EMPLOYMENT SERVICES REFERRAL

Participant Information (Participant and ECM/BHS/FS)):
Case Number:	Date:
Participant Name:	E-mail Address:
Address:	Accommodations Needed: ☐ None Requested
Phone Number:	□ Language Services:□ Other Services:
ECM Name:	ES Region:
Phone Number:	☐ Central☐ East☐ South☐ North Inland
AUTHORIZATION FOR RE	LEASE OF INFORMATION
I authorize the release and exchange of information between the Employment Services representatives and the Service Provide services, which are available through the CalWORKs Program.	
Participant Signature:	Date:
Request for Services (Participant and ECM/BHS/FS):	
☐ Services requested outside of	Region Reason:
	rtegion. rteason.
Training/Employment □ Vocational Training □ Community Service □ Work Study □ WEX-Work Experience □ Other: □	
Support Programs: ☐ ECM Referral ☐ BHS Spe☐ BHS-Behavioral Health Services☐ MHS-Mental Health Services☐ SAS-Substance Abuse Services☐ FVS-Family Violence Services☐ HSP-Housing Support Program☐ Other:	cialist Referral ☐ FS Specialist Referral ☐ FSC-Family Stabilization Coordinator Services ☐ Housing/Utility/Vehicle Repair Assistance ☐ FSS-Family Stabilization Specialist Services ☐ Screening/Assessment, Crisis Intervention, ☐ Housing Navigation, Community Referrals/Resources
Program/Participation Information (ECM):	
Registration/Participation Status:	
Participation Requirement (hours/week): \square 20 \square 30 \square 35 Current Activities/Schedule:	☐ One-Parent Household ☐ Two-Parent Household
Remaining Time on Aid: CalWORKs months	
Confirmation of CalWORKs/WTW Eligibility to Receive Emplo	
Referral Disposition (Service Provider):	
Date Referral Received: Referral Sta	tus: Accepted Denied/Returned Date:
Reason for Denial/Return:	
Service Start Date: End Date: ☐ Referral f	
Schedule:	
Service Location:	
Service Provider Contact:	
Comments:	



Monday	Wednesday	Thursday
1/03 10 AM – Grit: The Power of Passion & Perseverance 3 PM - Time Management Strategies: Finding Balance for the Student-Parent	1/05 10 AM – The Lifetime Effects of Childhood Adversity	1/06
1/10 10 AM – Overview of Child Welfare Services (CWS) 3 PM – Exploring CSU & UC Campuses for Transfer	1/12 10 AM – Transcending Failure & Rising Strong – Brene Brown	1/13 10 AM – Networking 101
1/17 MLK Jr Holiday	1/19 10 AM – Pay Off Debt, Save Money, Build Wealth – Budgetnista TBA in the PM – CSA San Diego County Fair Housing Resources	1/20 10 AM - Vulnerability & Leadership - Brene Brown
1/24 10 AM – Overview of Child Welfare Services (CWS) 12 PM - Introduction to Tutoring Services with Q&A (MT2C) 3 PM - Grit: The Power of Passion & Perseverance		



Zoom Meeting ID for all workshops:

<u>925 3195 8305</u>



San Diego Mesa College CalWORKs Program 7250 Mesa College Drive, San Diego, CA 92111

7250 Mesa College Drive, San Diego, CA 92111 Phone: (619) 388-2709 | Fax: (619) 388-5834 | Email: sveraste@sdccd.edu

Book and Material Request Form

lent Name: Case #:							
#:		_ Academic Ter	Academic Term: Fall / Spring / Summer Year:				
		Term Dates:/ to/					
CLASS NUMBER	COURSES	See Attachment	TITLE & AUTHOR	PRICE			
			Subtotal Boo	oks			
			Т	ax			
			Total boo	oks			
			Health F	Fee			
			Parking Permit or Bus Pa	ass			
			То	tal			
commendations/Con	nments:						
ıdent Signature:			Date:				
		College CalWOR	Ks Office Use				
	RKs Signature:	1					



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Authorization for Release of Personal Information

