIONS

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 CFR Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 CFR Part 668.

*The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.*

2. a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
- b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Crime Statistics).
3. The Institution agrees to comply with --
- a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
  - b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 CFR Part 106 (barring discrimination on the basis of sex);
  - c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 CFR Part 99;
  - d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 CFR Part 104 (barring discrimination on the basis of physical handicap); and
  - e. The Age Discrimination Act of 1975 and the implementing regulations, 34 CFR Part 110.
  - f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of student records and information as a demonstration of a potential lack of administrative

capability as stated in 34 C.F.R. 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.

4. The Institution acknowledges that 34 CFR Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

### **SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 CFR PART 668**

By entering into this Program Participation Agreement, the Institution agrees that:

- (1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;
- (2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;
- (3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;
- (4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--
  - (i) The Secretary;
  - (ii) The State [regulatory bodies] for the State or States in which the institution or any of the institution's branch campuses or other locations are located;
  - (iii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan, and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;
  - (iv) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;
  - (v) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and
  - (vi) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State

agency;

(5) It will comply with the provisions of §668.15 relating to factors of financial responsibility;

(6) It will comply with the provisions of §668.16 relating to standards of administrative capability;

(7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under these programs at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

(8) It will not provide any statement to any student or certification to any lender under the Federal Stafford Loan or Federal PLUS Program that qualifies the student for a loan or loans in excess of the amount that the student is eligible to borrow in accordance with §§425(a), 428(a)(2), 428(b)(1) (A) and (B), and 428H of the HEA;

(9) It will comply with the requirements of Subpart D of 34 CFR part §668 concerning institutional and financial assistance information for students and prospective students;

(10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment-

(i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and

(ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;

(11) In the case of an institution participating in the Federal Stafford Loan, or Federal PLUS Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;

(12) It will provide the certifications described in paragraph (c) of this section;

(13) In the case of an institution whose students receive financial assistance pursuant to section 484 (d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;

(14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;

(15) In the case of an institution seeking to participate for the first time in the Federal Stafford Loan and Federal PLUS programs, the institution has included a default management plan as part of its application under §600.20 for participation in those programs and will use the plan for at least two years from the date of that application. The Secretary considers the requirements of this paragraph to be satisfied by a default management plan developed in accordance with the default reduction measures described in the September 2005 Dear Partner Letter, GEN-05-14;

(16) In the case of an institution that changes ownership that results in a change of control, or that changes its status as a main campus, branch campus, or an additional location, the institution will, to participate in the Federal Stafford Loan and Federal PLUS Programs, develop a default management plan for approval by the Secretary and implement the plan for at least two years after the change in control or status. The Secretary considers the requirements of this paragraph to be satisfied by a default management plan developed in accordance with the default reduction measures described in the September 2005 Dear Partner Letter, GEN-05-14;

(17) The Secretary, guaranty agencies and lenders as defined in 34 CFR Part 682, nationally

recognized accrediting agencies, the Secretary of Veterans Affairs, State [regulatory bodies], State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

(i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those program, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or

(iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that offers athletically related student aid, it will comply with the provisions of paragraph (d) of this section;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22) It will not provide, nor contract with any entity that provides, any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the awarding of student financial assistance, except that this requirement shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal Student Assistance. This provision does not apply to the giving of token gifts to students or alumni for referring students for admission to the institution as long as: the gift is not in the form of money, check, or money order; no more than one such gift is given to any student or alumnus; and the gift has a value of not more than \$100;

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary, State [authorizing bodies], and nationally recognized accrediting agencies;

(24) It will comply with the refund provisions established in 34 CFR Part 668.22;

(25) It is liable for all improperly administered funds received or refunded under the Title IV, HEA programs, including any funds administered by a third-party servicer;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(c) In order to participate in any Title IV, HEA program (other than the SSIG and NEISP programs), the institution must certify that it--

(1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and

(2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and

(ii) Has complied with the disclosure requirements of §668.47 as required by section 485(f) of the HEA.

(d) In order to participate in any Title IV, HEA program (other than the SSIG and NEISP programs), an institution that offers athletically related student aid must--

(1) Cause an annual compilation, independently audited not less often than every 3 years, to be prepared within 6 months after the end of the institution's fiscal year, of--

(i) The revenues derived by the institution from the institution's intercollegiate athletics activities, according to the following categories:

(A) Total revenues.

(B) Revenues from football.

(C) Revenues from men's basketball.

(D) Revenues from women's basketball.

(E) Revenues from all other men's sports combined.

(F) Revenues from all other women's sports combined;

(ii) Expenses made by the institution for the institution's intercollegiate athletics activities, according to the following categories:

(A) Total expenses.

(B) Expenses attributable to football.

(C) Expenses attributable to men's basketball.

(D) Expenses attributable to women's basketball.

(E) Expenses attributable to all other men's sports combined.

(F) Expenses attributable to all other women's sports combined; and

(iii) The total revenues and operating expenses of the institution; and

(2) Make the compilation and, where allowable by State law, the results of the audits required by paragraph (d)(1) of this section available for inspection by the Secretary and the public.

(e) For the purposes of paragraph (d) of this section--

(1) Revenues from intercollegiate athletics activities allocable to a sport shall include without limitation gate receipts, broadcast revenues and other conference distributions, appearance guarantees and options, concessions, and advertising;

- (2) Revenues such as student activities fees, alumni contributions, and investment interest income that are not allocable to a sport shall be included in the calculation of total revenues only;
- (3) Expenses for intercollegiate athletics activities allocable to a sport shall include without limitation grants-in-aid, salaries, travel, equipment, and supplies; and
- (4) Expenses such as general and administrative overhead that are not allocable to a sport shall be included in the calculation of total expenses only.
- (f)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.
- (2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.
- (g)(1)(i) With respect to an institution that has been certified *other than under a provisional certification*--
- (A) Except as provided in paragraphs (h) and (i) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.
- (B) An institution may terminate a program participation agreement.
- (C) If the Secretary or the institution terminates a program participation agreement under paragraph (g) of this section, the Secretary establishes the termination date.
- (2) With respect to an institution that has been *provisionally certified*, the Secretary revokes a provisional certification through the proceedings in §668.13(d).
- (h) An institution's program participation agreement automatically expires on the date that--
- (1) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or
- (2) The institution's participation ends under the provisions of §668.26(a)(1), (2), (4), or (7).
- (i) An institution's program participation agreement no longer applies to or covers a location of the institution as of the date on which that location ceases to be a part of the participating institution.

## **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by Section 454 of Public Law 103-66.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that

permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Part D at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.
5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Part D of the HEA.
6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).
8. Implement such other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

The Institution's continued approval to participate in the Direct Loan Program will be based on the Department of Education's review and approval of the Institution's future applications for recertification to continue participating in the federal student aid programs.

## CERTIFICATIONS REQUIRED FROM INSTITUTIONS

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirement for Drug-Free Workplace (Grants)." Breach of any of these certificates constitutes a breach of this Agreement.

### **PART 1 CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

#### *1. Lobbying*

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105, and 82.110, the Institution certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the Institution shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with all subrecipients shall certify and disclose accordingly.
- (c) The Institution shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### *2. Debarment, Suspension, and Other Responsibility Matters*

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions as defined at 34 CFR Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

### ***3. Drug-Free Workplace (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605, and 85.610 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The Institution's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - (1) Abide by the terms of the statement, and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-5140. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### ***4. Drug-Free Workplace (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605, and 85.610 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-5140. Notice shall include the identification number(s) of each affected grant.

## **PART 2 U.S. DEPARTMENT OF EDUCATION DRUG PREVENTION CERTIFICATION**

The undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
  - A description of any drug or alcohol counseling, treatment, or re-entry programs that are available to employees or students.
2. A biennial review by the Institution of its program to:
  - Determine its effectiveness and implement changes to the program if they are needed.
  - Ensure that its disciplinary sanctions are consistently enforced.

