



California Community  
Colleges

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# CalWORKs Program Guide



Effective September 2019



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Community  
Colleges

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## CCCCO VISION FOR SUCCESS

### GOALS

1. Increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.
2. Increase by 35 percent the number of CCC students transferring annually to a UC or CSU.
3. Decrease the average number of units accumulated by CCC students earning associate's degrees from approximately 87 total units to 79 total units.
4. Increase the percent of exiting CTE students who report being employed in their field of study from 60 percent to 69 percent.
5. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented students groups by 40 percent, and fully closing those achievement gaps within 10 years.
6. Reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in the regions with the lowest educational attainment, with the ultimate goal of closing regional achievement gaps within 10 years.

### COMMITMENTS

1. Focus relentlessly on students' end goals.
2. Always design and decide with the student in mind.
3. Pair high expectations with high support.
4. Foster the use of data, inquiry, and evidence.
5. Take ownership of goals and performance.
6. Enable action and thoughtful innovation.
7. Lead the work of partnering across systems.

### GUIDED PATHWAYS

Guided Pathway is the mechanism the CCC system is using to meet the goals set in the Vision for Success. The framework creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success. The framework also integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience and assists colleges to bring together and scale effective programs, services, and activities that currently exist into structures that include all students. Guided Pathways requires a whole-college transformational reform, which entails a breaking-down of silos and more dynamic collaboration between faculty, administrators, and staff. The Guided Pathways framework will help colleges to integrate the best aspects of all the initiatives into cohesive strategies that help more students get to and through college.

**CALWORKS EDUCATION CODE**

**ARTICLE 5. CalWORKs Recipients Education Program [79200 - 79209]**

79200.

(a) There is in the California Community Colleges the CalWORKs Recipients Education Program.

(b) As used in this article, “CalWORKs recipient” means a recipient of aid under Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code or any successor program.

(Amended by Stats. 2014, Ch. 34, Sec. 8. (SB 860) Effective June 20, 2014.)

79201.

It is the intent of the Legislature in enacting this article to assist CalWORKs recipients prepare for employment.

(Amended by Stats. 2014, Ch. 34, Sec. 8. (SB 860) Effective June 20, 2014.)

79202.

To the extent that funding is provided in the annual Budget Act, a community college shall receive funding for educational services provided to CalWORKs recipients based on the number of CalWORKs recipients that are enrolled at the community college and the scope and number of programs that the college plans to offer to assist CalWORKs recipients obtain employment. Prior to receiving funding, a community college shall submit to the chancellor a Request for Application which contains a plan for curriculum development or redesign. The plan shall include all of the following:

- (a) Evidence that the curriculum will prepare students for an occupation that is in demand in the local labor market or that is in an emerging field that has documented employment potential.
- (b) Participation by the county welfare department to establish that the programs being developed or redesigned will provide CalWORKs recipients with the training and experience necessary to secure employment, including intensive English language proficiency.
- (c) Evidence of collaboration with local partners, such as employers, private industry councils, regional occupational programs, adult education providers, and affected counties in the development and design of the curriculum.
- (d) Procedures to monitor CalWORKs recipients who complete the new curricula and transition into employment.
- (e) A description of new courses for CalWORKs recipients that are designed to aid recipients with job-related advancement.

(Amended by Stats. 2004, Ch. 668, Sec. 3. Effective January 1, 2005.)

79203.

To the extent that funding is provided in the annual Budget Act, funds received by a community college for curriculum development or redesign for CalWORKs recipients may be expended for all of the following purposes:

- (a) To develop or redesign vocational curricula for CalWORKs recipients so that courses may be offered as part of a short-term intensive program, including Open Entry and Open Exit programs, and including intensive English language immersion.
- (b) To link CalWORKs courses to job placement through work experience and internships.
- (c) To redesign basic education and ESL classes so that they may be integrated with vocational training programs.
- (d) To expand the use of telecommunications in providing the new curricula to CalWORKs recipients.

(Amended by Stats. 2004, Ch. 668, Sec. 4. Effective January 1, 2005.)

79204.

(a) In addition to the funding received pursuant to Section 79202, and to the extent that funding is provided in the annual Budget Act, a community college district shall receive funding for purposes of providing special services for CalWORKs recipients.

