



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

## Textbook Verification Form

Semester/Year: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Participant's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Case Worker: \_\_\_\_\_ Worker#: \_\_\_\_\_ Case #: \_\_\_\_\_

Education/Training Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

The following textbook(s)/material(s) are **required** for:

- Basic Skills (Remediation)
- Community Work Experience Program (CWEX)
- English-as-a-Second Language (ESL)
- Job Services
- Vocational Training or Education
- GED Preparation Program
- On-the-Job Training (OJT)
- Other \_\_\_\_\_

**In order for a participant to receive payment for textbooks/materials, the cost of such items must be verified. This form must be returned to the participant's case manager prior to payment. Only items required for activities approved by the Department of Human Assistance may be paid for.**

**REMINDER:** The classes for which you are requesting books must be listed on your CalWORKs Student Ed. Plan!

Title(s)/Materials	Cost
SUB TOTAL:	
SALES TAX :	
<b>Total Cost:</b>	

\_\_\_\_\_  
CalWORKs Staff Signature

\_\_\_\_\_  
CalWORKs Staff Printed Name

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_  
Phone





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### Textbook Verification Form Process

1. Attach copies of the following documents to this form:
  - Current class schedule**- classes must match your Student Education Plan
  - Booklist**- provided from your course syllabi or from your college bookstore
  - Current Student Education Plan (SEP)**- created by a CalWORKs Counselor
  - Current Unofficial Transcripts**- must show your grades and G.P.A. for the previous semester
2. This form and all attached documents must be submitted to a CalWORKs staff member to verify and total the cost of books. A CalWORKs staff member must sign this form in order for your County DHA worker to approve and issue a check for your books.
3. Once signed, it is your responsibility to pick up the form from our office and give the completed form to your County DHA worker.

**Please allow a Two-Day turn around for our verification process**

### Tips on Filling-Out the Textbook Verification Form

1. You must be **enrolled** in the classes for which you are submitting a request for books- not waitlisted.
2. **The classes you are enrolled in must be listed on your Student Ed Plan, created by a CalWORKs Counselor**
3. If you are enrolled in some classes and waitlisted on others, fill out and submit a textbook verification form for the classes in which you are enrolled. If and when you have received a permission number for the class in which you are waitlisted, you may complete a separate textbook verification form for that class.
4. If you are enrolled in classes at another Los Rios college in the same semester, you must fill out a separate textbook verification form for those classes.
5. Only list the **required** books; do not include the recommended books.
6. Always put down the price of a **NEW** book, never a used book or rental
7. When filling out the form, do not enter the sales tax or the total for the cost of the books; we will enter this information for you when we verify the form.