A. CCC CalWORKs Program Information

College: Modesto Junior College

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.

B. Summary of CalWORKs Minimum Program Standards

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

<table>
<thead>
<tr>
<th>List County Name</th>
<th>County Referred</th>
<th>Exempt</th>
<th>Self Initiated</th>
<th>Self-Referred</th>
<th>Post-Employment</th>
</tr>
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<tbody>
<tr>
<td>Stanislaus County</td>
<td>500</td>
<td>150</td>
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Total Students: 500

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

**New Students:** New students are referred by the County’s Community Services Agency (CSA) or apply for the program on their own. CSA provides students with an MJC CalWORKs Referral Form and an MJC CalWORKs Verification Transmittal Form. The referral indicates students’ Case Managers, Case Numbers, TANF eligibility, time limits, SIP status, and household status (single or two parent). The MJC CalWORKs Verification Transmittal Form identifies services the county is already providing so that services are not duplicated.

**Self-Initiated Student (SIP):** Most self-initiated participants are still referred by CSA and will be given an MJC CalWORKs Referral Form and a Transmittal form as well. The program admissions process is similar to that of regular new students.

**Continuing Students:** Students who plan to continue services each semester submit a mid-term grade check and meet with a CalWORKs Counselor. Students then receive a CalWORKs referral for services from the counselor. Within two to three weeks before the start of each semester, TANF verification and verification of services received is requested by the CalWORKs staff from CSA. An MJC CalWORKs TANF verification form is completed and signed by a county case manager each semester verifying the student is a CalWORKs recipient.
1. Do you coordinate/collaborate with CWD, EOPS/CARE, DSPS, Financial Aid, Local Workforce Investment Boards, One Stop Centers, and others?

X Yes □ No

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

**CWD:** Stanislaus County Community Service Agency (CSA) has been very cooperative and collaborative in working together as a team. MJC CalWORKs staff and Stanislaus County representatives meet on a quarterly basis. CSA has agreed to work with MJC CalWORKs staff and counselors to ensure that students’ needs are met in a timely manner. For this year, CSA and MJC have collaborated to build an on-campus location for CSA Case Managers to meet with CalWORKs students and offer on-site services.

Upon receiving the Welfare-to-Work plans, CalWORKs staff provides the county with automated participation records on the first working day of each month. In addition, paid/volunteer time logs are forwarded to the county as they are submitted to our office by students. CSA Case Managers are staffed in the MJC CalWORKs office throughout the week. This provides an opportunity for students to meet with county representatives to discuss their status and to provide on-site verifications.

**EOP&S/CARE:** MJC CalWORKs counselors refer students to EOP&S and CARE. Likewise, the EOP&S and CARE office refers their students to the CalWORKs Program. Both offices share information of services provided to students to ensure that services are not being duplicated. The CalWORKs Office has recently been expanded to include a Support Resource Center for CalWORKs and CARE students. The Center provides area for students to print class assignments, meet with other program participants, study, and access a computer. The Center is offered staffed by CARE, DSPS, and CalWORKs student workers.

**DSPS:** The MJC CalWORKs Counselors refer students to DSPS for in-class accommodations. CalWORKs works closely with DSPS staff to develop a comprehensive approach to serving students that need both services.

**Financial Aid:** CalWORKs staff collaborates with the Financial Aid Department to verify need-based awards for CalWORKs work-study. Students are referred to Financial Aid to ensure they apply and are considered for all eligible program resources. CalWORKs staff assists students in applying for financial aid by providing information about the application process, giving them a list of necessary documents to have on hand, such as tax returns, verification worksheets, social security numbers, and any other needed documents. Students are directed to fill out the FAFSA online and the Board Of Governors (BOG) fee waiver.

**Workforce Investment Board:** The CalWORKs Office works cooperatively with the Community Service Agency (CSA) to assist students in meeting their work participation requirements. If staff is unable to place students in a paid or volunteer position within a month of their referral, the CalWORKs Office notifies the CSA WTW Case Manager who will collaborate with Alliance to enroll the student in an additional activity to meet their WTW hours.
2. **Do you provide Initial Intake and Case Management services?**

   X 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 primarily referred to the CalWORKs program by the Community Service Agency (CSA). Occasionally, students apply for the program on their own. Students complete an MJC CalWORKs application. The application provides demographic information and collects the student’s consent to release and/or share information with outside agencies and other campus support programs. Students also view an online presentation which describes the services that are available as well as the steps students must complete to participate in the program. All students are provided assistance with admissions application, financial aid applications, assessments testing, and activating their student portal and email. Once students have completed this process they are scheduled to meet with an MJC CalWORKs Counselor. Students meet with the CalWORKs counselor to determine support service needs, receive academic counseling, develop educational plans that meet CSA’s approved in-demand occupational programs. Upon meeting with the CalWORKs Counselor, students receive referrals for work-study, childcare, books, transportation assistance, and other on-campus student support services. An MJC CalWORKs Student Agreement is signed by the student and counselor to identify program requirements, student responsibilities, and ensure full compliance with the program. The MIS Data Report Form, which collects all the MIS CalWORKs data elements, is completed for data entry.

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

   X Yes    □ No

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

   Students are referred to the MJC Career Center for unsubsidized job searches, mock interviews, and job skills workshops. The MJC Career Center provides workability skills development workshops to students before they are placed on work-study on-campus placements. CalWORKs staff works with CSA and individual students to determine their welfare-to-work weekly requirements. Once determined, students are placed throughout various offices and departments based on their career goals and interests. Students provide monthly feedback to determine if any work adjustments are needed.

C. **Curriculum Development or Redesign and Instruction**

   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.

   1. □ **Curriculum Development or Redesign**
      a. Are you requesting to use funds to develop and/or redesign specialized curriculum?
         □ Yes    X No

   2. □ **Instruction**
      a. Are you requesting to use funds for Instruction?
         □ Yes    X No

   If your college would like to use funds for **either curriculum development or redesign or for instruction**, please contact Chancellor’s Office CalWORKs staff.

D. **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.
COLLEGE CERTIFICATION AND CONTACTS

<table>
<thead>
<tr>
<th>District: Yosemite Community College District</th>
<th>College: Modesto Junior College</th>
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<tbody>
<tr>
<td>Address: P.O. Box 4065</td>
<td>Address: 435 College Ave.</td>
</tr>
<tr>
<td>City, State Zip: Modesto, CA 95352</td>
<td>City, State Zip: Modesto, CA 95350</td>
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**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 Coordinator**

Name: Hector Duarte  
Title: EOPS Assistant Director/CalWORKs Coordinator  
Phone: (209) 575-6708  
Email: duarteh@mjc.edu  
Signature  
Date

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

Name: Francisco Bañuelos  
Title: Dean of Enrollment Services & Special Programs  
Phone: (209) 575-6045  
Email: banelosf@mjc.edu  
Signature  
Date

Jill Stearns, Ph.D.  
College President/Superintendent (typed name and signature)  
Date
California Community Colleges  
CalWORKs Program  

Program Plan 2015-16

COUNTY WELFARE DEPARTMENT CERTIFICATION

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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.

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<tr>
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<th>Stanislaus County</th>
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<tbody>
<tr>
<td>County Welfare Director Name</td>
<td>Katie Rodriguez</td>
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