San Joaquin County
Human Services Agency
Employment Services Division

Welfare-To-Work (WTW)
Participant Handbook

ES 168 (12/15)
What Welfare-To Work Is And What Welfare-To-Work Can Do For You

The purpose of Welfare-to-Work is to help you prepare for work and find a job. Finding a job will help you become self-supporting and your family will enjoy a better way of life. After you get a job, you will have more money for your family, serve as a role model for your children, increase your self-confidence, and build a future.

- Welfare-to-Work staff are with you every step of the way, providing you with important supportive services, such as child care, transportation, and work/training related expenses.

- Welfare-to-Work can help you get a job so you can become self-sufficient. If training is needed, you’ll learn skills for jobs that are in demand in your local labor market.

- Welfare-to-Work can improve your chances of getting a job with private industries, businesses, or public employers in your area.

Through the Welfare-to-Work Program, everyone wins; you gain a job and future and employers gain a skilled workforce.

Who Must Participate?

We will decide if you must participate in Welfare-to-Work when you apply for aid, your eligibility is re-determined, or you have a change in your exemption.

Mandatory Participants:
If you are a California Work Opportunity and Responsibility to Kids (CalWORKs) recipient, and you are not exempt, you must participate in Welfare-to-Work. You are called a “mandatory participant.” If you are a mandatory participant, you must:

- Keep appointments made by your Employment Services Worker.

- Sign a Welfare-to-Work Plan.

- Meet all Welfare-to-Work requirements, including the requirements in your Welfare-to-Work Plan.

- Not quit your job or lower your earnings.

- Provide proof or satisfactory progress in your assigned activity when required.

Volunteers: Even if you are not required to participate in Welfare-to-Work, you can ask to take part. You would be called a “volunteer.” Ask your worker how you can get into Welfare-to-Work.
Who Doesn’t Have to Participate?

**Exemptions:**

You are exempt and do not have to participate in Welfare-to-Work if you:

- Are under 16 years old and not a custodial parent, or 60 years or older.

- Are 16, 17, or 18 years old and go to school (not college) full time, unless you are in school as one of your Welfare-to-Work activities or you are a custodial parent.

- Have a disability that is expected to last at least 30 days and that would keep you from working or participating in a Welfare-to-Work activity, and you are either getting or trying to get the medical help you need. (This exemption does not apply if you are a teen parent required to participate in the Cal-Learn program.)

- Are pregnant and a doctor states that you cannot work or participate in Welfare-to-Work Activities. (This exemption does not apply if you are a teen parent required to participate in the Cal-Learn program.)

- Are the non-parent relative caretaker of a child who is a dependent or ward of the court; or a child at risk of placement in foster care and we decide that taking care of the child keeps you from working or participating in a Welfare-to-Work activity on a regular basis.

- Must stay at home to take care of someone in the household who is unable to care for himself or herself if it keeps you from working or participating in a Welfare-to-Work activity on a regular basis. (This exemption does not apply if you are a teen parent required to participate in the Cal-Learn program.)

- Are the parent or other caretaker relative of a child under 6 months old, and are personally providing care for the child, with the following restrictions:
  - You may be exempt for this reason only one time during a period of continuous stay on aid under the CalWORKs program.
  - If you received this exemption before and you adopt a child under 6 months old or you give birth, you may be exempt for a period of 12 weeks.
  - This exemption does not apply to a teen parent who graduated from high school or its equivalent while participating in the Cal-Learn Program or a teen parent required to participate in Cal-Learn.

- Request the one time only exemption for caring for a child who is 0-23 months old and have never been granted this before.

We may ask for proof when you claim any of the above exemptions. Your Employment Services Worker can review your situation at any time.
WELFARE-TO-WORK

There are many paths open to Welfare-to-Work participants. Your path may not involve every activity in Welfare-to-Work. A lot depends on your education and job history. The activities that Welfare-to-Work offers are described below. Remember; the purpose of Welfare-to-Work is to HELP YOU PREPARE FOR WORK AND FIND A JOB so that you can support yourself and your family.

