



**California Community Colleges
CalWORKs Program**



Program Plan 2008-09

Due Date: October 31, 2008 (post-marked)

Mail original and 1 copy to:

**Chancellor's Office CalWORKs Program
1102 Q Street, 3rd floor
Sacramento, CA 95811-6549**

District:	Los Angeles Community College District
College	Los Angeles Trade Technical College
Region	
CalWORKs Coordinator	Linda Cole
Title	Director
Phone	(213) 763-7109
Email	colele@lattc.edu
County(ies) Served	Los Angeles

I. CalWORKs COORDINATOR

This is the person who has overall program or administrative responsibility (day-to-day coordination of the program and services) for the college's CalWORKs Program. The CalWORKs Coordinator will also disseminate pertinent information to all relevant parties on their campus and in their community. Correspondence from the Chancellor's Office will be sent to this individual regarding reporting requirements, guidelines, requests for information, and general notices.

1. Please complete the following information about the program coordinator.

Percent of Time Dedicated to CalWORKs			Classification Category	
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Half-Time	<input type="checkbox"/> Less than Half-Time	<input type="checkbox"/> Educational Administrator	
If less than full-time, what other programs is the coordinator responsible for?			<input type="checkbox"/> Classified Administrator	
_____	_____		<input type="checkbox"/> Classified Professional	
_____	_____		<input checked="" type="checkbox"/> Tenured/Tenure Track	
			<input type="checkbox"/> Academic Temporary	
			<input type="checkbox"/> Other	
<input type="checkbox"/> New (less than 2 years)	List start date:			

II. ORGANIZATIONAL STRUCTURE

1. Please attach an organizational chart that illustrates the structure of your college's CalWORKs program and where it is placed in your college. The organizational chart(s) should clearly list all positions in the program. Include the percentage funded with CalWORKs/TANF funds and or other funds. (attach chart)

2. Please provide a description of functions for all positions.

Text Box:	<p>The CalWORKs program is administrated under the Student Services Division. The following staff are paid by CalWORKs:</p> <p>Director – Responsible to direct and oversee program operations and coordination of services to students including but not limited to: Conducting orientations/intake; overseeing counseling including student educational plans and case management; assigning counseling duties; troubleshooting and problem solving daily office situations; tracking & monitoring student progress; coordinating and creating office forms for supportive services; preparing budgetary needs; supervising staff and student workers; providing GAIN correspondence; collaborating with GAIN Administrators, Supervisors and Service Workers,</p>
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collaborating with Student Employment Center, Employment Development Division(EDD) and DPSS Job Fairs and job assistance, Work Source Centers and One Stops; coordinating the CalWORKs Advisory Board with on/off campus partners; attending monthly CalWORKs Director's meeting, Community College CalWORKs Consortium, Workforce Investment Boards, County DPSS GAIN Regional staff or quarterly workshops, and counselor meetings, statewide conferences and workshops; maintaining campus and community based partnerships; interfacing with Learning Skills (Computer Lab), Child Development Center and EOPS/CARE; collaborating and interacting with referral agencies; preparing special presentations, submitting grant proposals; overseeing work study, job development/placement and career center operations and delivery of TANF short-term instructional programs including remedial education, GED preparation, ESL and Vocational ESL, curriculum design and redesign for labor intensive industry.

Counselor, (Regular) – Provide on-going academic, career, personal/crisis counseling and case management; interact daily with GAIN Service Workers, GROW Case Workers, EDD representatives and other related agencies; complete student educational plans, contracts, authorize extensions, book forms, prepare and monitor student progress reports and GAIN correspondence; collaborate with instructional departments and other student service departments i.e. DSPS, EOPS, Puente, General Counseling, Transfer, Financial Aid and Learning Skills Center; make appropriate referrals to on campus departments and off campus agencies; attend program related workshops, conferences, staff development and counseling meetings and other assigned duties as directed by the Director.

Counselor, (Hourly) - Duties same as above for Counselor, Regular

Student Services Aide (SSA) – Responsible for front desk; maintain trak-it database monitoring system for all walk-ins including new and returning students; Responsible for and overseeing MIS flagging of all new and returning students as well as processing and maintaining data of all new GAIN student and Self Initiated Participant (SIP) contracts; maintain and prepare paperwork for student and case manager; prepare and maintain GAIN Vocational, SIP, GROW, and EDD and CNA/HHA databases and records schedule new GAIN referrals and SIP counseling appointments, answer general CalWORKs questions; Interact with GAIN Service Worker as directed, direct all students to appropriate office; prepare and oversee new student GAIN Orientation/Intake and scheduling counseling appointments, score assessment test;; generate GAIN and SIP monthly management reporting of enrollments and terminations; maintain new and on-going list for CNA/HHA programs; generate letters and mailings for CNA/HHA; prepare book forms, training verifications and specialized forms for the county and other agencies; assist Director, supervise student workers, attend meetings, workshops and other assigned duties.