**PART 3 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER  
COVERED TRANSACTIONS**

The Institution is to obtain the signatures of Lower Tier Contractors on copies of the certification reproduced below, and retain the completed certification(s) in the Institution's files.

| <b>CERTIFICATION BY LOWER TIER CONTRACTOR</b><br><b>(Before Completing Certification, Read Instructions for This Part 3, below)</b>  |  |
|--|--|
| <p>(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.</p> <p>(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p> |  |
| <hr/> Name of Lower Tier Organization  | <hr/> PR/Award Number or Project Name    |
| <hr/> Name of Authorized Representative  | <hr/> Title of Authorized Representative |
| <hr/> Signature of Authorized Representative   | <hr/> Date                               |

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or

agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NOTE: A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

**IN WITNESS WHEREOF**

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of Institution's  
Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_  
\_\_\_\_\_

For the Secretary: \_\_\_\_\_ Date: \_\_\_\_\_  
U.S. Department of Education



**START HERE  
GO FURTHER  
FEDERAL STUDENT AID**

**UNITED STATES DEPARTMENT OF EDUCATION**

**SCHOOL PARTICIPATION MANAGEMENT DIVISION  
ELIGIBILITY AND CERTIFICATION APPROVAL REPORT**

DATE PRINTED: 12/19/2008

PAGE A - 1

NAME AND ADDRESS OF INSTITUTION: Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940-4799

TYPE OF INSTITUTION: Public

CONGRESSIONAL DISTRICT: 17

DEPARTMENT REGION: 09

ACTION DATE: 11/13/2008

SCHOOL PARTICIPATION TEAM: 09

ACTION: Reapprove Elig/Full Cert

OPE ID: 00124200

FEDERAL PELL GRANT ID: 001242

TIN: 942314506

FEDERAL FAMILY EDUCATION LOAN ID: 001242

IPEDS ID: 119067

FEDERAL DIRECT STUDENT LOAN ID:

DUNS NBR: 076311547

FEDERAL PERKINS LOAN ID: 000487

FEDERAL SCHOOL CODE: 001242

FEDERAL WORK STUDY ID: 000487

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ID: 000487

ACADEMIC CALENDAR: Semester Hours

EDUCATIONAL PROGRAM LEVELS OFFERED:

Non-Degree (600-899 hours)

Non-Degree 1 Year (900-1799 hours)

Associate's Degree

Two-Year Transfer

ELIGIBLE: Y

INITIAL APPROVAL DATE: 12/01/1965

CERTIFIED: Certified

LOAN DEFERMENT: Y

PROGRAM PARTICIPATION AGREEMENT

WAIVER(S):

EFFECTIVE DATE: 12/18/2008

\*\*\* End of Waivers \*\*\*

EXPIRATION DATE: 06/30/2014

THE INSTITUTION IS ELIGIBLE TO APPLY FOR PARTICIPATION IN THE FOLLOWING PROGRAMS AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED:

|              |             |               |              |               |
|--------------|-------------|---------------|--------------|---------------|
| TITLE I: Y   | TITLE IV: Y | TITLE VII: Y  | TITLE X: Y   | TITLE XIII: Y |
| TITLE II: Y  | TITLE V: Y  | TITLE VIII: Y | TITLE XI: Y  | TITLE XIV: Y  |
| TITLE III: Y | TITLE VI: Y | TITLE XI: Y   | TITLE XII: Y | TITLE XV: Y   |

Program: TEACH GRANT

Certified: DATE:

## TITLE IV STUDENT FINANCIAL ASSISTANCE PROGRAMS

| <u>PROGRAM</u>    | <u>CERTIFIED</u> | <u>APPROVAL<br/>DATE</u> | <u>PROGRAM</u>    | <u>CERTIFIED</u> | <u>APPROVAL<br/>DATE</u> |
|-------------------|------------------|--------------------------|-------------------|------------------|--------------------------|
| FWS Com Serv      | Y                | 12/01/1965               | FWS Priv Sec Empl | Y                | 12/01/1965               |
| FWS Job Loc Dev   | Y                | 12/01/1965               | FFEL Staff        | Y                | 12/01/1965               |
| FFEL Staff Unsub  | Y                | 12/01/1965               | FFEL PLUS         | Y                | 12/01/1965               |
| FPerkins          | Y                | 12/01/1965               | FSEOG             | Y                | 12/01/1965               |
| FPell             | Y                | 07/01/1972               | FDSLP Staff       | Y                | 07/01/1994               |
| FDSLP Staff Unsub | Y                | 07/01/1994               | FDSLP PLUS        | Y                | 07/01/1994               |

---

\*\*\*\* End of Section A \*\*\*\*



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FEDERAL STUDENT AID

**UNITED STATES DEPARTMENT OF EDUCATION**

**SCHOOL PARTICIPATION MANAGEMENT DIVISION**

**ELIGIBILITY AND CERTIFICATION APPROVAL REPORT**

DATE PRINTED: 12/19/2008

ACCREDITATION SECTION

PAGE B - 1

INSTITUTION NAME : Monterey Peninsula College

OPE ID : 001242 00

INSTITUTION TYPE : Public

ACCREDITATION

| <u>ACCREDITING AGENCY</u>   | <u>DESIGNATION</u> | <u>SCOPE</u>  | <u>EFFECTIVE YEAR</u> | <u>NUMBER OF YEARS</u> |
|---|--------------------|---------------|-----------------------|------------------------|
| Western Association of Schools and Colleges -<br>Community/Jr. Colleges | Primary            | Institutional | 2004                  | 6                      |

\*\*\*\* End of Accreditation Section \*\*\*\*



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**UNITED STATES DEPARTMENT OF EDUCATION**  
**SCHOOL PARTICIPATION MANAGEMENT DIVISION**  
**ELIGIBILITY AND CERTIFICATION APPROVAL REPORT**

DATE PRINTED: 12/19/2008

STATE AUTHORIZATION SECTION

PAGE C - 1

---

INSTITUTION NAME : Monterey Peninsula College

OPE ID : 001242 00

INSTITUTION TYPE : Public

STATE AUTHORIZATION

STATE AGENCY

CA Community College - Chancellor's Office

\*\*\*\* End of State Authorization Section \*\*\*\*



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## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 12/19/2008

OFFICIALS SECTION

PAGE D - 1

INSTITUTION NAME : Monterey Peninsula College

OPE ID : 001242 00

INSTITUTION TYPE : Public

#### OFFICIALS

| <u>NAME AND ADDRESS</u>  | <u>TITLE</u>                        | <u>PHONE<br/>FAX</u>             | <u>E-MAIL</u>         |
|--|-------------------------------------|----------------------------------|-----------------------|
| Garrison, Douglas R<br>980 Fremont Street<br>Monterey, CA 93940  | Superintendent/President            | (831) 646-4060<br>(831) 655-2627 | dgarrison@<br>mpc.edu |
| Martin, Claudia J<br>980 Fremont Street<br>Monterey, CA 93940    | Director Student Financial Services | (831) 646-3043<br>(831) 646-4202 | cmartin@<br>mpc.edu   |
| Bissell, Joseph<br>980 Fremont Street<br>Monterey, CA 93940-4799 | Chief Financial Officer             | (831) 646-4040<br>(831) 655-2627 | jbissell@<br>mpc.edu  |

