

Saddleback College



2010-2011 Policies & Procedures

CalWORKs Policies & Procedures

Saddleback College

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Chapter 1

What is CalWORKs



1.1 CalWORKs

California Work Opportunity & Responsibility to Kids “CalWORKs” assists students who are currently welfare recipients- or who are in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at Community Colleges, including work-study, other educational related work experience, job placement services, childcare services, and coordination with county welfare offices to determine eligibility and availability of services. (CalWORKs Program Handbook 2007-2008).

The Saddleback College CalWORKs students receive academic, personal, and career counseling. Saddleback College CalWORKs counselors help students navigate the community college system by providing a bridge to on- and off-campus services such as financial aid, work-study, child care, the Transfer Center, Career Center and Health Center.

At Saddleback College we provide CalWORKs services to students who fall under two primary categories:

1.2 Self -Initiated Participants (SIP)

SIP's are students who enrolled in a community college prior to appraisal by the welfare department. (CalWORKs Program Handbook 2007-2008)

- Students have up to 60 months to complete an educational program that consists of a Bachelors degree, an Associate degree or a Certificate program.
- Students can continue with their major as long as it leads to employment at the end of the degree or certificate.
- Students can complete their 32/35 hour requirement through any of the following activities:

Activities

- Class time
- Supervised study time
- Internship
- Work study
- Volunteering
- Career placement activities

1.3 Non-Self-Initiated Participants (NON-SIP)

Students who have been identified as NON-SIP, are students who have already been appraised by the County Welfare Department prior to enrolling in a community college. (CalWORKs Program Handbook 2007-2008)

- Non-SIP students are limited in selecting their majors and must comply with the program they identified with their County Welfare Department worker.
- Students are required to complete their 32/35 hour requirement with at least 20-hours in CORE activities and the remaining 12/15 hours can be completed with NON-CORE activities.

Core Activities (20 hours)	Non-Core Activities- (12-15 hours)
<ul style="list-style-type: none"> ○ Employment ○ Work Study ○ Community Service ○ Volunteer ○ Vocational Education (1 year only)* 	<ul style="list-style-type: none"> ○ Adult Basic Education (including ESL) ○ Class time ○ Supervised Study time ○ Internship ○ Unsupervised Study time

**After 12 months, Vocational Education can only be a non-core activity. Non-credit study time, if it is a welfare-to-work activity in your county, can only be counted as a non-core activity. (Usaha, 2007 p. 147)*

1.4 Saddleback College Code of Conduct (college catalog, pp. 22-23)

Rules and Regulations for Student Behavior

- Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401).
- Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws.
- Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Code of Conduct

In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established to effectively and efficiently guide the approved educational programs, approved student activities, and community services. Students may be disciplined for one or more of the following causes related to college activity or attendance:

- A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.
- B. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.

- C. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.
- D. The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
- E. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
- F. Disorderly, lewd, indecent, or obscene conduct on district owned or controlled property or at district sponsored or supervised functions.
- G. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.
- H. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college President.
- I. The obstruction or disruption, on or off campus, of the District's educational or administrative process or any other district function.
- J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.
- K. Misrepresentation of oneself or of an organization as an agent of the District or college.
- L. Soliciting or assisting another to do any act which would subject a student to discipline.
- M. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by a member of the campus community.
- N. Use, possession, or distribution of alcoholic beverages and/ or illegal narcotics/drugs on district premises, or at district sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

- O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
- P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
- Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.
- i. **Falsification** involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
1. Forging signatures on official documents such as admissions cards and financial aid applications.
 2. Changing or attempting to change official academic records without proper sanction.
 3. Misrepresenting or falsifying successful completion prerequisites.
 4. Providing false information, such as immigration materials, during the admission or matriculation process.
 5. Falsifying one's identification or falsely using another identification.
 6. Logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
 7. Citation of data or information not actually in the source indicated.
 8. Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
 9. Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 10. Submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) Prepared totally or in part by another.
 11. Taking a test for someone else or permitting someone else to take a test for a student.
- ii. **Plagiarism** is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
1. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 2. Taking sole credit for ideas and/or written work that resulted from collaboration with others.