Appraisal:
When you start participating in Welfare-to-Work, you will go to Appraisal. During Appraisal, your Employment Services Worker will look over your work history and education, need for supportive services, and other information to help the county decide what your welfare-to-work activity or activities will be.

Job Search:
Following Appraisal, most participants will be assigned to up to four weeks of Job Search activities. However, the Job Search activities may be longer or shorter if the county and you agree that it would be beneficial to you.

The following participants will not be required to participate in Job Search activities after Appraisal, but may ask to do so:
• A person who is working or is participating in an approved Self-Initiated Program (SIP) if the job search schedule would keep him or her from working or participating in the SIP; or
• A teen parent required to participate in the Cal-Learn program or a custodial parent age 19, without a high school diploma or GED.

Assessment:
If you do not get a job during your time participating in Job Search, you will be sent for Assessment. If we decide that sending you to Job Search as your first activity would not help you, or if we decide to shorten your time in Job Search because it is not likely to lead to a job, you will be sent for Assessment.

The purpose of Assessment is to put together a Welfare-to-Work Plan to help you become self-supporting. To do this, the assessor will look at your abilities, interests, work history, education, and need for supportive services to get the most out of job and training services offered under CalWORKs; estimate your chances of getting a job given your skills and the jobs available in your area; determine any physical or mental problems you may have that limit your ability to work or participate in Welfare-to-Work activities; and list the available services that can help you finish your Welfare-to-Work Plan.

If you are working or in a Self-Initiated Program, your Welfare-to-Work Plan may be developed based on your Appraisal. However, you may be sent for an Assessment if we need to send you to another activity at the same time so that you are participating in Welfare-to-Work activities for the number of hours that is required of you.
Welfare-to-Work Activities

You will be required to participate in one or more of the following:

- Employment
- Work Experience
- Community Services
- On-The-Job Training (OJT)
- Work Study
- Self-Initiated Programs
- Adult Basic Education Directly Related to Employment
- Vocational Training
- Job Search and Job Readiness Assistance
- High School Diploma or GED instruction for recipients without a diploma or GED and it is needed for employment
- Mental Health, Substance Abuse, and Domestic Violence Services

Reappraisal: If you had an Assessment and don't have a job after finishing all of the activities included in your Welfare-to-Work Plan, you will go to Reappraisal. In Reappraisal, we will decide if there were special circumstances that kept you from getting a job in your area. If we decide that you do not have special circumstances, you will have to participate in one of the following activities:

- Employment
- Work Experience
- Job Skills Training Directly Related to Employment
- Mental Health, Substance Abuse, and/or Domestic Violence Service
**Hours of Participation**

If you are not exempt, you will be required to participate in Welfare-to-Work activities for the hours shown in the chart below:

<table>
<thead>
<tr>
<th>Number of Adults in Family (Assistance Unit)</th>
<th>Within WTW 24-Month Time Clock Total Hours</th>
<th>After WTW 24-Month Time Clock Total Hours Core Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-adult with child under six</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Single-adult no children under six</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Two-parent</td>
<td>35</td>
<td>35</td>
</tr>
</tbody>
</table>

- During your 48-month time limit of cash aid, there is a WTW 24-Month Time Clock where you will have many choices of activities in which you can participate.
  - These activities include: work, adult basic education (GED and ESL), vocational training, mental health, substance abuse, and/or domestic abuse services, job skills training directly related to employment, and job search/job readiness.
- At the end of the WTW 24-month Time clock period, you will have fewer choices of activities that count towards your “Core” requirement.
  - These activities include employment, work experience, job search/job readiness, on the job training, and community service.
  - Vocational education and training may also be allowed for up to one year after your WTW 24-Month Time Clock ends.

**NOTE:** The participation requirements explained above do not apply if you are participating in the Cal-Learn Program.

**Participating In More Than One Activity At A Time**

We may require you to participate in more that one activity at the same time if it is consistent with your Welfare-to-Work Plan, and the activities can be scheduled together.

