California Community Colleges

CalWORKs Program Handbook

(California Work Opportunity and Responsibility to Kids)

Updated November 2010
This handbook is intended to provide guidance to the California Community Colleges CalWORKs Programs on allowable use of funds and program requirements. The handbook will assist colleges in meeting the intent of the law as specified in the Education and Welfare and Institutions Codes and annual State Budget Act; it may be modified as new laws are enacted or program requirements and policies are revised.

Electronic versions of this publication, as well as updated information, a CalWORKs Q&A, and Chancellor’s Office CalWORKs staff contact information, are available at http://www.cccco.edu/ChancellorsOffice/Divisions/StudentServices/CalWORKs/tabid/583/Default.aspx. All references mentioned in the handbook are listed in the appendix, posted on this website, and can be accessed by clicking on the links provided.

It is important for colleges to regularly check the website, and also subscribe to the CalWORKs List Serve, an online dialogue of CalWORKs information.

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1. Program Overview

Mission Statement

We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

Adopted by the California Community Colleges CalWORKs State Advisory Committee, September, 2005

CalWORKs Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) replaced Aid to Families with Dependent Children (AFDC) with a cash welfare block grant to states called Temporary Assistance for Needy Families (TANF). PRWORA specifically named community colleges as excellent institutions for providing education and training to welfare recipients. In response to federal welfare reform, California devised a system of services for welfare recipients called California Work Opportunity and Responsibility to Kids (CalWORKs), which replaced both AFDC and Greater Avenues to Independence (GAIN) in the provision of cash aid and welfare-to-work programs for welfare recipients. Some key aspects resulting from PRWORA and CalWORKs included the establishment of time limits imposed on welfare recipients, welfare-to-work activity requirements, and minimum hours of participation in these activities. Education and training were included as allowable welfare-to-work activities.

The California Community Colleges CalWORKs Program was funded as a part of California’s plan for welfare reform. Well-established as a key contributor and partner in the statewide effort, the colleges have many years of experience administering education and training programs and specialized support services for CalWORKs students. The community colleges, working with their local county welfare department partners, can continue to build upon the best practices and successes achieved to engage participants in programs that will enable them to transition off welfare and into a career path that offers the chance of advancement and future economic stability.

In this handbook, the term TANF is used in three ways: as the acronym for the federal welfare reform legislation “Temporary Assistance for Needy Families,” as a federal funding source to the community colleges, and as the name of the cash aid grant that CalWORKs students receive from the county welfare department. The term CalWORKs is also used in three ways: as the acronym for California Work Opportunity and Responsibility to Kids which defines the state’s model for delivering services to TANF cash aid recipients, as a state funding source to community colleges, and as the program name for the services provided by the community colleges CalWORKs programs. Eligible students receive TANF cash aid and participate in the CalWORKs program.
Essential CalWORKs Program Elements

The California Community Colleges CalWORKs Program funds are used for specific services as detailed in the annual State Budget Act language and in California Education Code §79200-79203 (and Appendix B: Resources/Curriculum Development & Instruction 3). The funds enable the community colleges to be full partners in the statewide welfare reform system by allowing the colleges to provide the following direct student support services:

- Service coordination
- Case management
- Child care
- Work study
- Job development and placement
- Post employment
- Curriculum development and redesign
- Instruction

The funds are to be used to provide supplemental special support services to CalWORKs students so that they may receive an array of services focused on helping them to succeed in meeting their educational and career goals. Colleges may not use the funds to supplant existing services and funds (see Appendix B: Resources/General CalWORKs Information 9).

College CalWORKs programs must have the following essential program elements in place:

- A program director/coordinator to manage the use of funds, ensure that coordinated services are provided to eligible students, and ensure that all required reports, forms, and program plans are submitted to the Chancellor’s Office on a timely basis.
- Coordination with the local county welfare department to determine and document the eligibility of each student for community college CalWORKs program services, and ensure that services provided are not duplicated and are consistent with the student’s welfare-to-work plan.
- A recognizable location on campus that is easily identifiable as a program that provides specialized and comprehensive support services to CalWORKs students.
- A case management system that tracks each student’s continuing eligibility for program services, monitors and supports students’ progress in achieving their educational goals, and tracks the support services provided to students (for example, work study, counseling, job preparation, child care, etc.).
- A process to collect required data on each student and to report this data to the Chancellor’s Office as specified by law and the Chancellor’s Office policies.
- A process to oversee the child care services provided to dependents of CalWORKs students. This process must include tracking continuing eligibility, the number of dependents in care, the number of hours of child care provided, and what type of child care was provided. To ensure services are not duplicated and existing resources are maximized, this process must also document that other agencies and/or organizations, such as the county welfare department, were unable to provide child care services.
• A process to assign and track students participating in the work study program, including collaboration with the financial aid department to ensure that need-based awards are coordinated (see Appendix B: Resources/Work Study 1).
• A process to approve and track the expenditures of CalWORKs funds to ensure compliance with legal requirements set forth in the Education Code and annual State Budget Act, and in guidelines issued by the Chancellor’s Office.
• A process for providing services to former CalWORKs students to assist them in achieving long-term self-sufficiency. This is provided through optional Post Employment services, and is dependent on the availability of funds.

Coordination with the County Welfare Department and Other Agencies

The local county welfare departments are charged with implementing the state’s CalWORKs program model in a manner that reflects the local labor market, leverages and partners with community resources, and supports TANF recipients as they transition into employment. County models vary, with some contracting out a majority of services to local non-profit or for-profit agencies, while other counties provide most of the direct services in-house.

All counties must meet the guidelines described in ACL 07-03 (see Appendix B: Resources/Welfare to Work 11) that outline the state’s rules for the development of TANF recipients’ welfare-to-work plans. Most adults who receive TANF are required to participate in approved “work activities” for 32-35 hours per week. Activities are divided into “core” and “non-core” categories and include, but are not limited to, employment, work study, on-the-job training, self-employment, unpaid work experience or community service, job search, vocational education, adult basic education, GED, domestic violence services, mental health services and substance abuse services. TANF recipients participate in appraisal and assessment processes with the county, and then jointly agree with the county what activities will be included in their welfare-to-work plan. College CalWORKs programs provide services to TANF recipients referred for education and training to achieve their educational goals as outlined in their welfare-to-work plan.

There are several critical areas where colleges should be interfacing with the county welfare departments. These include, but are not limited to:

• Coordinate the provision of campus-based financial aid and publicly-funded resources.
• Establish procedures to avoid duplication of payments for supportive services.
• Develop with the county welfare department the approved list of college programs that lead to employment.
• Participate in the development of a county plan for the provision of educational services for CalWORKs recipients with other educational providers.
• Coordinate the assessment of the recipients.
• Define and promote the community college activities that meet the work requirements for recipients.
• Report demographic and outcome data on CalWORKs participants.
• Coordinate data between the college and county welfare department(s) to identify eligible CalWORKs recipients and monitor student progress and the services received.
To facilitate these joint efforts, it is recommended that districts/colleges establish memorandums of understanding with the county welfare departments that clearly specify roles and responsibilities in coordinating appropriate services for CalWORKs students. The memorandum can include the development of methods of communication about students’ eligibility and progress, policy development, and the development of agreements at the administrative level.

The college will also need to coordinate with a number of agencies and organizations that will be providing additional services for CalWORKs recipients. Other organizations include such entities as One-Stop Career Centers, Private Industry Councils, Workforce Investment Boards, business and industry, local child care planning councils, adult education and regional occupation programs, Employment Development Departments (EDD) and other community-based organizations. As active partners in the efforts to move families into self-sufficiency, the colleges should participate in relevant county planning task forces and work groups.

**Coordination at the College**

CalWORKs advisory groups comprised of representatives from various segments of the college and the community should be formed at each college and/or the district to meet regularly to review programs and services impacting CalWORKs students and address the coordination and collaboration of service delivery. Appropriate college representation includes, but is not limited to, instruction (basic skills, English as a Second Language [ESL], career technical education, contract education, etc.), financial aid, categorical and special programs including Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), Disabled Students Programs and Services (DSPS), child care and development programs, career centers, job placement, counseling, health services, admissions and records, student representation and research.

The college should designate one entry point at the college for CalWORKs students. A case management and coordinated services approach should be used to ensure that CalWORKs students are provided with all appropriate services such as matriculation services for credit and non-credit students, financial aid, work study, counseling, tutoring, child care, career technical education, and referrals to special programs as needed.

**Role of the Chancellor’s Office**

The California Community Colleges Chancellor’s Office provides administrative and fiscal oversight of the community college CalWORKs program and is responsible for allocating funds to the colleges, based on a funding formula recommended by the California Community Colleges CalWORKs State Advisory Committee and disbursed through the apportionment process. Additionally, the Chancellor’s Office provides technical assistance to the community college CalWORKs programs and disseminates policies and guidelines that are consistent with the Education Code and State Budget Act language that governs the program. The Chancellor’s Office also collects and reviews colleges’ budget, expenditure and Management Information System (MIS) data reports. The Chancellor’s Office must also compile data submitted by the colleges and prepare an annual comprehensive report to the California State Legislature, the State Department of Finance, Governor’s Office, the California State Department of Social Services, and the Legislative Analyst’s Office.
Role of the Community College CalWORKs Regions and Regional Representatives

The college CalWORKs programs are divided into ten regions designated for student services categorical programs. The colleges in each region select a regional representative from among its CalWORKs directors/coordinators, who then represents those colleges on the California Community Colleges CalWORKs State Advisory Committee and facilitates the sharing of information between the Chancellor’s Office and the colleges. In addition, when the Chancellor’s Office drafts policies and processes, or requires feedback on other programmatic issues, the regional representative acts as a conduit to collect input from the colleges within their region.

The regional representatives also help facilitate the sharing of information and best practices with the colleges within their region. The Chancellor’s Office recommends that the colleges meet within their region at least once each quarter, or more frequently if they are able to do so.

The Chancellor’s Office designates funds each year to support regional efforts. The funds are allocated to the college of the regional representative who coordinates the development of an annual plan for the region and maintains oversight of the expenditures to ensure they meet Chancellor’s Office guidelines. The funds may be utilized for a variety of regional needs and activities including local training efforts, travel to required Chancellor’s Office meetings and trainings, coordination with local county welfare offices, and regional outreach efforts.

Regional representatives, or their designees, are also members of the Board of Directors of the California Community Colleges CalWORKs Association.

Role of the CalWORKs Program Director/Coordinator

**College CalWORKs Program Director/Coordinator**

Each college must designate a person to coordinate the CalWORKs program. The program director/coordinator is the primary contact between the Chancellor’s Office and the college and is responsible for all aspects of the daily operation of the program including, but not limited to, overseeing program fund expenditures, determining students’ eligibility for services, implementing a case management system, coordination with the county, partner agencies and services within the community and with all related programs on campus, and maintaining oversight for work study and child care services to eligible students. In addition, the director/coordinator gathers data on services provided to individual participants.

**Multi-College District CalWORKs Program Director/Coordinator**

Multi-college districts may designate a district CalWORKs director/coordinator to manage specific areas of responsibility for the program. Most typically these duties include funding and expenditures oversight, broad coordination with the counties and other partner agencies, the development of policies and procedures, coordination of CalWORKs services throughout the multiple campuses and reporting responsibilities. Colleges may designate CalWORKs or TANF funds to support the salary and benefit costs of this individual but only the portion of the individual’s time that is dedicated to the CalWORKs program.
Role of the California Community Colleges CalWORKs State Advisory Committee

The Chancellor’s Office regularly convenes the California Community Colleges CalWORKs State Advisory Committee. The committee provides guidance on policy development, overall program implementation, best practices, and identifies needs of students and the college CalWORKs programs. The representatives also disseminate CalWORKs information within their region, association or constituency.

Roles of Advisory Committee Members

- All members are expected to attend the four (4) annual meetings at the Chancellor’s Office. Additional meetings may be scheduled as needed. Members are expected to contribute at the meetings, participate in work groups and represent the needs/concerns of their region or program. The Chancellor’s Office may cover travel costs depending on available funding.
- The regional representatives will meet with their regions following each CalWORKs State Advisory Committee meeting and will disseminate the information discussed. In addition, the representatives will act as a resource within their regions, and will carry regional concerns and questions back to the CalWORKs State Advisory Committee.
- The program representatives will act as resources to the Advisory Committee in their fields of expertise, and will help the group understand or determine program issues and recommendations in relationship to other college programs and services.
- The co-chair will work with the Chancellor’s Office CalWORKs coordinator to develop meeting agendas and will co-facilitate the meetings. The co-chair will appoint an alternate if unable to attend a meeting. The co-chair will also represent the group as necessary and will play a lead role in working with the Chancellor’s Office staff in support of the CalWORKs Program.
- Recorder: Minutes will be completed within two weeks of the meeting date and sent to the CalWORKs State Advisory Committee members and Chancellor’s Office CalWORKs staff via email. The minutes will be reviewed at the following meeting for any corrections.

Authority for Committee

The Chancellor’s Office has authority for oversight of program per the State Budget Act and Education Code sections 79200-79203. The Chancellor’s Office may choose to obtain guidance on the program through this advisory committee structure.

Relationship to Consultation Process

All work completed by the committee is advisory to Chancellor’s Office staff and to the Chancellor. When policy recommendations are made, they are subject to the consultation process. Generally, the committee’s role is to provide a field perspective and to function as a resource to the Board of Governors and the Chancellor, rather than one of taking a position on issues.

Decision-making

The CalWORKs State Advisory Committee will make decisions by consensus at meetings. If consensus cannot be reached, a majority-rules vote will be taken. If a decision or recommendation must be made outside of a meeting, the co-chair or designee will ask each
regional representative to poll their region and return a single vote. Program representatives will each have a single vote. Because of the importance of group discussion, the committee will avoid these poll votes and will use this system only when absolutely necessary.

