LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number:
Previous SOP:
Page 1 of 3

STANDARD OPERATING PROCEDURE

DEPARTMENT:	EOPS/CARE	**TITLE:**	CARE Coordinator
PURPOSE:	CARE Student Recruitment		

Identifying CARE Students (supplemental program in EOPS)

PROCEDURE:	

Step 1: During the semi-annual EOPS/CARE Program application disbursement, prospective students are engaged with an application checklist. One of the questions asks if the student is "a single parent on welfare?" If the students' responds affirmatively, they are provided with a CARE Agency Certification. The CARE Agency Certification is a form that verifies that the student is in fact a single parent on welfare and it also verifies services the social service agency provides, if any. Prospective students are also identified on the EOPS/CARE Application with specific questions regarding their participation in TANF, duration and number of dependents.

Step 2: The prospective CARE student takes the CARE Agency Certification to their County Employment Counselor at the social service agency or the eligibility technician (if they have not been assigned to an employment counselor). The top of the form requires the student to print and sign their name and to list their social security number and date the form. Completing this information authorizes the social service agency to release the prospective students TANF status to the Laney College CARE Program. It is essential that the social service agency stamp the form in the lower right hand corner identified as "Agency Stamp."

Step 3: The prospective CARE student must return the completed certification to the EOPS/CARE Office and submit it preferably with the EOPS application. The student has the option of submitting the agency certification after the EOPS application has been submitted to the CARE Coordinator. The CARE Program recognizes that sometimes it can take a week or two for the certification to be completed by the social service agency. Oftentimes the EOPS application will be due prior to the certification being completed, so we recognize and anticipate receiving that form after application submission dates. Submission dates are not fixed and are determined each semester to support other student service operation dates, such as registration, etc…

LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number:
Previous SOP:
Page 2 of 3

Step 4: After students have attended the EOPS orientation and have submitted a completed agency certification, and determined CARE eligible are they then identified as an official CARE student.
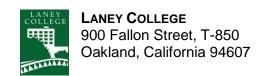
Step 5: The student is eligible to receive comprehensive CARE services and their name is tracked in an excel spreadsheet by the CARE Coordinator.

Step 6: The student is identified as a CARE student in MIS by the EOPS/CARE Program Secretary.

Step 7: The student is identified as CARE and tracked in the excel database by the Staff Assistant.

Step 8: If a current EOPS students' status has changed and they are now a single parent on welfare, they can participate in the CARE Program by submitting an agency certification. Please refer to step 2 and then submit it to the CARE Coordinator in the EOPS/CARE Office, room A106. Steps 5, 6 & 7 are implemented after receipt of the certification.

LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

SOP Number:
Previous SOP:
Page 3 of 3

STANDARD OPERATING PROCEDURE

DEPARTMENT: EOPS/CARE	TITLE: CARE Coordinator

KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			