La	st Name:		First Name:
St	udent ID #: (Including 000)		CalWORKs Case #:
So	ocial Security #:		Date of Birth:
	nereby authorize San Diego Mesa College (llowing agencies on a need to know basis.	CalWC	ORKs Program to release information to the
>	Public Consulting Group (PCG) Employment Training Associate (ETA)	>	ResCare Employment Case Manager (ECM)
>	Health & Human Services Agency County Social Worker or Eligibility Worker	>	YMCA Child Care and/or Child Care Provider
>	Other Agencies:		
СО			es agencies and its contracted agencies to es to the San Diego Mesa College CalWORKs
	HHSA 27-114 Referral Form	>	Current Copy of Welfare to Work Plan
>	Current Notice of Action	>	Agency Certification
>	CalWIN	>	Untaxed Income Form
>	Other:		
Ag ma To	greement electronically. You agree your ele anual signature on this Agreement.	ectron cation the "I	-
_]	I Accept		
	rst and Last Name:		Today Date:
	Tot alla baot Hallot		



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Phone: (619) 388-2709 | Fax: (619) 388-5834 | Email: sveraste@sdccd.edu

CalWORKs Intake Application

Student ID #:	C	CalWORKs Cas	se #:	
Name:				
(Please print neatly) Last Na	ame	First Name		M.I.
SSN:	Date of Birth:/	/	Contact Phone #:	
Address: (Please print neath				
(Please print neath	ly) Street # and Name		City/State	Zip Co
Email: (Please print neatly)				
Gender: () Female ()	Male () Additional cate	gory:(Please spec	ify) () Dec	line to answer
What sex were you assigned	at birth? (Check one) () Fen	nale () Mal	le () Other () Decl	line to answer
Ethnicity: () African Ame () Asian/Pacific Islander (
() Other (specify)				
What is your native languag	ge?			
What other languages do yo	ou speak?			
Marital Status (Check one): () Single () Married () Divorced	() Separated () Wide	owed
		, 21,0100		
Family Status: () One Par				
•	rent Family () Two Parer	nt Family	•	
Who is receiving Cash Aid?	rent Family () Two Parer	nt Family	nany children on Cash Aid	
Family Status: () One Par Who is receiving Cash Aid? Children Information:	rent Family () Two Parer	nt Family	•	
Who is receiving Cash Aid?	rent Family () Two Parer () YOU () Your Chil	nt Family	nany children on Cash Aid	1?
Who is receiving Cash Aid?	rent Family () Two Parer () YOU () Your Chil	nt Family	nany children on Cash Aid	1?
Who is receiving Cash Aid?	rent Family () Two Parer () YOU () Your Chil	nt Family	nany children on Cash Aid	1?
Who is receiving Cash Aid?	rent Family () Two Parer () YOU () Your Chil	nt Family	nany children on Cash Aid	1?
Who is receiving Cash Aid? Children Information:	rent Family () Two Parer () YOU () Your Chil Child's Name	nt Family Idren How m	Date of Birth	Age
Who is receiving Cash Aid? Children Information: How did you hear about Sar	rent Family () Two Parer () YOU () Your Chil Child's Name	nt Family Idren How m	Date of Birth n? () Counselor ()	Age
Who is receiving Cash Aid? Children Information: How did you hear about Sar	rent Family () Two Parer () YOU () Your Chil Child's Name	nt Family Idren How m	Date of Birth n? () Counselor ()	Age
Who is receiving Cash Aid? Children Information: How did you hear about San () Friend () Presentatio	rent Family () Two Parer () YOU () Your Chil Child's Name The Diego Mesa College CalWon () Other	nt Family Idren How m	Date of Birth n? () Counselor ()	Age
Who is receiving Cash Aid? Children Information: How did you hear about San () Friend () Presentatio	rent Family () Two Parer () YOU () Your Chil Child's Name The Diego Mesa College CalWon () Other	nt Family Idren How m	Date of Birth n? () Counselor ()	Age
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Who is receiving Cash Aid? Children Information: How did you hear about Sar () Friend () Presentatio COLLEGE INFORMAT What is your major? Educational Goal:	rent Family () Two Parer () YOU () Your Chil Child's Name Diego Mesa College CalWon () Other ION	nt Family Idren How m	Date of Birth m? () Counselor ()	Age ETA/ECM Referra
Who is receiving Cash Aid? Children Information: How did you hear about San () Friend () Presentatio COLLEGE INFORMAT What is your major? Educational Goal: () AA or AS Degree	rent Family () Two Parer () YOU () Your Chil Child's Name Diego Mesa College CalWon () Other ION	rot Family Idren How many ORKs Program Goal:	Date of Birth m? () Counselor () 1	Age ETA/ECM Referra
Who is receiving Cash Aid? Children Information: How did you hear about San () Friend () Presentatio COLLEGE INFORMAT What is your major? Educational Goal: () AA or AS Degree	rent Family () Two Parer () YOU () Your Chil Child's Name Diego Mesa College CalWon () Other ION Cocupational Subject or Ma	Goal:	Date of Birth n? () Counselor () 1	Age ETA/ECM Referra
Who is receiving Cash Aid? Children Information: How did you hear about Sar	rent Family () Two Parer () YOU () Your Child Child's Name The Diego Mesa College CalWon () Other LON Cocupational Subject or Maggree Subject or Maggree Subject or Maggree Subject or Miner Subject Or Min	Goal:ajor Interest:	Date of Birth n? () Counselor ()	Age ETA/ECM Referra



