Steps to Apply for WCC CalWORKs

1 **STEP 1: PRE-ORIENTATION PLANNING AND DOCUMENTS**
You may pick-up the WCC CalWORKs Application from our office, or print it online: https://wcc.yccd.edu/student/calworks

1. **WCC District Orientation & Assessment**: All district students must complete their district-wide Orientation and Assessments prior to receiving services through our programs. Please visit this website to initiate this process, if you have not already done so:
   - http/wcc.yccd.edu/admissions/apply-today

2. **WCC CalWORKs APPLICATION:** To be reviewed, completed and signed by the student.

3. **COUNTY ELIGIBILITY VERIFICATION FORM:** Only one of the eligibility forms is necessary, must be current.

   - **CalWIN**
   - **PASSPORT TO SERVICE**
   - **NOTICE OF ACTION**
   - **WCC TANF VERIFICATION FORM** – To be completed and signed by your county worker/representative in the month in which you will be taking classes.
     - ✓ A new TANF Verification form will be due each semester and must be completed during the following dates:
       - Summer Term – on or after June 1st
       - Fall Term – on or after August 1st
       - Spring Term – on or after January 1st

4. **CLASS SCHEDULE:** You must be or be currently planning to register for one course at WCC, LCC or CCC.

2 **STEP 2 – WCC CALWORKS PROGRAM ORIENTATION**
Please call the WCC CalWORKs office to schedule a program orientation appointment. You will need to bring your completed CalWORKs Application, Eligibility Verification, Assessment results and prior college transcripts.

5. **CALWORKS STUDENT EDUCATIONAL PLAN** – To be completed with your WCC CalWORKs academic counselor.
   - During your program Orientation, the CalWORKs Counselor create an initial 1-semester CalWORKs specific Student Educational Plan that will meets your counties Welfare-to-Work requirements.
     - ✓ A comprehensive Student Educational Plan will be created by the CalWORKs Counselor once you've been admitted into the CalWORKs program and will cover 4-6 semesters of academic course planning.
     - ✓ Your Student Educational Plan and your semesterly Class Schedule must always match in order for the county to support your educational activities! If at any time, you add/change classes that are not on your Student Educational Plan, you will have to meet with a counselor once again to have it updated

6. **PROGRAM FORMS:** During you Orientation you will learn about the program, and how we coordinate and provides services and supports that will help you on your pathway to self-sufficiency and success. In addition to the above, the following documents should be completed before you leave our offices after your initial appointment:

   - **Authorization to Exchange Information**
   - **Mutual Responsibility Contract**
   - **MIS Data Element Capture Form**

7. **ADDITIONAL SUPPORTS**: Once you have been oriented into the program, you will receive guidance on how you will receive textbook, supply, and other ancillary support during your time in the program, as well as information about other services, supports, advocacy, and coordination that our program can offer you on your pathway to success, lifelong self-sufficiency and empowerment

My upcoming appointment:

CalWORKs Orientation Appointment: _____

| Date | Time | Location | With |

Required at CalWORKs Orientation:
- ☐ Assessment Results
- ☐ CalWORKs Application
- ☐ Eligibility Verification Form (one type, must be dated in the month in which services will be rendered)
- ☐ Class Schedule

"Success is about being your best self, not about being better than others; failure is an opportunity, not a condemnation; effort is the key to success."
Carol S. Dweck, Ph.D.

Revised: 2017-07-17; bsg

For New and Continuing CalWORKs Students

Textbook Verification Packet

1
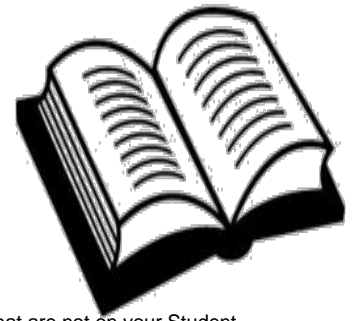
TEXTBOOK VERIFICATION PACKET COMPLETION

A Textbook Verification Packet (also known as a Book Request) will be completed by your CalWORKs Specialist/Counselor and you during your New or Continuing Student Orientation. Your packet will include the following:

1. <u>**TEXTBOOK VERIFICATION FORM**</u> – Completed and signed by a CalWORKs Counselor/Specialist/staff
2. <u>**STUDENT EDUCATIONAL PLAN**</u> – Completed by an CalWORKs Counselor
3. <u>**CLASS SCHEDULE**</u>
    a. Your Class Schedule and Student Educational Plan must match! If you've added/changed classes that are not on your Student Educational Plan, you will have to meet with a counselor once again to have it updated.
        i. **NOTE!** Counselors will not be able to simply "add classes to your Student Educational Plan." Rather, they will review your file (transcript/major) and update your Student Educational Plan **based on the requirements towards your goal** while maintaining county compliance. Often times it is not a "quick process" so please plan ahead.
    b. ENROLLED CLASSES – Textbooks for enrolled/eligible classes **will be** included on your Textbook Verification Form.
    c. WAIT-LISTED CLASSES – Textbooks for wait-listed classes **will not be** included on your Textbook Verification Form
    d. REPEATED CLASSES – Textbooks for classes that are being repeated **will generally not be** included on your Textbook Verification Form.
4. <u>**TEXTBOOK PRICES**</u> – Printout from the WCC online bookstore
    a. NEW / REQUIRED TEXTBOOKS – Only books listed as new and required **will be** included on your Textbook Verification Form.
    b. OPTIONAL / RECOMMENDED TEXTBOOKS **will not be** included on your Textbook Verification Form.
5. <u>**WCC TRANSCRIPT**</u> – Per request

Tips:

- **Preparing for the spring Semester**: Have your Student Educational Plan up-to-date! As you begin to prepare for the spring Semester, the best times to see a counselor and have your Student Educational Plan updated are during the months of <u>**September, October, or November.**</u> Once we've reached December and January, it may be more difficult to get in to see a counselor, so plan ahead!
- **Preparing for the fall and/or summer Semester:** Have your Student Educational Plan up-to-date! As you begin to prepare for the fall and/or summer Semesters, the best times to see a counselor and have your Student Educational Plan updated are during the months of <u>**February, March, or April.**</u> Once we've reached June, July, and August, it may be more difficult to get in to see a counselor, so plan ahead!

2

SUBMISSION OF TEXTBOOK VERIFICATION PACKET TO COUNTY

Once you have completed your Textbook Verification Packet with your CalWORKs Counselor/Specialist, you will receive a copy to provide to your county worker who will then process the request.

3

WHAT HAPPENS AFTER THE COUNTY RECEIVES MY TEXTBOOK VERIFICATION PACKET?

Once your caseworker receives your Textbook Verification Packet, they will review it for eligibility. Depending on your county and specific case, it may take several weeks for you to hear back. We recommend you follow-up with your worker approximately 1 week after they've received your Textbook Verification Packet.

We work with multiple caseworkers & county representatives; therefore the timeframe to review and process your textbook funding differs from county to county. When approved by your county, the following will occur:

1. <u>**County sends the student a check, payable to the student for purchase of their books.**</u>
    a. It is the student's responsibility to follow up with his/her worker to find out if the Textbook Verification Packet was approved.
    b. If approved, your worker will give you information on how to go about obtaining your books.
    c. Typically, once you receive your check, it is your responsibility to:
        i. Confirm bookstore hours before arriving to the bookstore, as they change during peak times.
        ii. You must bring your photo ID, county check, and class schedule.
        iii. The WCC bookstore will only have WCC and CCC textbooks, the LCC bookstore will only have LCC textbooks, and so if you have classes in multiple sites (LCC/CCC + LCC) you must notify your CalWORKs program staff immediately.
        iv. If you're also attending other regional community colleges while also attending our campuses, you must meet with your CalWORKs Counselors/Specialist immediately and apprise them of such.
2. <u>**If you do not receive support for your books within 5-8 business days of meeting with our staff, please contact us.**</u>

Lake County Campus
EOPS/CARE CalWORKs Office
Clear Lake Campus
15880 Dam Road Extension
Clearlake, CA 95422
CalWORKs: 707-995-7912
CARE: 707-995-7912

Woodland Community College
EOPS/CARE CalWORKs Office
2300 E. Gibson Road, Suite 735
Woodland, CA 95776
CalWORKs: 530-668-3681
CARE: 530-661-5728

Colusa County Campus
(please call first, limited staffing)
99 Ella Street
Williams, CA 95987
CalWORKs: 530-668-3681
CARE: 530-661-5728

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Carol S. Dweck, Ph.D.

Revised: 2017-07-17; bsg

CalWORKs Program – Woodland Community College
Application and Orientation Form
Academic Year 2017 – 2018

- Please complete the following information based on the current school year. All applicants must be:
  - in good standing with their local county welfare office, be a current TANF/CalWORKs recipient OR a former TANF/CalWORKs recipient who has been off cash aid less than two years, and enrolled in Woodland Community College (LCC and/or CCC) class(es) before we can provide you services.
- Only applications that have been completed fully, returned with a current county eligibility verification will be accepted and processed.
- Thank you in advance for taking this valuable step towards educational success and self-sufficiency.