SFP Technician (1) – Responsible for assisting with process and maintenance of all GAIN Vocational and Self-Initiated Participants (SIP) including data entry, student contracts, MIS flagging, trak-it database monitoring system, scheduling new GAIN referrals and SIP counseling appointments, GAIN referrals and other program related functions; assist with GAIN Orientation/Intake; relieve front desk as needed; Interact with GAIN Service Workers as directed; prepare electronic Personnel Change Request (PCR) for staff and student assistants, Administrative Change Approval (**ACA**) for instructional short-term programs and Purchase Request for office supply requisitions; interact with payroll/personnel and budgeting/purchasing; assist with budget; prepare all CalWORKs office staff and weekly time reporting; responsible for filing all CalWORKs time reporting including work study off campus; answer general CalWORKs questions, prepare book forms, training verifications and specialized forms for other agencies as needed; assist Director; create office forms; prepare special projects, computer generated event programs, announcements, flyers and certificates; office liaison; attend meetings, workshops and conferences as needed; supervise student workers; other duties as assigned by the Director.

SFP Technician (2) - Responsible for extensions and terminations of all GAIN and SIP students; responsible for collecting and filing all work study student weekly time reporting and spreadsheets; verify enrollment and check work study status; generate various computer reports; responsible for work study data reporting; create office forms; prepare computer generated announcements, flyers and special events and programs for CalWORKs and Career Center; relieve front desk; answer general questions; assist SSA

and SFP Tech with CalWORKs office program needs; assist GAIN/CalWORKs office with technical duties as assigned by the Director.

SFP Office Assistant - Provide clerical support for the CalWORKs office; Manage and maintain filing for all student records; Provide flagging for all active students in the database and MIS; verify enrollment and check attendance; follow-up phone calls; schedule GAIN intake and counseling appointments; assist with GAIN Orientation/Intake; scores assessment test; responsible for orientation/intake of ESL students; Interview and assist with ESL application; relieve front desk; answer general CalWORKs questions; prepare book forms and responsible for preparing and mailing training verifications and specialized forms for the County and other agencies; Interact with GAIN Service Worker as directed; prepare mass mailings as needed and other duties assigned.

Work Study Specialist (WSS) – Oversee CalWORKs Work Study; prepare employment contracts ; personnel change request (PCR) for work study assignments; assign work study placements on and off campus; meet with community employers in development of jobs; interface with campus departments for student placement; Provide and conduct Work Study Orientation; responsible for student weekly time reporting on/off campus; maintain all documentation; conduct intake interview for Work Study/Work Experience/Community Service students; report to the South Bay Workforce Investment Board GAIN Intermediary Monitor regarding Work Experience and Community students; interact with Career Center, Career Services Specialist, GAIN Service Worker Job Developer, Student Employment Center involving career/life skills workshops, job announcements and Job Fairs; provide Director with statistical data of student placement and retention; prepare correspondence for job placements; prepare employment verifications; site visitations, follow-up and evaluations of students; Interact with CalWORKs Director and office; develop brochures, flyers and other duties as assigned.

Computer Information Specialist (Hourly, Part-Time) – Design, create and support CalWORKs database programming for CalWORKs participants and Work Study; queries database and generate various reports for the Director.

Student Assistants and Tutors - Assigned to Work study

TANF is administered by the CalWORKs Coordinator, Linda Cole.

Director – Oversee the development, design and redesign of new curriculum to address local labor market needs; responsible for the delivery of short-term vocational classes and programs and remedial education (i.e. Adult Basic Education, GED preparation, English As a Second Language, Vocational English as a Second Language); oversee, conduct orientations and provide academic counseling for CNA/HHA and In-Home Supportive Services programs; attend meetings involving County DPSS, Economic Development and Workforce Investment programs; collaborate with Work Source Centers, One Stops and EDD.

The following staff are paid by TANF:

Instructor Special Assignment (ISA) – Develop or redesign curriculum for vocational classes and programs. (when needed)

Counselor (Hourly) – Assigned to Computer Learning Skills Center (Computer Lab) for tracking and monitoring, enrollment and progress of CalWORKs students; communicate the needs of CalWORKs students; generate monthly reports as needed to the CalWORKs Director; assigned as liaison between Learning Skills and GAIN/CalWORKs

Career Advisor/Resource Specialist (ISA) – Advise students on career options providing labor market and workforce data; administers individual and group career assessments; assists students in career exploration using Eureka software; provide orientations to Career Center; designs individual preference goals for career matches; provides individual and group interpretations; prepares career resource materials; conducts career preparation/life skills workshops; conducts individual exit interviews; collaborates with Career Technician, Job Developer, Work Study Specialist, CalWORKs Director and Career Resource Center

for updates; provides linkage and outreach to community resources as related to career advisement and development; and provides consumer education material and workshops.