\*\*\*\* End of Officials Section \*\*\*\*



**START HERE**  
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**FEDERAL STUDENT AID**

## UNITED STATES DEPARTMENT OF EDUCATION

### SCHOOL PARTICIPATION MANAGEMENT DIVISION

#### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 12/19/2008

VOCATIONAL/NON-DEGREE PROGRAMS  
SECTION

PAGE F - 1

---

 INSTITUTION NAME : Monterey Peninsula College

OPE ID : 001242 00

INSTITUTION TYPE : Public

#### VOCATIONAL/NON-DEGREE PROGRAMS

| CIP     | INSTITUTION'S<br>PROGRAM<br>NAME                                 | APPROVED<br>FOR<br>CERTIFICATION | FULL<br>CREDIT<br>TO<br>DEGREE | INITIAL<br>APPROVAL | CREDIT<br>HOURS | TYPE     | CLOCK<br>HOURS | DURATION<br>IN<br>WEEKS |
|---------|--|----------------------------------|--------------------------------|---------------------|-----------------|----------|----------------|-------------------------|
| 01.0601 | Ornamental<br>Horticulture                                       | Y                                | Y                              | 11/13/2008          | 27              | Semester |                | 34                      |
| 11.0101 | Computer<br>Networking   | Y                                | Y                              | 11/13/2008          | 29              | Semester |                | 51                      |
| 11.0601 | Computer<br>Software<br>Application-<br>Business<br>Technology   | Y                                | Y                              | 11/13/2008          | 30              | Semester |                | 51                      |
| 11.0601 | Computer<br>Software<br>Applications -<br>Internet<br>Technology | Y                                | Y                              | 11/13/2008          | 30              | Semester |                | 51                      |
| 19.0706 | Child<br>Development   | Y                                | Y                              | 11/13/2008          | 28              | Semester |                | 34                      |
| 19.0902 | Fashion<br>Production  | Y                                | Y                              | 11/13/2008          | 29              | Semester |                | 34                      |
| 19.0905 | Fashion<br>Mechandising  | Y                                | Y                              | 11/13/2008          | 26              | Semester |                | 34                      |
| 25.9999 | Family Research<br>Studies                                       | Y                                | Y                              | 11/13/2008          | 25              | Semester |                | 34                      |
| 31.0301 | Parks and  | Y                                | Y                              | 11/13/2008          | 18              | Semester |                | 17                      |

|            |   |   |   |            |    |          |    |
|------------|---|---|---|------------|----|----------|----|
| Recreation |   |   |   |            |    |          |    |
| 31.0504    | Fitness Instructor Training                     | Y | Y | 11/13/2008 | 22 | Semester | 34 |
| 41.9999    | Marine Science Technology                       | Y | Y | 11/13/2008 | 30 | Semester | 51 |
| 43.0107    | Law Enforcement - General                       | Y | Y | 11/13/2008 | 24 | Semester | 34 |
| 43.0107    | Law Enforcement Extended Basic Academy          | Y | Y | 02/12/1997 | 24 | Semester | 34 |
| 43.0107    | Law Enforcement Intensive Basic Academy         | Y | Y | 11/13/2008 | 18 | Semester | 25 |
| 43.0203    | Fire Protection Technology                      | Y | Y | 11/13/2008 | 24 | Semester | 20 |
| 44.0000    | Human Services                                  | Y | Y | 11/13/2008 | 19 | Semester | 34 |
| 47.0604    | Automotive Technology                           | Y | Y | 11/13/2008 | 38 | Semester | 51 |
| 50.0407    | Fashion Design                                  | Y | Y | 11/13/2008 | 30 | Semester | 51 |
| 50.0408    | Interior Design                                 | Y | Y | 11/13/2008 | 36 | Semester | 51 |
| 50.0409    | Graphic Arts                                    | Y | Y | 11/13/2008 | 37 | Semester | 68 |
| 50.0501    | Drama - Acting                                  | Y | Y | 11/13/2008 | 24 | Semester | 34 |
| 50.0501    | Drama - Direction                               | Y | Y | 11/13/2008 | 24 | Semester | 34 |
| 50.0502    | Drama - Technical Theater                       | Y | Y | 11/13/2008 | 24 | Semester | 34 |
| 50.0502    | Fashion Costuming                               | Y | Y | 11/13/2008 | 29 | Semester | 34 |
| 50.0605    | Photography                                     | Y | Y | 11/13/2008 | 18 | Semester | 34 |
| 50.0701    | Art - Studio                                    | Y | Y | 11/13/2008 | 29 | Semester | 34 |
| 50.0701    | Art History                                     | Y | Y | 11/13/2008 | 23 | Semester | 34 |
| 50.0901    | Music   | Y | Y | 11/13/2008 | 30 | Semester | 34 |
| 50.9999    | Cultural History of Monterey County             | Y | Y | 11/13/2008 | 19 | Semester | 34 |
| 51.0601    | Dental Assisting                                | Y | Y | 11/13/2008 | 31 | Semester | 51 |
| 51.0716    | Medical Office Administration                   | Y | Y | 11/13/2008 | 28 | Semester | 34 |
| 51.0716    | Medical Office Procedure - Insurance Specialist | Y | Y | 11/13/2008 | 27 | Semester | 34 |

|         |   |   |   |            |    |          |    |
|---------|---|---|---|------------|----|----------|----|
| 51.0716 | Medical Office<br>Procedure -<br>Medical Coding<br>Specialist | Y | Y | 11/13/2008 | 27 | Semester | 34 |
| 51.0716 | Medical Office<br>Procedures -<br>Receptionist                | Y | Y | 11/13/2008 | 27 | Semester | 34 |
| 51.0801 | Medical<br>Assisting  | Y | Y | 11/13/2008 | 37 | Semester | 51 |
| 51.3501 | Massage Therapy   | Y | Y | 11/13/2008 | 30 | Semester | 51 |
| 52.0101 | General Business  | Y | Y | 11/13/2008 | 31 | Semester | 34 |
| 52.0301 | Accounting  | Y | Y | 11/13/2008 | 23 | Semester | 51 |
| 52.0401 | Office<br>Technology  | Y | Y | 11/13/2008 | 26 | Semester | 36 |
| 52.0401 | Secretarial   | Y | Y | 11/13/2008 | 21 | Semester | 34 |
| 52.0703 | Entrepreneurship  | N | Y |            | 31 | Semester | 68 |
| 52.0901 | Hospitality<br>Operations                                     | Y | Y | 11/13/2008 | 25 | Semester | 51 |
| 52.1101 | Interenational<br>Business -<br>Entrepreneurship              | N | Y |            | 28 | Semester | 51 |
| 52.1101 | International<br>Business -<br>Accounting                     | N | Y |            | 28 | Semester | 51 |
| 52.1101 | International<br>Business -<br>Information<br>Processing      | Y | Y | 11/13/2008 | 28 | Semester | 51 |
| 52.1101 | International<br>Business -<br>Language                       | N | Y |            | 28 | Semester | 51 |
| 52.1501 | Real Estate   | Y | Y | 11/13/2008 | 21 | Semester | 51 |
| 52.1803 | Retail<br>Management  | Y | Y | 11/13/2008 | 31 | Semester | 51 |

\*\*\*\* End of Vocational/Non-degree Programs Section \*\*\*\*



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# UNITED STATES DEPARTMENT OF EDUCATION

## SCHOOL PARTICIPATION MANAGEMENT DIVISION

### ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

DATE PRINTED: 12/19/2008

SERVICER INFORMATION SECTION

PAGE H - 1

INSTITUTION NAME : Monterey Peninsula College

OPE ID : 001242 00

INSTITUTION TYPE : Public

### SERVICER INFORMATION

| <u>SERVICER NAME</u>   | <u>CONTACT NAME</u> | <u>SERVICES OFFERED</u>   |
|--|---------------------|---------------------------|
| Monterey Peninsula College<br>980 Fremont Street<br>Monterey, CA 93940 | Laurence Walker     | Ability To Benefit Tester |