(b) Special services for CalWORKs recipients shall assist CalWORKs recipient students and those students transitioning off of CalWORKs in achieving long-term self-sufficiency through coordinated student services offered at a community college. Special services may include any of the services funded in accordance with subdivision (e).

(c) Services funded pursuant to this section shall be provided only to the following:

- (1) Current CalWORKs recipients until their initial educational objectives are met.
- (2) Former CalWORKs recipients for a period of not more than two years, subject to the conditions of Section 79208.

(d) Funds received for purposes of this section shall be used to supplement, and not supplant, existing funds and services provided for CalWORKs recipients attending a community college.

(e) The chancellor shall develop an equitable method for allocating these funds to all community college districts based on the relative number of CalWORKs recipients in attendance in each district and shall allocate funds for the following purposes:

- (1) Job placement.
- (2) Coordination with county welfare offices and other local agencies, including, but not limited to, local workforce investment boards.
- (3) Child care and workstudy.
- (4) Instruction.
- (5) Postemployment skills training and related skills training.
- (6) Campus-based case management, limited to on-campus assistance and services not provided by county caseworkers that do not supplant other counseling and academic support services funded through existing California Community Colleges categorical programs.

(Added by Stats. 2014, Ch. 34, Sec. 9. (SB 860) Effective June 20, 2014.)

79205.

(a) Funds allocated pursuant to Section 79204 for the purposes of subsidized child care shall be utilized only for children of CalWORKs recipients through campus-based centers or parental choice vouchers subject to rules consistent with those applied to related programs operated by the State Department of Education, including those rules relating to eligibility, reimbursement rates, and parental contribution schedules.

(b) Subsidized campus child care shall be provided to CalWORKs recipients only if they are engaged in welfare-to-work activities pursuant to Section 11320.1 of the Welfare and Institutions Code, through the completion of their initial education and training plan and for up to three months thereafter or until the end of the academic year, whichever period of time is greater.

(c) Funds allocated pursuant to Section 79204 for workstudy shall be used for payments to those employers that currently participate in campus-based workstudy programs or are providing work experiences that are directly related to and in furtherance of student educational programs and work participation requirements. Those payments shall not exceed 75 percent of the wage for the workstudy positions, and the employers shall pay at least 25 percent of the wage for the workstudy positions. These funds may be expended on behalf of a CalWORKs recipient only if the recipient's total hours of education, employment, and workstudy meet the recipient's obligations as specified in Section 11322.8 of the Welfare and Institutions Code.

(Added by Stats. 2014, Ch. 34, Sec. 10. (SB 860) Effective June 20, 2014.)

79206.

(a) Funds allocated pursuant to Section 79204 may be used to provide additional sections of credit or noncredit classes for CalWORKs recipient students if the chancellor determines that a community college district is otherwise unable to offer the additional instructional services to meet the demand for CalWORKs students.

(b) The determination described in subdivision (a) shall be based on fall enrollment information and community college districts shall submit applications to the Chancellor of the California Community Colleges by December 1 of each year.

(c) If the chancellor approves the use of funds for direct instructional workload pursuant to subdivision (a), the Chancellor of the California Community Colleges shall submit a report to the Department of Finance and the Joint Legislative Budget Committee by February 15 of each year that includes at least all of the following information:

(1) The enrollment of new CalWORKs recipient students.

(2) An explanation of why additional classes were needed to accommodate the needs of CalWORKs recipient students.

(3) An expenditure plan for the balance of these funds.

(Added by Stats. 2014, Ch. 34, Sec. 11. (SB 860) Effective June 20, 2014.)

79207.

(a) As a condition of continued receipt of the funds allocated pursuant to Section 79204, by the fourth week following the end of the semester or quarter term commencing in January of each year, community college districts and colleges shall submit to the Chancellor of the California Community Colleges a report, in the format specified by the chancellor, in consultation with the State Department of Social Services, that includes, but is not limited to, all of the following information:

(1) How the moneys received for the funded components of special services, as specified in subdivision (e) of Section 79204, were spent.

(2) The number of hours of child care services provided.

(3) The average monthly enrollment of CalWORKs recipient dependents served in child care.

(4) The number of workstudy hours provided.

(5) The hourly salaries and type of jobs in which CalWORKs recipients were placed.

(6) The number of students receiving case management.

(7) The student participation rates, and other outcome data.