3. Paraphrasing or quoting material without citing the source.
4. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
5. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
6. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. Modifying another's work and representing it as one's own work.

iii. **Cheating** is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:

1. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. Completing, in part or in total, any examination or assignment for another person.
3. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
4. Copying from another student's test, paper, lab report or other academic assignment.
5. Copying another student's test answers.
6. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
7. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. Storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
9. Employing aids excluded by the instructor in undertaking course work.
10. Looking at another student's exam during a test.
11. Using texts or other reference materials (including dictionaries) when not authorized to do so.
12. Knowingly gaining access to unauthorized data.
13. Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.

R. Violation of Copyright Laws

S. Violation of District Board Policies and Administrative Regulation

Chapter 2

CalWORKs Eligibility



2.1 Eligibility

To be eligible for the Saddleback College CalWORKs program, a student must meet the following criteria:

- Student must be a current CalWORKs participant with their local County Welfare Department.
- Student must have completed or be in the process of completing a Welfare-to-Work Referral for Educational Training (41-05 form).
- Student must be enrolled or in the process of enrolling in classes at Saddleback College.
- Student must complete the Saddleback College CalWORKs program application.
- Student must show proof of being a Cash Aid recipient from their local County Welfare Department (Agency Certification).

2.2 Matriculation Process

Step 1: Apply to Saddleback College

The process begins when a new or returning student submits an application to the Admissions and Records Office. If a student is designated to matriculate, they cannot register at the college or on-line until the matriculation process is completed.

Step 2: Make an Assessment Test Appointment

Appointments for assessment testing are made at the Matriculation Office SSC 225-B. You can call the Matriculation Office (949-582-4970) to obtain an appointment. A student cannot make a testing appointment without a South Orange County Community College District Student ID Number.

CalWORKs students who are only pursuing a certificate program do not need to take an assessment test. If a student has not completed a High School Diploma or a General Education Development (GED), “they must” schedule an appointment to take the Ability to Benefit (ATB) test before applying for financial aid.

Step 3: Apply for Financial Aid

Apply to get an online FAFSA “pin” at www.pin.ed.gov. The FAFSA “pin” works as an electronic signature that can be used every year to sign your financial aid application.

Complete the financial aid application online at www.fafsa.ed.gov.

Complete a financial aid file with Saddleback College. After the FAFSA application is complete, the Student Financial Assistance Office at Saddleback College will send the student a document request letter. The student is to contact the financial aid office or click on the website to download the requested documents at www.saddleback.edu/fao/forms.html

Step 4: Meet with a CalWORKs Counselor

Meet with a CalWORKs Counselor for an initial counseling contact. It is important that before a student schedules a counseling appointment with a CalWORKs counselor the student has the a Welfare-to-Work Contract. At the initial counseling session the student will complete the following forms:

- A Saddleback College CalWORKs program application.
- Develop an Educational Plan “MAP” (if student already has an Educational Plan he/she is to bring that with them).
- Complete the Welfare-to-Work Contract (41-05).
- Request proof of student receiving cash aid (Agency Certification).

Step 5: Registration

Register for classes that were recommended on the educational plan “MAP” by following the steps listed below.

Step 1: Find the classes recommended on your MAP in the schedule of classes.

Step 2: Coordinate your class schedule so that the classes do not overlap.