Responsibility for Chairing Committee/Task Force and Developing the Agenda for the Meetings
The Chancellor’s Office Coordinator for CalWORKs chairs the meetings. The agenda is developed in conjunction with the members.

Number of Meeting Times per Year
The committee meets approximately four times per year and as needed. The committee also communicates regularly via email.

Term and Selection of Committee Members

- **Regional representative term:** The term for the regional representative will be for two years. Representatives from even-numbered regions will be selected during even-numbered years; representatives from odd-numbered regions will be selected during odd-numbered years. This rotation will allow for a continuity of knowledge within the group. Representatives may serve multiple terms. No more than 50 percent of the committee’s representatives should change during any given year. A change in the schedule of rotation of terms may be required to maintain continuity and expertise. The CalWORKs State Advisory Committee will make a recommendation for a change in the schedule of rotation of terms.

- **Regional representative selection:** The regional representative’s CalWORKs program must be in good standing with the Chancellor’s Office. The regional representative must be either a CalWORKs program director or coordinator. Regions may have a co-region representative to assist in facilitation of regional responsibilities. Representatives will be selected by a vote within each region, to be held in the summer of the corresponding odd/even year. Each region will determine a method of nomination and each college within the region will have one vote. The outgoing regional representative will coordinate this process. New terms will begin in August. In the event of a mid-year vacancy, the Chancellor’s Office may appoint a new regional representative. The appointed representative will remain in place for the remaining of the year.

- **Program representative term:** Program representatives (CSSO, Financial Aid, Student Senate, etc.) will serve two-year terms and they may serve multiple terms.

- **Program representative selection:** Representatives will be selected by the groups they represent. Chancellor’s Office CalWORKs staff will initiate recruitment when a vacancy occurs.

- **Co-chair term:** The co-chair will serve for a one-year term and may serve multiple terms.

- **Co-chair selection:** A regional representative will be selected by the CalWORKs State Advisory Committee to serve as co-chair. The selection will be by nomination at the final spring meeting and then by majority vote, one vote per representative.

- **Recorder term:** The recorder will serve for each meeting and will be rotated among the membership.

- **Recorder selection:** The co-chair will designate a recorder at each meeting.
**Composition of Committee/Task Force**

- California Community College Academic Senate (1)
- California Community College Business Officers (1)
- California Community College Chief Instructional Officers (1)
- California Community College Child Care and Development (1)
- California Community College DSPS Programs (Disabled Students Programs and Services) (1)
- California Community College EOPS/CARE Programs (Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education) (1)
- California Community College Financial Aid Services (1)
- California Community College Student Senate (1)
- California Community College Chief Student Services Officers (1)
- California Community Colleges CalWORKs Association President (1)
- CalWORKs Coordinators from the Ten Regions (10)

**Selection and Duties of Work Group Members**

The CalWORKs State Advisory Committee may establish work groups to address special issues. Members may volunteer for the groups; the co-chair may also appoint members. Work groups will designate responsibilities among themselves and will report back to the full CalWORKs State Advisory Committee at meetings and via email.

**Role of the California Community Colleges CalWORKs Association**

Established in 2004 as a partner with the Chancellor’s Office CalWORKs Program, the association provides training, leadership and advocacy on behalf of community college CalWORKs programs and CalWORKs students across the state. Modeled after the long-established EOPS and Financial Aid Associations, the association plays a critical role in providing information about and maintaining visibility of the program. The ten CalWORKs regional representatives sit on the Board of Directors of the Association (see Appendix B: Resources/General CalWORKs Information 6).

**2. Student Eligibility**

**Eligibility Documentation**

The community college CalWORKs program’s main focus is to serve current TANF recipient parents who are attending college as a part of their welfare-to-work activities; exempt parents may also receive services. All eligible students must have a dependent child under the age of 18 living in the home, and must be receiving the adult portion of the TANF grant; “child-only” families are not eligible. Additionally, parents receiving SSI or food stamps only are not eligible, nor are students who are participating in a Tribal TANF program. Colleges may, on a very limited basis, serve students who have left TANF cash aid within the past two years and are working.

Eligibility for services must be coordinated through the local county welfare department. Once the initial eligibility determination is made by the county welfare department and documented in the student’s case file, on-going communication with the county is essential to ensure that a student remains in good standing with the county. It is acceptable for colleges to dedicate staff time to meeting with potential students to gather information prior to eligibility determination; however, student eligibility must be determined and documented each academic term before
CalWORKs or TANF funds may be spent on the student for direct services such as child care, work study, transportation, or books and supplies. The college’s CalWORKs program is also responsible for determining and tracking student eligibility for CalWORKs services that are provided through other college departments, such as the campus child development center.

Once a student’s initial eligibility for services is determined, the CalWORKs program must maintain a case file for each student that documents his or her eligibility and the services provided through the program. Appropriate documentation of eligibility may vary as noted in the Eligibility Matrix included at the end of this section. Colleges may contact the Chancellor’s Office for more specific information if they are unsure if their method of documentation meets program requirements.

Post Employment students must be employed and the student’s case file must have evidence of their employment. The college must also document the date the student stopped receiving cash assistance to ensure that services do not exceed the two year limit.

Levels of coordination and access to local county information about eligibility can vary greatly among colleges. Some colleges have county staff co-located in the CalWORKs office for specific days and times each week, while other colleges have access to the local county databases, such as CalWORKs Information Network (CalWIN), for determining student eligibility. Colleges are encouraged to work with their local counties to create systems that allow for streamlined access to the required eligibility documentation.

### Eligible Participants

#### First Priority

CalWORKs students who are currently receiving TANF cash aid, are in good standing with the college and the county, and who have, or are in the process of developing, a welfare-to-work plan with the local county welfare department that refers them to the college for education and training. CalWORKs students fall into the following categories:

- **Self-Initiated Program (SIP)** participants are TANF recipients who enrolled in a community college prior to receiving an appraisal by the county welfare department; this status must be confirmed by the county welfare department. The law allows SIPs far greater flexibility in achieving their educational goals.
- **Non-SIPs** are TANF recipients who have already gone through the appraisal process with the county welfare department prior to enrolling in a community college.
- **Exempt students** are TANF recipients who have been exempted from required participation in welfare-to-work activities by the county welfare department. These students may “volunteer” to participate in education and training. They must have an educational plan in place with clear goals for completion.
- **Cal-Learn students** are TANF recipients who are participating in a program for teens under 19 years of age who are pregnant or parenting and have not completed their high school education. They are required to enroll in a high school or equivalency program to earn a high school diploma or its equivalent. Students may volunteer to remain in the program until they receive their high school diploma or equivalent, or reach age 20. These young students may be attending the community college as a part of their Cal-Learn activities, and may then transition into the welfare-to-work program at the
county. Cal-Learn students do not have mandatory work activity hours therefore are not eligible for work study.

**Second Priority**
Post Employment students are former welfare recipients who left TANF cash aid within the past two years, are employed and need assistance in the areas of upgrading skills, job retention, and job advancement. Colleges may only serve Post Employment students if they have certified, among other requirements, that their caseload of TANF recipient students is insufficient to fully utilize all of their funding allocation. Post Employment students are eligible for child care services only during their class time. They are not eligible for work study.

**Good Standing with the County**
To be “in good standing,” a student must be meeting county work participation requirements and not be sanctioned. If a student is sanctioned during a term, services may be provided until end of term. The sanction must be cured by end of term for services to continue for the next term. If a student continues to be sanctioned, she or he is no longer eligible for community college CalWORKs services. This criterion does not apply to Post Employment students as they are no longer a part of the county program. However, all participating students must meet the criteria of good standing set by the local college and its CalWORKs program.

**Coding Eligible Students for MIS Data Element Tracking**
The students provided services by the program must also be identified and tracked through the required MIS Data Code SC01. Students will be identified by one of the following five categories:

- Self-Initiated Program (SIP) Participant
- Self-Referred Program Participant
- County-Referred Program Participant
- Exempt Program Participant
- Post Employment Program Participant

More information on MIS Data Elements SC01-17 can be found under Reporting Requirements.
**California Community Colleges**

**CalWORKs Student Eligibility Matrix**

<table>
<thead>
<tr>
<th>STUDENT ELIGIBILITY</th>
<th>ELIGIBLE</th>
<th>NOT ELIGIBLE</th>
</tr>
</thead>
</table>
| **First Priority:** | - TANF recipients who are receiving cash aid and have or are developing a welfare-to-work (WTW) plan that refers them to the college for education and training  
- Self-Initiated Program (SIP) participants  
- Exempt TANF recipients who have an education plan with clear goals for completion  
- Cal-Learn students (not eligible for work study)  
- Must be in good standing | - Sanctioned students  
- “Child-only” cases  
- Students who are not receiving cash aid for themselves, only food stamps  
- Former TANF recipients who have “timed-out” of the welfare system and are no longer eligible to receive cash aid  
- Tribal TANF participants  
- Individuals on SSI (not receiving TANF cash aid) |
| **Second Priority:** | - Post Employment Students are former TANF recipients who received cash aid within the last two years. Limited funding is available to provide Post Employment services for skill upgrades, job retention, and advancement. **Must be employed** (not eligible for work study) | |

**Sanctioned Student Policy:** If a student has been sanctioned during a term, services may be provided until end of term; the sanction must be cured by end of term for services to continue for the next term.

**Eligibility Review:**

Colleges must coordinate with the local county welfare department (CWD) to determine and document student eligibility each academic term.

*Eligibility must be determined and documented before CalWORKs/TANF funds may be spent on the student for direct services such as child care, work study, transportation, books/supplies, etc.*

The college’s CalWORKs program is responsible for determining and tracking student eligibility and for all CalWORKs- and TANF-funded services. Services provided through other college departments, such as the Child Care Center, must be coordinated with the CalWORKs program office to verify a student’s ongoing eligibility for services, their academic progress, to monitor program expenses and to report data.
Example of Forms and Processes Used to Verify Ongoing CalWORKs Student Eligibility:

**Documentation must meet the following criteria:**
- County form or other document with county seal or stamp
- Signed by county worker (if not a county form such as Passport to Services)
- Clearly dated within eligibility documentation timeframes
- Clearly shows current cash aid status

**Possible eligibility documentation from the county welfare department:**
- Notice of Action (NOA) forms
- Welfare-to-Work plan
- Welfare History (WHIS) form
- Passport to Services
- List of current students sent to the CWD for verification of the continuing eligibility of students; the county reviews, signs, includes stamp/seal, dated, and returns to college
- Use of CalWIN or other county management information system screen shots that document current cash aid status
- Email or written verification from county worker (with a county approved list of county workers who are authorized to verify student eligibility)

**For Post Employment Students:**
- Verification of employment can include copy of pay stub, employer certification, timesheet, etc.
- Students need to self-certify that they will notify the college’s CalWORKs program if they stop working at any time during the term.

3. Program Components

**Case Management**
The Chancellor’s Office asks colleges to develop a comprehensive case management model for serving CalWORKs students. This must include collaboration with the county welfare department to implement the welfare-to-work plan and coordination with a variety of services and programs in the community and throughout the college.

The college should identify and maintain one clear entry point at the college for CalWORKs students. Each college will design a program model that reflects the program requirements outlined in this handbook, the number of CalWORKs students served by the college, and the relationship and procedures in place with the county. Key components of case management include orientation, intake, eligibility, support services, the case file and building supportive relationships to guide and support students toward success. The following guidelines have been developed to help colleges design a comprehensive program model and to foster consistency among CalWORKs programs in providing quality case management services to students.

**Orientation**
The orientation to the program can occur in an individual appointment or in a group setting. This initial meeting provides an opportunity for CalWORKs staff to describe the services that are available as well as the steps students must complete to participate in the program. Some colleges may choose to have new CalWORKs students enroll in a short course for orientation to the college, and then augment the orientation with CalWORKs-specific information. An orientation might include:

- An overview of the welfare-to-work requirements
- A description of how the college coordinates with the county and how books, supplies, transportation and child care are provided
- Services offered through the CalWORKs program including child care and work study
- The approved training list
- How to work with the academic counselors to plan for classes that meet the requirements of the students’ welfare-to-work plans
- Student requirements such as providing eligibility documentation, attendance reporting, etc.
- Information about the registration and assessment processes at the college
- Information about various services on campus including current deadlines regarding financial aid
- A scheduled appointment to meet with staff to determine eligibility and begin building a relationship
- CalWORKs staff phone numbers
- An information release form to be completed and signed by the student

**Intake and Eligibility Determination**

Colleges may combine an orientation with the intake and initial eligibility determination or schedule them separately. It is important to plan for some personal contact with each student for an evaluation of their educational and personal needs. Eligibility determination is discussed in depth under Student Eligibility. The intake and eligibility process should include:

- A needs assessment to determine what services or referrals the student may need to meet his/her goal
- An evaluation of the outcomes of the college and county assessment processes
- A review of the student’s welfare-to-work plan, the related coursework and other required work activities and hours
- A discussion about the student’s educational history
- A discussion about the student’s short- and long-term educational and career goals
- An evaluation of the student’s personal needs, obstacles they may be facing and specific service needs
- Referrals to other campus and community resources
- A completed program application and eligibility form with appropriate documentation
- A schedule for on-going contact to track student progress

**The Student Case File**

Colleges are required to maintain a confidential case file for each student served by the program. Although many types of documentation will be on paper and actually placed in the file, others may be maintained in a student database that is utilized by staff to track eligibility and services. The electronic records are also considered to be a part of the case file and should be maintained for the same period of time as paper documents. A student’s case file should include:

- Eligibility documentation for each academic term
- Needs assessment
- Program application
- The welfare-to-work plan
• A signed release of information
• Information on the services provided including staff contact and case notes
• Referrals to other services on and off campus
• Educational/academic plans, class schedules and grade reports as well as evidence of intervention and support strategies implemented to sustain student success
• Copies of vouchers for books and other services
• Work study contracts and copies of timesheets
• Child care agreements and copies of sign-in/sign-out sheets
• A collection of the data needed for the required MIS data reporting (SC01-17)

**On-going Contact: Supporting Student Success**
Maintaining on-going contact with students is crucial to a successful case management model. Colleges should develop their own strategies to track student progress and provide appropriate intervention and support strategies that build student success. Suggested strategies include:

• Develop with the county a method to monitor the hours of student participation in approved education and training activities, work study, and other activities in a manner that does not violate student confidentiality.
• Complete a review of midterm and final grades and schedule follow-up discussions with students.
• Develop an intervention plan to help support students who experience additional challenges during the term that could affect their ability to successfully complete their coursework or participate in other work activities.
• Schedule weekly “student case review” meetings so that staff can develop strategies of support for students facing difficulties; invite a county liaison to participate.
• Confer and strategize with the county worker assigned to the student.
• Offer small group activities such as support groups or workshops that address various student success strategies and support personal resilience.
• Require mandatory individual appointments to build a positive one-on-one relationship with a CalWORKs staff “mentor.”
• Utilize peer advisors to connect with and support students on a peer-level.
• Make new referrals to services as students’ needs change.
• Offer social events to build peer support and strengthen ties with the CalWORKs staff.
• Provide tutoring services and/or a study lab for CalWORKs students.
• Provide a list of community resources for emergency needs such as housing, food, mental health services, etc.
• Utilize outreach letters, calls and emails to contact students.
• Require students to come into office to pick up book vouchers, turn in attendance forms or work study timesheets.

