



**California Community Colleges  
CalWORKs Program PLAN 2017-18**



Due: TBD

California Community Colleges Chancellor's Office  
CalWORKs Program

Send to:

Email to: ssarcc-calworks@cccco.edu

District: San Mateo Community College District

College: College of San Mateo

*This document functions as a formal agreement between the community college CalWORKs program to the California Community College Chancellor's Office regarding the implementation of services of the CalWORKs program.*

**A. CCC CalWORKs Program Information**

**Summary of CalWORKs Minimum Program Standards**

By checking the boxes in each component below, you are certifying that each component is being met and college CalWORKs funds are being expended for CalWORKs services.

CalWORKs Coordinator       Director

- Student Eligibility.** Colleges must coordinate with their local County Welfare Department (CWD) to determine and document student eligibility for each academic term.

Estimate number of CalWORKs students to be served in 2017-18 List each county separately.

List County Name	County Referred	Exempt	Self Initiated	Self-Referred	Post-Employment
<b>San Mateo</b>	13		1	1	
<b>Total Students</b>	13		1	1	

Please describe your process for determining initial and ongoing student eligibility.

Students must submit an income verification form each semester which is signed by the Human Services Agency verifying that they are receiving CalWORKs benefits for themselves (a current Notice of Action is also accepted). The student must also present their current Welfare to Work Plan. Additionally, each student signs a mutual responsibility contract stating that they will maintain a 2.0 GPA, attend mandatory parenting and life skills workshops, and meet with their CalWORKs counselor three times during the semester.

- Do you coordinate/collaborate with CWD(s), EOPS/CARE, CAFYES, DSPS, Financial Aid, Local Workforce Investment Boards, One Stop Centers, and others

Yes       No

*(Optional – Please describe your efforts in coordinating/collaborating with the aforementioned entities)*

We meet with our local County Welfare Department staff to receive updates in order to inform students about new changes in procedures within the county. From these meetings we are also able to discuss strategies to help our students meet their county requirements and educational/career goals. We meet with EOPS/CARE, DRC (DSPS), and Financial Aid staff regularly to discuss the particular needs of our students and how we can help serve them most efficiently. In addition to Student Services programs, students are encouraged to meet with Career Services staff located on campus as well.

2. Do you provide Initial Intake and Case Management services?

Yes       No

*(Optional – please describe your process for initial intake of new CalWORKs students. Describe your case management method for new and continuing students.)*

Students are required to meet with the Coordinator to complete their initial intake. At this time, the Coordinator reviews their information. The student completes an intake form, needs assessment, and signs a contract to follow through with the requirements of the program. The student's registration is periodically checked and if the student has not been active in mandatory events, we then follow up with the student by phone.

3. Do you provide job development/job placement services?

Yes       No

*(Optional – please describe how you work with CalWORKs students in meeting their welfare-to-work requirements through work-study, etc.)*

We offer Job Skills training workshops and assist students with CalWORKs Work-study job placement on campus. We try to help students balance meeting their welfare-to-work requirements and maintain academic success in school by offering appropriate hours of work-study based on individual student need. We also refer students to our Career Services and online job postings for off campus job placement when they are looking to transition to self-sufficiency.

**B. Curriculum Development or Redesign and Cost of Instruction**

If your college would like to use funds for either curriculum development or redesign, or for instruction, please contact Chancellor's Office for approval.

1.  Curriculum Development or Redesign

Are you requesting to use funds to develop and/or redesign specialized curriculum?

Yes       No

2.  Instruction

Are you requesting to use funds for Instruction?

Yes       No

CalWORKs staff CalWORKs and TANF funds may only be used to pay for short-term *curriculum development or redesign* or the *cost of instruction* under specific circumstances as detailed in the State Budget Act and Education Code. Funds used for these purposes require submission of additional forms and the advance approval of the Chancellor's Office. They must also be reported to the Legislature and Department of Finance each year.

**C. Student Outcomes:**

**(Optional) Please describe current student successes and/or outcomes at your college. In addition, if you have model programs that are working for your CalWORKs students, please share in the space below.**

Our student population is unique. We help students learn their rights, achieve their goals, and advocate for themselves. Through workshops that discuss life skills, parenting skills, and their rights as a CalWORKs participant, we achieve these outcomes. We also have special ceremonies, such as, the Crossing the Bridge ceremony which enables students to physically understand that at the beginning of their college career they may be led by our support and programming to the Bridge, but ultimately they have all the tools, knowledge and strength within themselves to cross it. We encourage our students to accept that they can make a difference in their own destiny and they do have the right to succeed.

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COLLEGE CERTIFICATION AND CONTACTS

District: \_\_\_\_\_ San Mateo Community College District \_\_\_\_\_  
College: \_\_\_\_\_ College of San Mateo \_\_\_\_\_

I certify the information contained in this program plan is correct; that the college has consulted and collaborated with the local County Welfare Department and any other appropriate agencies, in the identification of educational services, including instruction and support services for CalWORKs/TANF recipients; funds will be used to provide specialized services to CalWORKs/TANF recipients; and funds will not be used to supplant existing services. The college also agrees as a condition of receiving Community College CalWORKs and TANF funding, to complete and submit all requested reports to the Chancellor's Office timely and comply with all legal requirements and guidelines of the program.

**CalWORKs Director/Coordinator**

Name: Krystal Romero

Title: Dean of Counseling, Advising, and Matriculation

Phone: (650) 378-7223

Email: romerok@smccd.edu

Signature: 

Date: 10/25/17


**CalWORKs Supervising Administrator:** This person supervises the CalWORKs Program Coordinator.

Name: Kim Lopez

Title: Vice President, Student Services

Phone: (650) 574-6118

Email: lopezk@smccd.edu

Signature: 

Date: 10-26-17

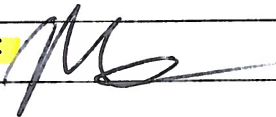
**College President/Superintendent:**

Name: Michael Claire

Title: President

Phone: (650) 574-6222

Email: clairem@smccd.edu

Signature: 

Date: 10/26/17

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COUNTY WELFARE DEPARTMENT CERTIFICATION

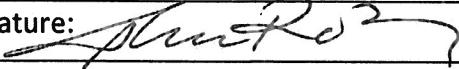
District: \_\_\_\_\_ San Mateo Community College District \_\_\_\_\_

College: \_\_\_\_\_ College of San Mateo \_\_\_\_\_

I certify the county's need for the services contained in the attached Community College's CalWORKs Program Plan. In addition the County Welfare Department has been consulted by and has collaborated with the above listed college in the identification of educational services, including instruction and support services for CalWORKs/TANF recipients.

County Name: San Mateo County

County Welfare Director Name: Iliana Rodriguez

Signature: 

Date: 11-2-2017

County Name:

County Welfare Director Name:

Signature:

Date:

County Name:

County Welfare Director Name:

Signature:

Date:

