



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Student Services, CalWORKs	TITLE:	CalWORKs Program Coordinator
PURPOSE:	Student Eligibility Verification Process		
<p>Eligibility for services must be coordinated through the appropriate local county social service agencies. Once the initial eligibility determination is made by the local agencies, on-going communication with the county is maintained by the CalWORKs Program Coordinator Benita Baines to ensure that a student remains in good standing. Eligibility determinations must be conducted at the beginning of each term to ensure students are eligible for services prior to receiving them. Students are required to provide verification of eligibility within the first 2 weeks of each new term and no later than 30 days.</p>			
PROCEDURE:			
<p>Upon every student’s arrival and/or return, Laney CalWORKs performs a consistent eligibility verification process that includes the following steps:</p> <p>Step 1: Students must complete CalWORKs Intake Form to record all vital information each new term, documenting any information changes, as well as, information pertinent to training and authorization for the release of information (refer to SOP: Intake and Orientation Process).</p> <p>Step 2: The CalWORKs Program Coordinator Benita Baines provides a “Student Eligibility Update” SEU form to each new and continuing student at the beginning of each new term.</p> <p>Step 3: The top portion of the form should be completed by the student including printed name, social security number, student’s signature and date. The student’s signature authorizes the county to provide information asked for in the SEU form. Upon completion of the SEU, students are asked what county office they are assigned to: Alameda County SSA: Hayward, Eastmont Center, North Oakland; Contra Costa; Santa Clara or San Francisco.</p> <p>Step 4: Once the form has been signed by the student and the assigned county office has been identified, the form is then faxed and/or delivered to the appropriate agencies.</p> <p>Step 5: To be an eligible participant in Laney CalWORKs Program the student must be in good standing at the college and at their assigned county agency as either:</p> <ul style="list-style-type: none"> • CalWORKs Eligible – a student who is currently a welfare recipient receiving cash aid and is in good standing, who has or who is developing a Welfare-To-Work Plan with county. • Good Standing – A college must verify student eligibility for services once at the beginning of each semester. To be in “good standing,” a student must be meeting county CalWORKs participation requirements and not be sanctioned by the County Welfare Department for failing to meet their requirements. If students are sanctioned, they are no longer eligible for community college CalWORKs services. They receive referrals to assist them in curing their sanction and are encouraged to return to LaneyWORKs once their sanction is cured. 			



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Continued...			
PROCEDURE:	<p>Step 5: To be an eligible participant in Laney CalWORKs Program the student must be in good standing at the college and their assigned county agency as either:</p> <ul style="list-style-type: none"> • Post Employment Student – a student who is a former welfare recipient who is employed and who has been off cash aid for no longer than two years and needs assistance in the areas of upgrading skills, job retention, and job advancement. <p>Step 6: When the Student Eligibility Update SEU form is faxed and/or returned to LaneyWORKs office and received by the CalWORKs Program Coordinator Benita Baines; the student is notified that the form is received and what it indicates.</p> <ul style="list-style-type: none"> • If the student is eligible LaneyWORKs can begin the delivery of quality supportive services to the student, who is scheduled for an appointment to meet the CalWORKs Counselor. • If the student is not eligible LaneyWORKs cannot provide supportive services to the student; outreach and referral to general counseling and other college and community resources is immediately rendered. 		