SFP Specialist (Job Developer) – Provide on-line job search services through CalJOBS and other on-line job search programs. Work in collaboration with the Student Employment Center, Career Counselor, Career Technician and Work Study Specialist partners to provide job search strategies, employment skills workshops; assist post-employment students with better career choices. Job Developer will research labor trends, market skills and industry needs and demands; collaborate with local business and industry under the direction of the CalWORKs Director. Statistical reports will be generated on a quarterly basis. Job Developer will make off site visitations and seek openings or job availability in industry.

SFP Office/Career Technician – Provide clerical support for Career Center; responsible for front desk; manage student files; assist with Orientation of career services; prepare career assessment packet; assist with administering and scoring individual, classroom and group assessments and inventories, career exploration and Eureka, make appointments for Career Advisor and Work Study Specialist, maintain database; provide monthly reporting and fiscal year student login reports; assist with career/life skills workshops; office liaison between GAIN/CalWORKs and Career Center; relieve front desk in CalWORKs office; create forms for students; answer general information questions; Work directly with Career Resource Specialist/Advisor, Work Study Specialist and Job Developer with general department duties. maintain database; provide monthly reporting; assist with career/life skills workshops; assist with student login reports each fiscal year; prepare mass mailings; work directly with Career Advisor, Job Developer and Work Study Specialist; Reports directly to the CalWORKs Director

SFP Technician (Instructional Lab Assistant Information Technician) - Responsible for CalWORKs assessment and employment/career/life skills software including employment and job skills websites in computer lab; maintain trak-it database monitoring system for enrolled students; responsible for administrative lab duties; tutorial hours for career services; responsible for data reporting of tutorials and enrollments in lab; announcements, flyers and computer generated special events and programs; assist GAIN/CalWORKs office with technical duties as assigned by the Director.

Student Workers and Tutors – Assigned to DSPS, ESL, Computer Lab, Writing Lab, Tutoring Lab, Math Lab, and CalWORKs

3. If your college has more than one location or campus, how does the program meet the needs of CalWORKs students at these sites?

Text Box: The campus does not have an off-campus site.

III. STUDENT ELIGIBILITY

Eligibility Determination

1. Please describe your college's process for determining student eligibility each academic term. (Please list the forms and provide copies of the eligibility forms used to determine student eligibility for CalWORKs program services.)

Text Box: Student eligibility for GAIN services is determined at the beginning of each academic term provided they are 1) receiving cash aid, 2) have a signed a welfare-to-work plan with a GAIN Services Worker and, 3) making academic progress at school. All CalWORKs students are either referred or self initiated. New GAIN Vocational referrals receive a 'one time' only GAIN Orientation/Intake at which they are given

rules and regulations governing the responsibility of the school, as well as students' rights and responsibility of their county training program. Also the students are given an overview of the various educational/vocational programs and other information pertaining to their training. Self-Initiated Participants (SIP) are seen by a counselor and given a Department of Public Social Services (DPSS) GAIN Vocational Training Educational Plan (referred to by the college as the Student Educational Plan or SEP). Similar to the GAIN Vocational student, SIPs are given an overview of their rights and responsibility to the college and county training program as well as review their educational goal.

Students are placed in approvable college short-term vocational training, certificate and AA/AS degree program activity requirements. The scheduled hours include classroom, laboratory and internship. Other work activities involve unsubsidized part-time employment, work-study, paid or unpaid work experience, community service, post time limits and post employment services.

The following items are documents used for student eligibility which verify that students have been approved by a GAIN Services Worker to receive welfare-to-work services:

- GN6005 Contract – Self-Initiated Participant (SIP)
- GN6006 Contract – GAIN Vocational
- Notice of Action
- GAIN Assessment (optional)

For GAIN Vocational referrals only the following items are requested before GAIN Orientation for further verification:

- Two forms of valid Identification
- Medi-Cal Card
- EBT Card
- Citizenship or Residence Card

2. Please describe your coordination efforts with the county welfare department on the student's welfare to work plan.

Text Box: Eligibility for CalWORKs services is determined by DPSS. Students must have a Notice of Action (NOA) and signed Self Initiated Participant or GAIN Vocational Training Welfare-to-Work Plan. All CalWORKs students are either referred by the GAIN office or self initiated. New GAIN Vocational referrals receive a 'one time' only GAIN Orientation/Intake which are held monthly by the CalWORKs office. Students are given rules and regulations governing the responsibility of the school, as well as students' rights and responsibility about their county training program. Also the students are given an overview of the various educational/vocational programs and other information pertaining to their training. SIPs are seen by a counselor and given a GAIN Vocational Training Education Plan (SEP) along with an overview of their rights' and responsibility to the college and county training program and their educational goal. SIP students do not receive a GAIN Orientation.

Students are placed in approvable college short-term vocational training, certificate and AA/AS degree program activities. The scheduled hours include classroom, laboratory and internship. Other work activities involve work-study, unsubsidized part-time employment, paid or unpaid work experience, community service, post time limits and post employment services.