(b) It is the intent of the Legislature that, to the extent practicable, reporting from colleges utilize data gathered for federal reporting requirements at the state and local level.

(c) The Chancellor of the California Community Colleges shall compile the information received pursuant to subdivision (a) for annual reports to the Legislature, Governor, the Legislative Analyst, the Department of Finance, and the State Department of Social Services, notwithstanding Section 10231.5 of the Government Code, by February 15 of each year.

(d) A report to the Legislature pursuant to subdivision (c) shall be submitted pursuant to Section 9795 of the Government Code.

(Added by Stats. 2014, Ch. 34, Sec. 12. (SB 860) Effective June 20, 2014.)

79208.

(a) First priority for expenditures of any funds allocated in Section 79204 shall be for the support of current CalWORKs recipients.

(b) If the needs of current CalWORKs recipients are insufficient to fully utilize all of the funding allocated pursuant to Section 79204 in a cost-effective way, the chancellor, in consultation with the State Department of Social Services, may allocate a portion of the funds allocated pursuant to Section 79204 for the purpose of providing postemployment services to former CalWORKs recipients.

(c) Prior to an allocation of funds for postemployment services pursuant to subdivision (b), the chancellor shall secure the approval of the Department of Finance for the allocations, complete a cumulative report on the outcomes, activities, and cost-effectiveness of the program of funding specified in Section 79204 no later than February 15 of each year, and provide the rationale and justification for the proposed allocation of funds for postemployment services by community college districts for former CalWORKs recipients.

(d) Funds allocated pursuant to subdivision (b) shall be used only for former CalWORKs recipients who have been off of cash assistance for not longer than two years to assist them in upgrading skills, job retention, and advancement, by means of one or more of the following:

- (1) Direct instruction that cannot be funded by other means.
- (2) Child care to support attendance in classes consistent with this article for periods commensurate with a student's need for postemployment training within the two-year period.
- (3) Job development and placement services.
- (4) Career counseling and assessment activities that cannot be funded through other programs.

(Added by Stats. 2014, Ch. 34, Sec. 13. (SB 860) Effective June 20, 2014.)

79209.

(a) If a community college district is unable to fully expend its share of funds allocated for child care pursuant to Section 79204, it may request that the chancellor approve a reallocation to other CalWORKs purposes authorized by this article, subject to all pertinent limitations and any district match required for those purposes.

(b) Funds allocated pursuant to Section 79204 shall be budgeted to meet the state's Temporary Assistance for Needy Families maintenance of effort requirement pursuant to the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193) and may not be expended in any way that would cause their disqualification as a federally allowable maintenance of effort expenditure.

(Added by Stats. 2014, Ch. 34, Sec. 14. (SB 860) Effective June 20, 2014.)

## COMPARISON OF CALWORKS/EOPS/CARE PROGRAMS

The California Community Colleges offer various programs to assist low-income students in achieving their educational and career goals. These programs include the California Work Opportunity and Responsibility to Kids (CalWORKs), Extended Opportunity Program and Services (EOPS), and the Cooperative Agencies Resources for Education (CARE) programs. Although program goals, services, and eligibility requirements differ, collaboration and coordination between CalWORKs, EOPS and CARE are encouraged to ensure that students receive comprehensive, non-duplicative support from the programs for which they are eligible.

While there are similarities between the programs, they are distinctly different in the following ways:

- **Purpose:** The intent of the CalWORKs program is ultimately employment, while the primary focus of EOPS and CARE is to assist students to achieve academic success by offering educational support services to enhance persistence, retention, graduation and transfer goals.
- **Student Eligibility Requirements Are Not the Same:** Not all CalWORKs students are eligible for EOPS and/or CARE services—over 60% of CalWORKs students do not qualify based on full-time credit eligibility and other requirements. Students who are timed out or no longer receiving CalWORKs/TANF cash aid for themselves may still be eligible for CARE, if they meet EOPS/CARE program eligibility requirements.
- **Coordination Requirements (CR):** CalWORKs programs are required by law to coordinate with the County Welfare Department (CWD)—the CWD is a required signature on the college’s annual program plan and programs are required to coordinate services directly with the local county welfare department.
- **Local Labor Market Linkages:** CalWORKs programs must obtain approval for specific areas of study that will lead CalWORKs students into employment based on demonstrated labor market demand.
- **Employment-Related Services:** Because CalWORKs focuses on employment, funds can be used for job preparation, development, and placement; post-employment services are also provided to former welfare recipients to assist them with job retention, advancement, and skills upgrade.