**Satisfactory Participation**

**Attendance:**
When you sign your Welfare-to-Work Plan, you agree to go to all of your activities and complete them. You must attend your activities in accordance with your provider's established standard. You are responsible for providing attendance verification to your Employment Services Worker by the 5th of every month.

**Satisfactory Progress:**
You are required to make satisfactory progress, determined by your provider's established standard, toward completing your assigned activities.
Supportive Services

We understand that you may need more than just training and job counseling to take part successfully in Welfare-to-Work. That is why we will help you arrange and/or pay for child care, transportation and work/training related expenses. If other funding sources are not available to pay for all of your supportive services expenses, we will pay for the supportive services as described below.

Supportive Services Payments Include The Following:

Child Care:

- To receive child care, you must request child care and be determined eligible for it.

- Payments for child care services cannot be made for care provided more than 30 calendar days prior to the applicant’s or recipient’s request for childcare.

- You are responsible for any child care received prior to the 30-day period.

- You can get child care for each child in your CalWORKs assistance unit who is 12 years or younger.

- Also, you may get child care for a child who lives with you but is not in your CalWORKs assistance unit if not having child care would keep you from participating or getting a job.

- You can choose the kind of child care you want, like child care centers, relatives, friends, or neighbors. We cannot pay for child care if you choose somebody in your CalWORKs assistance unit, the child’s legal guardian, a parent or someone under 18 years old as the child care provider.

- Payments can be made to licensed child care providers and to persons who don’t need to be licensed. If your provider doesn’t need to be licensed, he or she must apply for Trustline registration and provide a health and safety certification, unless your provider is your child’s aunt, uncle or grandparent. The most we can pay is the rate limit established by the State.

Transportation Costs based on the least costly method of transportation for travel to and from your Welfare-to-Work activity, and for you and your children to travel to and from child care.

Work/Training Related Costs for books, tools, and special clothing you need as part of your Welfare-to-Work activity.

Personal Counseling to help you participate in Welfare-to-Work activities. We will refer you to providers in your community that offer these counseling services.

NOTE: If Welfare-to-Work pays more child care, transportation costs, or work/training related costs than you need to participate, you will have to pay Welfare-to-Work back. But, you may not have to pay Welfare-to-Work back while you are in Welfare-to-Work if doing so would keep you from participating.
Supportive Services After You Get A Job And Go Off Cash Aid

We will provide case management and supportive services for up to three months after you go off cash aid due to employment. We will pay only if you need the services to keep your job and you cannot get the services from somewhere else.

Alternative Payment Program

Once your situation becomes steady or you leave aid, we will transfer your child care reimbursement to the local Alternative Payment Program. Your child care provider does not have to change once you go to work or transition off aid. If you still need help with your child care costs after you have been off aid for two years, you may be eligible, depending on the amount of your income, to continue to get help from the Alternative Payment Program.

➤ The Alternative Payment Program will pay your child care provider directly. Call Centralized Eligibility List (CEL) at (209) 953-2121 for more information.

Your Welfare-to-Work Plan

Your Welfare-to-Work Plan is important. It tells you how we will work with you so that you can compete for and find a job. The plan will make sure that you receive the agreed-upon services and training for as long as you are taking part in Welfare-to-Work and receiving cash aid. Your plan tells you what you must do, and what we must do, to make Welfare-to-Work, work for you.

Your Employment Services Worker will help you review each of the following parts of your Welfare-to-Work Plan:

1. The Welfare-to-Work Plan – Rights And Responsibilities tells you about Welfare-to-Work, our responsibilities, and your rights and responsibilities as a participant. This agreement applies as long as you are in Welfare-to-Work.

2. This Welfare-to Work-Participant Handbook.


Read all of the parts of your Welfare-to-Work Plan, including this Welfare-to-Work Participant Handbook, carefully. If you have any questions, be sure to ask your Employment Services Worker. Both you and your Employment Services Worker will sign each assignment.
Good Reasons for Not Participating

We recognize that you may have a good reason for not signing your Welfare-to-Work Plan, for not taking part in one of the Welfare-to-Work activities that you agreed to in your activity assignment, for quitting a job, or for reducing your earnings. Some of these reasons are related to you personally, and some are related to the assignment.

