



CalWORKs

EDUCATION THAT WORKS!

VENTURA COLLEGE

New CalWORKs Student Info

CalWORKs Requirements

Every Semester

As a CalWORKs student you are required to make an appointment with our VC Academic Counselor for CalWORKs.

Prior to the beginning of each semester you are required to make a counseling appointment for:

- ✓ Complete an Intake Application
- ✓ Completed an Agency Verification Request Form (for proof that you, yourself are receiving cash aid)
- ✓ An Individual Training Plan (I.T.P.): This will have the hours you will be adding to your monthly logs for class time and study time.
- ✓ A book voucher request for courses requiring books (if any books are required)
- ✓ Ensure you have provided our office with the most up-to-date Welfare to Work Plan

Throughout the semester, we encourage you to meet with our VC Academic Counselor for CalWORKs (2x per semester) for any academic counseling needs.

Appointments for Counseling Reasons (example, complete Student Educational Plan, assistance selecting classes for upcoming semester, petitions, graduation application, revised ITP, ITP for upcoming semester, review class schedule, pre-requisite issues, etc.

Note:

- ✓ Our CalWORKs Academic counselor is a Ventura College Counselor specifically assigned to work with CalWORKs students referred to our college by the county of Ventura Human Services Agency.
- ✓ Our staff is Ventura College staff like everyone else at the campus
- ✓ Our staff does not have access to county information, all students must work directly with their county employment specialist.
- ✓ Our program conducts academic counseling for students in the welfare to work CalWORKs program who are referred by the county of Ventura for educational reasons.

Requirements

There are a number of requirements that ALL CalWORKs students must meet.

- Maintain satisfactory academic progress (Minimum 2.0 or better).
- You must enroll in classes that are required for your degree program. The County of Ventura may NOT provide resources for classes that are NOT required for your educational goal. For further questions about this please speak to your employment specialist.
- County of Ventura may not count any time towards your participation hours for classes that are not required or approved for your educational goal. For further questions about this please speak to your employment specialist.

What does this mean? You must create and educational plan with our Academic Counselor assigned to work with CalWORKs students. An appointment may be made by calling our office (805) 289-6003

Monthly Activity Attendance Log



The MAA is a self report of participation hours that must be completed each month

You, as the student, are responsible for completing this and ensuring your worker receives it in a timely manner

Record your hours for class attendance, study time, work

Hours for class/study time must match those from your ITP

COUNTY OF VENTURA

HUMAN SERVICES AGENCY

MONTHLY ATTENDANCE RECORD

Client Name:		Client Phone #:()				Case Number:				ES Worker:																						
PROVIDER(s):		MONTH/YEAR:				RETURN BY 5 th WORKING DAY OF EACH MONTH (Use blue or black ink)																										
Activity/Subject	Instructor/Site Supervisor/Representative: List number of hours for each calendar day for each activity*																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1.																																
2.																																
3.																																
4.																																
5.																																

*Codes used for absence: S=Sick H=Holiday C=Child Care SB=School Break DO NOT LEAVE BLANKS ON DAYS YOU ARE SCHEDULED TO ATTEND ACTIVITIES

Participant Instructions

- For Employment, attach proof of employment/self-employment verification. **No Supervisor Signature required.**
- For Employment, please enter actual hours worked per day.
- All other approved WTW Activities **must be** verified by Activity Supervisor's Certification and Signature.
- If you are absent more than 3 days, provide verification to your ES worker.
- Sign & date below.

Participant Certification

I understand that all Employment Services Activities reported may be verified by contacting the person(s) who have signed this document, and give consent for my Employment Services Worker to do so.

Participant Signature

Date

Are you still enrolled in school? Yes No Did you drop any classes? Yes No

Activity Supervisor/Instructor/Counselor/ES Worker Certification

By my signature on the numbered line below, I certify that the participant named above has attended the corresponding activity number as stated above and is making satisfactory progress in the activity.

- _____
Signature / _____
Comments / _____
Date / _____
 Satisfactory Unsatisfactory Who is CERTIFYING: INSTRUCTOR COUNSELOR ES WORKER
- _____
Signature / _____
Comments / _____
Date / _____
 Satisfactory Unsatisfactory Who is CERTIFYING: INSTRUCTOR COUNSELOR ES WORKER
- _____
Signature / _____
Comments / _____
Date / _____
 Satisfactory Unsatisfactory Who is CERTIFYING: INSTRUCTOR COUNSELOR ES WORKER
- _____
Signature / _____
Comments / _____
Date / _____
 Satisfactory Unsatisfactory Who is CERTIFYING: INSTRUCTOR COUNSELOR ES WORKER
- _____
Signature / _____
Comments / _____
Date / _____
 Satisfactory Unsatisfactory Who is CERTIFYING: INSTRUCTOR COUNSELOR ES WORKER

County Use Only	Participation Hours (Compare reported hours to current WTW2 Activity Assignment Plan)
	Homework Hours Verified By: <input type="checkbox"/> Syllabus <input type="checkbox"/> Catalog <input type="checkbox"/> Copy of homework verification in case (Required) <input type="checkbox"/> Other _____
	Copy of Syllabus on File? <input type="checkbox"/> Yes <input type="checkbox"/> No Copy of Educational Plan on File? <input type="checkbox"/> Yes <input type="checkbox"/> No Copy of Homework Verification on File (Required)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Supervised Homework Time Total (Monthly): _____ <input type="checkbox"/> Unsupervised Homework 1:1 Ratio? <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Form must be Signed/Certified by Participant, Instructor, and/or College Staff for each activity and/or class in order to be valid.

Communication

It is expected that you check your my.vcccd.edu email for updates OR have your email forwarded to your personal email.

Important reminders/information is send via email.

Please be sure to check our website if you have additional questions about office hours.

Phone: (805) 289-6003

Email: Vccalworks@vcccd.edu

Campus Student Center Office 129-A

4667 Telegraph Road

Ventura, CA 93003

Phone: (805) 289-6003

Email: vccalworks@vcccd.edu

At this time our services are only available remotely due to COVID-19. For more information please visit <https://www.venturacollege.edu/alerts>

Remote Office Hours:

Monday - Thursday: 8:30 AM - 4:00 PM

Fridays: Closed

*Note: Summer hours may vary.