



# **SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS**

## ***FISCAL YEAR 2025-26 PROGRAM GUIDELINES***

Revised 6/6/25 to include the published Data Warehouse Snapshot dates for FY26

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The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available	March 19, 2025
Applications due via email to Program Administrator	May 5, 2025
Applicants notified of approval status	June 2025
Allocations begin	July 1, 2025
Quarterly Reports	October 31, 2025 January 30, 2026 April 30, 2026 July 31, 2026
Summative Evaluation of Strategies and Recommendations	August 31, 2026
Annual Legislative Report	December 1, 2026

## Program Contacts

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# Overview

The Supporting Students Experiencing Homelessness Program (SSEH) was established as a pilot during the 2019 legislative session and is codified in RCW 28B.50.916 Through passage of Engrossed Substitute Senate Bill 5702 in the 2023 session, the legislature made SSEH a permanent program effective July 1, 2023. This grant invites all continuing SSEH programs and the two fiscal year 2025 planning grant colleges to apply for fiscal year 2026 program funding.

The SSEH program serves students who are experiencing homelessness, at imminent risk of homelessness, and/or students who were in the foster care system when they completed high school. Colleges participating in the program must provide certain accommodations to students that may include, but are not limited to, the following: access to laundry facilities; access to storage; access to locker room and shower facilities; reduced-price meals or meal plans, and access to food banks; access to technology; access to short-term housing or housing assistance, especially during seasonal breaks; and case management services. Participating colleges must leverage existing community resources and inform students of resources available for individuals experiencing homelessness, including non-profit providers, the local housing authority, and the Department of Commerce's Office of Homeless Youth. Colleges may also establish plans to develop surplus property for affordable housing to accommodate the needs of eligible students.

The colleges participating in the program must contribute to an annual report facilitated by the SBCTC due to appropriate committees of the Legislature by December 1. The report must address certain information on students experiencing homelessness or food insecurity, including

- the total number of program-eligible students attending during the program;
- the number of program-eligible students assisted by the program;
- strategies for accommodating students experiencing homelessness or food insecurity, and former foster care students;
- and legislative recommendations for how students experiencing homelessness or food insecurity, and former foster care students could be better served.

## Applicant Guidelines

### Who May Apply

All current 2024-25 SSEH programs at Washington State Community and Technical Colleges and the two colleges completing SSEH Planning Grants during 2024-25 are encouraged to apply for SSEH program funding through a streamlined process for the 2025-26 year.

### Funding

Funding for approved applications will be allocated to colleges (or district applicants) for each fiscal year through the SBCTC's Budget Operations Department. Work with your college's business

office to access these funds. Funding for FY26 becomes available July 1, 2025, after the State Board confirms FY26 program requirements are met, and funding expires June 30, 2026. Unexpended funds do not carry forward to the subsequent fiscal year.

Projected funding available for college SSEH programs for FY26 totals \$3,695,000. For Fiscal Year 2026, colleges may request up to \$108,000; districts may request up to \$108,000 per college in the district. Applicants are required to submit a budget during the application process using the budget template supplied by SBCTC. When developing proposals, colleges should consider the intent of the funding and the total amount of available resources to best demonstrate the practicality of the proposal.

The SBCTC reserves the right to scale proposals as needed. Funding is subject to the amount of available resources.

## Grant Period

This application is for one fiscal year of program activity; SSEH programs will be funded from July 1, 2025, through June 30, 2026.

## How Does the Provider Apply

The 2025-26 SSEH program uses a streamlined application process, which does not utilize the OGMS system.

There are three required elements which must be sent via email to the SSEH Program Administrator, Laura Coghlan, [lcoghlan@sbctc.edu](mailto:lcoghlan@sbctc.edu) by 11:55 PM on Monday, May 5<sup>th</sup>, 2025.

1. A completed 2025-26 Supporting Students Experiencing Homelessness Program Budget Template
2. A signed copy of the 2025-26 Supporting Students Experiencing Homelessness Program Assurances
3. In the body of your email, you must include a brief paragraph which describes the intent of your program, your interest in continuing (or launching) your SSEH program for the 2025-26 academic year, and how you will prioritize disbursement of funds.

## Disclaimer

SBCTC reserves the right to refrain from allocating funds to any or all applicants. Additionally, SBCTC reserves the right to add additional requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk of project implementation setbacks. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to allocation requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting funding.

# Application Review Process

State Board staff will review application materials, follow-up with applicants if necessary to clarify the implementation plan as presented in the budget template, and forward funding recommendations to the State Board for final approval.