Reasons Related To You:

- You need transportation or work/training-related expenses and they cannot be provided.
- You are the victim of domestic violence and participating would be harmful to you or your family. Program requirements may be waived on a case-by-case basis.
- Child care is not reasonably available during your training, employment or travel time for:
  - A child 10 years or younger, or
  - A child who is in foster care or is an SSI recipient, but who is not included in the assistance unit.

Reasons Related To Activity Assignment Or Job:

- Discrimination at the job or training site because of age, sex, race, color, religion, national or ethnic origin, physical or mental disability.
- Travel to work/training from your home is more than two hours round trip by car, bus or other transportation, or more than two miles round trip if you have to walk because other transportation is not available. The limit on travel and mileage does not include transportation time or mileage to take family members to and from school or to and from other care providers.
- The job requires more daily or weekly hours than is normal or customary.
- Conditions at the job or training site violate health and safety standards that could cause you serious injury or death.
- The job or work activity does not provide Worker’s Compensation Insurance.
- Accepting a job would interrupt or interfere with an approved education or training assignment, except Work Experience, OJT or Community Service.
- Accepting a job or work activity would cause you to violate the terms of your union membership.
What Happens IF You Do Not Participate

As you know, participation in Welfare-to-Work is mandatory for all non-exempt CalWORKs applicants and recipients. Exemptions are listed in the section titled “Who Doesn’t Have to Participate.”

If for any reason you do not do what Welfare-to-Work requires, the following steps will be taken:

Cause Determination: If you do not meet Welfare-to-Work requirements, you have the right to explain why. The county will decide if it is a good reason (see the section titled “Good Reasons for Not Participating”).

Compliance: If you do not meet Welfare-to-Work requirements, we will send you a notice giving you 20 calendar days to meet with or call your Employment Services Worker. You will need to offer a good reason for not doing what you are required to do or agree to sign a Compliance Plan. If you meet the requirements of the Compliance Plan, no penalties will be applied to you.

Financial Sanctions: If you are a mandatory participant (see the section titled, “Who Must Participate”), your family’s cash aid will be lowered if you fail or refuse to meet Welfare-to-Work requirements without an approved good reason and do not resolve the problem by completing and signing a Compliance Plan.

Your family’s cash aid will be lowered if anybody who must participate does not meet Welfare-to-Work requirements. This will happen only if the person does not have a good reason, or the person fails to complete and sign a Compliance Plan. The person who gets a financial sanction will not receive cash aid until he/she performs the activity or alternate activity he/she previously refused to perform.

If your family is a two-parent family getting cash aid because of unemployment, there are special rules for financial sanction. If a parent who must participate in Welfare-to-Work causes a financial sanction, both parents may lose their cash aid. But the parent who did not cause the sanction can keep his or her cash aid if he or she participates in Welfare-to-Work, or is exempt, or has good cause for not participating.

Penalties for Volunteers: Individuals who are exempt from participation (see the section titled “Who Doesn’t Have to Participate”) may choose to volunteer to participate in Welfare-to-Work. If you volunteer for Welfare-to-Work Program, but fail to meet Welfare-to-Work requirements without a good reason, you may not be allowed to participate in Welfare-to-Work for a period of time.

See your Employment Services Worker if you have any questions regarding these requirements.
Your Child’s School Attendance

If your child(ren) must attend school and he or she does not do so regularly (unless he or she is eligible to participate in the Cal-Learn Program), your family’s cash aid also will be lowered. You must show proof that your child is attending school regularly, if we ask for it.

What You Can Do IF You Do Not Agree

There are three actions you can take if you do not agree with our decision.