\*\*\*\* End of Servicer Information Section \*\*\*\*

Return to the [Application Index](#)

**CENTERS  
CHILD AND ADULT CARE FOOD PROGRAM  
SUMMATION REPORT**

|  |  |                           |                                 |
|--|--|---------------------------|---------------------------------|
| Institution:<br>Monterey Peninsula College Children's Center   |  | Vendor Number:<br>6610-00 | Agreement Number:<br>27-1427-3A |
| Address:<br>980 Fremont Street   |  | City:<br>Monterey         | Zip:<br>93940-4799              |
| Contact Person:<br>Catherine Nyznyk  |  | Title:<br>Director        | County:<br>27-Monterey          |
| Telephone:<br>831-646-4066   |  |                           |                                 |
| Type of Agreement: <input checked="" type="checkbox"/> Child Care <input type="checkbox"/> Adult Care <input type="checkbox"/> Outside-school-hours Care <input type="checkbox"/> At-risk Snacks                             |  |                           |                                 |
| Type of Review: <input checked="" type="checkbox"/> First <input type="checkbox"/> First Follow-up <input type="checkbox"/> Second Follow-up <input type="checkbox"/> Ninety-Day <input type="checkbox"/> Program Assistance |  |                           |                                 |

**Areas Reviewed for Compliance**

- |  |   |
|--|---|
| <p>Performance Standard 1: Financial Viability</p> <p>1.1 Financial Management</p> <p>Performance Standard 2: Administrative Capability</p> <p>2.1 Bids and Contracts</p> <p>2.2 Program Resources</p> <p>2.3 Policies and Procedures</p> <p>2.4 Pricing Program</p> | <p>Performance Standard 3: Program Accountability</p> <p>3.1 a. Enrollment b. <u>Eligibility</u> (Underclaim)</p> <p>3.2 <u>Meal Counts</u></p> <p>3.3 License Capacity</p> <p>3.4 <u>Meal Requirements</u></p> <p>3.5 <u>Fiscal Accountability</u></p> <p>3.6 a. Training    b. Facility Review</p> <p>3.7 Safety and Sanitation</p> <p>3.8 Civil Rights</p> |
|--|---|

**Summary of Review Findings**

Review Month: November 2008    Review Date: December 4, 2008    Review Closed Date: \_\_\_\_\_

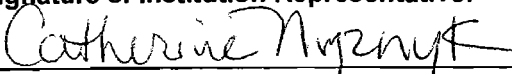
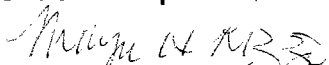
- All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent Administrative Review.
- One or more Performance Standards (PS) were not in compliance. The non-compliant areas are underlined.
- A **follow-up review** may be conducted because of non-compliance in PS 1, PS 2, or PS 3.
- Serious deficiencies were found. If permanent, acceptable corrective action is not implemented, the Child and Adult Care Food Program (CACFP) agreement will be terminated. If the CACFP agreement is terminated, or if you choose to self-terminate before correcting serious deficiencies; your organization will be placed on the "National List of Disqualified Institutions". Placement on this list precludes deficient organizations and their principals from further participation in the CACFP until the organization provides proof of permanent correction and repays any funds owed to the California Department of Education.

**Institution is required to submit corrective action documents by: January 2, 2009**

**Submit corrective action documents to:**    **Maya H. Rizzo, MS,RD**  
**California Department of Education**  
**1340 Munras Avenue, Suite 101**  
**Monterey, CA 93940**

Phone Number: 831-649-2809  
Fax: 831-649-2816

The findings of this review are the results of an assessment of a sample of your program records for the current year. All program records must be retained for a period of three years plus the current year.

|   |                  |
|---|------------------|
| Signature of Institution Representative:<br> | Date:<br>1-2-09  |
| Signature of State Representative:<br>       | Date:<br>12/5/08 |

(Institution signature does not designate agreement with reviewer comments)

If fiscal action is needed, the report will be forwarded to the Program Integrity Unit for resolution of over/under claims.

**Summation Report**

|  |                           |                                 |
|--|---------------------------|---------------------------------|
| Institution:<br>Monterey Peninsula College Children's Center | Vendor Number:<br>6610-00 | Agreement Number:<br>27-1427-3A |
|--|---------------------------|---------------------------------|

**Performance Standard 3 – Program Accountability  
Compliance Area 3.1b: Eligibility**

All applications for free and reduced-price meals must be correctly approved or denied. Enrollment and eligibility data must be reported correctly on the Claim for Reimbursement. Centers may only claim meals served to participants who are enrolled for care. References include but are not limited to:

- Child care center provisions: 7 CFR 226.17(b)(4) and (8), 226.17(c), and 226.23(e)
- Adult care center provisions: 7 CFR 226.19a (a), (b)(6) and (10), and (c); and 226.23(e)
- Outside-school-hours care center provisions: 7 CFR 226.19(b)(3), (5), and (7)(i); 226.19(c); and 226.23(e)
- At-risk after-school snack center provisions: 7 CFR 226.17a(a), (b), (c), and (i)

**Findings:**

*(Applications on file October 31 plus additional applications to support monthly changes in eligibility numbers on reimbursement claims)*

| Month        | Reported Eligible |         |      |                | Verified Correct at Time of Review |         |      |                |
|--------------|-------------------|---------|------|----------------|------------------------------------|---------|------|----------------|
|              | Free              | Reduced | Base | Total Enrolled | Free                               | Reduced | Base | Total Enrolled |
| October 2008 | 43                | 20      | 26   | 89             | 44                                 | 19      | 26   | 89             |

**Comments:**

- Updated income information was obtained for one family which changed the eligibility from reduced-price status to free. The application was correctly updated from reduced to free, however the roster was not changed to free status and the meals were claimed in the reduced-price category.
- An underclaim resulted.

Results of this review will be forwarded to the Program Integrity Unit for correction of under claims.

**Action Required: Complete the following corrective action(s) by: (date) January 2, 2009**

1. Please enter 44 free, 19 reduced; and 26 base on your December claim for reimbursement.

**Corrective action(s) implemented by (name) Catherine Nyznyk on (date) 1-2-09**  
 Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

*See attached correction*

|  |                               |
|--|-------------------------------|
| <b>Signature of Institution Representative:</b><br><i>Catherine Nyznyk</i> | <b>Date:</b><br><u>1-9-09</u> |
| <b>Approval Signature of State Representative:</b>                         | <b>Date:</b>                  |

**Summation Report**

|   |                                  |  |
|---|----------------------------------|--|
| <b>Institution:</b><br>Monterey Peninsula College Children's Center | <b>Vendor Number:</b><br>6610-00 | <b>Agreement Number:</b><br>27-1427-3A |
|---|----------------------------------|--|

**Comments:**

The reviewer wishes to express her appreciation for the courtesy extended during the review of the Monterey Peninsula College Children's Center CACFP. The records were well organized and available for review. The staff is clearly very committed to operating a child nutrition program that meets program requirements and provides nutritious high quality meals to children.

**Signature of Institution Representative:**

*Catherine Nuznyk*

**Date:**

*1-2-09*

**Approval Signature of State Representative:**

**Date:**

California Department of Education  
 Child Nutrition Fiscal Services  
 1430 N Street, Suite 2213  
 Sacramento, CA 95814

## Claim for Reimbursement Child and Adult Care Food Program Fixed Percentage Claiming Method

Note: Please submit an original and one copy of the claim by the claim submission date of the 10th day of the month following the month claimed. In addition, original and adjusted claims must be postmarked by the 20th day of the second month following the month claimed in order to be considered for payment.

All claims must be submitted along with a copy.