**Student Recognition**
It is important to recognize and celebrate students’ accomplishments. This can be achieved in several ways including awarding certificates for academic success; publishing success stories in the CalWORKs, campus or county newsletters (with student’s permission); sending personal acknowledgements to students when they reach a milestone or overcome an obstacle; and hosting student recognition ceremonies.
Summary of California’s Child Care System for Low-Income Families

California has historically provided a wide range of child care and development services to low-income families, including TANF families, across the state. These programs are generally governed by the California Department of Education (CDE), Child Development Division (CDD), and provide options such as parental choice voucher programs, full-day child development centers, school-aged programs, state preschool programs and family child care networks that provide care in the homes of selected licensed child care providers. The federally-funded Head Start Program also provides a free preschool experience for low-income children. Families generally access these programs through contact with local Child Care Resource and Referral (R&R) agencies that refer them to programs that meet their needs; R&Rs maintain centralized eligibility lists for subsidized child care services in their areas. The demand for subsidized child care far exceeds the supply, so many low-income families face years of waiting for help with the cost of their children’s care.

California’s system for providing child care for CalWORKs recipients is categorized as Stages 1, 2 and 3. The child care provided by the community colleges to CalWORKs students does not fall within the state’s three stages, and is viewed as a parallel child care system. It is important for CalWORKs program staff to understand the system of care available in California to best support their students’ child care needs. The following are descriptions of the state’s three-stages:

- **Stage 1** child care services are available upon entry into the CalWORKs assistance program and are administered by the California Department of Social Services (CDSS) through the county welfare departments pursuant to Education Code Section 8351 (see Appendix B: Resources/Child Care 3).
- **Stage 2** child care services are available when the county welfare department determines that a CalWORKs family is engaged in “stable” activities. At this point the family is transferred to a Stage 2 alternative payment program (APP) child care contractor. Stage 2 is also available to families for up to two years after leaving cash aid. A parental contribution sliding fee schedule (see appendix) is applied when families are earning income; however, fees are not assessed for families eligible to receive a partial TANF grant while working. Stage 2 child care services are administered by CDE/CDD through contracts with APP providers pursuant to Education Code Section 8353 (see Appendix B: Resources/Child Care 3).
- **Stage 3** child care services are available to a CalWORKs family when it has exhausted the two-year limit after leaving cash aid and for as long as the family remains otherwise eligible for child care programs. A parental contribution sliding fee schedule is applied to families in this program. Stage 3 child care services are administered by CDE/CDD through contracts with APP providers pursuant to Education Code Section 8354 (see Appendix B: Resources/Child Care 3).

Child Care Resource and Referral agencies, funded by CDE/CDD, are located in every county in California and may provide a variety of services to TANF families. R&R services support parents, providers, and local communities in finding, planning for, and providing affordable, quality child care. Many R&Rs also operate APP voucher programs and child development centers. These agencies:
• Help parents find child care that best meets their family needs.
• Maintain comprehensive databases of child care providers in their communities, including licensed family child care homes and child care centers.
• Track providers' licensing status, the languages they speak, the age groups they serve, the schedules they offer, and the number of spaces available in centers or family child care homes.
• Work with providers to improve the quality of child care and to maintain and expand the supply of child care in each county.
• Provide training and other services that help providers stay in business.
• Compile and disseminate information on the statewide supply and demand for child care.
• Educate local communities and leaders to understand child care issues and to effectively address child care needs.
• Maintain a centralized eligibility list for subsidized child care in the local community.

R&R services are free and available to all parents and child care providers (see Appendix B: Resources/Child Care 7).

Summary of Community College CalWORKs Child Care Programs
State law requires the use of community college CalWORKs state funds for child care purposes to be consistent with the policies, rates, and requirements of the CDE/CDD. While community colleges have some flexibility in using and administering the CalWORKs child care component and are not required to mirror all the reporting requirements issued by CDE/CDD, there are accountability and program integrity measures that colleges, at a minimum, must establish in order to ensure that funds are used appropriately, to ensure the safety and well-being of children in child care, and to minimize the risk of fraud. Colleges are encouraged to dedicate funds to child care services at campus child development centers as these programs provide quality early care and development programs for young children.

Child care is a critical component to ensuring the success of CalWORKs students while they are enrolled in the community college and participating in qualifying work activities. CalWORKs students must have access to child care that meets their individual family needs including services to children of various ages and those with special needs, and the provision of child care during weekends and evenings. While counties and the local alternative payment programs have the primary responsibility for meeting the majority of the child care needs of CalWORKs students through their Stage 1 and Stage 2 funding allocations, community colleges may also determine that providing funding for care is a priority for their students.

Colleges are notified of their child care allocation in advance of completing the annual program plan and budget. Chancellor’s Office guidelines allow colleges to transfer their allocated child care funds to work study or program funds in their annual budget plan if the college can demonstrate that the child care needs of their student families have been met by the county, the campus child development center, a local APP or other resources. Colleges that do not fund any direct child care still have responsibility for coordinating child care services with the local provider community to ensure that their students’ child care needs are met. The Chancellor’s Office recommends that colleges develop a strong focus on the child care needs of their students’ families by implementing the following to the extent possible:
• Fund additional spaces in existing on-campus child development programs for CalWORKs students.
• Expand the breadth of on-campus child care and development services by age, non-traditional time periods, etc., to better serve CalWORKs child care needs.
• Collaborate with counties and APPs that provide child care for CalWORKs participants to share information and coordinate the delivery of child care services to CalWORKs students.
• Connect with the local R&R to assist students whose child care needs cannot be met on campus.
• Coordinate on-campus child care resources for low-income students to best meet the needs of CalWORKs students.
• Develop plans for transitioning students when they become ineligible for the community college CalWORKs child care funds.
• Develop a connection with the campus early childhood academic departments for expanding resources for CalWORKs students.
• Become involved with the local Child Care Planning Council (see Appendix B: Resources/Child Care 7).

**CalWORKs Students’ Child Care Eligibility Criteria**

CalWORKs funds may be used to provide child care for eligible CalWORKs students while participating in qualifying work activities and, to a limited extent, for Post Employment students who have left TANF cash aid within the last two years and are attending school for skill upgrades. Colleges that determine that they will utilize funds to provide child care must have the following information in the student’s case file to support the reimbursement of child care expenses:

• Documentation that the student meets the eligibility requirement for community college CalWORKs services for each term the child care is provided.
• Documentation that the student is enrolled and attending classes at the community college. Child care may only be provided for the following activities: class and study time, lab hours, work study, unsubsidized employment and other qualifying work activities as noted in their welfare-to-work plan. Child care for Post Employment students may only be provided for class time.
• Reasonable travel time to and from the child care site should also be calculated.
• The student’s course and work schedule.
• A signed student agreement regarding the child care schedule and the responsibilities of the student, e.g., notification of excused absences, termination of child care after significant unexcused absences, etc.

Child care is allowed for dependent children living in the home of a qualified CalWORKs student until the child reaches his or her 13th birthday.

Families have the option of choosing more than one provider to meet the needs of their children. For example, a child might attend the campus child development center during the day while the parent attends class, and also be cared for in a licensed family day care home during some evening hours while the parent works part time.
Providing Child Care to CalWORKs Students through the Campus Child Development Center: If a college CalWORKs program provides on-campus child care for CalWORKs students, coordination between the college’s child development center and the CalWORKs program office is required to ensure that continuing eligibility for services is documented. Agreements should be established between the on-campus child development center and CalWORKs program office that describe the tracking and documentation of student eligibility, reporting of student’s child care hours for reimbursement, monitoring the cost of care and outlining the process for ensuring that the required MIS data is collected and reported on a timely basis. In cases where prospective CalWORKs students apply first to the on-campus child care center for child care, these students must be referred back to the CalWORKs program office to document and verify student eligibility for services and to coordinate with the local county welfare department on the student’s welfare-to-work plan.

CalWORKs director/coordinators have responsibility for the oversight of the CalWORKs child care funds and for student eligibility each term. Centers must utilize the Standard Reimbursement Rate (SRR) when calculating charges for CalWORKs children. Two exceptions to this rule are:

- If the center has child care slots available for full-fee paying families and has published the fee schedule, the CalWORKs program may place the children of eligible CalWORKs students in those slots and use the Regional Market Rate (RMR) ceilings for payment calculation utilizing CalWORKs child care funds only.
- If the SRR is insufficient to reimburse the center for the published fees regularly charged to full-fee paying families, TANF funds may be used to pay the difference between the SRR or RMR and the published full-fee rate for care at the on-campus child development centers only.

Providing Child Care to CalWORKs Students through Parental Choice Vouchers: Colleges may elect to provide child care services through a voucher program modeled after APPs, either in combination with care on-campus or as a stand-alone model. The college may choose to operate the voucher program through the CalWORKs office or may decide to contract the services through a local APP.

Voucher programs allow CalWORKs programs to provide off-campus child care in a variety of settings selected by the parents, allowing families to choose child care that best meets their needs. Parental voucher payment ceilings are set at the RMR. Families may choose from the following three types of child care:

- Licensed center-based care
- Licensed family child care homes
- Exempt from license care (relative and non-relative caregivers) which meets the CDE/CDD guidelines for TrustLine registry and health and safety self-certification

Licensed Center Based Child Care Provider - Child care centers offer care and education to children on a part-time or full-time basis. The California Department of Social Services (CDSS) regulates these child care centers through licensing requirements and performs site visits at each center. Licensing requirements are designed to promote health and safety and to
encourage providers to develop quality child care settings for children. On-campus child development centers fall into this category of provider.

*Licensed Family Child Care Homes* - A family child care home is also licensed and regulated through the CDSS. All family child care providers must have first aid, cardiopulmonary resuscitation (CPR), and Health and Safety training. Family child care homes offer a home-like setting and provide care for fewer children than most centers. Family child care homes may have more flexible hours for families who work non-traditional hours; some family child care providers are open nights and weekends.

College CalWORKs programs are required to maintain the following information on all licensed child care providers whose services are being used to provide child care to eligible children of CalWORKs students. If the college contracts with a local APP to provide the voucher program, the APP will be required to maintain this documentation.

- A statement of the provider’s current fees with information regarding the provider’s usual and customary services provided for those fees. For parental choice vouchers using the RMR ceiling for the local area, this information is needed to support the rate charged by the provider.
- An agreement signed by the provider and college that documents the rate and schedule of payment for child care services, duration of the eligibility for services, names of children approved to receive services, the hours of services approved for each day, and documentation needed to support payment.
- A copy of the provider’s current child care license.
- Information about the provider, the age group(s) served and contact information.

*Relatives Exempt From License Care* - CalWORKs programs may also contract with a relative caregiver who is defined as being a child’s aunt, uncle, or grandparent. Providers may live in the same household as the child ONLY if the provider meets minimum wage requirements which are calculated by determining the reimbursement rate for each child in care divided by the number of hours the child(ren) are in care. The CDE/CDD Management Bulletin 06-16 clarifies: “… in home exempt providers are classified as domestic service workers under the Fair Labor Standards Act, United States Code Section 206(a) and are covered under minimum wage laws. Contractors must ensure that a payment made to an in-home exempt provider is equivalent to minimum wage. As a result, contractors shall require a minimum number of children in care to ensure that the provider will receive minimum wage based on the regional market rate ceilings before in-home child development services can be provided.” (See Appendix B: Resources/Child Care 6).

Additionally, the State of California Licensing Board requires that relative caregivers limit the number of children that they provide care for in their home; children in care must all be from the same family. CalWORKs programs that allow students to use in-home license exempt providers should maintain a signed statement by the student that they have interviewed and approved of the caregiver and that the child care provider is license-exempt qualified.