The Director communicates on a regular basis with the GAIN Regional Offices; attend their monthly staff meetings as well as quarterly meetings needed to provide updates including any changes in the program. GAIN Services Supervisors (GSS) and Workers (GSW) are always welcome to visit the GAIN/CalWORKs office on campus and are invited to attend program related activities. The Director remains updated on all GAIN program and regional activities and occasionally meets with the GAIN Administrators and/or Deputy Administrators to discuss program enhancement.

The GAIN/CalWORKs office at Los Angeles Trade-Technical College is a "one stop" for the CalWORKs participant. All services are coordinated in the CalWORKs office. GAIN forms (i.e. contracts, verifications, book request, and etc.) are completed, faxed and/or mailed by the CalWORKs office in a timely manner to GAIN Regional Offices. All student files are maintained in a specialized CalWORKs computer database thereby allowing office staff to query and generate daily, monthly and annual reports. CalWORKs office

coordinates with the campus MIS to generate data reporting for tracking and monitoring student needs, flagging student enrollment on-campus and at the District and generate year end statistical reports. All forms are documented in the database. Extension of end dates and terminations are on-going. The CalWORKs office utilizes a portal system to scan all student documents for immediate access. All GAIN services are well coordinated in conjunction with the students' welfare-to-work plan.

CalWORKs Students to be served in 2008-09

1. Please complete the following information about the targeted number of CalWORKs students your college plans to serve in 2008-09. List each county separately. Under each county list the number of students in each category.

List County Name	Los Angeles				Totals
Self Initiated Program	460				460
Self-referred	255				255
County referred	820				820
Exempt	25				25
Post Employment Students	55				55
Total Students	1615				1615

2. Provide additional information on the numbers listed above if the number of students reported under the "CalWORKs Students Self-referred" category exceeds county-referred. Why? What students are being served under this category?

Text Box:

Post Employment Skills Training and Services

1. Do you plan on providing services to Post Employment Students? Yes No
(If yes, please complete the Post-Employment Certification form.) Not with CalWORKs funds
2. If yes, please describe the types of services you plan to provide.

Text Box: Post Employment Students will receive academic, career and personal counseling, case management, personal development, vocational training, remedial education, GED preparation, English as a Second Language, and job/ career/life skills development.

IV. COORDINATION AND COLLABORATION

Please describe how your college/CalWORKs program works collaboratively with its on-campus and off-campus partner agencies and programs.

1. Local County Welfare Department

Text Box: CalWORKs work very closely with the County GAIN Regional Offices and sub-offices. The office communicates on a daily basis with the GAIN Service Workers and County Welfare Departments. We attend quarterly "meet and greet" workshops at the Regional Offices and other special sessions provided by the County and/or community college. The GAIN Regional Offices serve as active members of our campus CalWORKs Advisory Board. We participate in GAIN Regional staff monthly meetings, schedule site visitations with GAIN Regional Offices and attend L.A. County Community Colleges CalWORKs Consortium (L.A. C-5) monthly meetings with County participation. GAIN Regional Offices participate in Graduation along with the County Board of Supervisors GAIN Deputy Representative annually.

2. EOPS/CARE

Text Box: CalWORKs collaborate on-going with EOPS/CARE to plan and review program activities to avoid duplication of services and funds. Also, CalWORKs collaborate with the CARE program for referrals and provide informational and enhancement workshops. CalWORKs is a member of the EOPS/CARE Advisory Board.

3. DSPS

Text Box: CalWORKs has an on-going close relationship with DSPS to serve our special needs students. CalWORKs and DSPS plan and review activities to avoid duplication of services. Many students are referred to DSPS for assistance with special academic, physical and mental health accommodations. CalWORKs is a member of the Advisory Board.

4. Financial Aid

Text Box: CalWORKs collaborate on-going with Financial Aid regarding program services and regulations. Financial Aid provides monetary matches (25% or 75%) as needed. Financial Aid provides workshops upon request for GAIN/CalWORKs students. In addition, Counselors do appeal letters for students seeking Financial Aid. CalWORKs is a member of the Financial Advisory Board.

5. Workforce Investment Board

Text Box: CalWORKs will continue to attend local Workforce Investment Board (WIB) meetings and conferences and collaborate with Work Source Centers. The South Bay Workforce Investment Board will continue to monitor student progress and make on-site visitations for Work Experience and Community Service participants. The WIB is a member of our CalWORKs Advisory Board.

6. One-Stop Centers

Text Box: CalWORKs has an on-going relationship with One-Stop Centers for referrals and training. We attend meetings and visit local One-Stop Centers. One-Stop Center Directors participate in our CalWORKs Advisory Board.

7. Other

Text Box: CalWORKs collaborates extensively with our campus Community Planning and Economic Development Department, Housing Authority, Resource and Referral Agencies, University of Southern California (USC), legal agencies and other community based organizations (i.e. CD TECH) and local industry. CalWORKs will continue to collaborate with local partners regarding short-term intensive training programs that are in high demand and serve current industry needs to prepare students to obtain a family-supporting wage. CalWORKs will also participate in the instrumentation of the newly formed Regional Economic Development Institute (REDI) Center and Community Development Institute at LATTC.