SECTION 1 – STUDENT INFORMATION

Last Name, First Name, Middle Initial:	WCC Student ID:	Location: WCC ☐ LCC ☐ CCC ☐
Permanent Street Address:	City, State, Zip	
Permanent E-mail Address (**required**):	Primary Contact #:	
Date of Birth (month/day/year):	Gender: ☐ Male ☐ Female	
Have you submitted a FAFSA for 2017-2018? ☐ Yes ☐ No	Have you submitted a BOG Fee Waiver for 2017-2018? ☐ Yes ☐ No	

SECTION 2 – COUNTY ELIGIBILITY

County Worker's Name:	County Worker's Code:	County Case #:
Worker's Phone Number:	Worker's Office Location (i.e. Yolo, Lake, Colusa or other county):	
Are you currently receiving county CalWORKs? ☐ Yes ☐ No	Are you currently sanctioned by the county? Yes No	

List all members of your family receiving county aid, their relationship to you and their ages(please note any non-children):

Name (First and Last)	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 3 – EDUCATIONAL GOALS

Is education an approved Welfare-to-Work Activity? ☐ Yes ☐ No	Have taken the following WCC/YCCD Assessment tests? ☐ Yes ☐ No
What is your county approved educational goal? ☐ Certificate ☐ AA/AS Degree ☐ Inter-District Transfer (to ARC, CRC, or SCC) ☐ Transfer to 4-year university ☐ Improve Job Skills	If you have taken a WCC/YCCD Placement test within the past two years, please check those assessment areas for which you were assessed? Math: ☐ English/ESL: ☐ Did Not Take: ☐

~ please turn over to complete second page of this form ~

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SECTION 4 – CAMPUS SERVICES

Are you currently receiving services from?

EOPS   Yes   No
CARE   ☐ Yes   ☐ No
DSPS   ☐ Yes   ☐ No
Financial Aid   ☐ Yes   ☐ No
Tutoring Center   ☐ Yes   ☐ No

Other campus services you are involved with or would like more information about:

In what areas would you like assistance? (check all that apply)

☐ Advocacy with County
☐ Tutoring
☐ School Supplies (books, supplies)
☐ Counseling (academic, career, personal)
☐ Transportation
☐ Community Service Referrals
☐ Child Care Referrals
☐ Other:

SECTION 5 – CURRENT EMPLOYMENT INFORMATION

Are you currently employed?
        Yes   No

Please note below your current **or** your most recent job information within the last 2 years (**must be completed**):

Job title: _____

Name of employer: _____

Description of work: _____
_____

Start date: _____

End date: _____

Average hours per week: _____

Highest hourly wage earned: _____

If you are currently **not** employed or are looking for new employment opportunities please complete the following information about WCC CalWORKs job resources.

Specifically, are you interested in job search services, which include the following (check all that apply):

☐ Job search assistance
☐ Job skill assistance
☐ Interview skill enrichment services
☐ Resume/Cover Letter writing services
☐ Job placement services
☐ Other employment services
☐ Job transition workshops and services
☐ Volunteer and internship positions search
☐ On-Campus CalWORKs Work-Study (does not affect cash aid)
☐ Off-Campus CalWORKs Work-Study (does not affect cash

If you are not currently working, would you like assistance with locating a work-study placement on or off-campus?
        Yes   No

Please list your job or career goal:

Please list current job skills:

SECTION 6 – OTHER INFORMATION

Please answer the following questions to the best of your ability; there is no penalty for answering "No" or "Not Sure":

- **SLO I: Can you, with confidence, state all of the campus support services and community resources available to you?**
        Not Sure   Yes   No

- **SLO II: Can you, with confidence, state all of the educational requirements necessary for you to reach your educational goal?**
        Not Sure   Yes   No

SECTION 7 – CERTIFICATION AND AUTHORIZATION (APPLICANT MUST READ AND SIGN BELOW TO BE ELIGIBLE)

With my signature below, I acknowledge that I have carefully reviewed the content of this application, and certify that the information contained herein is true and complete to the best of my knowledge per penalty of perjury. If asked by any authorized Woodland Community College CalWORKs official, I agree to provide proof of program eligibility, which may include a copy of my and/or my children's public assistance award documents. I also realize that any false statement or failure to give proof when asked may be cause for the denial, termination, and/or repayment of CalWORKs services or equivalent cost for services. I authorize the sharing of information regarding this application between Woodland Community College CalWORKs, the Yuba Community College District, the Chancellor's Office of the California Community Colleges and Yolo, Lake and/or Colusa county social service agencies, as applicable. I understand that I can be removed from this program if I fail to comply with program guidelines, county requirements, fail to progress academically, or at WCC CalWORKs discretion. Lastly, I understand that services provided by this program are contingent upon available funds.

_____   _____
Student Signature   Date

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