*Non Relatives Exempt From License Care* - A non-relative provider is a neighbor, a friend, or a more distant relative such as a cousin. A child’s sibling, who is 18 years of age or older and lives outside of the parents’ home, is considered a non-relative and must follow these guidelines.
Non-relative providers must clear the required TrustLine Registry background investigation. The State of California Licensing Board requires that non-relative providers limit the number of children they provide care for in their home; children in care must all be from the same family.

_TrustLine Services_ - TrustLine is California’s registry of in-home child care providers, tutors and in-home counselors who have passed a background screening. It was created by the California Legislature in 1987 and is a powerful resource for parents hiring a nanny or babysitter. All caregivers listed with TrustLine have been cleared through a fingerprint check of records at the California Department of Justice. This means they have no disqualifying criminal convictions or substantiated child abuse reports in California. TrustLine is administered by the CDS and the Child Care Resource and Referral Network (see Appendix B: Resources/Child Care 1).

All employment agencies (nanny and baby-sitter placement agencies) are required by law to register their caregivers with TrustLine upon placement. Child care providers who are not required to be licensed in California (license-exempt providers) and who are providing child care to parents receiving a governmental child care subsidy such as CalWORKS funds are required by law to register with TrustLine.

For all CalWORKs-related child care providers, TrustLine will issue the college an institution number so that CalWORKs child care providers can get “trust-lined” at no cost if the provider is caring for children of CalWORKs recipients; colleges need to indicate that they are a Stage 2 provider on the application form.

_Choice Care Attendance Records and Related Payments_

College CalWORKs programs must ensure that daily attendance sign-in/sign-out sheets are maintained to document the child care services provided. These attendance sheets are used to calculate payments made to child care providers. The sign-in/sign-out sheet must indicate the child’s time of arrival and departure and must be signed by the parent or other individual authorized by the parent.

Colleges must follow the specific guidelines for absence monitoring as set by the CDE/CDD. Attendance, for purposes of payment, includes excused absences because of illness or quarantine of the child or parent, family emergency, court ordered visitations, or a reason which is clearly in the best interest of the child. The college CalWORKs program and child care providers shall develop and agree to policies and reporting processes for handling excused absences. For excused absences, the provider shall document the following to support payment:

- The child’s name
- The date(s) of absence
- The reason for absence
- The parent signature (or other individual authorized by the parent)

The CalWORKs program and the child care providers must establish a written and signed agreement that addresses how unexcused absences will be handled for purposes of reimbursement. The agreement will address what payments may be made if a student fails to notify the child care provider that their child will not require care for the day or days as scheduled, or does not complete the document validating an excused absence. The agreement must address and have reasonable limitations for the following:
• Method of documentation of unexcused absences
• Policy for paying a limited number of unexcused absences
• Policy that describes when the child care providers must notify the CalWORKs office of the unexcused absence
• Reasons and process for termination of child care services due to excessive unexcused absences

Rates for Child Care Services, Additional Payments and Costs Prohibitions
Funds utilized for subsidized child care services provided through campus-based centers or parental choice vouchers must be consistent with rates and rules applied to related programs operated by CDE/CDD.

• Payment rates for the campus centers must be consistent with the CDE/CDD Standard Reimbursement Rate (SRR) and the centers must “earn” this payment rate in a manner consistent with CDE/CDD (see Appendix B: Resources/Child Care 5).
• Payment rates for voucher programs must be consistent with the CDE/CDD Regional Market Rates (RMR) (see Appendix B: Resources/Child Care 6).

Community college CalWORKs child care funds may not be used to pay for additional fees or provider expenses, recreational activity expenses, or food. Child care contractors and providers are prohibited from soliciting additional payments for these types of costs from CalWORKs students as child care expenses are expected to be included in the cost of care and rates paid to the provider (SRR or RMR). However, if parents choose to enroll their child or children in a program that exceeds the allowable reimbursement rates, they would need to pay the difference or “co-pay” amount. CalWORKs funds may not be used to pay the “co-pay.”

Use of Community College CalWORKs Child Care Funds
Because funds for child care are limited, colleges may set local priorities for child care services to maximize their resources. Guidelines for the use of child care funds are as follows:

• Funds may be utilized to cover the costs of care for children of CalWORKs students through campus-based centers or parental choice vouchers.
• Campus child development centers that receive funding based on serving eligible CalWORKs children may utilize the funds for all daily operational costs as outlined by the guidelines provided through CDE/CDD. No additional CalWORKs child care funds may be provided to the centers for special purchases such as play equipment.
• Parental choice vouchers (APP) are used for payments for care in licensed centers or family child care homes, and if appropriate, in license-exempt care which meets the CDE/CDD guidelines for TrustLine registry and health and safety self-certification.
• Child care services must be provided at rates consistent with rates applied to related programs operated by CDE/CDD.
• Child care services for CalWORKs students may be provided during the period they are engaged in qualifying state and federal work activities and for reasonable travel time to and from the child care site.
• On-campus child care for CalWORKs recipients may be provided during the period they are engaged in qualifying state and federal work activities through attainment of their initial education and training plan and for up to three months thereafter or until the end of the academic year, whichever period of time is greater.
• Child care may be provided, to a limited extent, for Post Employment students who have left TANF cash aid within the last two years and are attending school for skill upgrades; child care services may be given to Post Employment students only during class time and for reasonable travel time to and from the child care site.

**Child Care Tracking Costs**
Up to 15 percent of the child care expenditures may be utilized toward tracking costs incurred in the administration of the child care component. This includes the staff time involved in processing student eligibility, maintaining student and provider files, processing payments, and reporting CalWORKs child care data. The 15 percent is not a guarantee and must be supported by documented staff time for these activities. While the college may project the 15 percent on the year’s estimated child care expenditures in the annual budget plan, if at year end the total child care funds actually expensed was less than projected, the 15 percent may only be applied to the actual expenditures. Colleges that do not spend funds on child care are ineligible to claim the 15 percent for child care tracking costs.

**Use of TANF Funds for CalWORKs Child Care**
Federal TANF funds may be used to pay for child care expenses but this is not encouraged due to the limited availability of this funding. TANF funds may be used for child care for single parent families only. (CalWORKs state child care funds may be used to pay for the child care for two-parent families.)

The Chancellor’s Office has determined that, for on-campus child development centers, if the SRR is insufficient to reimburse the center for the fees regularly charged to full-fee paying/private pay families (these rates must be published and the center must have evidence that these rates have been or are paid by other families), TANF funds may be used to pay the difference between the SRR or the RMR and the published full-fee rate for care at the on-campus child development centers only.

_Prohibition on Double-Dipping:_ CalWORKs child care funds may not be used in combination with other state funded child care (for example, CDE/CDD funding) to pay a combined dollar amount above the rates outlined in the SRR or RMR. With the exception of the TANF allowable payments noted above, two funding sources may result in disallowed costs and possible loss of funding.

**What to Do in the Event of Fraud**
Having appropriate accountability measures in place can help to reduce the incidence of fraud. The listed measures, including provider and student agreements and ways of documenting attendance such as sign-in/sign-out sheets, are necessary processes and precautions. Making sure that contact is maintained with the student through the case management process is also a way of ensuring that the student is continually enrolled throughout the term and is using the reported child care services. A lack of internal controls, processes, and agreements exposes the college and program to the risk of fraud. A college may be liable for funds expended inappropriately.

If fraud is detected, it is important that the college take the steps necessary to verify what occurred, report this activity to appropriate oversight entities, and demonstrate the necessary administrative procedures to ensure the issue is addressed. If fraud is suspected, the college will need to:
- Ensure that appropriate college personnel are aware of the incident.
- Report the suspected fraud to the Chancellor’s Office CalWORKs Program.
- Ensure that the incident is reported through the annual audit process.
- Determine how much money the child care provider received fraudulently.
- Bill the provider for the amount they received fraudulently and immediately stop doing business with that provider.
- Contact the Special Investigative Unit (SIU) of the county welfare department, report this fraud case, and ask for assistance in resolving it; sometimes the SIU is located in the District Attorney's office.
- Contact the local law enforcement department to file a complaint against the provider for theft.
- Ensure that the college gets a restitution order in the event that law enforcement prosecutes the provider for fraud.
- Contact Community Care Licensing to have the provider's license revoked.
- Contact the Chancellor’s Office to determine how to handle funds that were expended inappropriately; the staff will provide further guidance.
- Re-examine the college CalWORKs program processes to determine if there were any accountability measures that could have helped to avoid the current situation and take the steps necessary to improve processes as future precautions.

**Work Study**

Work study funds are allocated to provide paid work opportunities that will enable CalWORKs students to meet CalWORKs work requirements while pursuing an educational program, to provide students with work experience that will make them more marketable when they finish their educational program, and to provide them with an additional source of income within the requirements of the CalWORKs program. Colleges receive an allocation dedicated for work study and may request to transfer additional funds to this component if needed to meet the needs of the students. Statewide, community college CalWORKs programs must maintain a mandated level of expenditures in the work study component; the Chancellor’s Office monitors these expenditures closely to ensure compliance. It is the college’s responsibility to ensure the student is eligible for services each academic term when participating in CalWORKs work study.

**Criteria for Use of Funds for Work Study**

Work study funds may only be spent for wages for eligible CalWORKs students and the related benefits that are required by law. The funds may not be used to provide fringe benefits such as sick leave, vacation pay, holiday pay, retirement, etc. The funds may be used as follows:

- Funds may only be utilized for CalWORKs students in the community colleges including students enrolled in an approved self-initiated educational program and students referred by the county welfare department. To be eligible for these funds, CalWORKs students must be in good standing with the college and the county. Students must also maintain satisfactory progress in their educational program; satisfactory progress is defined locally by each community college.
- Placements may include on-campus, off-campus, non-profit, and for-profit employers.
• Funds shall be used solely for positions with employers that meet either one of two conditions:
  1. They currently participate in campus based work study programs; or
  2. They are providing work experiences that are directly related to the furtherance of the student’s educational program.
• Funds may only be used if the total hours of education, employment, and work study are sufficient to meet both the state and federal minimum requirements for qualifying work-related activities. Work study may only be provided to help a student meet their 32-35 hour work participation requirement.
• Funds may be used to pay up to 75% of the wage for the work study position; the employer must pay a minimum of 25% of the work study wage. This applies to both on- and off-campus employment. Wage rates may not be less than the applicable current minimum wage, although colleges are encouraged to negotiate employer contribution or wage rates that exceed these minimums. It is recommended that wage rates for on-campus positions be consistent with wage rates paid to federal work study students in comparable positions.
• Exempt students are eligible if they volunteer to participate in welfare-to-work activities.
• CalWORKs work study services may not be given to Post Employment students or Cal-Learn students.
• CalWORKs work study funds are for students who are current cash aid recipients, have a 32-35 hour work participation agreement in place with the county and (not timed out). An ongoing dialogue should occur for students who are close to being off aid so that the employer and the student have time to explore other options (e.g. 100% employer pay).

Coordination CalWORKs Work Study with Financial Aid
CalWORKs work study is not subject to Title IV regulations. Non-credit as well as credit students are eligible for CalWORKs work study. However, CalWORKs work study is, by definition, a “need-based” employment program, and as such, must be included as a financial aid resource in the current year’s award package. CalWORKs work study earnings from both on- and off-campus jobs must be monitored to ensure that students are not over-awarded during the year; colleges may need to “cap” work hours for students who are in high-wage work study positions to avoid over-awarding. Like other need-based work study programs, CalWORKs work study earnings must always be excluded from consideration on the subsequent year’s Free Application for Federal Student Aid (FAFSA). Students who are not eligible for financial aid are not subject to this possible cap on earnings.

CalWORKs directors/coordinators must work closely with their Financial Aid directors to implement a method of tracking and monitoring CalWORKs work study awards and earnings to avoid any occurrences of over-awarding. A memo issued by the Chancellor’s Office Financial Aid Unit clarifies the U.S. Department of Education’s guidance regarding the treatment of CalWORKs work study, EOPS work study, and other “need-based” employment in packaging financial aid awards (see Appendix B: Resources/Work Study 1).

Implementing the Work Study Program
Colleges may choose how to administer the work study program to best meet the needs of the students. Colleges may offer work study positions on- or off-campus or through a combination of both options. Creative approaches that move students up a career ladder can be integrated
into the program model, allowing students to expand their skills, build a resume that supports their educational and career goals, and move more easily into unsubsidized employment at training completion. Many colleges offer work study for 20 hours per week to help students meet the core work hours required by the counties. Successful work study program models have been developed throughout the state; two examples are provided below:

- Operate the work study program within the CalWORKs office. Monitor students’ eligibility for work study, create and monitor agreements between students and employers, review and approve timesheets and claims, track hours, offer job development and placement activities in partnership with work study and monitor awards in conjunction with the Financial Aid office.

- Operate the work study program in conjunction with another department(s) such as Financial Aid, the Career Center or Student Employment. Delineate the roles and responsibilities of each partner, and ensure that any CalWORKs program funds used in these coordinated efforts are for allowable expenditures and used only to provide services for CalWORKs students. If this model is chosen, the CalWORKs director/coordinator must maintain overall responsibility for the services, including student eligibility and the expenditure of CalWORKs funds; systems for oversight should be integrated into the program design.

Because the amount of work study funding available may not be sufficient to meet the work needs of all eligible CalWORKs students, colleges must develop their own written criteria or priorities for funding eligible students. For example:

- The time period that a student may participate in the program (i.e., the total number of semesters).
- A minimum unit requirement; this may differ from federal work study requirements but must still meet campus requirements for student employees when applicable.
- A minimum GPA and course completion rate; this may differ from federal work study requirements but must still meet campus requirements for student employees when applicable.
- A minimum requirement of hours of attendance each week in non-credit courses.
- A requirement that students maintain certain work standards such as being on time and limiting absences.