V. CASE MANAGEMENT

1. Please describe your intake process.

Text Box: All CalWORKs students are warmly welcomed in the GAIN/CalWORKs office and processed by signing in and completing an Intake form. Once a student is enrolled the CalWORKs office utilizes a trak-it system to track and monitor the students' need. Students must use a student I.D. card to be served in the office. When the need is identified, the office will determine what is necessary to assist the student. All GAIN Vocational students must attend a 'one time' only GAIN Orientation/Intake in order to be served by the

CalWORKs office. The GAIN Orientation, held monthly, is conducted by the Director. The orientation which takes from 4 to 6 hours consists of an overview of GAIN services, students' rights and responsibility of their county training program and a thorough understanding of the various college educational/vocational programs and services. Upon completion of the orientation each student is given a follow-up 30 minute counseling appointment at which the Counselor discusses their vocational training and remedial education plan, completes and signs the GN6006 contract, enrolls the student in classes, gives the student a checklist of including a campus directory to ensure the matriculation process. Any personal questions or GAIN issues are also addressed at this time (i.e. change in vocational training, deferment issues and etc.) Upon completion of the counseling appointment the contract, book form request and school fee receipt are faxed and mailed to the GAIN Regional Office within a timely manner. The training verification for child care is completed once the student is officially registered. GAIN referrals are made via telephone by the GAIN Service Worker (GSW) or student walk-in who is invited to the GAIN Orientation. These students must get approval from the GSW in order to continue training. This completes the process for GAIN Vocational referral.

On the other hand, the Self Initiated Participant (SIP) completes an Intake form and makes appointment to see a counselor to complete the GN6005 contract and GAIN Vocational Training Education Plan or Student Education Plan (SEP). GAIN concerns are also discussed at this time. Upon completion of the counseling session the SIP is given the signed contract and book form request to return directly to the GAIN Regional Office. The training verification for child care is completed once the student is officially registered

2. Please describe your college's process for providing case management services to CalWORKs students.

Text Box: All CalWORKs students are processed by signing in and completing an Intake form. Again, all students are tracked and monitored using the trak-it database system for various services provided. The students are seen by a counselor via walk-in or an appointment for academic, vocational, career and personal counseling. Verification of enrollment is accompanied with an official fee receipt. Counseling case notes of all student contacts are documented in a student file. Students are also provided the following case management services: completion of contracts and extensions, GAIN Vocational Educational Training plans (SEP), progress reports, child care training verifications, employment verifications, book forms, and other agency related forms which are completed by our office in a timely manner. If students do not receive the supportive services (i.e. child care, transportation and ancillary request) the GAIN office is contacted immediately to follow-up with a GAIN Service Worker, GAIN Service Supervisor (GSS) or GAIN Deputy Administrator, respectively. If students are experiencing any barriers in completing their educational/vocational training, GAIN deferment options are discussed until students are able to return to fulfill their educational goal. *An 'open door policy' is practiced and highly encouraged.*

Students receive on-going correspondence from the CalWORKs office including SARs call center, flyers, letters, updates, newsletters and postings regarding registration dates, class and program Information, academic progress or achievement, and changes in GAIN activities.

3. How do you coordinate services with the local County Welfare Department to ensure student's progress throughout the term? (Also provide a list of the documents that are maintained in the student's case file.)

Text Box: To ensure student's progress with the local County Welfare Department a progress report is generated every three months from the County GAIN office, completed by the CalWORKs office and mailed directly to the GAIN Regional Office. Progress reports are prepared and filed daily. The current scheduled classes along with transcripts are reviewed in our DEC system to be sure the student has not dropped classes. If the student has dropped, withdrew and/or failed a class and/or if the G.P.A. is below a 2.0 a letter is sent to the student to come to the office to see a counselor to discuss their academic progress. The letter for academic probation recommends students to participate in Early Alert Workshops, Personal Development classes such as College Orientation, College Success and Career Planning, Learning Skills Success, Study Skills and Tutoring. If the student earns a G.P.A. of 3.0 or above, the student receives a congratulatory letter of their achievement and an incentive gift. The aforementioned assist with retention and success of the students' training.

Counseling and case management is on-going in the CalWORKs office. Students are always

welcome to discuss their training vocation, personal and/or career goals. An 'open door policy' is practiced and highly encouraged.

