

MANAGEMENT MEMO

NUMBER:

20-03

SUBJECT:

LAPTOP DONATION FOR FOSTER YOUTH

EFFECTIVE DATE:

APRIL 13, 2020

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES

REFERENCES:

Government Code Section 14674; Public Contract Code Section 10389.1 et seq.; Public Utilities Code Section 709(d); State Administrative Manual 3520 et seq.

SUPERSEDES:

N/A

Intended Audience

California Executive Branch Agencies

Purpose

This memo outlines the policy and procedures for donating laptops and other portable computers to current and former foster youth, in lieu of their destruction upon replacement.

Policy

[Pursuant to State Administrative Manual \(SAM\) 3520.11](#), state departments are encouraged to donate surplus laptops and other portable computer equipment to the foster youth attending a California state college or university. Donation of this equipment is enabled through the [Department of General Services \(DGS\) State Surplus Property Program](#).

Entities eligible to receive this equipment include the aforementioned institutions of higher education, and non-profit 501(c)(3) organizations associated with those institutions. To donate a computing device to a foster youth, state agencies will follow the same procedures as with any other disposition of state-owned surplus property, pursuant to [SAM Section 3520](#) et seq., including media sanitization procedures outlined in SAM section 3520.10.

The computing device will then be listed on the DGS California Surplus Property System (CSPS) as a donation, and can be delivered to the eligible entity for subsequent distribution to the student.

Background

Current and former foster youth are attending institutions of higher education across the State, including community colleges, California State University, and the University of California. However, the use of Internet-based learning has put these students at a disadvantage due to lack of resources to purchase the computers necessary to fully and safely engage in further learning. Only ten percent of foster youth have laptop computers, compared to over 85 percent of all other students.

The California Child Welfare Council, headed by California Health and Human Services Agency, adopted a resolution in September 2019, recommending that all state agencies consider donating laptops and other portable computer devices to current and former foster youth.

Reporting Requirements(s)

It is recommended that receipt of the donation be documented by a simple letter on the eligible entity's letterhead, acknowledging the number of devices received, the date, and the intent to distribute to current or former foster youth.

Contact

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Signature

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