State Hearing: If you disagree with any county decision regarding a Welfare-to-Work penalty (see the section titled “good Reasons for Not Participating”), your participation in Welfare-to-Work, your Welfare-to-Work activity, or your Welfare-to-Work supportive services, you can ask for a state hearing. Your Employment Services Worker will help you file for a state hearing if you want one. See the back of your Notice of Action for more information.

If you file for a state hearing before the penalties start, penalties will not be applied while the hearing is being decided.

Independent Assessment: If you do not agree with the results of your Assessment or Welfare-to-Work Plan, someone who is not a county representative will review your Assessment and do another one, if necessary. The results of the independent Assessment will be used to set up your Welfare-to-Work Plan.

If you have an Independent Assessment done, penalties will not be applied while you wait for the results of the review.

Formal Grievance Set By The County Board of Supervisors: This is the process adopted by the San Joaquin County Board of Supervisors. Your Employment Services Worker will tell you how this grievance process works.

If you use the formal grievance process, you must continue to meet Welfare-to-Work requirements and penalties will not be applied while the grievance is being decided.
Notes:
WAIVER OF CalWORKs LEARNING DISABILITIES
SCREENING AND/OR EVALUATION

Tell your worker if you need help reading or understanding this form. Go over this form very carefully with your county worker. Be sure to ask questions about anything you do not understand. If you do not want to be screened or evaluated for learning disabilities at this time, you will be asked to sign this form and you will get a copy of this form.

Benefits of a Learning Disabilities Screening and Evaluation

It is very important to screen and evaluate you for possible learning disabilities. Please keep in mind that most people with learning disabilities are intelligent and many are gifted. If the county finds you have a learning disability, the county will be able to better help you decide what activity is best for you. Individuals with a learning disability can be taught to use their strengths and find ways to make it easier to learn and be more successful at school and on the job.

Getting a screening and evaluation for learning disabilities can help you find, keep, and advance in a job that is right for you. It can also help you do well in an education or training program. The screening and evaluation can also get you the kind of help and services you will need to meet the welfare-to-work requirements. You may also be excused from welfare-to-work requirements if your condition is so severe that it keeps you from regularly working or participating in welfare-to-work activities: 20 hours per week for a single-parent with a child under six-years-old, 30 hours per week for a single-parent with no child under six-years-old, or 35 hours for two-parent families.

If you have a previous evaluation that states you have a learning disability, please provide the evaluation to your county worker. The county may accept all or part of the evaluation and provide you with reasonable accommodations or not accept the evaluation and refer you for another evaluation. Your county worker will include information in your case file that the county has accepted your learning disabilities evaluation. You do not have to sign this waiver if the county accepts your previous evaluation.

If you do not want to be screened or evaluated for learning disabilities at this time and do not give us other proof of a learning disability:

1. You will not get accommodations for a learning disability.

2. You will have to meet the welfare-to-work requirements like any other person on CalWORKs who does not have a learning disability. If you do not meet the welfare-to-work requirements, your cash aid may be lowered or stopped.

3. You may change your mind at any time and ask for a learning disabilities screening and/or a learning disabilities evaluation.

If you are later found to have a learning disability, the county will get you the help and services you need following the date your worker discusses the evaluation findings with you and when you sign a new welfare-to-work plan, if necessary.

Go to the next page to complete this form.
WAIVER OF CalWORKs LEARNING DISABILITIES SCREENING AND/OR EVALUATION (continued)

At this time, I want to waive (reject) a learning disabilities screening and/or a learning disabilities evaluation. My welfare-to-work plan will not include accommodations for learning disabilities unless I provide a previous learning disabilities evaluation, and the county accepts that evaluation.

I have read this form and/or had it read to me. I understand the information on this form. I do not want the following at this time:

☐ Learning Disabilities Screening        ☐ Learning Disabilities Evaluation

I have the right to refuse to sign this form. If I refuse to sign this form, it is the same as if I signed this form to waive a learning disabilities screening and/or a learning disabilities evaluation. Information will be included in my case file that I waived a learning disabilities screening and/or a learning disabilities evaluation.

