



- American River College
- Cosumnes River College
- Folsom Lake College
- Sacramento City College

## CalWORKs Program Aid Verification Form

### SECTION 1 – STUDENT INFORMATION (to be completed by the student)

Last Name, First Name:	Student ID #:	Last 4 of Social Security #:
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**The information requested below is specifically for the current time period.**

### SECTION 2 – STUDENT CASE ELIGIBILITY (Must be completed by respective county representative.)

1. Is the student a current recipient of <b>cash aid</b> via the county's CalWORKs program? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Services Started: __/__/__	2. Is this school an approved Welfare-to-Work activity for this student? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. a) What are the total number of dependent children on the student's case who are currently receiving <b>cash aid</b> ?	
b) Does the student have at least one dependent child who is <b>13 years old or younger</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the student defined as single, head of household? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Student's current legal marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
6. a) What is the student's <b>current</b> CalWORKs eligibility status?  <input type="checkbox"/> Aided <input type="checkbox"/> Sanctioned <input type="checkbox"/> Timed Out (Date: __/__/__) <input type="checkbox"/> Discontinued from Aid (Date: __/__/__) <input type="checkbox"/> Other If the student is currently in sanction status is education approved to cure their sanction? <input type="checkbox"/> Yes <input type="checkbox"/> No b) If "Aided" or "Other," please select the most appropriate status below ( <b>please see reverse side for standard definitions of these terms</b> ):  <input type="checkbox"/> County Referred <input type="checkbox"/> Self-Initiated (SIP) <input type="checkbox"/> Voluntary Exempt <input type="checkbox"/> Exempt (other) <input type="checkbox"/> Post-Employment	
7. Are there any other adults on the case that are eligible for CalWORKs services (spouse, partner, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. If the student completes the process, is the student eligible to receive childcare through the county? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. If the student submits all school verification for the current semester, will the county cover costs for the following: <b>Text books:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Supplies:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Transportation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Other</b> _____: <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. a) Please indicate if the student is utilizing the CalWORKs Minimum Standards or CalWORKs Federal Standards, and how many month(s) are remaining on the CalWORKs 48-Month Time Clock.  <input type="checkbox"/> CW Minimum Standards <input type="checkbox"/> CW Federal Standards Months Remaining: _____ b) What is the student's/family's WTW participation hours requirement? _____	

**If the answer is NO to questions 1, 2, & 6 (not aided or sanctioned), no CalWORKs services can be rendered.**

Name of Agency:	<b>Must be stamped by county to be valid.</b>  <b>COUNTY STAMP HERE</b>	Student County Case Number:
Agency Representative/Worker Name:		Agency Representative Telephone:
Agency Representative/Worker Signature		Date: _____ / ____ / ____
(Not valid without signature and county stamp.)		(Not valid for current semester, if dated before the start of the semester.)

**American River College**  
 Phone: 916-484-8059  
 Fax: 916-484-8573  
 Attn: ARC CalWORKs

**Sacramento City College**  
 Phone: 916-558-2331  
 Fax: 916-558-2169  
 Attn: SCC CalWORKs

**Cosumnes River College**  
 Phone: 916-691-7465  
 Fax: 916-691-7434  
 Attn: CRC CalWORKs

**Folsom Lake College**  
 Phone: 916-255-4450  
 Fax: 916-608-6732  
 Attn: FLC CalWORKs

Thank you for your consideration and time in completing this document for our common student. Please contact the respective CalWORKs office if you have any questions regarding this request.



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## Guidelines for CalWORKs Eligibility Verification Form Completion

1. No CalWORKs services can be provided without a current CalWORKs Eligibility Verification form on file.
2. This form must be completed each semester by all CalWORKs students (one form per student).
3. This form must be signed and stamped in the same month for which services are sought – services cannot be provided retroactively.
4. Please make sure questions 1-10 are answered as complete as possible by your county worker/representative before turning in this document – **NO INCOMPLETE DOCUMENTS WILL BE ACCEPTED.**
5. All documents require both a county worker/representative signature and county stamp/seal to be valid.

Receipt of this document by the CalWORKs office does not guarantee that services or support will be provided, as all services and support are provided per funding and the director's discretion.

## CalWORKs Student Eligibility Definitions

### County Referred Participant:

This designation applies if the student is a CalWORKs/cash aid recipient, has at least one eligible child and was referred to the community college by the county welfare office and has an approved Welfare-to-Work (WTW) plan or is in the process of developing a WTW plan.

### Self-Initiated Participant (SIP):

This designation applies if the student is a CalWORKs/cash aid recipient, has at least one eligible child and is attending the community college as a Self-Initiated Participant (SIP) and is or will be in the process of obtaining an approved WTW plan through their county welfare office. Refer to the California Department of Social Services All County Letter 99-32 for additional information on SIP criteria.

### Voluntary Exempt:

This designation applies if the student is a CalWORKs/cash aid recipient, has at least one eligible child but has been exempted from participating in WTW activities by the county for a reason enumerated with an All County Letter or All County Information Notice.

### Exempt Student (other):

This designation applies if the student is a CalWORKs/cash aid recipient, has at least one eligible child but has been exempted from participating in WTW activities. The college must have documentation in the student's file proving the student's exempt status and when the exemption will expire.

### Post-Employment Participant:

This designation applies if the student is off cash assistance due to unsubsidized employment and is in compliance with their county welfare office. This would be a former CALWORKs/cash aid recipient who has completed their WTW plan or SIP and is employed but desires additional training. A student in this status cannot be one that is sanctioned by the county welfare office for not adhering to their WTW plan. The college must verify student employment at the beginning of each term.

If your student/customer does not fall into County Referred or SIP categories, please detail the student's situation per Question 6b on the reverse side of this document or contact the respective CalWORKs office at the numbers provided.