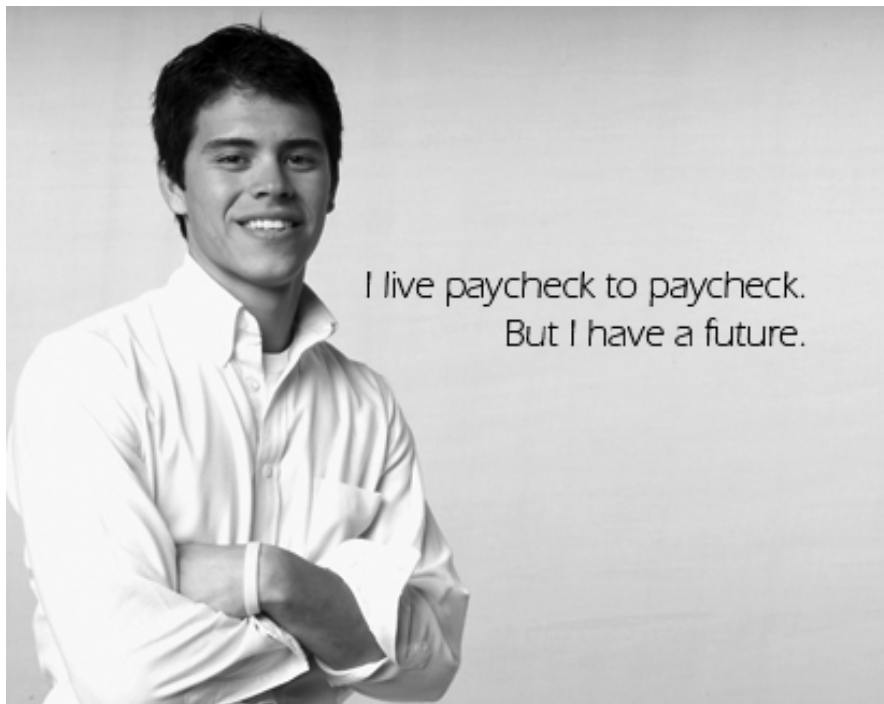
Step 3: Add courses to your shopping cart on Mysite.

Step 4: Register for your classes at the appropriate date/time provided by Admissions.

Step 5: Upon registering for classes, you can schedule a counseling appointment with your CalWORKs Counselor to review your course selection and request your book materials.

Chapter 3

Reporting



3.1 Monthly Report Forms (4106 form)

As part of CalWORKs, students are required to report their academic progress and CalWORKs activity hours to Social Services on a monthly basis, therefore it is important that students:

- Register for classes during priority registration to secure a preferred class schedule.
- Register for “Tutoring 300,” a supervised tutoring course. Tutoring 300 will allow the student to access the Learning Assistance Program at Saddleback College. It will provide the student with documentation of all the hours the student participates in tutoring.
- Make an appointment to meet with a CalWORKs counselor. The counselor will assist in completing a monthly report and verify that the student is meeting his/her MRC obligations and the required hours for Social Services.
- All monthly reports are completed during the last week or the first week of every month.

3.2 Progress Report

If a student begins an academic semester with a 2.0 grade point average (GPA) or below they are required to submit a progress report at mid-semester.

- Progress Report forms can be attained from the CalWORKs office in SSC 126 or online at www.saddleback.edu/eops/grps.html
- The student is responsible for distributing their Progress Report to all of their professors for feedback on their academic performance.
- For distance education classes (online), the student may e-mail their professor requesting information about their academic performance. The response is to be printed and attached to the Progress Report form. Another form of class grade verification is for the student to provide a printout from Blackboard.
- Students are responsible for submitting their Progress Report to a CalWORKs counselor during their monthly contact.
- Completed progress reports will be faxed to student’s Social Services Worker (case manager) for review.

3.3 Saddleback College Definition of Probation & Dismissal

Academic Probation A student who has attempted at least 12 semester units at Saddleback College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0.

Progress Probation A student who has enrolled in at least 12 semester units at Saddleback College is placed on progress probation when the percentage of all units in which they enrolled and for which entries of “W” “I” and “NP” are recorded reaches or exceeds 50 percent.

Dismissal A student whose cumulative grade point average falls below 1.75 in three consecutive semesters shall be subject to dismissal.

(Saddleback College Catalog 2010/11)

If a CalWORKs student shows unsatisfactory grades at any point during their attendance at Saddleback College, the student’s social service case manager will be notified. It will be up to the discretion of the student’s case manager to decide whether to sanction the student from receiving further benefits from social services.

Chapter 4

Student Responsibility



4.1 Welfare to Work Compliance

4.1.1 Academic Progress/ Good Standing

“A college must verify student eligibility for services once at the beginning of each semester.” (CalWORKs Program Handbook 2007-2008)

In order to stay in “good standing” with the Saddleback College CalWORKs program, the student must comply with the following:

- Attend all classes and scheduled lab time for their courses.
- Maintain a 2.0 grade point average.
- Report any failed or dropped classes to a CalWORKs counselor.