	CalWORKs	EOPS	CARE
PURPOSE	<ul style="list-style-type: none"> <li>Assist CalWORKs students to transition from public assistance to economic self-sufficiency (employment)</li> </ul>	<ul style="list-style-type: none"> <li>Assist EOPS students to achieve academic success by offering support services to enhance persistence, retention, graduation and transfer goals</li> </ul>	<ul style="list-style-type: none"> <li>Assist CARE students to achieve academic success by offering support services to enhance persistence, retention, graduation and transfer goals and to help them transition from public assistance to economic self-sufficiency</li> </ul>
ELIGIBILITY	<ul style="list-style-type: none"> <li>Two-parent or single parent households</li> <li>Parent(s) and child must be a CalWORKs/TANF recipient</li> <li>No unit minimum - students can take credit or non-credit classes</li> <li>Approved County Welfare to Work (WTW) plan</li> <li>CalWORKs students must fulfill work participation requirements in order to remain in good standing</li> </ul>	<ul style="list-style-type: none"> <li>Must be a California resident or eligible for California Dream Act/AB 540</li> <li>Must be eligible for a CA College Promise Grant (A, B, or C with zero EFC)</li> <li>Must be educationally disadvantaged as defined by Title 5, section 56220 and Chancellor's Office</li> <li>Must be enrolled in minimum of 12 credit units (full-time status) at time of acceptance into EOPS</li> <li>Must not have completed more than 70 degree-applicable units (excluding basic skills, remedial education and ESL units)</li> </ul>	<ul style="list-style-type: none"> <li>Must be a California resident or eligible for California Dream Act/AB 450</li> <li>Must be an EOPS participant and meet additional CARE requirements:                             <ul style="list-style-type: none"> <li>Single head of household (i.e., one-parent assistance unit)</li> <li>Parent <u>or</u> child must be current CalWORKs, TANF or Tribal TANF cash aid recipient</li> <li>At least 18 years old</li> </ul> </li> <li>Safety net provided to students who no longer receive CalWORKs/TANF/Tribal TANF cash aid, but whose dependent children still do</li> </ul>
SERVICES PROVIDED	<ul style="list-style-type: none"> <li>Case management including counseling and academic support services not funded through other categorical programs and tracking of student progress</li> <li>Work-Study and Paid Apprenticeships</li> <li>Funds can be used to provide child care to children of CalWORKs student(s)</li> <li>Job Development and Placement</li> <li>Post-Employment Services</li> <li>Curriculum Development &amp; Redesign</li> </ul>	<ul style="list-style-type: none"> <li>Academic, Career and Personal Counseling</li> <li>Funds can be used to provide other support services to eligible students, including but not limited to: textbook vouchers, tutoring, transportation, child care, educational supplies, and/or transfer/career activities needed for retention and academic success</li> <li>Grants and EOPS work-study (optional)</li> <li>Funds can be used to offer child care assistance to children of EOPS students</li> <li>Funded services are provided to eligible students in a non-duplicative manner over, above and in addition to what all other college students receive</li> </ul>	<ul style="list-style-type: none"> <li>Supplemental Academic, Career and Personal Counseling</li> <li>Funds can be used to provide other support services to eligible students, including but not limited to: textbook vouchers, tutoring, transportation, child care, educational supplies, and other assistance needed for retention and academic success</li> <li>Funds can be used to offer supplemental child care assistance to children of CARE students not provided by other resources</li> <li>Funded services are provided to eligible students in a non-duplicative manner over, above and in addition to what all other college students receive</li> </ul>
CR	<ul style="list-style-type: none"> <li>Local Labor Market Linkages</li> <li>Collaboration/Coordination with CWD</li> </ul>		
FUNDING	<ul style="list-style-type: none"> <li>Awarded to 72 districts for the 111 CalWORKs programs in FY 2018-2019</li> <li>Developed and approved funding formula by the CalWORKs Allocation Sub-Committee on March 21, 2007 and CalWORKs State Advisory Committee on April 5, 2007</li> <li>\$125,000 base funding plus funding prorated on count of eligible CalWORKs students served through college's CalWORKs program.</li> </ul>	<ul style="list-style-type: none"> <li>Awarded to 114 colleges in FY 2018-19</li> <li>Board of Governors-approved allocations funding formula provides each college \$150,000 base allocation plus dollars per student served based on cap, district contribution and, starting in 2019-20, growth element added to formula</li> <li>COLA and additional growth funds awarded if included in state budget</li> <li>Growth funds used to fund new colleges first and then students served above cap</li> </ul>	<ul style="list-style-type: none"> <li>Awarded to 114 colleges in FY 2018-19</li> <li>Board of Governors-approved allocations funding formula provides each college \$30,000 base allocation plus dollars per student served</li> <li>COLA and growth funds awarded if included in state budget</li> <li>Funding for expansion to new colleges awarded from existing or new monies earmarked in state budget</li> </ul>