<table>
<thead>
<tr>
<th>PRINTED NAME OF PARTICIPANT</th>
<th>CASE FILE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNED NAME OF PARTICIPANT</td>
<td>DATE</td>
</tr>
</tbody>
</table>

County Use Only Section:

I have discussed this form and offered a learning disabilities screening/evaluation to the participant named above:

☐ Participant signed this form to waive the learning disabilities screening/evaluation.
☐ Participant refused to sign this form after waiving the learning disabilities screening/evaluation.

<table>
<thead>
<tr>
<th>PRINTED NAME OF INTERVIEWER</th>
<th>JOB TITLE OF INTERVIEWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNED NAME OF INTERVIEWER</td>
<td>DATE</td>
</tr>
</tbody>
</table>
CALWORKS CHILD CARE REQUEST FORM AND CHILD CARE PAYMENT RULES

NOTICE: You may be eligible for CalWORKs Stage One Child Care
The county pays for child care for children under age 13, and for children up to age 21 with disabilities.

MY CHILD CARE RIGHTS

- I have a right to receive child care services to help meet my family's needs. For example: housing search, domestic violence or mental health counseling, court and medical appointments, or other similar activities.
- I have a right to child care so that I can go to any Welfare-to-Work (WTW) activity or work.
- My child care will be authorized for 12 months, so that my children get stable, reliable care.
- I have the right to have child care in place before I need to show up for required activities or appointments.
- I have a right to full-time child care, unless I choose part-time care.
- I have a right to child care as a WTW volunteer, if I choose to participate in activities but don't have to.
- If I don't want child care now, I can ask for it later.

WHO CAN BE MY CHILD CARE PROVIDER?
You can choose who will take care of your children. You can choose a child care center, a licensed family child care provider, or a family member, friend or neighbor. If you choose a family member, friend or neighbor, they may need to get fingerprinted. Please see the TrustLine section on the back of this form.

HOW DO I ASK FOR CHILD CARE?
You can get child care by asking your county worker, at your On-line CalWORKs Appraisal Tool (OCAT) assessment, or by submitting this form or any request in writing. You should ask for child care as soon as you know you will need it. Child care will be approved when you get approved for cash aid.

HOW DO I FIND CHILD CARE?
The local Child Care Resource and Referral Agency (R&R) can help you find the best child care option for your family. You can visit or contact them using the information below, or you can call the California Resource and Referral Network at: 1-800-KIDS-793.

R&R Agency Name: Family Resource & Referral Center Telephone: (209) 948-1553
Address: 509 W Weber Ave, Ste 104, Stockton, CA 95203 Website: FRRCSJ.ORG

PLEASE ANSWER THE FOLLOWING QUESTIONS:
1. Do you want child care for any of your children now? □ Yes □ No
2. You are eligible for full-time child care (30 or more hours per week). Would you rather have part-time child care? □ Yes □ No
3. Will you need child care if you start working, going to school, training, job search, counseling, housing search, or other activity? □ Yes □ No
If you answered No to questions 1, 2, or 3 above:

4. Is somebody watching your children who does not want to get paid? □ Yes □ No

5. Are all of your children in Head Start, another free or low-cost child care program, or school? □ Yes □ No

Even if you don’t need child care now, you can ask for child care at any time.

CHILD CARE RULES: TRUSTLINE
Your child care provider must be eligible before they can get paid. An eligible provider is a licensed child care provider, a provider who has cleared the TrustLine fingerprinting and background check process, or a provider who doesn’t have to get TrustLine registered. If you choose a child care provider who is required to be TrustLine registered, the county will only pay your provider if they clear TrustLine. Once your child care provider is TrustLine registered, the county will pay for child care for up to 120 days from the date you asked for child care or when the child care began, whichever is later. A grandparent, aunt, or uncle of the child(ren) does not need to be TrustLine registered but must turn in a form called a Declaration of Exemption from TrustLine Registration and Health and Safety Self-Certification (CCP1).