4.1.2 Completing the 32/35 hour requirement for CalWORKs

CalWORKs students are required, unless exempt, to complete 32 hours (or 35 hours in two-parent families) of “Core/Non-Core” activities per week. Core/Non-Core activities hours can be completed through the following activity options:

Core Activities	Non-Core Activities
<ul style="list-style-type: none">○ Employment○ Work Study○ Community Service○ Volunteer○ Vocational Education	<ul style="list-style-type: none">○ Adult Basic Education (includes ESL)○ Class time○ Supervised Study time○ Internship○ Unsupervised Study time

** Consult with your Saddleback College CalWORKs Counselor to determine which activity hours apply to you.*

4.1.3 Monthly Counseling Contacts

In order to complete and fax out the students monthly report, the Counselor will need the following...

- Student’s current schedule of classes.
- Verbal verification, from the student, of class attendance.
- Completed signed and dated monthly report form.

4.1.4 Study Hours

The recent federal TANF Reauthorization allows hours spent in **monitored** study sessions that are identified as part of a **structured** educational or training program to count for the federal work participation purpose.

Saddleback College offers a supervised tutoring course **Tutoring 300** that is designed to provide assistance for students who require additional help in attaining comprehension and competency in learning skills. Students are assisted by trained tutors who promote self-regulated learning, critical thinking, and problem solving on the part of student learners. Students are trained to monitor their own learning processes. This course is a “0 unit” open-entry/open-exit course which can be added to your schedule anytime during the semester.

Saddleback College and the South Orange County Social Services agency have agreed that a student can be granted one hour of study-time for every hour of class-time to apply towards the 32/35 hour requirement.

- CalWORKs students are required to register for Tutoring 300 in order to count study hours towards the 32/35 hour requirement.
- Students need to provide their case managers with a log that documents their monthly study hours. This log can be provided to the student by asking the front desk at the tutoring lab.
- If a student cannot attend the lab on campus they must get prior approval in writing from their case manager and make other arrangements to account for study time if needed.

4.1.5 Attendance

Students are expected to attend all classes and scheduled lab time. They will be asked to report any absences on their monthly reports.

4.2 Saddleback College CalWORKs Compliance

4.2.1 Appointment Policy

The Saddleback College CalWORKs program sends automated calls to students at 4:30 PM the day before their counseling appointment to remind them of their scheduled time. If a student needs to cancel their appointment, they must call the office the day before to cancel. If the office is closed, they may leave a voicemail message to cancel the appointment. Same day cancelations are considered NO SHOWS. After three NO SHOWS in one semester, the student and the student's social services case manager will

be notified. The student will be given one additional opportunity to make an appointment. If a student NO SHOWS for the fourth appointment, they will be restricted from making appointments and will have to come in during CalWORKs Counselors Drop-in hours for the remainder of the semester. This process will start over at the beginning of every semester.

Students are given a 5 minute window to arrive late for a 30 minute appointment and a 10 minute window to arrive late for a 1 hour appointment. If the student shows up after the 5 minute or 10 minute window, the student will be required to reschedule and their appointment will be considered a no show.

An appointment is required to process forms and at no time may ANY paperwork be processed over email, telephone or dropped off. It is the responsibility of the student to attain all paperwork needed.

4.2.2 Complaint Procedure

If a CalWORKs student has a complaint the student is encouraged to discuss their matters with a Saddleback College CalWORKs counselor. The student and the counselor may resolve the matter and no further action will be necessary.

If the student and the CalWORKs counselor did not resolve the matter, the student will:

Write a letter to the CalWORKs appeal committee stating the nature of the complaint and briefly describe their efforts to resolve the complaint.

To receive a formal consideration all complaints shall be submitted in writing and signed. The complaint should demonstrate that reasonable efforts have been made to resolve the complaint.

When the formal complaint is received, complaints are forwarded to the CalWORKs appeal committee and will be processed within ten working days.

Following the consultation of the CalWORKs appeals committee, the CalWORKs Director determines whether the complaint relates to the manner in which the program complies with local state policies and federal guidelines of Saddleback College and County Social Services.