Applicants will be notified via email regarding proposal status in mid-June 2025.

## Application Guidance

In preparing the application, please consider the following items:

**Budget Template:** Applicants must submit a budget using the provided excel budget template and submit it as an attachment with their application email.

- FY26 budget must not exceed \$108,000 for an individual college, and district applicants may apply for up to \$108,000 per college in the district.
- Administration costs may not exceed 10% of the total budget.
- Staffing salaries and benefits are an allowable expenditure; the intent of this funding is to implement appropriate accommodations and provide case management support to students. Please consider how you can best use the funding in alignment with this intent.
- SSEH funds may not be used to support tuition nor tuition-related fees.
- Indirect costs are not an allowable expenditure with these allocated state funds.
- When completing your budget template, use the description column to provide rationale for your projected expenses. For salary/benefit items, indicate the position and the percent of FTE that will be supported by SSEH funds. For accommodation categories, include the estimated number of students and dollar amount per accommodation that you used to build your budget projection. Please include a description of accommodations you will provide for SSEH-eligible students, even if there is no direct budget impact on your SSEH funding.

As you develop your budget which represents your program approach, it may be useful to consider the following SSEH program attributes and your experience working with your student population and campus and community partners:

- What capacity does your college have to leverage existing student support services, programs, and facilities? Has there been any change in that capacity?
- If you are using program funds to cover staff salary expenses, consider whether you need to budget for known cost of living adjustments expected in FY26. Consider whether the staffing configuration is anticipated to change in terms of program portfolio or shared funding streams.
- What trends are you noting in student requests and how might that affect how you allocate your accommodation budget projections? If you plan adjustments to improve equity of

access or new approaches, how might that affect your budget projections?

- How are you ensuring that access to SSEH support remains as low-barrier as possible?
- Are you planning to adapt your approach based on student feedback or ongoing assessment in ways that might affect your budget?
- What community-based providers and programs are available to offer further support referred students?

**Assurances:** Be sure to review the Assurances, identify a Project Manager and Project Champion (VP, President, or Chancellor), and obtain signatures. Attach a signed copy of the Assurances to your application email.

**Brief Descriptive Paragraph:** Please include a brief paragraph that addresses the intent of your program (for example, who is being served, why is this program needed, what does it provide), your interest in continuing (or launching) your program for 2025-26, and how you will prioritize disbursement of funds.

## Reporting Requirements

The colleges participating in SSEH will utilize a combination of student coding, financial aid award coding, allocation expenditure tracking, and manual reporting processes to satisfy legislative reporting requirements, document use of state appropriations, and gather additional student information intended to identify student basic needs gaps or barriers to students receiving the housing and other related supports needed to remain enrolled in classes.

### Student Coding

Student coding was implemented to better track eligible students assisted by SSEH programs. Students should be coded as an SSEH student if they received direct accommodations/support or any other form of services, including eligible students who may only receive case management referral to college and community resources. SSEH students are identified with the [Student Group Code "SSEH"](#) in PeopleSoft ctclink.

SBCTC staff will rely on Student Group Codes to analyze the official count of students served, SSEH student demographics, enrollment persistence, and credential completion on behalf of the SSEH program.

Colleges should have a process established to verify their student coding before the SBCTC collects the student data. Student Group Codes must be up to date by the [Data Warehouse quarterly snapshot 2025-26 deadlines](#), which are published on the SBCTC website, and are updated in these guidelines now that they are available (revised 6/6/25). **The MIS Enrollment snapshot dates for 2025-26 are as follows:**

- Summer 2025 9/3/25
- Fall 2025 12/18/25

- Winter 2026 3/31/26
- Spring 2026 6/30/26

## Financial Aid Coding

The following Financial Aid Global Item types have been developed for use by colleges to process SSEH funds as disbursable or non-disbursable awards to students. Colleges are not permitted to use other item types for the disbursement of SSEH funds to students.

### Peoplesoft ctcLink FA Global Item Types

Item Type	DESCR
912000001020	SSEH Disbursable
912000001030	SSEH Non Disb

SBCTC staff rely on Global item type coding to track and report program-specific financial aid awards to students.

## Expenditures Reporting

Instead of collecting self-reported expenditures via the quarterly report, beginning in FY24, SBCTC program staff shifted to relying on Year-to-Date Expenditure Reports for the SSEH program from SBCTC Finance to review quarterly expenditures. This change was intended to reduce administrative burden on college SSEH program staff and improve consistency of expenditure data by utilizing another available method and reduce potentially duplicative effort. SBCTC program staff may also ask for a college to share total year-to-date SSEH expenditures by running the General Ledger Account Analysis query (QFS\_GL\_ACCOUNT\_ANALYSIS) if needed to inform a program check-in meeting.