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CalWORKs Intake Application

COLLEGE INFORMATION (Cont.)			
Currently receiving or have applied for these progra () BOGW () Financial Aid () EO) DSPS () STAR TRiO
Are you a foster youth or were you at any time in the	e foster care system?	() YES	() NO
Have you taken the Math and English Assessment te	est?	() YES	() NO
Have you completed the Mesa College online "New S	Student Orientation?	() YES	() NO
Have you completed an Educational Plan with a cou		() YES	` '
•		· /	,
WELFARE – TO – WORK INFORMATION			
What county CalWORKs organization do you belon	g to? () ResCare () P	CG (Personal	Consultant Group)
Case Manager (ETA / ECM) Name:			
Office Location:	Direct Phone Nun	nber #:	
Case Manager Email: (Please print neatly)			
Do you have a Welfare – to – Work (WTW) Plan wit			
Are you Exempt from WTW activities? () YES	() NO If yes, why?		
Which of the following applies to you? Pleas () Self-Initiated Participant (SIP) () Se	==		you are not sure. () Exempt Participant
EMPLOYMENT INFORMATION			
Are you employed / Do you have a job? () Yes () No If yes, is it a work	-study positio	n? () Yes () No
Employment Start Date:	_		
Employer Name:	Employer	Phone #:	
Employment Address: Street # and Name			
Street # and Name	City	/State	Zip Code
Job Title:	Hourly Wages: \$		Hours Per Week:
Do you volunteer or do community services? () Yl	ES () NO If yes, whe	ere?:	
If not employed, are you interested in finding a job?	() Yes () No		
	() 100 () 110		
Do you know if you qualify for a work-study job? (` ,		
) Yes () No Accept" button, you are sig		
Do you know if you qualify for a work-study job? (Electronic Signature Agreement. By selecting the "I) Yes () No Accept" button, you are signation that has been provide	ed is accurate	



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Mutual Responsibility Contract

	Semester:	Year:
Students Name:	Student ID #:	
(Last name, First name)	(Inc	luding the 000, if begins with it)
The role of our San Diego Mesa College CalWORKs Department that provide your cash aid. Mesa CalWORKs counselors do not we have the counselors of the couns		
Your initial next to each section indicates that you agree to fol	llow our program requirements.	
 Attend a counseling appointment before the semester b two appointments without calling in advance, I must meet with to receive services. 		
2 Submit my Notice of Action (NOA) or CalWORKs En Year or the semester you begin receiving services with San Die		at the start of every Academic
3 I will complete both the Math and English or ELAC As capability could cause you to lose financial aid before you are a		sting lower than your actual
4 I will meet with a San Diego Mesa College CalWORK Training Plan (ITP)/Book Material Request form and a follow u		ucation plan, Individual
5 I understand only courses on my Education Plan will b requirements of my major/goal will not be added to my ITP.	e added to my Individual Training Plan (ITP)	. Courses that do not fulfill the
6. I understand that it is my responsibility to make an app Office, if I add or drop a course that makes any changes from m		go Mesa College CalWORKs
7 I will use Priority Registration provided by the San Die Long Range Education Plan.	ego Mesa College CalWORKs Program to enr	oll in the courses listed on my
8 I will update the San Diego Mesa College Admissions information including address, phone number, and/or e-mail ad-		changes to my student
 I will notify a San Diego Mesa College CalWORKs Co successful in school such as: loss of cash aid, transportation, ch 		nterfere with my ability to be
10 I will contact the San Diego Mesa College CalWORKs (FRC), the County of San Diego, PCG or ResCare (e.g., if you		
11 I agree to comply with the SDCCD BP 3100, the Stude	ent Code of Conduct.	
12 I understand that Counselors and staff are "mandated re	eporters" of suspected abuse to children, elder	rs, and dependent adults.
13. <u>I understand that Counselors and staff are subject to Tit</u> is committed to a safe and equitable learning environment for gender in its educational programs and employment. <i>Any incit assault including rape, dating violence, domestic violence or sactivity, should be reported to the Title IX Coordinator immediately</i>	all students and employees. It does not discrindent, including sex discrimination or harassm stalking committed on district property, or at a	minate on the basis of sex or nent, but not limited to, sexual
Electronic Signature Agreement. By selecting the "I Accept" lelectronic signature is the legal equivalent of your manual sign		tronically. You agree your
To obtain electronic services and communications, indicate yo the "I Accept" button.	our consent to the terms and conditions of t	his Agreement by clicking on
It is recommended that you print a copy of this Agreement for	r future reference.	
□ I Accept First and Last Name:	Today	Date:



SAN DIEGO MESA COLLEGE CalWORKs PROGRAM
7250 Mesa College Drive, San Diego, CA 92111 | Phone: (619) 388-2709 www.sdmesa.edu/student-services/calworks | Email: MesaCalWORKs@sdccd.edu

	<i></i>				/	,		
		Individua	al Trainir	ng Plan – ((ITP)			
Students Name:					·	Case	#:	
Student ID #:		Major						
· · · · · · · · · · · · · · · · · · ·		-				· /B.G. □		
Educational Goal: Certific	cate of Comp	pletion/Achie	vement \square	A.A. / A.	.S. ⊔ B.	.A. / B.S. □		
COURSE	CLAS	SS NUMBER	UNITS	COU	RSE	CLASS NU	JMBER	UNITS
						$\overline{\Box}$		
						T		
					7	TOTAL UNIT	.'S	
SB 1232 - CalWORKs WTW Stude	ent Reform of 202	21 – Establish a three	e-to-one (3:1) ratio	o of study time for e	ach hour of academ	ic instruction. Effec	tive January	1, 2021
Academic Term: Fall	Spring	; □ Sumı	mer 🗆		Term I	Date:		
College Curricular Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TO	TAL
Class/Lecture								
Supervised Lab				<u> </u>	ļ			
Supervised Study		 		<u> </u> '	1			
Unsupervised Study								
				TOTAL H	HOURS FOR T	THE WEEK		
Recommendations/Comm	ments:							
Academic Term: Fall	Spring	; □ Sum	mer 🗆		Term I	Date:		
College Curricular Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TO	TAL
Class/Lecture				<u> </u>				
Supervised Lab		——		<u> </u>	<u> </u>			
Supervised Study		 		<u> </u> '	<u> </u>			
Unsupervised Study								
				TOTAL H	HOURS FOR T	THE WEEK		
Recommendations/Comm	ments:							
Academic Term: Fall	Spring	; □ Sumı	mer 🗆		Term I	Date:		
College Curricular Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TO	TAL
Class/Lecture		 		<u> </u> '	 			
Supervised Lab		 		<u> </u>	1			
Supervised Study		 		<u> </u>	 			
Unsupervised Study								
	TOTAL HOURS FOR THE WEEK							
Recommendations/Comm	ments:							

I ACCEPT AND AGREE TO ADHERE TO THE PRESCRIBED PLAN AS INDICATED ABOVE. (Any changes made to my schedule will need to be updated on my ITP)

CalWORKs Counselor: Date:	
---------------------------	--

	Notice Date: Case Name: Number: Worker Name: Number: Telephone: Address:
(ADDRESSEE)	Questions? Ask your Worker.
	State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells how. Your benefits may not be changed if you ask for a hearing before this action takes place.
	Monthly Cash Aid Amount
	Section A. Countable Income, Month of
	1. Self-Employment Income
	2. Self-Employment Expenses: a. 40% Standard
	b. Actual
	3. Net Earnings from Self-Employment
	(Assistance Unit + Non-Assistance Unit Members) . \$
	5. \$225 DBI Disregard (if #4 is greater than \$225)
	6. Nonexempt Unearned Disability-Based Income = OR
	7. Unused DBI Disregard
	8. Net Earnings from Self-Employment (from above) +

Medi-Cal: This notice DOES NOT change or stop Medi-Cal Benefits. Keep using your plastic Benefits Identification Card(s). You will get another notice telling you about any changes to your health benefits.