*Work Study Income is Exempt: Guidance from the California Department of Social Services on College Work Study Programs:* Earned income from any college work study program is exempt; this exemption is applied for both eligibility and grant determination. This exemption benefits CalWORKs students who are participating in CalWORKs work study, federal work study or other work study programs at their colleges as they are able to earn additional income with no reduction in their TANF grant amount. The earnings are counted for food stamp determination, but any loss in food stamp dollars will be more than offset by the gain in earnings (see Appendix B: Resources/Work Study 4).
Job Development and Job Placement

CalWORKs funding for job development and job placement allows colleges to place students in work activities that enable them to meet their work participation requirements for the CalWORKs program, provides students with practical experience that will make them more marketable when they complete their educational program, and provides opportunities for students to earn additional income.

Examples of How to Utilize Funds for Job Development and Job Placement

- Create on- and off-campus job placements for students in the work study program.
- Develop opportunities to place CalWORKs students in other qualifying work activities such as internships, work experience, community service and jobs.
- Provide career information, including vocational assessment, to CalWORKs students.
- Provide work readiness training, e.g., resume writing, workplace etiquette, and interview techniques.
- Coordinate the evaluation of students’ job performance and provide intervention and support as needed.
- Interface with on-campus programs including Cooperative Education/Work Experience, Career Center, the job placement office, Financial Aid, Workability, DSPS, EOPS, CARE, and other services and instructional programs to create partnerships in support of job development and job placement efforts for CalWORKs students.
- Work with the county welfare department, EDD, One-Stop Career Centers, Private Industry Councils, Workforce Investment Boards and other community resources to identify more placements for students and develop resources for job placement opportunities for CalWORKs students once they have completed their educational program.
- Expand current job development and job placement functions with additional staffing, if needed.
- Provide services to Post Employment students with the exception of placement into a CalWORKs work study position.

Implementing the Job Development and Job Placement Program

Colleges may choose to provide services as a part of an integrated service model through the CalWORKs office, or in conjunction with other services on campus such as the Career Center or job placement office. The funds are intended to support CalWORKs students only. If a staff member serves CalWORKs students as well as the general student body, the CalWORKs funds may only be utilized to provide additional services above and beyond what is offered to all students; the job description and staff time allocated to CalWORKs must reflect this.

Post Employment Services

If a college has served all current CalWORKs students, then the college may spend up to 15 percent of its total California State Proposition 98 CalWORKs allocation on Post Employment activities to serve students who have left TANF cash aid within the past two years.
Criteria for Use of Funds for Post Employment

Guidelines for expenditures on Post Employment services are as follows:

- Colleges will certify in the annual program plan that they will spend no more than 15 percent of their CalWORKs budget in the provision of Post Employment services.
- Colleges will certify that they understand that Budget Act language, by imposing a 15 percent limit on Post Employment expenditures, limits the number of Post Employment students who may receive services and that providing training and education to current TANF students continues to be the first priority for any expenditure of CalWORKs funds.
- Colleges will certify that a reasonable attempt was made to identify and serve CalWORKs students and that caseloads were insufficient to fully utilize all funding in the provision of services to current CalWORKs students.
- Colleges will track and report the number of students served through Post Employment.

Colleges may provide essentially the same kinds of services to eligible Post Employment students that they provide to other CalWORKs students, including child care, while the student is attending classes on campus. However, work study may not be provided to Post Employment students; they will have completed their educational plan and are employed. Students served through Post Employment are required to be enrolled in at least one course, and the services provided must be in support of skills upgrading, job retention and/or job advancement.

Student Eligibility for Post Employment Services

Because the services are designated for the upgrading of skills and job retention and/or advancement, colleges will need to identify each student’s needs for such services. Colleges should consider the factors listed below in determining whether or not a student meets the criteria for Post Employment services:

- The student meets the mandatory criteria of having received TANF cash assistance within the last two years and has provided documentation demonstrating this.
- The student must be employed throughout the term and the college must document the student’s employment.
- The current job held by the student has one or more of the following characteristics:
  - It is not permanent and does not include or has limited benefits for retirement, sick leave, health care, and dental care.
  - The job does not include or has limited benefits care for the employee’s children.
  - The job does not generate wages sufficient for the student to be self-supporting in the geographic area of residency.
  - Promotion to the next career level is readily achievable with the provision of Post Employment services.
  - The employee has personal knowledge or has been given an evaluation that his or her skills need upgrading in order to retain the current position.
  - Other factors are present, and have been documented, that indicate the need for Post Employment services towards the upgrading of skills and/or job retention and advancement training.
Colleges must maintain a student case file for Post Employment students and include pertinent documents such as:

- Documentation of the date the student left TANF cash assistance
- A current check stub or other evidence of employment for each term
- Needs Assessment
- Program Application
- A signed release of information
- Information on the services provided including staff contacts and case notes
- Referrals to other services on and off campus
- Educational/academic plans, class schedules and grade reports as well as evidence of intervention and support strategies implemented to sustain student success
- Copies of vouchers for books and other services
- Child care agreements and copies of sign-in/sign-out sheets
- A collection of the data needed for the required MIS data reporting (SC01-17)

**Curriculum Development and Redesign**

Colleges using funds for curriculum development or redesign are required to include qualifying information in the annual program plan including a description of the curriculum, how it addresses the local labor market needs, and how SB 1639 requirements will be met (see Appendix B: Resources/Curriculum Development & Instruction 1).

Suggestions for ways that colleges may utilize the funds include, but are not limited to:

- Develop or redesign vocational curricula for CalWORKs recipients so that courses may be offered as part of a short-term intensive program, including open-entry/open-exit programs and English language immersion.
- Link CalWORKs courses to job placement through work experience and internships.
- Redesign basic education and ESL classes so that they may be integrated with vocational training programs.
- Expand the use of telecommunications in providing the new curricula to CalWORKs recipients.

Funds budgeted for curriculum development may be used for faculty-reassigned time to develop or redesign curriculum. Although the funding for curriculum development and redesign has been tied to welfare reform, the curriculum developed with these funds should be appropriate to serve a diverse population of students for workforce preparation.

**New Course/Program Development**

Courses and programs may be designed to meet a range of student needs and timelines. The Chancellor’s Office encourages colleges to explore the development of open-entry/open-exit courses that provide easy access for students throughout the year, short-term training programs that can move students from education into work within a short timeline, and long-term educational programs that can serve students up to the 60 month limit in education as provided by law. SB 1639 also requires CalWORKs programs to include vocational ESL in any new
curriculum developed with program funds; the Chancellor’s Office will prioritize this in requests for re-allocated funds and when approving transfers of child care funds.

**Criteria for Use of Funds for Curriculum Development and Redesign**

- The program should prepare students to obtain family-supporting employment.
- The program must have county welfare department approval.
- To the extent possible, the programs should be designed on an open-entry/open-exit basis so that students can be referred to the program at various times throughout the year.
- Evidence must be provided that the program will prepare students for an occupation that is in demand in the local labor market or is in an emerging field that has documented employment potential, per agreement with county welfare departments.
- There must be evidence of collaboration with local partners, including the county welfare department, private industry councils, Workforce Investment Boards, employers, regional occupation programs and adult education providers in the development and design of the curriculum.
- The curriculum should be designed to articulate with more advanced programs so former TANF recipients can upgrade their skills and training once they have secured employment.
- Telecommunications should be used to expand the access and delivery of the instructional programs.
- To the extent possible, the program should provide students with computer experience.
- Job preparation skills and career education should be incorporated into the curriculum.
- Practical work experience or internships should be included in the program to make students more marketable.
- The program should be linked to job development/job placement activities that will assist students obtain employment at program completion.

**Instruction**

CalWORKs funds may be utilized for instruction under very stringent guidelines; colleges must meet the requirements of Education Code Section 84759 and State Budget Act language (see Appendix C and D).

**Criteria for Use of Funds for Instruction**

Use of funds for instruction requires prior Chancellor’s Office approval. Colleges seeking this option must contact the Chancellor’s Office CalWORKs Unit for more information regarding the use of CalWORKs funding for instruction. CalWORKs funds may be used for instruction if:

- The college has unfunded FTES workload after General Apportionment and Basic Skills Supplemental funding, and
- The college needs additional funding to meet the increased demand for serving additional numbers of CalWORKs students. The increase in referrals must be certified by the county welfare director in the application for funding, or
- The cost of providing non-credit instruction to CalWORKs students exceeds the average cost of noncredit instruction in the college.
4. Funding Guidelines

CalWORKs Program Funding Criteria

**Allocation Process**
Funds are distributed to the colleges through the apportionment process, based on a standard base allocation for each college plus the number of eligible CalWORKs students served. A separate program plan and budget plan for each community college receiving funds must be submitted. CalWORKs program activities occurring at satellite campuses or other centers should be included in the plan of the governing college. The yearly allocations for each college can be found at the Chancellor’s Office website (see Appendix B: Resources/General CalWORKs Information 1).

The program plan, budget plan, the processes for re-allocating child care funds, declaring unused funds, and requesting additional funding are described under Reporting Requirements.

**CalWORKs Program Funds**
The majority of the funds allocated to college CalWORKs programs come from California State Proposition 98 funds; a smaller allocation comes from federal TANF funds. All CalWORKs funds received by colleges, with the exception of CalWORKs child care funds, require a dollar-for-dollar match. Allowable expenses for CalWORKs funds are outlined in Tables A and B.

**Federal TANF Funds**
Federal TANF funding is provided to cover additional costs or those fixed, variable, and one-time costs for providing support services or instruction to CalWORKs students that are not funded from other sources. Colleges are encouraged to fully utilize their TANF funds as a primary resource when the same services may be funded by either TANF or CalWORKs funds. The funds may be used for all allowable expenses listed in Tables A and B as well as student recognition events, books, educational supplies and materials for students and student transportation as outlined in Table C TANF funds do not require a match.

**CalWORKs Match Guidelines**
Colleges are required to provide a dollar-for-dollar match to the CalWORKs funds (excluding child care funds); these must meet the following criteria:

- Matching funds must directly benefit the CalWORKs program.
- The costs covered through the match must be identified and reported as part of the annual budget plan and ultimately reported on the CalWORKs year-end expenditure report.
- A percentage of staff time dedicated to serving the CalWORKs students in other programs (for example, financial aid, general counseling, and job placement) may be counted as match, provided the service given to the student is a direct benefit to the CalWORKs program. In these instances, the salary cost would be prorated according to the time dedicated to serving CalWORKs program students; appropriate documentation must be maintained and the service provided must be consistent with the terms and conditions of the funding source.
- Instructional costs may be used as match as long as the following conditions are met:
The course was developed or redesigned for CalWORKs students since the inception of the CalWORKs program.

- The course identified is not currently funded with CalWORKs funds or another source already counted as match.
- Instructional costs counted as match are funded by allowable sources identified in the match guidelines.

Tables E and F below provide guidelines on allowable and unallowable sources of match funds.

**Other Considerations**

While there is flexibility in identifying various sources of matching funds, colleges must be mindful of rules and regulations governing the fund source to ensure appropriate match. It is important to adhere to the governing provisions of the match fund source when determining if funds are appropriate to support one or more of the CalWORKs components.

Also, colleges should note that match funding previously used to draw down other federal funds or used to match other state funds is not eligible for use as match to the CalWORKs funds as this would be duplication of match. There are limited instances where funds already designated as match could be allowed, e.g., if the amount of match funding exceeds the threshold of the designated match requirements, the excess amount would be above and beyond the requirement and would be allowable.

All matching funds identified must conform to existing financial and compliance audit provisions set in the Education Code, Title 5 regulations and federal regulations, as applicable.

The matching funds will be declared in the annual budget plan. This will be reviewed by the Chancellor’s Office to ensure that the designated match funds are allowable and meet the allocation amount earmarked for the college. In the event the funds are not permissible or are lower than the allocation amount, adjustments to the allocation will be made as appropriate. Declared sources of match are also subject to yearly audit review.

**Use of Categorical Program Funds for College Administrative Fees**

The state allocates categorical program funds specifically to supplement existing institutional resources to enhance access by targeted populations to postsecondary educational opportunities. The Chancellor’s Office has determined that the expenditure of CalWORKs, CARE, DSPS and EOPS funds for administrative fees and indirect costs, even when related to the specific program, represents an inappropriate use of state categorical program funds.

Administrative fees and indirect costs considered to be unallowable include, but are not limited to, the following:

- College administrative support costs, such as staff of the college business office, bookstore, etc.
- Administrative salaries and benefits, with the exception of the CalWORKs director/coordinator.
- Indirect costs, such as heat, light, power, telephone service, FAX, and janitorial services.
- Costs of construction.
- Staff travel costs for other than CalWORKs-related activities or functions.
• Costs for on- and off-campus space and plant maintenance.
• The cost of office furniture, with the exception of locking file cabinets to maintain the confidential student case files.
• Costs of professional dues or memberships for CalWORKs staff.
• Rent of off-campus space.
• Costs for legal matters, election campaigns, or audit expenses.
• Building costs, even if the new building is for exclusive use of CalWORKs.
• Books or other resource material for the general or main library.
• Equipment that is not used to assist CalWORKs students or for the direct administration of the CalWORKs program.

**CalWORKs Program Allowable Costs Guidelines**

In planning CalWORKs program expenses, program directors/coordinators must ensure that the costs are reasonable and not excessive, and that program expenses support the educational goals and welfare-to-work plans of the CalWORKs student. Program directors/coordinators are required to become familiar with their college’s procurement practices and to adhere to those guidelines.