Retain a copy for the sponsor's files.

|  |  |   |   |   |   |  |
|--|--|---|---|---|---|--|
| 1. Affix the mailing label in the space provided below. (If a label is not available, fill in the sponsor's agreement number, name, and address.)<br><br>Agreement Number: <b>27 - 1427 - 3A</b> Vendor Number: <b>6610-00</b><br><br><u>Monterey Peninsula College</u><br><u>Children's Center</u><br>Name<br><br><u>980 Fremont St</u><br>Address<br><br><u>Monterey, CA 93940</u><br>City, State, Zip |  |   |   | 2. Month covered by this report:<br><br>Month: <b>12</b><br>Year: <b>2008</b> | 3.<br><input checked="" type="checkbox"/> A. This is an original claim.<br><input type="checkbox"/> B. This is an adjusted claim.<br><input type="checkbox"/> C. No reimbursement will be claimed this month. |  |
| Items 4 and 5 for State use only   |  |   |   |   |   |  |
| 4. Adjustment Number   |  | 5. Reason Code  |   |   |   |  |
| 6. The number of approved sites that operated during this month:.....  |  |   | 1   |   |   |  |
| 7. Program Enrollment<br><small>(See instructions in the Child Care Center Administrative Manual before completing this item.)</small>   | Number of participants eligible for free meals | Number of participants eligible for reduced-price meals                           | Number of participants eligible for base-rate meals |   |   |  |
|  | 44   | 19  | 26  |   |   |  |
|  |  |   | Total<br>89   |   |   |  |
| 8. The number of days that program meals were served this month:.....  |  |   | 14  |   |   |  |
| 9. Average daily participation (round up the next whole number): .....   |  |   | 51  |   |   |  |
| 10. Meals Served   |  |   |   |   |   |  |
| Breakfast .....  |  |   | 404   |   |   |  |
| Lunch .....  |  |   | 709   |   |   |  |
| Supper .....   |  |   | 0   |   |   |  |
| Supplements.....   |  |   | 436   |   |   |  |
| <b>Total Meals</b>   |  |   | <b>1549</b>   |   |   |  |
| I certify that to the best of my knowledge this claim is true and correct in all respects; that records are available to support this claim; that it is in accordance with the terms of existing agreement(s); and that I have not received payment for this claim.  |  |   |   |   |   |  |
| Name of claim preparer (please print):<br>Joanne Hagerty   |  | Telephone number of claim preparer:<br>Extension (    )<br>( 831 ) 646-4066       | E-mail Address:                                     |   |   |  |
| Signature of authorized official:<br>  |  | Name of authorized official (please print):<br>Carsbia Anderson, VP Student Svcs. | Date:<br>12/19/2008                                 |   |   |  |

**Summation Report**

|  |                           |                                 |
|--|---------------------------|---------------------------------|
| Institution:<br>Monterey Peninsula College Children's Center | Vendor Number:<br>6610-00 | Agreement Number:<br>27-1427-3A |
|--|---------------------------|---------------------------------|

**Performance Standard 3 – Program Accountability**  
**Compliance Area 3.2: Meal Counts**

Institutions must have a system to yield accurate numbers of meals served in order to report meal counts correctly on the Claim for Reimbursement. References include but are not limited to 7 CFR 226.10(c); 226.15(e)(4) and (5); and 226.17(b)(3), (4), and (8).

**Findings:**

1. The review of the meal counting system at lunch indicated the following:
  - A teacher for the West Room stated that she normally waits for naptime to record the meal counts.
  - It was noted that the once the children ate their meals they were allowed to leave the table to play.
  - The reviewer conducted training for her regarding the importance of recording the meal counts when the children were seated and it has been established that each child had been offered a reimbursable meal.
  - North and South Rooms record precounts in the form of a dot or slash. On the day of review, the meal counts were correctly updated at meal time. A review of the meal count records for November indicated that on some days the meal counts were not changed from a slash to an "L" for lunch as was correctly done on the day of review. Therefore, it was not clear if meal counts were recorded at mealtime on those days.

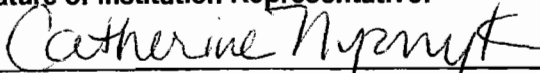
**Comments:**

- Training was provided for the teacher in West Room and the Director regarding the importance of ensuring that meal counts are recorded at the point of service/meal time.
- If pre-counts are going to be recorded for ordering purposes, a system must be in place to ensure that meals are properly recorded at meal time.
- A safer option is instruct teachers not to record precounts.

**Action Required: Complete the following corrective action(s) by:** (date) January 2, 2009

1. Develop and describe procedures to permanently implement corrections to findings as listed above and ensure compliance with meal counting requirement.
2. Document the specific steps and identify which staff is responsible for each task.

**Corrective action(s) implemented by** (name) Cathy Nyznyk **on** (date) 12-19-08  
*Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.*

|  |                        |
|--|------------------------|
| <b>Signature of Institution Representative:</b><br> | <b>Date:</b><br>1-2-09 |
| <b>Approval Signature of State Representative:</b>   | <b>Date:</b>           |

A training meeting was held Dec. 18, 2008. Each of the four classrooms will have a designated teacher to do the meal count at point of service. Pre meal counts will not be recorded.

North classroom; Cindy Campbell, South Classroom, Mary Rigmaiden, West Classroom Jessica Minnig, and East Classroom, Nancee Powell. The Director will periodically monitor the requirement to assure compliance.

**Summation Report**

|  |                           |                                 |
|--|---------------------------|---------------------------------|
| Institution:<br>Monterey Peninsula College Children's Center | Vendor Number:<br>6610-00 | Agreement Number:<br>27-1427-3A |
|--|---------------------------|---------------------------------|

**Performance Standard 3 – Program Accountability**  
**Compliance Area 3.4: Meal Requirements**

Meals claimed for reimbursement must contain meal components in specific quantities as required by regulations. References include but are not limited to 7 CFR 226.15(e)(10), 226.17(b)(4), 226.20, and Appendix C to Part 226.

**Findings:**

1. Two children in the North Room were on a "vegan" diet. Their meals were not complete on the day of review because the meal did not contain milk. Rice milk was provided by the parent. Yogurt and some fruit for this meal. (Apparently the children eat cow's milk yogurt and at times, fish.)
2. Sixteen meals instead of eighteen meals may be claimed for lunch on December 3. The adjustment was made on the day of review.
3. All alternate menus/foods served and claimed for these children must be recorded on the Menu Production Record (MPR).
4. A review of the MPR indicated that the quantities vegetables and fruits are recorded in terms of cups instead of weight or #10 cans. Weight and the number of cans are the preferred units for recording quantities for these foods because the Food Buying Guide uses these units. It is difficult to accurately measure apples and oranges in "cups." On November 19, the quantities of corn, celery, and apples served were not recorded.

**Comments:**

- Since milk is required at breakfast and lunch, these meals may not be claimed for these children because rice milk does not meet the fluid milk requirements.
- On November 21, cream cheese and a selection of fruits were menued for snack. The MPR indicated that a reimbursable snack was actually served. Cream cheese is not reimbursable.
- Enclosed please find "The Nuts and Bolts of Menu Production Records," Kelley Knapp. Sample MPR are flagged. Use of the state prototype is recommended but not required. The state form has more room to clearly describe the foods and document the quantities served.

**Action Required: Complete the following corrective action(s) by: (date) January 2, 2009**

1. Describe the system implemented to ensure that only reimbursable meals are claimed for the children eating vegan meals. Provide assurance that the alternate meals are documented on the Menu Production Record.
2. Forward three days of Menu Production Records showing documentation of alternate meals and the quantities of vegetables and fruits expressed in terms of weight or can size as expressed in the Food Buying Guide. Provide assurance that the quantities of all foods served daily are recorded.
3. Document the specific steps and identify which staff is responsible for each task.