If the complaint does not relate to the established policies or guidelines, the student initiating the complaint will be notified accordingly within twenty working days following receipt of the complaint.

Chapter 5

Services



5.1 Case Management

The Saddleback College CalWORKs office offers specific case management services. Student files are developed for eligible CalWORKs students. Files contain the following:

- **Saddleback College CalWORKs Application**

The CalWORKs application is comprised of the following forms:

- Student Information form
- Student Employment Information form
- Waiver of Confidentiality
- Mutual Responsibility Contract
- Agency Certification

- **CalWORKs Cash-Aid Verification**

Eligibility determinations must be conducted at the beginning of each term to ensure students are eligible for services prior to receiving them. Eligibility must be determined and documented before CalWORKs/TAANF funds can be spent on the student beyond basic case management (e.g. child care, work-study, transportation, books/supplies, counseling...) (CalWORKs Program Handbook 2007-2008)

- **Educational Plan (MAP)**

An educational plan is a list of courses developed into a semester-to-semester format that the student is required to complete to achieve their academic goal. The student's MAP is developed according to the student's academic goals, overview of their matriculation scores and the student's Welfare-to-Work contract (41-05) provided by the student's Social Services Case Manager.

- **Welfare-to-Work (41-05 form)**

The 41-05 form is a contract indicating the student's educational objective. Students cannot deviate from the contract.

- **Monthly reports (410-06 form)**

"Welfare departments will ask education and training providers to submit documentation as often as the education and training providers determine satisfactory progress." (Usaha, 2007 pg 147).

At Saddleback College, CalWORKs students are expected to attend monthly counseling appointments where their monthly reports will be completed and then faxed to their social services case manager.

- **Documentation**

Is conducted at the end of communication between the CalWORKs student and the CalWORKs faculty or staff member; phone, email, counseling session, letters etc.

- **Student Letters**

This section of the file will contain any letters that have been developed or received and pertain to the student (letters of recommendation, probation letters, academic success letters etc.)

- **Child Care Employment Verification form**

A form provided to students from the Orange County Child Care Service that requires proof that the student is registered in classes.

5.2 Counseling

CalWORKs students receive specialized counseling services to assist in the development of personal, academic or vocational awareness. Through counseling students develop self-awareness, responsibility and independence to pursue their personal goal.

CalWORKs students can meet with a CalWORKs counselor as often as needed as long as the student is following the CalWORKs appointment procedure and is in good standing with the program.

5.3 Book Request

All CalWORKs recipients are entitled to supportive services (including child care, transportation, books, tools, fees, and special clothing) they need to participate in assigned welfare-to-work activities. (CalWORKs Program Handbook 2007-2008)

Book requests are processed during a counseling appointment. The student must be enrolled and committed to staying in the class for which class the book is being requested. If a class is added later, a new book request will have to be processed. It is strongly recommended that the student register for their class during the priority registration day. Items that can be requested within a book request:

- Books (including tax)
- Health fee
- Parking permit for the semester
- Material/ equipment (price checks or syllabi indicating cost are required)

** The office of Social Services will NOT pay for books or materials need for a repeated course.*

5.4 Materials Requests- (Pending Availability of Funds)

Material requests are done in addition to book requests. The Saddleback College CalWORKs program can supply the student with limited supplies such as:

- 3 ring binders
- Pencils/ pens/ erasers
- Loose leaf college rule paper
- Spiral (1 subject, 3 subject or 5 subject) notebooks
- CalWORKs stamped paper folders
- USB flash drives
- Ask your CalWORKs Counselor for available supplies.

When students request materials that are not available through the Saddleback College CalWORKs office, a Material Request form must be developed and faxed to the students case manager. All material requests are subject to “price checks.” Price checks can be obtained in three formats:

1. A receipt indicating the price of the material needed.
2. Providing an internet copy indicating the price of the material needed.
3. Class syllabus indicating the price of the material needed.

5.5 Priority Registration

CalWORKs students in good standing are eligible for priority registration. In order to receive priority registration a student must:

- Be deemed an eligible CalWORKs student by October 1st to receive priority registration for the spring semester.
- Be deemed an eligible CalWORKs student by March 1st to receive priority registration for the summer session.
- Be deemed an eligible CalWORKs student by June 1st to receive priority registration for the fall semester.