County welfare departments are required to provide the supportive services and ancillary costs needed by each student to participate in the activities listed on their welfare-to-work plan. Colleges should collaborate with the counties to ensure that students are receiving what is needed to be successful at the college. Colleges may augment these county services by paying for such things as recommended textbooks above the required books the county covers, or for flash drives and backpacks that will help students be successful at the college. In difficult budget years this collaboration will be essential to ensure that limited county and college funds can be utilized most effectively.

CalWORKs programs should coordinate the purchase of computer equipment with the campus-wide operation to assure the compatibility of equipment and efforts. If equipment is no longer needed or is being replaced, refer to the district/college policy regarding surplus.

The guidelines for program costs are outlined in the following tables:

- Table A – Allowable Use of CalWORKs Program Funds
- Table B – Allowable Use of CalWORKs Child Care Funds
- Table C – Allowable Use of TANF Funds
- Table D – Expenses Not Allowed, both CalWORKs and TANF
- Table E – Allowable Match Guidelines
- Table F – Unallowable Match Guidelines
<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Definition &amp; Requirements</th>
<th>Report Expenditure as</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CalWORKs Director/Coordinator</td>
<td>Individual who has direct responsibility for coordinating the day to day activities of the college CalWORKs program.</td>
<td>Coordination</td>
</tr>
<tr>
<td>2.</td>
<td>CalWORKs Staff</td>
<td>Staff who work directly for the CalWORKs program. When staff are paid from more than one funding source and/or have duties dedicated to services other than CalWORKs, the college must be able to document the staff time charged to the CalWORKs program. All job descriptions must support the use of CalWORKs program funds.</td>
<td>Coordination</td>
</tr>
<tr>
<td>3.</td>
<td>Office Supplies/Postage</td>
<td>Cost of office supplies and postage for CalWORKs program related activities.</td>
<td>Coordination</td>
</tr>
<tr>
<td>4.</td>
<td>Marketing Materials</td>
<td>Reasonable advertising costs for recruiting participants for the CalWORKs program. Items that support specific CalWORKs education/training and have the CalWORKs logo, e.g., pens, pencils and notepads, may be purchased with CalWORKs funds.</td>
<td>Coordination</td>
</tr>
<tr>
<td>5.</td>
<td>Child Care Tracking Costs</td>
<td>If administrative tracking costs exceed 15% of the CalWORKs child care expenditures, CalWORKs program funds may be used to pay for the amount exceeding 15%.</td>
<td>Coordination</td>
</tr>
<tr>
<td>6.</td>
<td>On-Campus Work Study</td>
<td>CalWORKs funds may be used to pay up to 75% of the wage for on-campus work study positions; the college department or program must pay a minimum of 25% of the work study wage.</td>
<td>Work Study</td>
</tr>
<tr>
<td>7.</td>
<td>Off-Campus Work Study</td>
<td>CalWORKs funds may be used to pay up to 75% of the wage for off-campus work study positions; the employer must pay a minimum of 25% of the work study wage.</td>
<td>Work Study</td>
</tr>
<tr>
<td>8.</td>
<td>Administration of Work Study</td>
<td>Staffs time to track the progress and eligibility of CalWORKs students in paid and unpaid work study.</td>
<td>Job Development or Coordination</td>
</tr>
<tr>
<td>9.</td>
<td>Curriculum Development/Redesign</td>
<td>Faculty or staff time to develop or redesign curriculum for CalWORKs students. Colleges must also adhere to their district or college’s course/curriculum approval process and requirements.</td>
<td>Curriculum Development/Redesign</td>
</tr>
<tr>
<td>10.</td>
<td>Job Development/Job Placement</td>
<td>Staff time to develop and place CalWORKs students in jobs that are part of the CalWORKs work study program, and other work activities such as internships, work experience, mentoring, community service, unsubsidized employment and unpaid work activities.</td>
<td>Job Development/Job Placement</td>
</tr>
<tr>
<td>11.</td>
<td>Employment Skills Workshops/ Materials/Guest Speakers</td>
<td>Staff time and/or guest speaker hourly costs to develop and provide workshops on career assessment and education, job seeking/job retention skills, and other subjects that would assist CalWORKs students in obtaining employment.</td>
<td>Job Development/Job Placement</td>
</tr>
<tr>
<td>12.</td>
<td>Job Development/Job Placement</td>
<td>Staff time to work with the county welfare department, EDD, One-Stop Career Centers and other community resources to prepare CalWORKs students and assist them in obtaining employment.</td>
<td>Job Development/Job Placement</td>
</tr>
<tr>
<td>#</td>
<td>Expense</td>
<td>Definition &amp; Requirements</td>
<td>Report Expenditure as</td>
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<tr>
<td>13.</td>
<td>In-State Travel and Training</td>
<td>Includes fees, travel and lodging expenses to allow CalWORKs staff to attend CalWORKs-related training conferences and workshops in California only. If county representatives are unable to pay for travel for college CalWORKs activities, colleges may do so contingent on available funds.</td>
<td>Coordination</td>
</tr>
<tr>
<td>14.</td>
<td>Instructional Cost (Credit)</td>
<td>Credit classes for CalWORKs students if a college has committed all of its funded FTES and is unable to offer the additional instructional services to meet the demand for CalWORKs students. The college must request prior approval from the Chancellor’s Office to use CalWORKs funds for this purpose.</td>
<td>Instruction</td>
</tr>
<tr>
<td>15.</td>
<td>Instructional Cost (Non-Credit)</td>
<td>1) To offset the direct excess cost of providing noncredit instruction to CalWORKs students, when the cost of providing a specific course offering exceeds the average cost of noncredit instruction.</td>
<td>Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) To provide non-credit classes for CalWORKs students if a college has committed all of its funded FTES and is unable to offer the additional instructional services to meet the demand for CalWORKs students. Chancellor’s Office prior approval is required.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Computer Hardware, Software and Equipment</td>
<td>Program funds may be used to: 1) support student efforts in activities such as job search, resume writing, homework 2) assist colleges in the direct administration of the CalWORKs program to aid in the development of educational plans, case management, data collection/evaluation activities, tracking of child care and student appointments 3) purchase locking file cabinets to maintain the confidential student case files Equipment may not exceed 10% of the college’s total allocation of CalWORKs program funds or $50,000, whichever is less.</td>
<td>Job Development/ Job Placement or Coordination</td>
</tr>
<tr>
<td>17.</td>
<td>Food</td>
<td>Reasonable food costs for CalWORKs specific workshops for students and CalWORKs specific coordination meetings, CalWORKs regional coordination efforts, advisory committee meetings, coordination meetings with county welfare department staff, and coordination with other categorical programs. The program must follow its college/district policy for the purchase of food.</td>
<td>Job Development/ Job Placement or Coordination</td>
</tr>
<tr>
<td>18.</td>
<td>Consultants/ Temp Hourly Help</td>
<td>Extra help on project-specific activities that support the CalWORKs program.</td>
<td>Coordination</td>
</tr>
</tbody>
</table>
### Table B -- Allowable Expenditures of Community College CalWORKs Child Care Funds  
(State Funds Not Requiring Match)

<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Definition &amp; Requirements</th>
<th>Report Expenditure as</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Campus Child Care Centers</td>
<td>Child care for children of CalWORKs students at campus child care centers.</td>
<td>Campus Child Care</td>
</tr>
<tr>
<td>2.</td>
<td>Parental Choice Voucher Child Care Services</td>
<td>Operated by the CalWORKs program, this includes payments for off-campus child care in licensed centers or family child care homes and, if appropriate, in license-exempt care.</td>
<td>Off-Campus Child Care</td>
</tr>
<tr>
<td>3.</td>
<td>Contract for Parental Choice Voucher Child Care Services</td>
<td>CalWORKs programs may contract out their voucher services to private vendors who will arrange off-campus child care for CalWORKs students.</td>
<td>Off-Campus Child Care</td>
</tr>
<tr>
<td>4.</td>
<td>15% Child Care Tracking Costs</td>
<td>Costs incurred in the implementation and maintenance of the child care component. Up to 15% of the child care expenditures may be used for tracking costs. These costs include the following: Campus Child Care Center - The staff time used to track students participating in the child care services. Voucher System - The staff or contractor time used to track students participating in the vouchers for child care services.</td>
<td>Child Care Tracking Costs</td>
</tr>
</tbody>
</table>

### Table C – Allowable Use of TANF Funds  
(Federal Funds Not Requiring Match)

<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Definition &amp; Requirements</th>
<th>Report Expenditure as</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All Expenses Listed in Tables A and B CalWORKs Program Funds and CalWORKs Child Care Funds</td>
<td>In addition to the expenses listed below, all allowable expenses listed in Tables A and B are also allowable expenses for TANF funds. See Use of TANF Funds for CalWORKs Child Care in the Child Care section of the Handbook for more information.</td>
<td>As listed in Tables A and B</td>
</tr>
<tr>
<td>2.</td>
<td>Student Recognition Events</td>
<td>Promotion and recognition of student success and accomplishments in achieving or making good progress toward completing their degree or certificate programs. Costs must be reasonable and not excessive and the program must follow its college/district policy for the purchase of food.</td>
<td>Coordination</td>
</tr>
<tr>
<td>3.</td>
<td>Miscellaneous Supplies and Materials for Students</td>
<td>Education-related supplies and materials, such as backpacks, that a student needs to pursue their educational goals. Costs must be reasonable and not excessive.</td>
<td>Other Direct Student Support</td>
</tr>
<tr>
<td>4.</td>
<td>Books</td>
<td>Textbooks and workbooks students need for their classes (must coordinate with county and other college programs such as EOPS so that there is no duplication of efforts or expenditures).</td>
<td>Other Direct Student Support</td>
</tr>
</tbody>
</table>
### Table C – Allowable Use of TANF Funds (Federal Funds Not Requiring Match)

<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Definition &amp; Requirements</th>
<th>Report Expenditure as</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Student Transportation</td>
<td>Parking permits, capped gas cards and bus passes for CalWORKs students to allow them to attend class. As with all categories under this section, the college should coordinate with the county welfare department to determine whether the county can pay for these expenses; if not, the college may use its funds.</td>
<td>Other Direct Student Support</td>
</tr>
<tr>
<td>6</td>
<td>Child Care Excess Daily Costs</td>
<td>If the SRR is insufficient to reimburse the center for the published fees regularly charged to full-fee paying families, TANF funds may be used to pay the difference between the SRR or RMR and the published full-fee rate for care for single-parent families only at the on-campus child development centers only.</td>
<td>Child Care</td>
</tr>
</tbody>
</table>

### Table D – Expenses Not Allowed

<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction</td>
<td>Use of funds for new construction work is not allowed.</td>
</tr>
<tr>
<td>2</td>
<td>Gifts, Grants, Scholarships</td>
<td>Use of public funds for gifts, rewards, or monetary awards is prohibited.</td>
</tr>
<tr>
<td>3</td>
<td>Stipends for Students</td>
<td>Funds may not be used to pay stipends to students for attending CalWORKs program classes or workshops.</td>
</tr>
<tr>
<td>4</td>
<td>Recreational or Entertainment Functions</td>
<td>For example, music, holiday events, or a day at the zoo type of activities.</td>
</tr>
<tr>
<td>5</td>
<td>Certain Child Care Expenses</td>
<td>Includes fingerprinting fees for providers, TrustLine Registry fees, direct purchases of any kind for parents, and equipment or furniture for child care center.</td>
</tr>
<tr>
<td>6</td>
<td>Office Furniture</td>
<td>The cost of office furniture (e.g., desks, chairs, bookcases, etc.) is not allowed.</td>
</tr>
<tr>
<td>7</td>
<td>Administrative Salaries &amp; Benefits</td>
<td>Administrative salaries and benefits (e.g., budget office or business office staff), with the exception of the CalWORKs director/coordinator and staff who work directly on behalf of the CalWORKs program.</td>
</tr>
<tr>
<td>8</td>
<td>Professional Dues or Memberships</td>
<td>Expense not allowed.</td>
</tr>
<tr>
<td>9</td>
<td>Rental of Off-Campus Space</td>
<td>Use of funds to pay for off-campus space is not allowed.</td>
</tr>
<tr>
<td>10</td>
<td>Legal &amp; Audit Expenses</td>
<td>Costs for legal matters, election campaigns, or audit expenses are not allowed.</td>
</tr>
<tr>
<td>11</td>
<td>Library Books</td>
<td>Expenses for books or other resource materials for the general or main library are not allowed.</td>
</tr>
<tr>
<td>12</td>
<td>Indirect Costs</td>
<td>Indirect costs, such as expenses for lights, heating, telephone, on-campus space, are not allowed.</td>
</tr>
</tbody>
</table>

All colleges are expected to comply with these policies. If a college fails to follow these rules, it will bear the burden of demonstrating compliance with applicable state and federal law. Both the Chancellor’s Office and the Bureau of State Audits may audit programs when necessary to assure that legal requirements are being satisfied.
Detailed information on specific use of CalWORKs and TANF funds for child care, work study, job development and job placement, post employment, curriculum development and redesign, and instruction can be found in the Program Components section under these headings.