CalFresh: This notice DOES NOT stop or change your CalFresh benefits. You will get a separate notice telling you about any changes to your CalFresh benefits.

Receiving Medi-Cal and/or CalFresh only DOES NOT count against your cash aid time limits.

Rules: These rules apply; you may review them at your welfare office: MPP 44-100; 44-314; 44-315; SB 1041 (Chapter 47, Statutes of 2012).

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice. If you have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.

If you ask for a hearing <u>before</u> an action on Cash Aid, Medi-Cal, CalFresh, or Child Care takes place:

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your CalFresh benefits will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh or Child Care Services you got. To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: ☐ Cash Aid ☐ CalFresh☐ Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.
- If the amount of supportive services the county pays while you
 wait for a hearing decision is not enough to allow you to
 participate, you can stop going to the activity.

Cal-Learn:

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

OTHER INFORMATION

Medi-Cal Managed Care Plan Members: The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

Child and/or Medical Support: The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

Family Planning: Your welfare office will give you information when you ask for it

Hearing File: If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. **(W&I Code Sections 10850 and 10950.)**

TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records.
 If you ask, your worker will get you a copy of this page.
- Send or take this page to:

OR

STREET ADDRESS

CITY

 Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by to f	•
☐ Cash Aid ☐ CalFresh ☐ Other (list)	☐ Medi-Cal
Here's Why:	
☐ If you need more space, check	here and add a page.
☐ I need the state to provide me wi (A relative or friend cannot interp	
My language or dialect is:	
NAME OF PERSON WHOSE BENEFITS WERE DENIED, O	HANGED OR STOPPED
BIRTH DATE	PHONE NUMBER
STREET ADDRESS	
CITY	STATE ZIP CODE
SIGNATURE	DATE
NAME OF PERSON COMPLETING THIS FORM	PHONE NUMBER
☐ I want the person named be hearing. I give my permissi records or go to the hearing friend or relative but cannot in	on for this person to see my or me. (This person <u>can be</u> a
NAME	DHONE NUMBER

STATE

ZIP CODE

ATTENTION! ARE YOU STRUGGLING FINANCIALLY? CALWORKS WORKSHOP

PRESENTED BY SDCCD CALWORKS AND SAN DIEGO COUNTY

EVERY

MONDAY & THURSDAY 11am - 12pm

ZOOM MEETING ID: 953 7178 6342

Workshops will cover:

- CalWORKs overview & eligibility requirements
- Talk one on one with a SD County Representative about CalWORKs/CashAid, CalFresh, and Medi-Cal

Must have a child to be eligible for CalWORKs







SAN DIEGO MESA COLLEGE





WHAT IS CalWORKs?

The California Working for Opportunity and Responsibility to Kids (CalWORKs) is a public assistance program (welfare program) that provides cash aid and services to eligible needy California families that have a child(ren) in the home.

Services Provided:

- · Academic, Career and Personal Counseling
- Student Educational Plan assistance
- · Priority Registration
- Personal Development and Academic Success Workshops
- · Student Services and community referrals
- Transportation, books, supplies and emergency cost assistance
- Work study opportunities
- Advocacy and Coordination with County Health and Human Services Administration

CalWORKs County Services and Requirements:

CalWORKs students participating in an approved Welfare to Work activity receive supplemental services from the county that includes:

- Textbook and supportive services
- Childcare
- Transportation
- College Health, parking, and student ID fees paid

CalWORKs students may also qualify for CARE Program

Cooperative Agencies Resources for Education (CARE) is a program offered through the EOPS Program. CARE provides single parents receiving CalWORKs with additional support and services to enable economic self-sufficiency and an opportunity to attend college.

Please contact the CalWORKs office for an application and information on eligibility, expectations and other services provided by CalWORKs.

San Diego Mesa College CalWORKs Department

Office hours vary - please call to make an appointment
619-388-2709 I-400 Bldg, 4th Floor I4-410
mesacalworks@sdccd.edu
San Diego Mesa College,
7250 Mesa College Drive, San Diego, CA 92111-4998

SPRING 2022

DROP-IN ADVISING



Have brief questions? Stop by CalWORKs virtually to get them answered!

Mondays, 9 - 10AM & 4 - 5PM Wednesdays, 2 - 3PM Thursdays, 9 - 10AM & 4 - 5PM