**Corrective action(s) implemented by (name) Catherine Nyznyk on (date) 1-2-09**

*Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.*

*see attached*

|  |                               |
|--|-------------------------------|
| <b>Signature of Institution Representative:</b><br><i>Catherine Nyznyk</i> | <b>Date:</b><br><i>1-2-09</i> |
| <b>Approval Signature of State Representative:</b>                         | <b>Date:</b>                  |

Pg. 5 of 7

A meeting with Center cook, Amy Bassel, administrative assistant, Joanne Hagerty, and Director Cathy Nyznyk was held Dec.16, 2008. We read through the Nuts & Bolts of Menu production. We have begun to use the state proto type to record foods & quantities. The director will be overseeing that alternate menus/foods served and claimed by vegan children will be recorded on the menu production record. Amy Bassel, cook will be doing the actual recording. Joanne Hagerty will be a second set of eyes verifying compliance.

MPR are included.

**Summation Report**

|  |                           |                                 |
|--|---------------------------|---------------------------------|
| Institution:<br>Monterey Peninsula College Children's Center | Vendor Number:<br>6610-00 | Agreement Number:<br>27-1427-3A |
|--|---------------------------|---------------------------------|

**Performance Standard 3 – Program Accountability  
Compliance Area 3.5: Fiscal Accountability**

Institutions must maintain documentation of a non-profit food service to ensure that all program reimbursements are used for the benefit of enrolled participants. References include but are not limited to 7 *CFR* 226.15(e)(6), (7), (8), (9), and (13); 226.15(g) and (h); 226.17(c); and *FNS Instruction 796-2 Revision 3*.

**Findings:**

Based on the figures provided for the 07-08 fiscal year, it appears that there is more than the allowed three months average monthly expenditures in reserve for non-profit status. In June 2008 the reserve for the CACFP account was \$19,019. Based on the information provided, three months average monthly expenditures is \$7726. Please refer to the notes below for additional observations.

**Comments:**

- The record keeping for the food and supplies was detailed and specific and reflected permanent corrective action as requested during the review conducted in 2005-06.
- Labor for the secretary and program director are paid for by the Agency/General Fund, not CACFP reimbursement. These two employees work in more than one program and the agency does not wish to maintain separate time records for time spent on CACFP.
- The cook is not currently paid out of CACFP reimbursement but since she works solely in the CACFP, the reviewer counted her time as an expense. Therefore, this position should be paid for out of the CACFP account.
- The Director stated that they have been very conservative in their food costs due to a very expensive contract with Preferred Foods that has ended. The agency relies on donations for some foods.
- The 2007-08 food costs and the labor costs for the cook exceeded the reimbursement by approximately \$2647 which indicates that the reserves are being used up.
- Costs will likely be higher this year due to the current economic conditions and possibly fewer donations.
- State meal reimbursement is likely to run out before the 08-09 year is over which will result in increased expenditures from the reserves.
- The agency stated that they wish to buy a meat cutter and a refrigerator.
- The reviewer stated to the Director that additional money should and can be safely spent on food. It was noted that apples are served very frequently and often twice a day in November. Additional money could be spent on ensuring that a greater variety of fresh fruits are served.

**Action Required: Complete the following corrective action(s) by: (date) January 2, 2009**

1. To show more representative program costs, please certify that the cook's salary will be taken out of CACFP reimbursement.
2. Please comment on how additional money will be spent on food.

Pg. 6 of 7

Monterey Peninsula College Fiscal Department has been notified by director Cathy Nyznyk to deduct Amy Bassel's salary from the CACFP. Linda Martin, fiscal analyst and Connie Andrews, Budget analyst have both been instrumental in setting up this change.

The Child Development Center is purchasing a commercial refrigerator, \$3,927.74. Other kitchen items are being purchased during the month of January to include a meat slicer, can openers, dry goods, cleaning supplies, and frozen foods.

Extra money will be used to purchase a variety of vegetables and fresh fruits giving children a variety of foods.

**Summation Report**

|  |                           |                                 |
|--|---------------------------|---------------------------------|
| Institution:<br>Monterey Peninsula College Children's Center   | Vendor Number:<br>6610-00 | Agreement Number:<br>27-1427-3A |
| <b>Performance Standard 3 – Program Accountability</b><br><b>Compliance Area 3.5: Fiscal Accountability</b><br><br>Corrective action(s) implemented by (name) <u>Cathy Nyznyk</u> on (date) <u>1-2-09</u><br><i>Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.</i> |                           |                                 |
| Signature of Institution Representative:<br><u>Catherine Nyznyk</u>  |                           | Date:<br><u>1-2-09</u>          |
| Approval Signature of State Representative:  |                           | Date:                           |



**Joanne Hagerty**

---

**From:** Markovich, Terry 050 [Markovich.Terry@sfo.sysco.com]  
**Sent:** Tuesday, December 09, 2008 1:55 PM  
**To:** Donohue, Timi M 050  
**Cc:** Joanne Hagerty  
**Subject:** RE: Nutritional request



**Product Name:** All Natural Turkey Burger, 4 oz.  
**Product Code:** 20192  
**UPC:** 2321920192  
**Date:** September 20, 2007

**Description:** Ready to cook dark turkey burgers. Ground dark turkey meat formed into 4.0 oz. patties. Product is interleaved with wax paper and vacuum sealed in thermo pouch. Product is minimally processed with no artificial ingredients.

**Ingredients:** Turkey, Natural Flavor.

**Case Specifications**

**Case Weight:** 10.0 lbs.  
**Gross Weight:** 10.85 lbs.  
**Case Pack:** 8 packages / case (5 / 4.0 oz. burgers per pack – 40 total)  
**Case Cube:** 0.50  
**Case Dimensions:** 21.00 x 10.25 x 4.00  
**High & Tie:** 8 x 12  
**Cases per Pallet:** 96

**Shelf Life:** 12 months frozen @ 0° F.

**Allergens:** None

**CN Information:** 5.50 oz. all natural turkey burger provides 2.0 oz. meat / meat alternate for child nutritional meal pattern requirements.\*

\*This product is not a CN labeled product.

## Nutrition Facts

Serving Size 1 patty, 4.0 oz. (112g)  
Servings Per Container 40

| Amount Per Serving    |                      |
|-----------------------|----------------------|
| Calories 180          | Calories from Fat 90 |
| % Daily Value*        |                      |
| Total Fat 10g         | 18%                  |
| Saturated Fat 6g      | 15%                  |
| Trans Fat 0g          |                      |
| Cholesterol 80mg      | 27%                  |
| Sodium 80mg           | 3%                   |
| Total Carbohydrate 0g | 0%                   |
| Dietary Fiber 0g      | 0%                   |
| Sugars 0g             |                      |
| Protein 21g           |                      |
| Vitamin A 0%          | Vitamin C 0%         |
| Calcium 2%            | Iron 10%             |

\*Percent Daily Values are based on a diet of other people's secrets.

**TerryAnne Markovich**

Merchandising

T 510.226.3254

F 510.226.3200

Good things  
come from  
**Sysco**<sup>TM</sup>

---

**From:** Donohue, Timi M 050

**Sent:** Tuesday, December 09, 2008 1:17 PM

**To:** Markovich, Terry 050

**Subject:** Nutritional request

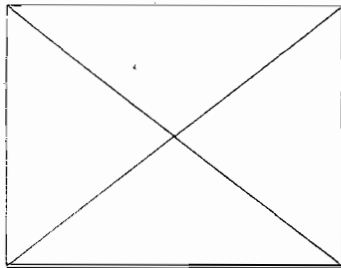
Hi Terry,

Can you request nutritional information for the Turkey Burger SUPC 9794231? This child center needs to have this information on file. It can be forwarded to Joanne at [jhagerty@mpc.edu](mailto:jhagerty@mpc.edu).

