



**TO:** Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Academic Senate Presidents  
Currently Incarcerated Program Directors

**FROM:** Alice Perez,  
Vice Chancellor, Educational Services and Support

**RE:** Digital Course Content and Textbook Reimbursement for Colleges Teaching Incarcerated Students in State Prisons

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This memorandum provides information regarding available funds for colleges teaching students that are currently incarcerated in state prisons. A total of \$3 million is available to colleges to provide textbooks or digital course content to students under the jurisdiction of the California Department of Corrections and Rehabilitation (CDCR) who are enrolled in one or more California community college course.

In order to support the Guided Pathways Initiative and the Chancellor's Office Vision for Success, colleges seeking reimbursement must certify that the material is for courses and programs in the following areas:

1. Associate Degrees for Transfer (ADT) in Communications, Sociology and/or Psychology;
2. The Golden Four (oral communications, written communications, critical thinking, and/or mathematics/quantitative reasoning) to satisfy the requirements for entry into the California State University system.
3. Reproduction expenses for the above.

Priority will be given to colleges providing face-to-face instruction. Should funds remain as of June 1, 2020, additional requests for reimbursements will be considered for other ADT programs and for courses that are transferable. A reminder, colleges are always encouraged to first use open education resources, when possible.

Attached to this memorandum is a Certification form. Colleges incurring expenses as outlined above should submit their proof of payment/receipts, along with the Certification form to:

Leslie LeBlanc, Specialist - [lleblanc@cccco.edu](mailto:lleblanc@cccco.edu)

Upon review and approval, the documents will be sent to our fiscal agent for direct payment to the college or district.

**Digital Course Content and Textbook Reimbursement for Colleges Teaching Incarcerated Students in State Prisons**  
June 28, 2019

Colleges that currently submit their purchase requests for open educational resources directly to Sarita Mehtani at CDCR should continue to do so through December 31, 2019.

If you have questions, please contact Dean Raul Arambula via email at [rarambula@cccoco.edu](mailto:rarambula@cccoco.edu).

cc: Marty Alvarado, Executive Vice Chancellor, Educational Services & Support