<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State and Local Funds</td>
<td>Funds under the control or jurisdiction of the college/district if these funds are not expressly restricted for use. These funds may include discretionary general fund, Cost-of-Living Adjustment and growth, property tax revenue, Partnership for Excellence, work study contributions, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Federal Funds</td>
<td>Funds whereby specific program requirements provide for the expenditure of allowable activities which are applicable to the CalWORKs program, unless expressly restricted from use. Examples of these funds include Perkins, TRIO, WIA, work study, and AmeriCorps. State CalWORKs funds (Prop 98) which are counted as part of the state's Maintenance of Effort (MOE) may not be used to match other federal funds outside of the CalWORKs/TANF Program. For Perkins funds, colleges may claim a prorated share of their disadvantaged student count based on the numbers of CalWORKs students served through the program (and reported through MIS).</td>
</tr>
<tr>
<td>3</td>
<td>County Funds</td>
<td>Funds from contracts entered into with local county social service agencies for direct services provided to the CalWORKs program.</td>
</tr>
<tr>
<td>4</td>
<td>Non-Public, Private Funds</td>
<td>Private contributions or grants if the funds used to match are dedicated exclusively to the CalWORKs program.</td>
</tr>
<tr>
<td>5</td>
<td>Employer Work Study Contribution</td>
<td>The amount of the employer work study contribution, which must be a minimum of 25% of the wages paid to the students, may be used as match even if the college is not the employer of record.</td>
</tr>
<tr>
<td>6</td>
<td>State or Local Child Care Funds</td>
<td>If the college has an agreement with the State Department of Education, the local county welfare department or other agency that pays for child care for eligible CalWORKs students, the amount of funds used to pay for CalWORKs student child care costs may be claimed as a match.</td>
</tr>
<tr>
<td>7</td>
<td>Need-based Financial Aid</td>
<td>Various awards to eligible CalWORKs students enrolled in the college CalWORKs program; includes Board of Governors Fee Waivers, Pell grants, etc.</td>
</tr>
</tbody>
</table>
### Table F -- Unallowable Match Guidelines

<table>
<thead>
<tr>
<th>#</th>
<th>Expense</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TANF Funds</td>
<td>TANF funds allocated to the colleges may not be utilized as match</td>
</tr>
<tr>
<td>2.</td>
<td>Indirect Costs</td>
<td>Costs that benefit common activities and therefore cannot be readily assigned to a specific direct cost toward the CalWORKs program (e.g., college administrative support, staff at the dean level and above, maintenance, business office, bookstore, utilities, travel costs for staff outside of the program, etc.).</td>
</tr>
<tr>
<td>3.</td>
<td>Categorical Programs</td>
<td>State categorical program expenditures, such as EOPS, DSPS and CARE may not be reported as part of the match requirements. These program funds are earmarked exclusively for the expressed purpose as authorized in the Education Code.</td>
</tr>
<tr>
<td>4.</td>
<td>Funds Previously Used for Match</td>
<td>Funds previously used to draw down other federal funds or used to match other state funds are not eligible for match to the CalWORKs program as this would be duplication of match.</td>
</tr>
</tbody>
</table>

### Good Standing Requirement

Community colleges must be in good standing with the Chancellor’s Office to be eligible to receive CalWORKs program funds and not jeopardize future funding. To be in good standing colleges must meet the following criteria:

- Ensure that all required fiscal and accountability reports, including, but not limited to, the annual program and budget plan, the year-end expenditure report, the program allocation adjustment form, and the SCO1-17 MIS data, are submitted by the appropriate due dates as listed on the Chancellor’s Office CalWORKs Program Calendar (see appendix). CalWORKs programs must work closely with their college business and budget offices to ensure the timely and accurate completion of all budget and reporting requirements.
- Ensure that the program and budget plans have sufficient detail on how funds will be spent.
- Have the essential program elements of a CalWORKs program in place (refer to Program Overview section for more information).
- Serve eligible CalWORKs students.
- Did not return in excess of 5% of their prior year's total allocation after the close of the fiscal year.
5. Reporting Requirements and Program Accountability

**Required Forms**

*Annual Program and Budget Plans*

The Chancellor’s Office will distribute information to the colleges about the annual allocation soon after the state budget is signed each year. This will include information on the allocated amounts for CalWORKs program funds, CalWORKs child care funds, CalWORKs work study funds and TANF funds.

In order to be eligible to receive funds, a community college must be in good standing (refer to the Funding Guidelines section for details of this requirement) and must submit annual program and budget plans by the due date designated by the Chancellor’s Office. The plans are sent electronically to the CalWORKs directors/coordinators in advance of the due date and can also be found on the Chancellor’s Office CalWORKs Program website.

The program plan asks for information about the services that will be provided to eligible students, while the budget plan details how funds will be spent. Proposed expenses are identified by funding source including CalWORKs program funds, CalWORKs child care, CalWORKs work study and TANF funds, and by category to be funded including work study, child care, job development and job placement, coordination, post employment, curriculum development, instruction and other direct student support. The budget plan also asks for information on the dollar for dollar match required for the CalWORKs program funds and the CalWORKs work study funds. Child care and TANF funds do not require a match.

If a college can certify that CalWORKs students’ child care needs are being met, it may request that all or part of their child care funds be transferred to the work study or program categories using the initial budget plan; however, this will require colleges to increase the total match by the transferred amount.

Work study is a high priority in the CalWORKs program and colleges must use their work study allocation for work study. If a college is unable to use their work study funds for work study, it may send a written request to the Chancellor’s Office requesting to transfer these funds to child care or other program areas. The written request must include a justification as to why the CalWORKs program is unable to use these funds for work study. The Chancellor’s Office will closely monitor the statewide level of work study expenditures to ensure that the legal mandates for these expenditures are met.

Failure to submit an annual program and budget plans, among other documents, may result in allocation payments being withheld and could jeopardize future funding.

*Program Allocation Adjustment Form*

If a college needs to request an adjustment to their allocation, whether it is to report unused funds, request additional funding, or request approval to transfer funds from child care, the CalWORKs program allocation adjustment form must be submitted. Depending on the action the college is requesting, the appropriate section on the form must be completed.
The CalWORKs program allocation adjustment form will be sent to the CalWORKs directors/coordinators in advance of the due date and is also available on the CalWORKs website throughout the fiscal year. In addition to the allocation adjustment process, the Chancellor’s Office will notify colleges when funds become available for reallocation and will advise colleges of deadlines to submit requests for reallocated funds. A college may, at any time of the year, declare unused funds.

CalWORKs Child Care Funds Transfer Request- The first opportunity for colleges to submit requests to transfer child care funds is when budget plans are submitted to the Chancellor’s Office. There is limited flexibility in budget language on how child care funds may be spent, and approval is needed from the Chancellor’s Office. When requesting a transfer, colleges need to ensure that all child care needs are met, and they must provide a dollar for dollar match for the reallocated funds.

Declaration of Unused Funds - A primary responsibility of the Chancellor’s Office is managing the statewide CalWORKs and TANF budgets to ensure that all funds are utilized by the end of the fiscal year. Because CalWORKs and TANF funds may not be carried over into the next fiscal year, the Chancellor’s Office must ensure that the funds are efficiently redistributed to the colleges as needed.

A college can declare unused funds at any time of the year prior to June 30 to help the state reallocate those funds to other colleges needing additional funding. The Chancellor’s Office has instituted a penalty policy (described below) consistent with similar policies in use by other categorical programs for colleges returning funds after the end of the fiscal year.

Request for Additional Funding - This provides the colleges the opportunity to request funds that may become available for re-allocation and provides the Chancellor’s Office with the information needed to disburse reallocated funds. Colleges must be in good standing with the Chancellor’s Office to be eligible for reallocated funds.

Year-End Expenditure Report
After the end of the fiscal year, colleges must report their final expenditures by August 31. The final expenditures must reflect how funds were expended by funding source and by category. The form and instructions will be sent electronically to the CalWORKs directors/coordinators and will be posted on the Chancellor’s Office CalWORKs website (see appendix). The match provided by the college for CalWORKs program and work study expenditures is also included as a part of the report; there is no match requirement for child care or TANF.

Program Funding Guidelines

Program Priorities
Generally, funds available for reallocation will be awarded based on the following priorities:

- Provision of additional child care for the dependent children of CalWORKs students
- Provision of additional work study
- Curriculum development
- Job development and job placement
- Provision of other direct student services such as counseling
- Coordination
- Instruction
Depending on new legislative requirements or other factors, additional state-level program priorities may be added to the list above.

**Budget Revisions**
Changes to the coordination, job development, curriculum and instruction budgets may be made without the approval of the Chancellor’s Office provided that budget categories as described in the budget plan are not added or deleted, the total dollar amount of the budget is not affected, and the outcomes of the program plan will not be materially affected. Changes in the amount of funds dedicated to child care and work study must be requested through the program allocation adjustment process.

**Return of Undeclared Funds Penalty**
Colleges that return in excess of 5% of their prior year’s total allocation (including all adjustments) after the close of the fiscal year will receive a dollar-per-dollar reduction in their CalWORKs allocation in the fiscal year following the return of funds for any amount over the 5%. In addition, colleges may not be considered for reallocated funds in that fiscal year.

Example: A college with a $500,000 CalWORKs/TANF allocation reports after June 30th that it was unable to spend $30,000. Any amount over the 5% percent threshold (5% of $500,000 = $25,000) will be withheld from the fiscal year following the return of the funds ($30,000 - $25,000 = $5,000). Therefore, because the college reported after June 30, 2010 that it is returning more than 5% of its 2009-10 allocation, that college will face a $5,000 penalty in fiscal year 2011-12.

Although there are two cut-off dates during the year for requesting reallocated funds/declaring unused funds, colleges may declare unused funds at any time during the year. If a college determines, in May or June, that it will not be able to spend some of its funds, a declaration of unused funds may still be submitted to avoid the penalty.

**CalWORKs Calendar**
Detailed CalWORKs calendars can be found at the Chancellor’s Office CalWORKs website. Non-changing dates are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Beginning of Fiscal Year</td>
</tr>
<tr>
<td>August 1st</td>
<td>Last day to submit prior academic year MIS reports for funding purposes</td>
</tr>
<tr>
<td>August 31</td>
<td>Year-End Expenditure Report due</td>
</tr>
<tr>
<td>February 14</td>
<td>Request for Reallocated Funds/Declaration of Unused Funds</td>
</tr>
<tr>
<td>April 15</td>
<td>Request for Reallocated Funds/Declaration of Unused Funds</td>
</tr>
<tr>
<td>June 30</td>
<td>End of fiscal year</td>
</tr>
</tbody>
</table>

**Reporting Student Data/MIS**
Colleges are required to report CalWORKs MIS data elements SC01-17 (see Appendix B: Resources/General CalWORKs Information 7) to the Chancellor’s Office 30 days after the end of each academic term as well as meet the final annual deadline of the first Monday in August. This is critical as the data are used to determine funding allocations to the colleges, for research
purposes and for the mandated annual report to the state legislature. Colleges that fail to report MIS data by the due date, or report only partial data, will experience a negative impact on their allocations.

Colleges must report information on students who meet the following minimum criteria:

- The student is eligible for the term being reported and this information is maintained in the student’s case file.
- The student has been through an intake and eligibility determination process and has been provided with basic case management services.
- The student is enrolled for the term.

The Chancellor’s Office bases the allocation on the number of reported students who meet the above criteria and have an enrollment record. Colleges should also report students who meet the criteria but have dropped their classes prior to first census. Although these students are not counted for funding allocation purposes, it is important to capture their numbers to evaluate the “workload measure” to colleges for serving these students.

**Program Accountability**

*Audits and Program Reviews*

To ensure funds are being spent appropriately, every categorical program is required to undergo audits as described in the Chancellor’s Office Contracted District Audit Manual (CDAM) (see appendix). To prepare for the annual audits, each college CalWORKs program should have comprehensive case files in place for each student served through the program. The file must document the student’s eligibility for services and track the services provided. In addition, colleges should take the steps necessary to ensure appropriate documentation is in place to support matching funds listed in the budget plans and ensure that all Chancellor’s Office guidelines, such as the funding supplantation prohibition, are followed.

The Chancellor’s Office also performs categorical program reviews and site visits at the colleges in order to fulfill its accountability responsibilities and provide technical assistance. The approach is modeled after and designed to complement the accreditation process.

*Records Retention*

California state requirements for the retention of records are as follows:

Community colleges receiving CalWORKs funds shall make available to the Chancellor’s Office, the Department of General Services, the Bureau of State Audits, or their designated representatives, any records and supporting documentation pertaining to the use and expenditure of these funds. The college shall maintain such records for possible audit for a minimum of three (3) years after the end of the fiscal year, unless a longer period of records retention is stipulated by the state or local community college district. Colleges shall allow the auditor(s) access to such records during normal business hours and allow interviews of any employees who might reasonably have information related to such records, including GC 8546.7, PCC 10115 et seq., and CCR Title 2, Section 1896.
Student records should be retained at least three academic years after the student exits the CalWORKs program; or five years if there has been an audit exception; or longer if the college has their own policy that would require the CalWORKs program to keep the records for a longer period of time.