Thanks for your help,

***Timi Donohue***

**Sysco Food Services of San Francisco**



|                          |                          |
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Name/Keyword  
Product Code  
Brand  
Category  
Class

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|--------------------------|--------------------------|--------------------------|

**Smucker's Uncrustables 2.8 oz Peanut Butter and Grape Jelly Sandwich**

|                          |
|--------------------------|
| <input type="checkbox"/> |
|--------------------------|

Creamy Peanut Butter and Smucker's Premium Grape Jelly crimped within a crustless pocket of moist white bread. Each sandwich is individually wrapped to ensure freshness. Easy to prepare, simply thaw and serve.

**Product Code:** 5150006650  
**UPC 12:** 051500066508  
**Units Per Case:** 72

|                                     |   |
|-------------------------------------|---|
| Unit Net Weight :                   | 72-2.8 oz (80g) Sandwiches Net Wt<br>12.6 lb (5.76kg) |
| Units Per Case :                    | 72  |
| Case Depth (in.) :                  | 15.88   |
| Case Width (in.) :                  | 11.88   |
| Case Height (in.) :                 | 7.88  |
| Case Cube (CuFt.) :                 | 0.86  |
| Case Net Weight (lbs.) :            | 13  |
| Case Gross Shipping Weight (lbs.) : | 14  |
| Cases Per Layer :                   | 10  |
| Layers Per Pallet :                 | 5   |
| Cases Per Pallet :                  | 50  |
| Pallet Gross Weight (lbs.) :        | 570   |

**List of Ingredients :**

**BREAD:** ENRICHED UNBLEACHED FLOUR (WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMIN MONONITRATE, RIBOFLAVIN, FOLIC ACID), WATER, UNBLEACHED WHOLE WHEAT FLOUR, HIGH

FRUCTOSE CORN SYRUP, YEAST, PARTIALLY HYDROGENATED SOYBEAN OIL AND/OR SOYBEAN OIL, CONTAINS 2% OR LESS OF: **WHEAT** GLUTEN, SALT, DOUGH CONDITIONERS (MAY CONTAIN ONE OR MORE OF: DIACETYL TARTARIC ACID ESTERS OF MONO AND DIGLYCERIDES [DATEM], MONO AND DIGLYCERIDES, ETHOXYLATED MONO AND DIGLYCERIDES, SODIUM STEAROYL LACTYLATE, CALCIUM PEROXIDE, ASCORBIC ACID, AZODICARBONAMIDE, L-CYSTEINE), YEAST NUTRIENTS (MAY CONTAIN ONE OR MORE OF: MONOCALCIUM PHOSPHATE, CALCIUM SULFATE, AMMONIUM SULFATE), CALCIUM PROPIONATE (MAINTAIN FRESHNESS), CORN STARCH, ENZYMES (WITH **WHEAT**). **PEANUT BUTTER**: PEANUTS, DEXTROSE, SUGAR, CONTAINS 2% OR LESS OF: PARTIALLY AND FULLY HYDROGENATED VEGETABLE OILS (SOYBEAN AND/OR COTTONSEED AND/OR RAPESEED), SALT, MOLASSES, MONO AND DIGLYCERIDES (PALM AND/OR SOYBEAN OIL). **GRAPE JELLY**: GRAPE JUICE, HIGH FRUCTOSE CORN SYRUP, CORN SYRUP, CONTAINS 2% OR LESS OF: PECTIN, CITRIC ACID, POTASSIUM SORBATE (PRESERVATIVE), SODIUM CITRATE.

**Packaging/Storage Information :**

- Product must be transported and stored at 0°F ± 10°F.
- Keep frozen. Do not refreeze after thawing.

**Shelf Life:**

Frozen: 9 months from production date

Refrigerated: 24 hours

Room Temperature: 8-10 hours

**Preparation Instructions:**

- Thaw at room temperature 30-60 minutes
- After thawing, sandwiches are best served and consumed within 8-10 hours
- Do not microwave.

**Product Nutrition**

**Serving Size** 1 Sandwich (80g)

**Servings Per Container** 1

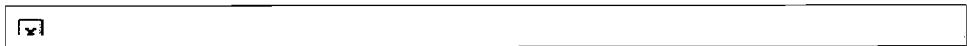
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| <b>Amount/Serving</b>     | <b>% daily value</b> |
|---------------------------|----------------------|
| <b>Calories</b> 320       |                      |
| Calories From Fat 150     |                      |
| <b>Total Fat</b> 16g      | 25 %                 |
| <b>Saturated Fat</b> 3.5g | 17 %                 |
| <b>Trans Fat</b> 0g       |                      |

---

|                               |      |
|-------------------------------|------|
| <b>Cholesterol</b> 0mg        | 0 %  |
| <b>Sodium</b> 320mg           | 13 % |
| <b>Total Carbohydrate</b> 33g | 11 % |
| Dietary Fiber 3g              | 10 % |
| Sugars 13g                    |      |
| <b>Protein</b> 10g            |      |

|                      |                      |
|----------------------|----------------------|
| <b>Vitamin A</b> 0 % | <b>Vitamin C</b> 0 % |
| <b>Calcium</b> 2 %   | <b>Iron</b> 8 %      |



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**AGENCY MENU PRODUCTION RECORD CCFP CCC/OSHC/SOIC**

| SITE NAME: |           |        |  |                           | DATE (MONTH, DAY, YEAR): <i>Mon 11-17-08</i> |                 |                       |                 |
|------------|-----------|--------|--|---------------------------|--|-----------------|-----------------------|-----------------|
| Age Group  | Est.      | Actual | Menu   | Required Components       | Name of Food Used                            | Serving Size    | Total Amount Prepared | Amount Leftover |
| 1-2 yrs    |           |        | Breakfast:   | Juice, Fruit or Vegetable |  |                 |                       |                 |
| 3-5 yrs    |           |        |  | Grain/Bread               |  |                 |                       |                 |
| 6+ yrs     |           |        |  | Milk                      |  |                 |                       |                 |
| Adults     |           |        |  | Extra (optional)          |  |                 |                       |                 |
| Total      |           |        |  | Extra (optional)          |  |                 |                       |                 |
| 1-2 yrs    |           |        | A.M. Supplement:<br>(Serve 2 of these 4)                                     | Meat or Meat Alternate    |  |                 |                       |                 |
| 3-5 yrs    |           |        |  | Fruit or Vegetable        |  |                 |                       |                 |
| 6+ yrs     |           |        |  | Grain/Bread               |  |                 |                       |                 |
| Adults     |           |        |  | Milk                      |  |                 |                       |                 |
| Total      |           |        |  | Other (optional)          |  |                 |                       |                 |
| 1-2 yrs    |           |        | Lunch or Supper:<br><i>Grilled cheese<br/>Carrot sticks<br/>Apple wedges</i> | Meat or Meat Alternate    | <i>Sliced Cheddar</i>                        | <i>1.5oz</i>    | <i>7#</i>             |                 |
| 3-5 yrs    | <i>62</i> |        |  | Fruit or Vegetable        | <i>Carrots</i>                               | <i>1/4 C</i>    | <i>6#</i>             |                 |
| 6+ yrs     |           |        |  | Fruit or Vegetable        | <i>Apples</i>                                | <i>1/4 C</i>    | <i>5#</i>             |                 |
| Adults     | <i>10</i> |        |  | Grain/Bread               | <i>Wheat Slices</i>                          | <i>2 slices</i> | <i>144</i>            |                 |
| Total      | <i>72</i> |        |  | Milk                      |  |                 |                       |                 |
| 1-2 yrs    |           |        | P.M. or Evening Supplement:<br>(Serve 2 of these 4)                          | Meat or Meat Alternate    |  |                 |                       |                 |
| 3-5 yrs    |           |        |  | Fruit or Vegetable        |  |                 |                       |                 |
| 6+ yrs     |           |        |  | Grain/Bread               |  |                 |                       |                 |
| Adults     |           |        |  | Milk                      |  |                 |                       |                 |
| Total      |           |        |  | Other (optional)          |  |                 |                       |                 |