Utilizing priority registration is essential for CalWORKs students to effectively follow a preferred class schedule.

5.6 CalWORKs Work Study

CalWORKs students are mandated by the Department of Social Services to have 32 hours per week of schooling, study and work related activities. Those who are eligible for Federal Work Study (FWS) can qualify for CalWORKs Work-Study, in where a student may work in subsidized employment on campus whereby FWS provides 25% of the student's wages and CalWORKs provides 75%. These positions usually end at the end of the semester or when the FWS award is exhausted. Students must complete their FAFSA to qualify for FWS.

5.7 Student Recognition

The CalWORKs and EOPS/CARE student recognition event takes place annually near the end of the academic year. At this event, students are recognized for earning academic awards such as the Dean's List and the President's List. Students who are graduating from Saddleback College and/or transferring to a university are also honored. Generally alumni from the CalWORKs and/or EOPS/CARE program are invited to provide inspirational messages to current students.

5.8 ASG Sponsored Events (Pending Availability of Funds)

The Associated Student Government (ASG) co-sponsors events each year with EOPS/CARE. These events include Adopt-a-Family, Thanksgiving Dinner Give-a-Way and Winter Workshop.

5.8.1 Adopt-A-Family

CalWORKs students are invited to participate in "Adopt-A-Family." In this program, CalWORKs families are provided with gifts for the holiday season. The CalWORKs student makes a request, along with the names, ages and clothing sizes of all family members. The Associated Student Government secures donations from students, faculty and staff. Gifts are distributed on a first-come, first-served basis. The Adopt-A-Family flyer is sent to CalWORKs students. The deadline to submit the Adopt-A-Family application is usually in early November. This program is offered on a first come, first served basis.

5.8.2 Thanksgiving Dinner Giveaway

CalWORKs students also participate in the Annual Thanksgiving Dinner Giveaway. A mailing is sent each year informing students of the opportunity to receive a Thanksgiving Turkey or gift card to help provide for their holiday dinner. Application forms are kept at the front desk. This program is offered on a first come, first served basis.

5.8.3 Workshop/Toys for Tots

The Winter Workshop takes place each year in December. CalWORKs students and their families are invited to a themed workshop on campus along with entertainment for

their children. ASG assists with the event by providing funding, staffing and activities for children. The CalWORKs department secures donations from the Toys for Tots organization for the children of CalWORKs students.

5.9 Cap & Gown

Graduating CalWORKs students may request a cap & gown from the CalWORKs office during the spring semester of their graduating year.

Chapter 6

Appendix



Appendix A: Welfare-to-Work Contract (41-05)



WELFARE-TO-WORK REFERRAL FOR EDUCATION/TRAINING

School/Agency Name:		Name of Participant:					
		CIN:					
		Date of Birth:	Phone #:				
		Pre-Assessment:	Post-Assessment:				
Contact:	Day:	Date:	Time:				
1. RELEASE OF INFORMATION AUTHORIZATION: (Must be signed by participant)							
I authorize the above school/agency and Orange County Social Services Agency to exchange information about my records for my Welfare-To-Work participation.							
Participants Signature:			Date:				
2. TO BE COMPLETED BY WTW CASEWORKER: (Check type of referral)							
<input type="checkbox"/> SIP <input type="checkbox"/> Learning Disability <input type="checkbox"/> ESL <input type="checkbox"/> ABE <input type="checkbox"/> GED <input type="checkbox"/> H/S Diploma <input type="checkbox"/> Vocational Training			Other:				
If Learning Disability, training goal is:		If ESL or ABE training, goal (Exit criteria) is:					
If Vocational training, goal is:							
Has H/S: <input type="checkbox"/> Yes <input type="checkbox"/> No Has GED: <input type="checkbox"/> Yes <input type="checkbox"/> No # School Years Completed:							
Degree/Major: (example BA/Engineering)		Certificate/Major: (example: Cert/Cosmetology)					
Request full-time enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours Requested Per Week:	Reason:					
Unable to attend: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	Reason:						
Additional Information:							
3. TO BE COMPLETED BY SCHOOL/AGENCY (Please return this form to the WTW office)							
<input type="checkbox"/> Check here if participant failed to report/enroll.		Date of Enrollment:					
Type of Education/Training:		Training Goal:					
Start Date:		Anticipated Date of Completion:					
Certificate:		Degree:	Work Study:				
School/Agency Location:							
Current Schedule: <input type="checkbox"/> Attached <input type="checkbox"/> See Below (Please indicate hours and time of day a.m./p.m.)							
Subject/Activity	Mon	Tues	Wed	Thurs	Fri	Sat	Units/Hours
Work Study	Mon	Tues	Wed	Thurs	Fri	Sat	Hours
Additional Information:							
Agency Representative Signature:				Phone:	Date:		
Return to Welfare-To-Work (Office Address)				From:	Caseload #:		
				Phone:	Date:		