The following documents are maintained in SIP and GAIN case file

- Intake or Educational Background
- GN6005 or GN6006 Contract
- Notice of Action (if available)
- Counselor's Notes
- Book Form
- Progress Report
- Training
- Employment Verification

and other pertinent documents

The following documents are maintained in **GAIN only** case file

- California Identification, Medical Card, EBT Card, Social Security Card, Resident Card (GAIN only)
- GAIN Assessment
- Confidentiality
- Student Agreement
- Student Evaluation Survey
- Assessment Scores
- Official Notices

VI. JOB DEVELOPMENT AND JOB PLACEMENT

1. Please describe your college's job development and job placement process and services provided to CalWORKs students.

Text Box: Job Development is provided through our college Student Employment Center (SEC) in collaboration with the Career Center and CalWORKs Work Study program. In the SEC, students must complete an application, submit a resume and interview. Students receive one-on-one assistance with their job search, which include: advisement on job opportunities, developing a resume and cover letter, how to access on-line job search sites such as Monster Trek and CalJOBS, job postings, on-site company visits, and Job Fairs. Additional job services are provided through on-line job search via Cal-JOBS. Additional Resume Writing Workshops are conducted through the EOP&S/Volunteer Program, Career Center and CalWORKs Work Study. Additional job development is provided through the Career Center sponsored and directed CalWORKs including career/life skills workshops, career assessments and Eureka career development. CalWORKs participate in campus Job Fairs along with DPSS and EDD, which are initiated by SEC. The campus Vocational Departments also provide Career Days. Support staff is provided by CalWORKs during day and evening hours for SEC. A database system is used to track and monitor GAIN/CalWORKs students daily. A statistical report is generated for the fiscal year.

VII. CALWORKS WORK-STUDY

Of the CalWORKs program funds allocated to your college, 30% should be budgeted for work-study. Please complete the following regarding CalWORKs Work-study:

1. What percent of CalWORKs program funds are budgeted for CalWORKs work-study? 30% or more
2. If you are unable to meet the 30% goal, please explain why and your plans to meet this goal.

Text Box:

3. Number of students you plan to place in on-campus CalWORKs work-study: 70
4. Number of students you plan to place in off-campus CalWORKs work-study: 25
5. What is the reimbursement percentage rate for on-campus CalWORKs work-study? 25% and 75%
6. What is the reimbursement percentage rate for off-campus CalWORKs work-study? 75%

7. If you have more than one reimbursement percentage rate for either on-campus or off-campus, please explain.

Text Box: Financial Aid will match 75% depending upon the Financial Aid budget. If a student has worked at least one year, the WSS collaborates with the off-campus partners to negotiate 25/75% match.

8. How is CalWORKs work-study coordinated with your college's Financial Aid Office?

Text Box: A list of CalWORKs students is submitted to Financial Aid to identify CalWORKs receiving Financial Aid Work Study to avoid duplication of services. If Financial Aid is already providing Federal Work Study then CalWORKs will collaborate to match 25%.

9. How is your CalWORKs work-study coordinated with your local county welfare office?

Text Box: GAIN referrals for Work Study are placed in work sites if eligible and funding is available. Work Study contracts and Work Study employment verifications are completed by the Work Study Specialist (WSS) in the CalWORKs office. A copy of the Work Study contract and verification are filed in the CalWORKs office in student folders. The County office Work Study Coordinator provides listings of job openings with County coordinated agencies which are e-mailed daily/weekly. If needed, the WSS collaborates with the County Work Study Coordinator regarding program concerns.

10. Describe how CalWORKs work-study placements are identified?

Text Box: Work Study placements are identified according to need of the work site location by contacting the work site supervisor. Outreach by the Work Study Specialist to various on/off campus work sites as well as request from different sites are made to the CalWORKs office for on/off campus placements. The WSS collaborates with the County Work Study Coordinator to provide work study sites with job leads. The WSS fills these leads according to supply and demand.

11. Describe how a CalWORKs work-study placement is matched to a student's educational program?

Text Box: The Work Study placement is matched to the student's educational program by the following: The Work Study Specialist 1) review application, 2) verify GAIN GN 6005 or GN6006 contract of student's vocational training or educational program, and 3) verify student transcripts and 3) interview participant for placement. This information is obtained from the CalWORKs student file.

12. What standards are used to determine whether a student is ready to be placed in a CalWORKs work-study position?

Text Box: The following criteria must be met in order to place a CalWORKs student:

- Enrolled in CalWORKs
- Enrolled in Learning Skills 185 (career workshops)
- Attend four mandatory career/life skills workshops (i.e. resume writing, dress for success, time management, communication skills, customer service, and etc.)
- Complete career assessment inventories and interpretation (i.e. Myers Briggs, Cops, Caps, Copes, Eureka and etc.)
- Complete Learning Skills Career Activities
- Complete a Work Study Application
- Attend Work Study Orientation
- Interview with Work Study Specialist
- Placements are based on the students' ability to receive and maintain information according to assessment inventories
- Maintain 2.0 G.P.A. (students who are enrolled)
- Once placed the student must attend follow-up employment/career workshops per year to continue in placement as directed

13. What measures are in place to ensure the student understands their responsibilities as a CalWORKs work-study student?

