



## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Student Services, CalWORKs	<b>TITLE:</b>	CalWORKs Program Coordinator
<b>PURPOSE:</b>	<b>Intake and Orientation Process</b>		
<p>LaneyWORKs is committed to assisting students who are currently receiving cash aid and in “good standing” or in transition off of welfare to achieve long-term self-sufficiency through coordinated student services, counseling, instruction and workforce development. The TANF Reauthorization states that CalWORKs students are now able to participate in education and training activities, consistent with their WTW plans, for up to 60 months. SB 1104 also defined the number of hours per week a CalWORKs recipient must complete “core” (work, work-study, community service, etc.) and “non-core” (mental health, ABE, GED, ESL, etc.) activities.</p>			
<b>PROCEDURE:</b>	<p><b>Upon every student’s arrival and/or return, Laney CalWORKs performs a consistent Intake and Orientation process that includes the following steps:</b></p> <p><b>Step 1:</b> Laney College Workforce Development/ CalWORKs Program provides each county referred, self-initiated (SIP) or self-referred participant an intake form to record vital information, such as: current contact information; case worker and employment counselor information; employment history; current academic status; program goals; and signed authorization for the release of information.</p> <p><b>Step 2:</b> 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 (<i>LaneyWORKs Intake Form 2-sided</i>).</p> <p><b>Step 3:</b> Students are required to provide verification of eligibility within the first 2 weeks of each new term and no later than 30 days (CCCCO – CalWORKs Handbook). The CalWORKs Program Coordinator Benita Baines provides a “Student Eligibility Update” SEU form to each new and continuing student (refer to SOP: Eligibility Verification Process).</p> <p><b>Step 4:</b> The CalWORKs Program Coordinator works collaboratively with our district and coordinates with our local county welfare offices to determine eligibility and appropriate supportive services.</p> <p><b>Step 5:</b> Upon verification from their assigned county agency and determination of eligibility, students are contacted by the CalWORKs Program Coordinator for orientation. Orientation includes distribution of a LaneyWORKs informational packet that outlines all important dates, campus services, WTW rules and the “Steps to Success.” These are provided to help students navigate successfully and be prepared before their counseling appointment (<i>“Steps to Success” document</i>).</p> <p><b>Step 6:</b> A scheduled 30 minute appointment to meet with Irina Rivkin, CalWORKs Counselor, for assessment of their educational and personal needs, such as child care, counseling, employment, supportive services. This includes coordination of the student’s welfare to work plan to support the student in meeting their county required work participation requirements.</p>		