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**Kern Community College District  
Administrative Procedure  
Chapter 5 – Student Services**

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**AP 5150 Extended Opportunity Programs and Services**

**References:**

Education Code Sections 69640-69656;  
Title 5 Sections 56200 et seq.

**Note: This procedure is legally required**

**Staffing and Program Management:**

Each college will maintain an appropriate level of staffing to meet program regulations and appropriately address student needs. At a minimum, the program staffing will employ a Director (waiver approval required if not full-time), a full-time EOPS/CARE Assistant Director, and full-time EOPS/CARE Counselors and Educational Advisors to meet the three counseling contacts requirement for participating students. Additional adjunct counselors and classified staff will be hired as needed. Annual staffing patterns will be described in the EOPS/CARE Program Plan submitted to the Chancellor's office.

**Documentation and Data Collection:**

The EOPS/CARE director, working collaboratively with assigned staff, will develop and utilize a filing system and appropriate electronic database(s) to monitor and track students who are participants in the program. A file will be created for each student participant containing the documents required to meet regulation standards and to enable the Director to complete the EOPS/CARE annual report. Data will be input into the District's student database to enable accurate MIS reporting to the Chancellor's Office.

**EOPS/CARE Advisory Committee:**

EOPS/CARE will establish and maintain a joint Advisory Committee chaired by the EOPS/CARE Director consisting of EOPS/CARE program staff, CalWORKs and Foster Youth Services staff, appropriate BC faculty and staff, and community representatives. At a minimum, the Committee will meet once each semester.

**Full-time Director:**

Each college will support and maintain an approved (by waiver) full-time director position entitled EOPS/CARE Director.

**The Eligibility Criteria for EOPS:**

The EOPS/CARE Director, working collaboratively with program staff, will ensure that all EOPS/CARE participants have met the eligibility criteria established by state regulations. The participant's file will contain required documentation to demonstrate the participant's eligibility for the program.

**Student Responsibility Requirements:**

The EOPS/CARE Director, working collaboratively with staff, will establish a Mutual Responsibility Contract based on state program standards and ensure that all participants are informed of these required responsibilities in a timely manner. The Director and staff will monitor participant's progress toward meeting the established responsibilities. The Director will be authorized to suspend and/or terminate program services to participants who are not meeting the responsibility standards.

**Recruitment and Outreach Services:**

Throughout the year, EOPS/CARE staff will conduct various outreach activities (i.e., presentations, workshops, one-on-one information sessions) at local high schools, at various community organizations and events, and on campus. The EOPS/CARE program may also offer an annual freshman day activity for high school students transitioning from high school to the College, based on available funding.