Text Box: During the Work Study Orientation a student is given the rules and regulations of the program that are discussed at length along with a question and answer session. Printed material is also provided which spells out the aforementioned terms and conditions. Upon Work Study placement the student must sign contractual agreement indicating that they understand the rules and regulations of the program. The student is notified by the WSS if the student has dropped and/or withdrew from class (es). Each semester, the site supervisor completes an evaluation for the student and also the student completes a self-evaluation. The evaluations are collected, reviewed and discussed with the students and filed. Students' transcripts are checked periodically throughout the semester for enrollment.

14. Add any additional information that may be unique to your program.

Text Box: Monthly GAIN Orientation; CalWORKs 'open door policy' is practiced daily, Holistic Counseling; Work Study Eligibility Process; SARs Call Center and Trak-It Monitoring Database Systems; Monthly Men of CalWORKs meeting (support group especially for CalWORKs men); Effective in house systems designed for overall coordination of GAIN/CalWORKs program; collaborative off/campus partnerships; Emergency tokens and book loans

VIII. CHILD CARE SERVICES

1. Do you plan on using any TANF funds for child care services? Yes ___ No X ___

2. If you will be using some of your TANF funds for child care, please explain.

Text Box:

3. What % of your CalWORKs Child Care Funds do you plan on using for child care in FY 2008-09? 85%
*includes anticipated growth to new child care facility

4. If not using any TANF and or CalWORKs Child Care funds for child care, please explain how the child care needs are being met.

Text Box:

5. If you would like to request transferring CalWORKs Child Care Funds to program areas please include this on the CalWORKs Proposed Budget Plan. *Included in Proposed Budget Plan

6. If you will be providing child care services, please complete the following table and question number 6 below:

- Please complete the following on the use of CalWORKs Child Care Funding:

	Estimate Number of Dependents to be Served	Estimate Number of CalWORKs Students being Served
On-Campus Child Care	22	22
Campus Administered Vouchers		
APP Administered Vouchers		
Totals	22	22

Please describe the process for providing **on-campus and off campus child care** to the children of CalWORKs students in your program.

7. How are CalWORKs child care funds paid out?

Text Box: Child Care funds are directly apportioned to the Child Development Center and administered by the Child Development Director. Unearned funds are returned to the CalWORKs program mid year.

8. What is the process and frequency for tracking the services provided and expenditure of funds?

Text Box: Monthly enrollment and attendance records are maintained on all children for CalWORKs and State preschool programs.

9. What measures are in place to ensure the student understands their responsibilities of receiving child care services through the CalWORKs program?

Text Box: Students must submit a CalWORKs Verification from to initiate child care services. All students complete intake which includes an enrollment packet and a review of the policies and procedures for child care services.

10. Does your program administer a voucher process? Yes _____ No X

- If yes, what accountability measures are in place to ensure payment of child care services is for services provided in support of a student's approved WTW plan activities (coincides with class schedule, work hours, etc.).

Text Box: _____

11. Does your program contract with an Alternative Payment Program (APP). Yes _____ No X

- If yes, please describe your process for monitoring the child care services and expenditures.

Text Box: _____

- How does the program coordinate with the County Welfare Department (CWD) or APP to ensure that payments for child care are not duplicated?

Text Box: _____

IX. SPECIALIZED CURRICULUM DEVELOPMENT OR RE-DESIGN

1. Please attach a list of all certificates or degree programs developed or redesigned to meet the needs of CalWORKs students.

2. Are you developing and or redesigning specialized curriculum? Yes _____ No X

3. Do you plan to use CalWORKs funds for curriculum development? Yes _____ No X

(If yes, certification of your Academic Senate is required on certification page.)

4. If yes, include:

- A description of the curriculum;
- A description of how it addresses local labor market needs;
- A description of how the new SB 1639 requirements will be met if this curriculum is developed.

Text Box: _____

X. INSTRUCTION

1. Will you be requesting to use our dollars for Instruction? Yes _____ No X

CalWORKs and TANF funds may only be used to pay for the cost of instruction under specific circumstances as detailed in the State Budget Act and Education Code. Funds used for instruction requires the advance approval of the Chancellor's Office and must be reported to the Legislature each year. If your college would like to use funds for instruction, please complete one of the following forms: "Request to Use CalWORKs Funds for Unfunded FTES Instructional Cost," or "Request to Use CalWORKs Funds for Instructional Direct Excess Cost."

XI. MIS DATA COLLECTION AND REPORTING

1. Was your MIS data reported in a timely manner for FY 2007-08? Yes No

2. If no, how will you meet this requirement for FY 2008-09?

Text Box:

3. Please describe your college/program's process for documenting student attendance in at least one class session (this is for students who enrolled but dropped before first census and would not generate an enrollment record).

Text Box: A specialized database program was developed by a computer programmer for CalWORKs which checks student enrollment each semester regardless of student drop out before census.