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**AGENCY MENU PRODUCTION RECORD CCFP CCC/OSHC/SOIC**

| SITE NAME: |           |        |   |                           | DATE (MONTH, DAY, YEAR): <i>Tues 11-18-08</i> |              |                       |                 |
|------------|-----------|--------|---|---------------------------|---|--------------|-----------------------|-----------------|
| Age Group  | Est.      | Actual | Menu  | Required Components       | Name of Food Used                             | Serving Size | Total Amount Prepared | Amount Leftover |
| 1-2 yrs    |           |        | Breakfast:  | Juice, Fruit or Vegetable |   |              |                       |                 |
| 3-5 yrs    |           |        |   | Grain/Bread               |   |              |                       |                 |
| 6+ yrs     |           |        |   | Milk                      |   |              |                       |                 |
| Adults     |           |        |   | Extra (optional)          |   |              |                       |                 |
| Total      |           |        |   | Extra (optional)          |   |              |                       |                 |
| 1-2 yrs    |           |        | A.M. Supplement:<br>(Serve 2 of these 4)  | Meat or Meat Alternate    |   |              |                       |                 |
| 3-5 yrs    |           |        |   | Fruit or Vegetable        |   |              |                       |                 |
| 6+ yrs     |           |        |   | Grain/Bread               |   |              |                       |                 |
| Adults     |           |        |   | Milk                      |   |              |                       |                 |
| Total      |           |        |   | Other (optional)          |   |              |                       |                 |
| 1-2 yrs    |           |        | Lunch or Supper:<br><i>Chicken Arroz<br/>- Tomatoes/Rosemary<br/>Rice<br/>Green Salad<br/>Pineapple Tidbits</i> | Meat or Meat Alternate    | <i>Chicken Breast</i>                         | <i>1.5oz</i> | <i>9#</i>             |                 |
| 3-5 yrs    |           |        |   | Fruit or Vegetable        | <i>Lettuce w/ Carrots</i>                     | <i>1/4 C</i> | <i>4#</i>             |                 |
| 6+ yrs     | <i>55</i> |        |   | Fruit or Vegetable        | <i>Pineapple</i>                              | <i>1/4 C</i> | <i>2- #10 Cans</i>    |                 |
| Adults     | <i>10</i> |        |   | Grain/Bread               | <i>Whole Grain Brown Rice</i>                 | <i>1/4 C</i> | <i>4#</i>             |                 |
| Total      | <i>65</i> |        |   | Milk                      |   |              |                       |                 |
| 1-2 yrs    |           |        | P.M. or Evening Supplement:<br>(Serve 2 of these 4)   | Meat or Meat Alternate    |   |              |                       |                 |
| 3-5 yrs    |           |        |   | Fruit or Vegetable        |   |              |                       |                 |
| 6+ yrs     |           |        |   | Grain/Bread               |   |              |                       |                 |
| Adults     |           |        |   | Milk                      |   |              |                       |                 |
| Total      |           |        |   | Other (optional)          |   |              |                       |                 |

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**AGENCY MENU PRODUCTION RECORD CCFP CCC/OSHC/SOIC**

| SITE NAME: |           |        |  |                           | DATE (MONTH, DAY, YEAR): <i>Wed 11-19-08</i> |                |  |                 |
|------------|-----------|--------|--|---------------------------|--|----------------|--|-----------------|
| Age Group  | Est.      | Actual | Menu   | Required Components       | Name of Food Used                            | Serving Size   | Total Amount Prepared                              | Amount Leftover |
| 1-2 yrs    |           |        | Breakfast:   | Juice, Fruit or Vegetable |  |                |  |                 |
| 3-5 yrs    |           |        |  | Grain/Bread               |  |                |  |                 |
| 6+ yrs     |           |        |  | Milk                      |  |                |  |                 |
| Adults     |           |        |  | Extra (optional)          |  |                |  |                 |
| Total      |           |        |  | Extra (optional)          |  |                |  |                 |
| 1-2 yrs    |           |        | A.M. Supplement:<br>(Serve 2 of these 4)   | Meat or Meat Alternate    |  |                |  |                 |
| 3-5 yrs    |           |        |  | Fruit or Vegetable        |  |                |  |                 |
| 6+ yrs     |           |        |  | Grain/Bread               |  |                |  |                 |
| Adults     |           |        |  | Milk                      |  |                |  |                 |
| Total      |           |        |  | Other (optional)          |  |                |  |                 |
| 1-2 yrs    |           |        | Lunch or Supper:<br><i>Tacos w/ Meat Cheese on Corn Shell</i><br><i>Tata Tots</i><br><i>Apple wedges</i> | Meat or Meat Alternate    | <i>G.C. Turkey Cheese 5oz</i>                |                | <i>8# G.C. Turkey</i><br><i>2# shredded cheese</i> |                 |
| 3-5 yrs    | <i>67</i> |        |  | Fruit or Vegetable        | <i>Tata Tots</i>                             | <i>1 1/4 C</i> | <i>2-5# bags</i>                                   |                 |
| 6+ yrs     |           |        |  | Fruit or Vegetable        | <i>Apples</i>                                | <i>1 1/4 C</i> | <i>6#</i>  |                 |
| Adults     | <i>10</i> |        |  | Grain/Bread               | <i>Corn Shells</i>                           | <i>2</i>       | <i>155</i>   |                 |
| Total      | <i>77</i> |        |  | Milk                      |  |                |  |                 |
| 1-2 yrs    |           |        | P.M. or Evening Supplement:<br>(Serve 2 of these 4)  | Meat or Meat Alternate    |  |                |  |                 |
| 3-5 yrs    |           |        |  | Fruit or Vegetable        |  |                |  |                 |
| 6+ yrs     |           |        |  | Grain/Bread               |  |                |  |                 |
| Adults     |           |        |  | Milk                      |  |                |  |                 |
| Total      |           |        |  | Other (optional)          |  |                |  |                 |

26

# MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2008

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### **Current Status**

Implemented.

### **CALWORKS - Use of State Funds and Federal TANF Funds (Section 433)**

#### **2007-7 Finding**

In our sample of 25 CalWORKs recipients, we noted no supporting documents that could identify eligibility by County Welfare Department for CalWORKs recipients. Of our sample of 25 recipients for eligibility requirements, we noted 24 CalWORKs recipients who were receiving CalWORKs services did not have the proper eligibility documented through the County Welfare Department for each academic term the recipient was served. We were also unable to determine if eligibility was determined at the beginning of each term. The CalWORKs department does not have a consistent tracking mechanism for tracking student eligibility and for all CalWORKs and TANF-funded services.

### **Recommendation**

California Community Colleges System's Office CalWORKs Program Handbook Guidelines Section V subsection Eligibility Documentation states "Eligibility for services must be coordinated through the local County Welfare Department. Once the initial eligibility determination is made by the County Welfare Department, on-going communication with the County is essential to ensure that a student remains in good standing. Eligibility determinations must be conducted at the beginning of each term to ensure students are eligible for services prior to receiving them."

We recommend that the District develop an independent internal tracking of student eligibility and for all CalWORKs and TANF-funded services. Services provided through other College departments, like the Child Care Center, must be coordinated with the CalWORKs program office to also verify a student's ongoing eligibility for services, academic progress, and to monitor programs expenses that are directly attributable to support for the identified CalWORKs eligible recipients.

### **Questioned Costs**

None noted.

### **Current Status**

Implemented.