

APPROVED

in Cabinet 6.25.20
William J. Smaggin



IMMEDIATE NEED REQUEST
2019-20

Requested by: EOPS/CARE and CalWORKs		
		Date to VP: 6/24/2020
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	EOPS/CARE & CalWORKs	
		Date to Cabinet: 6/25/2020
Division:	Student Services	Outcome:
Vice President:	Dr. Audrey Yamagata-Noji	

Budget Request(s) (List in Priority Order)	Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i>	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
1. Funds to pay for reclassification of our EOPS/CARE & CalWORKs Account Technician to EOPS/CARE & CalWORKs Account Specialist.	The three-year retro-pay for the EOPS & CalWORKs Account Technician (Evie Loadjaja) is \$25,058. The programs are requesting to utilize salary savings from an EOPS position that was vacated in January to cover the cost of the retro pay total. The programs understand that beginning with the 2020-21 fiscal year, the increased salary for Ms. Loadjaja's position is incorporated into their the budgets.	\$25,058.00	YES	NO	
Account Number(s):	11000 523000 211000 643000				
2.					
Account Number(s):					
3.					
Account Number(s):					

** *Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.*