XII. PROGRAM IMPROVEMENT

1. Please describe your college's progress in meeting its 2007-08 goals.

Text Box: CalWORKs has met the following goals of 2007-08

1. Hired additional staff including 1) one full-time counselor 2) hourly computer information specialist to create a CalWORKs database especially designed for CalWORKs participants
2. Purchased the Vicatron portal system to scan all CalWORKs documents maintained in our office database system
3. Increased career services by offering on-going career/life skills workshops and established a career computer lab for job development
4. Utilize SARs Call Center to monitor and inform students of CalWORKs activities

2. Please list at least two goals for the 2008-09 program year to strengthen your college's CalWORKs Program and/or improve upon the services provided to the CalWORKs student population.

Text Box:

1. Hire additional staff including an: 1) SFP Technician and Office Assistant for coordination and 2) Instructional Lab Information Technician and Job Developer for assessment, career development and job placement;
2. Provide power point presentations for Monthly GAIN Orientation/Intake and GAIN Regional Monthly Staff meetings
3. Increase student involvement in retention activities (i.e. early alert workshops)
4. Increase collaboration with Work Source Centers (i.e. job services)
5. Invite GAIN Service Supervisors and GAIN Service Workers and other related agencies to on-campus CalWORKs staff meetings
6. Establish Initiative Partnership to employ local community residents to give them preferential vocational training and placement. The Initiative will be inclusive of five zip codes.

3. Does your college have Student Learning Outcomes (SLO) for the CalWORKs program? Yes No

If yes, please attach a copy of your program's SLOs.

If no, what are your efforts in developing the SLOs?

Text Box: The SLOs for CalWORKs program will include several areas: Remedial Education, Job Development/On-the-job training, Campus and Community Awareness and Personal and County DPSS Contractual Responsibility. The CalWORKs SLOs are: 1) read and compute basic math at least one to three grade levels higher, 2) demonstrate employability skills necessary to obtain entry level jobs, 3) demonstrate and use technical skills of their individual vocational training in the work environment, 4) identify and utilize campus and community resources including their functions and purposes and 5) understand rules and regulations of GAIN and their educational/vocational training plan

1. What type of training would benefit you and your staff from the Chancellor's Office to improve your program?

Text Box: E-portfolio training to assist student with employment preparation

2. Do you consider your program a model program in any or all of the following areas?

Work-study	yes
Child Care	yes
Eligibility Verification and Documentation	yes
Case Management	yes
Job Development/Job Placement	yes
MIS Data Reporting	yes
Regional Efforts	yes
County collaboration	yes
Other	On/off campus partnerships

**California Community Colleges
CalWORKs Program**

Program Plan 2008-09

DISTRICT AND COLLEGE CERTIFICATION AND CONTACTS

District	Los Angeles Community College District	College	Los Angeles Trade-Technical College
Address	700 Wilshire Blvd	Address	400 W Washington Blvd
City, State Zip	Los Angeles, California 90017	City, State Zip	Los Angeles, California 90015

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 district/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 and comply with all legal requirements and guidelines of the program.

CalWORKs Coordinator

Name	Linda Cole		
Title	Counselor/Director		
Phone	(213) 763-7109	Email	colele@lattc.edu
Signature			Date

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

Name	Dr. Theda Douglas		
Title	Dean of Student Services		
Phone	(213) 763-7101	Email	douglats@lattc.edu
Signature			Date

CalWORKs District Contact: This person will serve as the contact at the district level on CalWORKs funding issues.

Name	Laureano Flores		
Title	Director		
Phone	(213) 891-2069	Email	floresl@laccd.edu
Signature			Date

Dr. Roland Chapdelaine	_____	_____
<i>College President/Superintendent (typed name and signature)</i>		<i>Date</i>
District Business Officer (typed name and signature)	_____	_____
		<i>Date</i>
Dr. Mark Drummond	_____	_____
<i>District Chancellor (typed name and signature)</i>		<i>Date</i>

California Community Colleges
CalWORKs Program

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ACADEMIC SENATE CERTIFICATION

(Optional: only required if you plan to use funds to develop new curriculum)

District: Los Angeles Community College District **College** Los Angeles Trade-Technical College

I certify that local district and/or college planning and curriculum development processes were followed with regard to academic and professional matters requiring collegial consultation pursuant to Section 53200-204 of Title 5 of the California Code of Regulations.

Academic Senate President:

Name	Kindra Kinyon		
Title	Academic Senate President		
Phone	(213) 763-7167	Email	kinyonk@laccd.edu
Signature		Date	

**California Community Colleges
CalWORKs Program**

Program Plan 2008-09

COUNTY WELFARE DEPARTMENT CERTIFICATION

District:

College

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			
Print County Welfare Director Name			
Signature		Date	

County Name			
Print County Welfare Director Name			
Signature		Date	

County Name			
Print County Welfare Director Name			
Signature		Date	

County Name			
Print County Welfare Director Name			
Signature		Date	

County Name			
Print County Welfare Director Name			
Signature		Date	

County Name			
Print County Welfare Director Name			
Signature		Date	