



# CaWORKs Getting Started



# CaWORKs Online Orientation

This online orientation is designed so you can go at your own pace. Whenever you are ready to go on to the next slide simply click forward on the toolbar. You may also pause or go back to the previous slide.



This orientation will take about 10-15 minutes to complete.



Let's get started!



**W**elcome to the Modesto Junior College CalWORKs program. We are committed to providing CalWORKs and TANF recipients with programs and services that assist you in reaching your goals and prepare you for careers that lead to self sufficiency.

We want to help you climb the ladder to success!



**CalWORKs**

# CalWORKs Online Orientation

Here are the topics we will cover during this orientation:

- What is CalWORKs?
- Modesto Junior College Majors/Degrees
- The MJC CalWORKs Enrollment Process
- Your Responsibilities as a CalWORKs Participant
- Supportive Services

# What is CalWORKs?

CalWORKs (California Work Opportunity and Responsibility to Kids) is a statewide program offered at community colleges designed to assist parents who are receiving TANF (Temporary Assistance for Needy Families).

MJC's CalWORKs program works together with Stanislaus County Community Services Agency to assist participants during their time on aid to achieve long-term self-sufficiency through education and training as an approved welfare-to-work activity.



# MJC Degrees and Certificates

A list of Degrees, Certificates and Skills Recognitions Offered at MJC is found on the MJC website under *Catalog*.

<http://www.mjc.edu/instruction/catalog.php>



# CalWORKs Enrollment Process

- **Apply for Admissions to MJC.** Go to [www.mjc.edu](http://www.mjc.edu), then click on “Apply Now” and follow the instructions
- **Apply for Financial Aid.** Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), follow the instructions.
- **Complete Assessment Testing.** You must complete the Reading/English and Math Assessments. Test dates and times can be found on the MJC Website, [www.mjc.edu](http://www.mjc.edu), under Admissions & Records and then Testing.
- **Set up MJC Student E-mail Account** through Pirates Net.
- **Complete required MJC Orientation** (*either attend an on campus orientation or complete the online orientation*)
- **Inform your Case Manager** of MJC enrollment
- **Turn in your completed MJC CalWORKs Application** to the MJC CalWORKs office; they will schedule your MJC CalWORKs Counseling appointment

# CaWORKS

## Participant Responsibilities

- Meet with a CaWORKS Counselor at least once each semester.
- Complete a new FAFSA application each academic year (Begins January 1st).
- Maintain a minimum GPA of 2.0; both semester and cumulative.
- Attend all courses in which you enroll in and complete all coursework assigned each semester.
- Follow Ed-Plan developed by a CaWORKS Counselor.



# CalWORKS

## Participant Responsibilities

### (Continued)

- Complete and submit a mid-term grade check form each semester, excluding summer (the grade check form and due date will be emailed to you from the CalWORKS office).
- Contact a CalWORKS Counselor and your Case Manager prior to withdrawing from a course or changing your major/Ed Plan.
- Check student email on a regular basis, a minimum of once a week.

# What can this program do for me?

MJC CalWORKs Program works in conjunction with Stanislaus County Community Services Agency to provide the following direct student support services (availability depending on funding):

- 1<sup>st</sup> Level Priority Registration
- Ongoing Career and Academic Counseling
- Work-Study
- Childcare Assistance and Referrals
- Textbooks (Book Loan Program)
- Emergency Bus Passes
- Financial Aid Application Assistance
- Monthly Attendance Reports
- Textbook/Supply Voucher Assistance
- Transportation Assistance
- Referrals to Other Programs and Services
- Student Support Service Center



# *Academic Counseling*

CalWORKs counselors evaluate each individual student and recommend the best course of study. A full educational plan will be developed which will outline the specific courses needed to achieve educational goals. Counseling services include:

- Academic, career, and personal counseling
- Develop a full educational plan
- Student need assessment and referral to other programs/services (*on or off campus*)
- CalWORKs Referral for services each semester
- Third Enrollment
- Readmission
- Tutoring Referral



Counselors assist students in identifying their needs and strengths while helping to minimize the barriers that may be standing between them and their academic goals.

# Child Care

CaWORKs Subsidized Child Care is available upon funding. If funding is not available please talk to your case manager about child care.

To utilize child care services each semester you must receive a referral from a CaWORKs counselor prior to the start of each semester. CaWORKs child care program offers subsidized child care for work and school hours only.

You have the option to use the following provider:

- Licensed
- Non-licensed
- Relative (*grandma/pa, great grandma/pa, aunt/uncle, or great aunt/uncle*)



# *CalWORKs Work-Study*

To be eligible for CalWORKs work-study services each semester you must have school as part of your approved welfare-to-work plan.

## **Paid work-study (available upon funding)**

- Must be enrolled in 6 or more units during Fall & Spring semester; 3 or more units during Summer semester.
- Must maintain a minimum GPA of 2.0; both semester and cumulative.
- Students are limited to a maximum of 20 hours per week and may never work more than 8 hours per day.
- Students earn minimum wage and are paid once a month.
- Wages earned are exempt from TANF reduction.



# *Book Loan*

- Must be enrolled in MJC classes.
- Book loan request opens approximately 3 weeks prior to each semester. The CalWORKs office will email the information and necessary forms to your student email.
- Books are loaned according to availability and must be returned at the end of each semester.
- A hold will be placed on students accounts for books not returned (*this will prevent you from registering, retrieving grades, adding or dropping classes, etc.*)



# *Library and Learning Center*

If you are feeling challenged by a certain class, or more than one class, you should visit the Library and Learning Center. Tutors are available for many subject areas at no cost to you. Students must get a referral from an instructor or counselor to utilize tutoring services.

## **East Campus:**

### ***Library and Learning Center***

*(209) 575-6346 or*

*(209) 575-6460*

## **West Campus:**

### ***Yosemite Hall 235***

*(209) 575-6676 or*

*(209) 575-7845*



## *Study Time*

Study time can count towards Welfare-to-Work non-core hours to meet participation. Study time is a max of one hour of study time per one hour of class time.



## *Participation Records*

The CalWORKs office sends school participation records electronically once a month to the county. This means you will not have to fill out monthly participation records and have them signed.



# *Bus Passes*

Bus passes available upon funding and are provided to students on an emergency basis only. CalWORKs cannot provide monthly bus passes each semester.



If your school/work-study is an approved activity on your welfare-to-work plan, your case manager can provide you a monthly bus pass.

***You have completed the  
MJC CalWORKs  
Getting Started  
Orientation!***



***Make sure to follow  
your Checklist on your  
Intake application  
and complete all items***