The report relies on chart string accuracy, so it is necessary that college budget and finance offices set up the chart string for SSEH expenditures to be attached to the SSEH allocation.

## Budget Revisions

The SSEH program budget is not recorded in OBIS, thus mid-year budget revisions are tracked locally at the college and by the SBCTC Program Administrator. This process applies to shifts between budget categories that do not affect the total grant amount. If a program wants to adjust anticipated spending from one budget category to another, they request that adjustment via email to the SBCTC Program Administrator. The Program Administrator will confirm the shift of funding and update the active budget template to reflect the revision. For example, a college program director may determine a need to shift budget from transportation accommodations into eviction prevention due to a pattern of student requests. The program director would communicate the specific amount they want to move from transportation into the eviction prevention category via email; the Program Administrator's reviews the request, updates the active budget template for the program, and confirms the revision with the college director.

## Manual Reporting Processes



SBCTC will supply a quarterly report form to gather other applicable data points needed to describe the program in legislative reports. The elements collected in quarterly reports for FY26 will include the following:

- the number of students receiving each type of accommodation,
- referrals to additional resources,
- spaces to share student stories or feedback and program successes or updates,
- and a funding survey for colleges to request changes to their grant allocation (to be included in the summer and fall quarterly reports, and maybe the winter quarterly report, if there are anticipated funds available for redistribution).

Quarterly Report due dates are as follows:

FY26 Quarterly Reports Due Dates
<ul style="list-style-type: none"><li>• 1. Summer Quarter - October 31, 2025</li><li>• 2. Fall Quarter - January 30, 2026</li><li>• 3. Winter Quarter - April 30, 2026</li><li>• 4. Spring Quarter - July 31, 2026</li></ul>

## Summative Evaluation and Collaboration

Summative evaluation of your program for FY26 is due to the SBCTC by August 31, 2026. College SSEH staff, SBCTC program administrators, and the Washington Student Achievement Council SSEH grant administrator will work collectively through the SSEH Statewide Learning Community in topical workgroups and/or other convenings to identify and highlight approaches and develop our recommendations for inclusion in the legislative report. We expect at least one staff representative from each college SSEH program to participate in the discussion and evaluation activities which will inform the legislative report and future advocacy efforts.

The minimum items to address in the evaluation to fulfill reporting requirements to the legislature are the following:

- Prevalence of housing and/or food insecurity among students: the number of students attending your college who report experiencing homelessness, housing insecurity, and/or food insecurity within specified timeframes – this may be accomplished through participation in the biennial administration of the statewide student basic needs survey, which was most recently administered fall 2024 in partnership with SBCTC Research and the Washington Student Achievement Council or by reporting results from an institution-specific survey;
- The number of program-eligible students assisted by the program, which is reported using the SBCTC Data Warehouse snapshot of students with the SSEH Student Group Code;
- Strategies for accommodating students experiencing homelessness or food insecurity, and

former foster care students;

- and Legislative recommendations for how students experiencing homelessness or food insecurity, and former foster care students could be better served.

SBCTC staff will collaborate with college staff to coordinate a single cross-sector SSEH annual legislative report and may identify additional summative evaluation elements to support program recommendations to better serve students. Colleges will also participate in information sessions with the legislature and by providing testimony during legislative hearings as appropriate.

## Practice-sharing and Collaboration □

Colleges will work with SBCTC to share lessons learned and promising practices with the college system via printed materials, sharing examples of applications and approaches, and participation in practice-sharing convenings. SSEH practice-sharing opportunities typically include convenings of the statewide SSEH Learning Community, topical workgroups to identify strategies for accommodating students experiencing homelessness and students who aged out of foster care and develop recommendations, College Collaboration Hub events in tandem with the Student Emergency Assistance Grant or other WorkForce funding programs. Webinars are also offered to provide support for reporting and grant application or other topics of interest. SSEH program colleges provide input to shape the content areas and format for collaborative opportunities.

## Student Supports Canvas Community □

The Student Support Programs maintain a shared space for learning about the programs, sharing resources, and communicating program updates or events. Please contact your Program Administrator, [lcoghlan@sbctc.edu](mailto:lcoghlan@sbctc.edu), if you need an invitation to the Student Support Programs Canvas Community or the SSEH Canvas module subgroup.

# Open Licensing Policy Requirement

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