## EXPENDITURES GUIDELINES

Effective July 2018

### KEY STATUTES

CalWORKs funds are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges. Annual allocations of funds under the CalWORKs program must be utilized for program implementation as prescribed in California Education Code, section 79200 through section 79209. Within these parameters, districts and colleges are afforded the discretion and flexibility to make spending decisions locally.

[CA Education Code, section 79200-79209](#)

### REASONABLE AND JUSTIFIABLE

All expenditures should be reasonable and justifiable. “Reasonable” means expenditures are prudent and every effort is made to utilize funds efficiently. “Justifiable” means expenditures are consistent with goals and activities related to the CalWORKs program. Colleges are strongly urged to develop policies and procedures to document and justify program expenditures. Developing written documentation prior to the time of expenditure is recommended. This documentation should clearly establish the link between a given expenditure and CalWORKs program goals and objectives.

### ULTIMATE RESPONSIBILITY

Colleges and districts are ultimately responsible for expenditure decisions. This responsibility cannot be delegated. The CalWORKs program may be included in the District Audit Manual with the expectation that district-contracted auditors annually audit expenditures. Audits may also be conducted by the California Bureau of State Audits, the Chancellor's Office, or other government agencies with a lawful interest in the expenditure of funds.

EC 79204 outlines that CalWORKs funds are allocated for the following purposes:

1. Job placement.
2. Coordination with county welfare offices and other local agencies, including, but not limited to, local workforce investment boards.
3. Child care and workstudy.
4. Instruction (per EC 79206).
5. Postemployment skills training and related skills training (per EC 79208).
6. Campus-based case management, limited to on-campus assistance and services not provided by county caseworkers that do not supplant other counseling and academic support services funded through existing California Community Colleges categorical programs.

## **INDIRECT COSTS**

Indirect costs charged to the program must be based upon actual costs associated with activities and services provided to CalWORKs students.

## **NON-ALLOWABLE EXPENDITURES**

The Chancellor's Office has identified the following non-allowable expenditures:

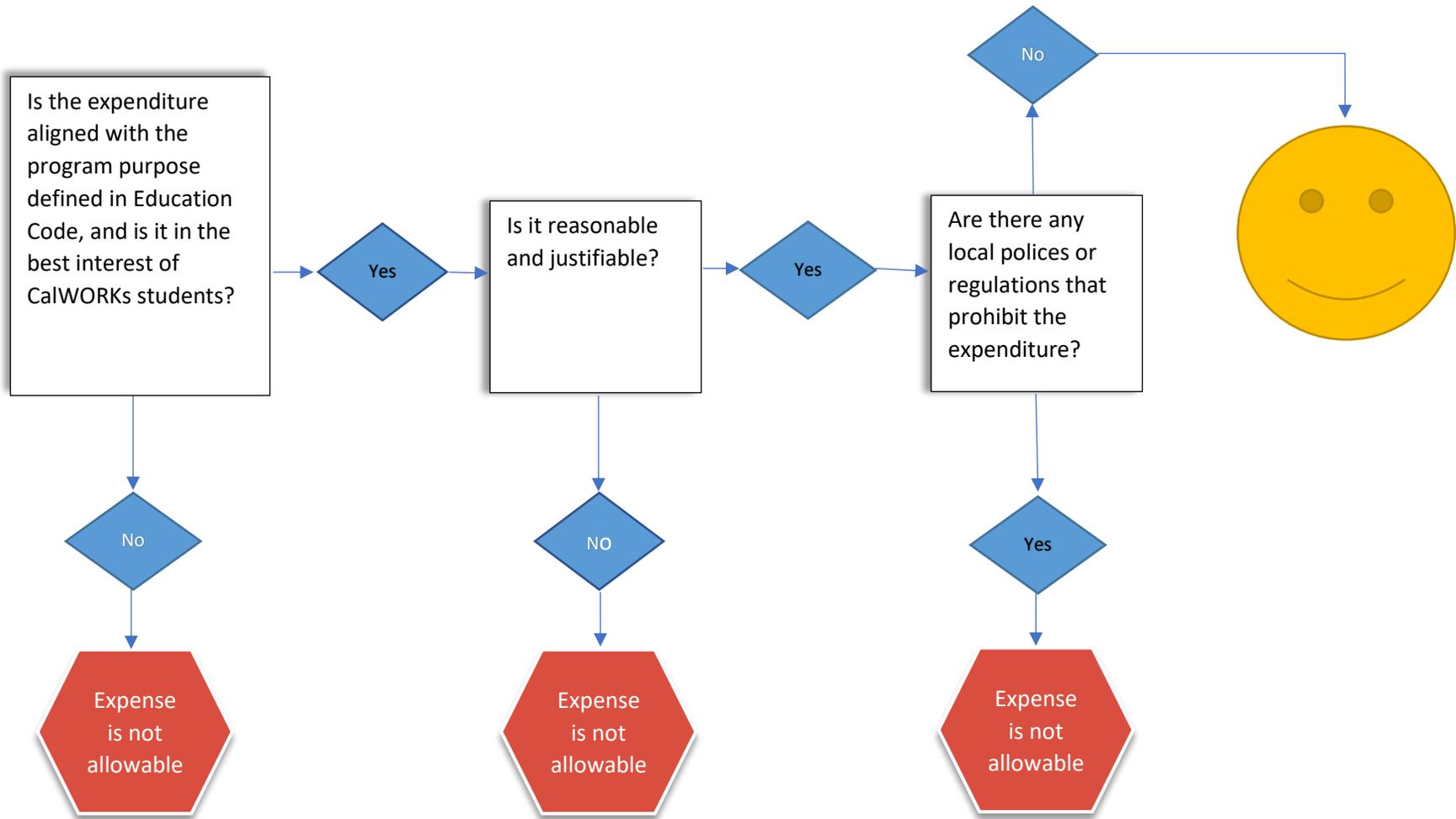
1. Gifts -- Public funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds.
2. Stipends for students -- funds cannot be used to pay stipends to students for participation in program or classroom activities.
3. Political Contributions.
4. Courses -- funds may not be used to pay for the delivery of courses that generate FTES.
5. Supplanting – Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs.

In general, the Chancellor's Office will not provide an exhaustive list of allowable and non-allowable expenditures, as decisions for each expenditure must be made locally according to program objectives and activities, and the "reasonable and justifiable" criteria as outlined above.

## **TRIBAL TANF**

Tribal TANF is a separate program from CalWORKs, so those receiving Tribal TANF would be receiving their supportive services elsewhere and not be counted as part of the CalWORKs caseload. However, in 2017, SB 164 was approved, which requires community colleges to grant priority registration for enrollment to any student who is a recipient of aid under the Tribal TANF program.

**EXPENDITURES DECISION TREE**



## REPORTING STUDENT DATA/MIS

The Chancellor's Office also collects and reviews colleges' budget, expenditure and Management Information System (MIS) data reports. The Chancellor's Office must also compile data submitted by the colleges and prepare an annual comprehensive report to the California State Legislature, the State Department of Finance, Governor's Office, the California State Department of Social Services, and the Legislative Analyst's Office.

Colleges are required to report CalWORKs MIS data elements to the Chancellor's Office 30 days after the end of each academic term as well as meet the final annual deadline of the first Monday in August. This is critical as the data are used to determine funding allocations to the colleges, for research purposes and for the mandated annual report to the state legislature. Colleges that fail to report MIS data by the due date, or report only partial data, will experience a negative impact on their allocations.

If a student enrolls, is determined eligible, and attends at least one class meeting, the college's CalWORKs program should report the student in the Student CalWORKs file.

Detailed instructions and an overview of the Student CalWORKs data elements can be reviewed online at: <http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED/StudentCalWORKS.aspx>.