**Handling of Confidential Student Information**

Colleges must take appropriate precautions to ensure that all student records and documents containing confidential information are viewed only by individuals who have authorization to view such confidential data. Student information including case files must be kept in locking file cabinets. Colleges should destroy any confidential information appropriately by using either the college's confidential destruction process or a document shredder.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACL</td>
<td>All County Letter (issued by CDSS)</td>
</tr>
<tr>
<td>ACIN</td>
<td>All County Information Notice (issued by CDSS)</td>
</tr>
<tr>
<td>AFDC</td>
<td>Aid to Families with Dependent Children</td>
</tr>
<tr>
<td>APP</td>
<td>Alternative Payment Program</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>California Work Opportunity and Responsibility to Kids</td>
</tr>
<tr>
<td>CARE</td>
<td>Cooperative Agency Resources for Education</td>
</tr>
<tr>
<td>CCCCO</td>
<td>California Community Colleges, Chancellor’s Office</td>
</tr>
<tr>
<td>CDAM</td>
<td>Chancellor’s Office Contracted District Audit Manual</td>
</tr>
<tr>
<td>CDE</td>
<td>California Department of Education</td>
</tr>
<tr>
<td>CDD</td>
<td>Child Development Division</td>
</tr>
<tr>
<td>CDSS</td>
<td>California Department of Social Services</td>
</tr>
<tr>
<td>CLASP</td>
<td>Center for Law and Social Policy</td>
</tr>
<tr>
<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>CWD</td>
<td>County Welfare Department</td>
</tr>
<tr>
<td>DSPS</td>
<td>Disabled Students Programs and Services</td>
</tr>
<tr>
<td>EDD</td>
<td>Employment Development Department</td>
</tr>
<tr>
<td>EOPS</td>
<td>Extended Opportunity Programs and Services</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>FASFA</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>FTES</td>
<td>Full Time Equivalent Student</td>
</tr>
<tr>
<td>FWS</td>
<td>Federal Work Study</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>GAIN</td>
<td>Greater Avenues for Independence</td>
</tr>
<tr>
<td>LMI</td>
<td>Labor Market Information</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information System</td>
</tr>
<tr>
<td>MOE</td>
<td>Maintenance of Effort</td>
</tr>
<tr>
<td>PRWORA</td>
<td>Personal Responsibility and Work Opportunity Reconciliation Act of 1996</td>
</tr>
<tr>
<td>PY</td>
<td>Program Year</td>
</tr>
<tr>
<td>RMR</td>
<td>Regional Market Rate</td>
</tr>
<tr>
<td>R &amp; R</td>
<td>Child Care Resource and Referral Agencies</td>
</tr>
<tr>
<td>SIP</td>
<td>Self-Initiated Program participant</td>
</tr>
<tr>
<td>SSI</td>
<td>Supplemental Security Income</td>
</tr>
<tr>
<td>SIU</td>
<td>Special Investigative Unit</td>
</tr>
<tr>
<td>SRR</td>
<td>Standard Reimbursement Rate</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance for Needy Families</td>
</tr>
<tr>
<td>TOP Codes</td>
<td>Taxonomy of Programs Codes</td>
</tr>
<tr>
<td>WIA</td>
<td>Workforce Investment Act</td>
</tr>
<tr>
<td>WTW</td>
<td>Welfare-to-Work</td>
</tr>
</tbody>
</table>
## Appendix B: Resources

### General CalWORKs Information

<table>
<thead>
<tr>
<th>No.</th>
<th>Resource Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Chancellor’s Office Contracted District Audit Manual (CDAM). This is updated annually; use the current fiscal year’s version for reference</td>
<td><a href="http://www.cccco.edu/Portals/4/CFFP/Fiscal/Accountability/cdam/CDAM_2009-10_FINAL.pdf">http://www.cccco.edu/Portals/4/CFFP/Fiscal/Accountability/cdam/CDAM_2009-10_FINAL.pdf</a></td>
</tr>
</tbody>
</table>

### Welfare to Work

<table>
<thead>
<tr>
<th>No.</th>
<th>Resource Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CDSS ERRATA to ACL 08-05, Correction: Engagement of Participants During Breaks in Activities (July 6, 2010)</td>
<td><a href="http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl08/08-05E.pdf">http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl08/08-05E.pdf</a></td>
</tr>
</tbody>
</table>
3. “Understanding CalWORKs: A Primer for Service Providers” (2nd edition) reviews the major laws, programs and financing mechanisms for California’s welfare program. The primer also provides a profile of welfare families and highlights some of the key issues confronting practitioners and policymakers. (California Center for Research on Women and Families, April 2010) [www.ccrwf.org](http://www.ccrwf.org)


10. CDSS ACL 08-41: WTW Transportation Services (September 29, 2008) [http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl08/08-41.pdf](http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl08/08-41.pdf)


<table>
<thead>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>CDSS ACL 00-54: WTW Transportation Services (August 11, 2000)</td>
<td><a href="http://www.cdss.ca.gov/getinfo/ac100/pdf/00-54.PDF">http://www.cdss.ca.gov/getinfo/ac100/pdf/00-54.PDF</a></td>
</tr>
<tr>
<td>18.</td>
<td>AB 1542 Original CalWORKs legislation (August 11, 1997)</td>
<td><a href="http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=ab_1542&amp;sess=9798&amp;house=B&amp;author=ducheny">http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=ab_1542&amp;sess=9798&amp;house=B&amp;author=ducheny</a></td>
</tr>
<tr>
<td>19.</td>
<td>CalWORKs welfare tips and fact sheets are updated regularly to reflect changes in law/policy. (Legal Services of Northern California)</td>
<td><a href="http://www.lsnc.net/calworks-welfare-resources/#tips">http://www.lsnc.net/calworks-welfare-resources/#tips</a></td>
</tr>
</tbody>
</table>

**Child Care**

<table>
<thead>
<tr>
<th>1.</th>
<th>CDD/CDE  Management Bulletin 06-16 clarifies that in-home exempt providers are classified as domestic service workers and are covered under minimum wage laws (July 2006)</th>
<th><a href="http://www.cde.ca.gov/sp/cd/mb0616.asp">http://www.cde.ca.gov/sp/cd/mb0616.asp</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>California Resource and Referral Network (R&amp;R)</td>
<td><a href="http://rrnetwork.org">http://rrnetwork.org</a></td>
</tr>
<tr>
<td>4.</td>
<td>Education Code Section 8351, 8353 and 8354: Child Care for Recipients for the CalWORKs Program: Stages 1, 2 and 3 child care</td>
<td><a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&amp;group=08001-09000&amp;file=8350-8359.1">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&amp;group=08001-09000&amp;file=8350-8359.1</a></td>
</tr>
<tr>
<td>5.</td>
<td>Standard Reimbursement Rate (SRR) for subsidized child care centers</td>
<td><a href="http://www.cde.ca.gov/sp/cd/op/">http://www.cde.ca.gov/sp/cd/op/</a></td>
</tr>
</tbody>
</table>
### Work Study

1. Chancellors’ Office memo clarifying the U.S. Department of Education’s guidance regarding the treatment of CalWORKs work study, EOPS work study, and other “need-based” employment in packaging financial aid awards (July 29, 2009)  

2. TOP Codes: an abbreviated list of common CalWORKs work study and other work placements created by CCCCO CalWORKs staff  

3. Taxonomy of Programs (full listing of TOP Codes), 6th edition (revised September 2009)  

4. CDSS ACIN 1-120-00: Treatment of Earnings from CalWORKs College Work Study in the Food Stamp Program (December 12, 2000)  
   [http://www.dss.ca.gov/lettersnotices/entres/getinfo/acin00/pdf/i-120_00.pdf](http://www.dss.ca.gov/lettersnotices/entres/getinfo/acin00/pdf/i-120_00.pdf)

5. CDSS ACL 98-85: College Work-Study Income (October 27, 1998)  

6. CDSS Regulations, Div 43 and 44, Chapter 44-100, Section 44-111 addresses the exemption of college work study as income for TANF grant calculation (page 385)  

### Curriculum Development & Instruction

1. SB 1639 addresses vocational curriculum development and ESL (September 21, 2004)  

2. California Education Code Section 84759: Instruction  
   [http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=84001-85000&file=84750.5-84810.5](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=84001-85000&file=84750.5-84810.5)

   [http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=79001-80000&file=79200-79203](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=79001-80000&file=79200-79203)
Appendix C: California Education Code Section 84759

Describes an additional type of instructional cost that is an allowable CalWORKs expense

84759. (a) As used in this section, the following terms mean:

1. “CalWORKs recipient” means a recipient of aid under Chapter 2 (commencing with Section 11200) of art 3 of Division 9 of the Welfare and Institutions Code, or any successor program.

2. “Direct excess costs” means the fixed, variable, and one-time costs associated with providing noncredit instructional services to CalWORKs recipients, as determined by the chancellor’s office.

(b) Notwithstanding any other provision of law, a community college district, to the extent funding is made available in the annual Budget Act, shall receive funding for noncredit instruction developed for and targeted to CalWORKs recipients, including funding to offset the direct excess cost of providing noncredit instruction to CalWORKs recipients when the cost of providing a specific course offering exceeds the average cost of noncredit instruction.
Appendix D: California State Budget Act Language for California Community Colleges for CalWORKs 2011-12

12. The funds appropriated in Schedule (7), Special Services for CalWORKs Recipients, are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges, including workstudy, other educational related work experience, job placement services, child care services, and coordination with county welfare offices to determine eligibility and availability of services. All services funded in Schedule (7) shall be for current CalWORKs recipients or prior CalWORKs recipients who are in transition off of cash assistance for no more than two years. Current cash-assistance recipients may utilize these services until their initial educational objectives are met. Former recipients in transition off of cash assistance may utilize these services for a period of up to two years after leaving cash assistance subject to the conditions of this provision. These funds shall be used to supplement and not supplant existing funds and services provided for CalWORKs recipients attending community colleges. The Chancellor of the California Community Colleges shall develop an equitable method for allocating funds to all districts and colleges based on the relative numbers of CalWORKs recipients in attendance and shall allocate funds for the following purposes:

(a) Job placement.
(b) Coordination with county welfare offices and other local agencies, including local workforce investment boards.
(c) Curriculum development and redesign.
(d) Child care and workstudy.
(e) Instruction.
(f) Postemployment skills training and related skills.
(g) Campus-based case management, limited to on-campus assistance and services not provided by county case workers that do not supplant other counseling and academic support services funded through existing California Community Colleges categorical programs.

Of the amount appropriated in Schedule (7), $9,188,000 is for child care and does not require a district match. For the remaining funds, districts shall, as a condition of receipt of these funds, provide a $1 match for every $1 provided by the state. Funds utilized for subsidized child care shall be for children of CalWORKs recipients through campus-based centers or parental choice vouchers at rates and with rules consistent with those applied to related programs operated by the State Department of Education in the 2011–12 fiscal year, including eligibility, reimbursement rates, and parental contribution schedules. Subsidized campus child care for CalWORKs recipients may be provided during the period they are engaged in qualifying state and federal work activities through attainment of their initial education and training plan and for up to three months thereafter or until the end of the academic year, whichever period of time is
greater. Funds utilized for workstudy shall be used solely for payments to employers that currently participate in campus-based workstudy programs or are providing work experiences that are directly related to and in furtherance of student educational programs and work participation requirements, provided that those payments may not exceed 75 percent of the wage for the workstudy positions, and the employers shall pay at least 25 percent of the wage for the workstudy positions. These funds may be expended only if the total hours of education, employment, and workstudy for the student are sufficient to meet both state and federal minimum requirements for qualifying work-related activities. Funds may be used to provide credit or noncredit classes for CalWORKs students if a district has committed all of its funded full-time equivalent students (FTES) and is unable to offer the additional instructional services to meet the demand for CalWORKs students. This determination shall be based on fall enrollment information.

Districts shall submit applications to the Office of the Chancellor by December 1 of each year. If the chancellor approves the use of funds for direct instructional workload, the Office of the Chancellor shall submit a report to the Department of Finance and the Joint Legislative Budget Committee by February 15 of each year that (a) identifies the enrollment of new CalWORKs students, (b) states whether and why additional classes were needed to accommodate the needs of CalWORKs students, and (c) sets forth an expenditure plan for the balance of funds. As a condition of receipt of the funds appropriated in Schedule (7), by the fourth week following the end of the semester or quarter term commencing in January 2012, each participating community college shall submit to the Office of the Chancellor a report, in the format specified by the chancellor in consultation with the State Department of Social Services, that includes, but is not limited to, the funded components, the number of hours of child care provided, the average monthly enrollment of CalWORKs dependents served in child care, the number of workstudy hours provided, the hourly salaries and type of jobs, the number of students being case managed, the short-term programs available, the student participation rates, and other outcome data. It is intended that, to the extent practicable, reporting from colleges utilize data gathered for federal reporting requirements at the state and local level. Further, it is intended that the Office of the Chancellor compile the information for annual reports to the Legislature, the Governor, the Legislative Analyst, the Department of Finance, and the State Department of Social Services by February 15 of each year. First priority for expenditures of any funds appropriated in Schedule (7) shall be in support of current CalWORKs recipients.

However, if caseloads are insufficient to fully utilize all of the funding in this schedule in a cost-beneficial way, it is intended that up to $5,000,000 of the funds subject to local matching requirements may be allocated for providing postemployment services to former CalWORKs recipients who have been off of cash assistance for no longer than two years to assist them in upgrading skills, job retention, and advancement. Allowable services include direct instruction that cannot be funded under available growth funding, child care to support attendance in these classes consistent with this provision,
job development and placement services, and career counseling and assessment activities that cannot be funded through other programs. Child care services may only be provided for periods commensurate with a student’s need for postemployment training within the two-year transitional period. Prior to allocation of funds for postemployment services, the chancellor shall first secure the approval of the Department of Finance for the allocations, complete a cumulative report on the outcomes, activities, and cost-effectiveness of the program no later than February 15 of each year in compliance with the Budget Acts of 1998 (Ch. 324, Stats. 1998) and 1999 (Ch. 50, Stats. 1999) and this act, and shall provide the rationale and justification for the proposed allocation of postemployment services to districts for transitional students. If a district is unable to fully expend its share of child care funds, it may request that the Office of the Chancellor approve a reallocation to other CalWORKs purposes authorized by this provision, subject to all pertinent limitations and district match required for these purposes under this provision.

Of the funds appropriated in Schedule (7) for the Special Services for CalWORKs Recipients Program, no less than $4,900,000 is to provide direct workstudy wage reimbursement for students served under this program, and $613,000 is available for campus job development and placement services.

13. Funds appropriated in Schedule (7) for the Special Services for CalWORKs Recipients Program have been budgeted to meet the state’s Temporary Assistance for Needy Families maintenance of effort requirement pursuant to the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193) and may not be expended in any way that would cause their disqualification as a federally allowable maintenance-of-effort expenditure.