

B. Executive Summary

California Work Opportunity and Responsibility to Kids (CalWORKs)

CalWORKs is a program that provides temporary financial assistance and employment focused services to families with minor children who have income and property below State maximum limits for their family size. Families that apply and qualify for ongoing assistance receive money each month to help pay for housing, food, and other necessary expenses. Eligible families may also receive education and training services in order to fulfill their welfare-to-work requirements.

CalWORKs participants are referred to our program in order to obtain education and training services. Students may take courses in English as a Second Language (ESL), Learning Skills (GED), college level courses in order to obtain occupational Certificates, Associate or Art's/Sciences degrees, and/or fulfill transfer requirements. Our program also offers workshops in various subjects such as Literacy Skills, job development/retention, and computers.

CalWORKs program is located in Bungalow 14. The office is open Monday through Thursday from 8:00- 5:00 and Friday from 8:00-4:30.

The program provides supportive services such as educational and career counseling, case management, job placement, short term training, domestic violence advisement, act as a liaison between students and their department of social service's (DPSS) case workers and offer referrals to on campus and off campus resources.

The CalWORKs coordinator provides weekly orientation to new students in order to familiarize them with college requirements. The orientation consists of providing information about CalWORKs requirement, college requirements, developing an educational plan, information regarding supportive services, and concludes with a tour of the college.

The participant meets weekly with the case manager regarding their progress, needs, and issues. The case manager communicates with the counselor and coordinator regarding student's progress and their needs. Students meet with a counselor at least once every semester to follow their educational plan. If a student is struggling they will be reevaluated and offered tutoring, mentoring, and other services as necessary.

Currently, the program has a director, a coordinator, a counselor, a case manager, a senior office assistant, and a program assistant. We have a diverse staff that speaks various languages such as: Spanish, Armenian, Russian, Arabic, Farsi, Thai, and Turkish.