Appendix B: Monthly Report (41-06)

CalWORKs

Student ID # _____
SADDLEBACK COLLEGE
Name of Participant (Please Print)
(Last) (First)
Soc. Sec. No.
Date of Birth :

To:

RELEASE OF INFORMATION AUTHORIZATION

(If not already on file)

I authorize the above school/agency and Orange County Social Services Agency to exchange information regarding my Welfare-to-Work participation.

Participant's Signature: Date:

SECTION A: TO BE COMPLETED BY SCHOOL/AGENCY

Report Month Year

- 1. ENROLLED in units, or SCHEDULED for hours per week.
ATTENDANCE is satisfactory YES NO (Please list dates of absence below).
PROGRESS is satisfactory YES NO (If no, please give details below).
TERMINATED enrollment YES NO (List date and reason, if known, below).
PROBLEMS exist that require WTW Case Manager Assistance YES (Please give details below).

Additional Information:

Agency/School Representative Signature (949) 582-4207 Date

SECTION B: TO BE COMPLETED BY PARTICIPANT

(Mail to WTW Worker Monthly)

Report for the Month of I was scheduled to attend hours per week.
I attended all scheduled hours during the month listed above YES NO
I was absent on (dates):
Total number of hours I was absent this month:
Reasons I was absent:

Attach copy of a GRADE REPORT or CERTIFICATE OF COMPLETION when received.

I UNDERSTAND THAT I MUST REPORT IT TO MY WELFARE-TO WORK CASE MANAGER, IMMEDIATELY, IF I CHANGE MY SCHEDULED HOURS FOR ANY REASON.

Participant's Signature Phone Number Date

Return to: WELFARE -TO-WORK (Office Stamp)

From: Caseload No.
Phone: Date:

Appendix C: CalWORKs Progress Report

CalWORKs PROGRESS REPORT

Dear Professor,

Thank you for helping our student attain a better understanding of their progress in your class. This information will be used in an academic counseling session to help them be more successful with their program at Saddleback.

NAME _____ I.D.# _____ DUE DATE: _____

TERM: **FALL** _____ **SPRING** _____ **SUMMER** _____

	CLASS	PROGRESS GRADE	COMMENTS <i>(Please offer suggestions for improvement of substandard grades)</i>	INSTRUCTOR'S SIGNATURE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Dear student,

Remember to be considerate of your professor's time by making an appointment to review your grade or sending an e-mail to find out an appropriate time to request a progress grade.

STUDENT SIGNATURE _____ DATE _____

(As a student in the CalWORKs program, I fully authorize the sharing of information between my professors, my counselors, and the staff of the CalWORKs office at Saddleback College.)

COUNSELOR'S SIGNATURE _____ DATE _____

RECEIVED BY _____ DATE _____

Appendix D; Blank Weekly Schedule

Saddleback College Student's Weekly Schedule

Name: _____ Semester: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
Total hours : hours					
Total Units:					
Total Work Hours:					

Bibliography

- Usaha, Nu. *Students and CalWORKs: A Guide to Educational Opportunity in the CalWORKs Program, 4th Edition*; Western Center on Law and Poverty: Los Angeles, CA. 2007.
- *2006-2007 Program Handbook CalWORKs Education that Works!: California Community Colleges.*

