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HANDBOOK

Welcome to the Ohlone College CalWORKs Program!!!
Please follow the steps COMPLETELY!
It will ensure that you have an easy and smooth enrollment process!
Good Luck!!!

STEP 1:
Apply for admission to
Ohlone College go to:
<https://access.ohlone.edu>

STEP 2:
Apply for an Ohlone College Web
Advisor Account
<https://webadvisor.ohlone.edu>

STEP 3:
Apply for Financial Aid

- Go to: [Hwww.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Turn in ALL missing documents to Financial Aid
- Apply for and turn in the BOG Fee Waiver
- All Financial Aid questions must be directed to Financial Aid
- Contact the Financial Aid office at 510-659-6150 for more information

YOU must turn in your own documents. The CalWORKs office will NOT submit the paperwork for you

STEP 4:
Take a placement test.
* Placement tests are required for all students enrolling in English, Math or classes that require prerequisites. *

See Ohlone College Class Schedule for more information.

STEP 5:
Call the EOPS Office at 659-6152 to make an appointment to see Shawna Luce. Bring the COMPLETED CalWORKs Student Information Worksheet; and all additional forms that are listed on the CalWORKs Checklist.

STEP 6:
Make an appointment to see a CalWORKs Counselor. After this appointment you will receive a completed Student Educational Plan and Verification of Education.
** Make sure to keep a copy for yourself **

STEP 7:
REGISTER FOR CLASSES!!



The CalWORKs Program at Ohlone College strives to work closely with the staff members of the Social Services Agency; we are not funded through the county. Our purpose is to help students, who are receiving cash assistance from the county, be successful in achieving their educational goals.

The mission of the CalWORKs staff is to provide quality service and assist students receiving cash aid (TANF) from the Social Services Agency.

- We demonstrate our commitment to assisting students by providing supportive services that help students achieve their educational and career goals.
- We serve as advocates for CalWORKs students by openly communicating with their case managers.
- We recognize and appreciate the socio-economic and cultural diversity of our student population.

The Ohlone College CalWORKs Program exemplifies service, innovation & leadership.

CalWORKs FAQ's

What is CalWORKs?

California Work Opportunity and Responsibility to Kids is the state's welfare program for families with children. CalWORKs replaced the former AFDC program in January 1998.

CalWORKs funds assist single parents who are receiving Temporary Assistance for Needy Family (TANF), and those in transition from welfare, to achieve long-term self-sufficiency through coordinated student services.

What can the CalWORKs Program at Ohlone College do for me?

The CalWORKs Program supports eligible students to obtain their educational degrees and certificates and is available to help students meet their Department of Social Services requirements quickly and effectively by providing the following services:

- Educational training programs.
- Work Study assignment paid jobs that don't affect cash assistance.
- Communication between the Department of Public Social Service (DPSS) about student's needs, requests and requirements.
- Helpful information on welfare reform and government requirements.
- Referrals to other departments on campus such as:
 - Disabled Services (DSPS)
 - Extended Opportunity Programs and Services (EOPS)
 - Cooperative Agencies Resources for Education (CARE)
 - Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC)

How can I find out if I qualify for CalWORKs?

If you are a low income California resident with at least one child under the age of 19, you can go to the local DPSS office and fill out an application.

Persons with drug related felony convictions since January 1, 1998 are NOT ELIGIBLE for CalWORKs.

Applying for CalWORKs

In order to apply for the CalWORKs Program at Ohlone College, ***you must*** provide the following documentation:

1. Student Information Sheet
2. Photo ID
3. Copy of Social Security Card
4. Welfare to Work Plan or Employment Plan
5. Consent to Release Information
6. CalWORKs Program Responsibilities
7. Income Verification or Notice of Action
8. Verification of Eligibility
9. Dr. Release (if required)

CalWORKs Eligibility

Any student receiving cash aid from Alameda or Santa Clara Counties can be eligible by being enrolled at Ohlone College or referred by the county to come to Ohlone College.

In order to be eligible and remain eligible for the CalWORKs Program,
You MUST agree to:

- Stay in compliance with Alameda Social Services or the county from which you are receiving aid.
- Meet with the Ohlone College EOPS/ CalWORKs Counselor ***twice a semester***.
- Provide a ***completed*** file in the CalWORKs Department
- Provide Agency Certification, signed and stamped by the CalWORKs / TANF case manager.
- Provide a completed CalWORKs Intake
- Have a current Educational Plan in CalWORKs File
- ***Provide a monthly Attendance / Progress Report to your Employment Counselor***
 - o *The Attendance/Progress Report is due to the CalWORKs office on the 5th of the month for the previous month. ***Failure to have the form in on time WILL RESULT IN A DELAY IN YOUR TRANSPORTATION ALLOWANCE****
- Let your Employment Counselor and EOPS/ CalWORKs Counselor know of any changes in your schedule
- Abide by all rules and regulations of special services
- Attend (2) one-hour workshops during the semester, when offered (may be in conjunction with EOPS and / or CARE)
- Attend the CARE/ CalWORKs Spring Retreat (when offered)
- ***Maintain a 2.0 GPA each semester***

The following is a list of the ONLY majors that have been approved by Alameda County:

- Accountant
- Administration of Justice
- Administrative Assistant
- American Sign Language
- Broadcasting
- Business Supervision / Management
- Computer Communications
- Computer Programming
- Deaf Education
- Early Childhood Studies
- Entertainment Design and Technology
- Graphic Arts / Computer Graphics
- Interior Design
- Interpreter Preparation Program
- Multimedia Studies
- Office Assistant
- Physical Therapist Assistant
- Real Estate Broker

Please keep this in mind when you are meeting with your counselor.