TWO-PARENT FAMILIES
In two-parent families, if one parent is able and available to care for the child(ren), the county will not pay for child care. A parent is considered available to provide care unless they are working (or sleeping after working), doing a county-approved WTW activity, or have a condition verified by a doctor, that prevents them from caring for the child(ren).

CERTIFICATIONS  Please initial the below certifications.

______ I understand that if I choose a child care provider who is required to be TrustLine registered, the provider is not eligible for any reimbursement if they do not get TrustLine registered.

______ I understand that I do not have to go to any Welfare-to-Work (WTW) appointment or activity unless I have found child care that will accept child care payment from the County.

______ I understand that I must tell my worker as soon as I need child care. I understand that I need to ask for child care within 30 calendar days from the first day I received child care services for my provider to get fully paid.

______ I have read this notice, or had it read to me in __________________. If I have any questions or need additional information about this notice, I can ask my worker.

My worker can be reached at: ____________________.

<table>
<thead>
<tr>
<th>Case Name</th>
<th>Case No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Case Worker Name</td>
<td>Phone</td>
</tr>
</tbody>
</table>
CONFIDENTIAL DOMESTIC VIOLENCE INFORMATION

What is Abuse?
"Abuse" means battering or subjecting a person to extreme cruelty by:
1. Physical acts that result in or threaten to result in physical injury
2. Sexual abuse
3. Sexual activity involving a child in the home
4. Participation in sexual activities against your will
5. Threats of, or attempts at, physical or sexual abuse
6. Mental abuse
7. Neglect or deprivation of medical services
8. Economic abuse
9. Tactics of power and control
10. Stalking
11. Threats of filing a report with a governmental agency

What You Should Know
1. The County will be contacting your child(ren)'s father/mother to try and collect child support. If contacting the other parent puts you or your children at risk of harm, you may not have to meet this requirement. You have the right to claim "good cause" for not providing information to the Local Child Support Agency.
2. If you disclose any information, or information is otherwise discovered, which would lead the County to suspect child abuse or neglect, the County must make a report to Child Protective Services. The report does not mean your children will be taken away from you. After the report there will be an evaluation to determine the safest decision for your child(ren). All other information about your abuse will remain confidential.

Domestic Violence Waivers
If you are a current or past victim of domestic violence or are in fear of abuse you may be eligible to a temporary waiver of some CalWORKs program requirements. Including, but not limited to:
1. 48-month time limit
2. WTW Participation
3. Establishing paternity Support
4. Cooperation with child support
5. Cal Learn Participation

Declaration
At this time do you wish to declare that you are a current or past victim of domestic abuse or are in fear of abuse?
If yes, would you like to confidentially talk to someone about your situation?
We can refer you to someone who can help. Declaring abuse does not require you to stay at a shelter.
Contact your worker if you believe you meet the definition

DOMESTIC VIOLENCE/SEXUAL ASSAULT RESOURCES

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Women’s Center of San Joaquin County - Stockton</td>
<td>620 N. San Joaquin St., Stockton</td>
<td>(209) 941-2611</td>
</tr>
<tr>
<td>The Women’s Center of San Joaquin County - Stockton</td>
<td>729 N. California St., Stockton</td>
<td>(209) 929-6700</td>
</tr>
<tr>
<td>The Women’s Center of San Joaquin County - Lodi</td>
<td>29 S. Washington St. Lodi</td>
<td>(209) 368-3406</td>
</tr>
<tr>
<td>Tracy Women’s Center Healthy Connection</td>
<td>400 E. 10th St. Tracy</td>
<td>(209) 833-0300</td>
</tr>
<tr>
<td>Domestic Violence Crisis Line</td>
<td></td>
<td>(209) 465-4878</td>
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<tr>
<td>Sexual Assault Crisis Line</td>
<td></td>
<td>(209) 465-4997</td>
</tr>
<tr>
<td>San Joaquin County Mental Health Crisis Intervention</td>
<td>1212 N. California St., Stockton</td>
<td>(209) 468-8686</td>
</tr>
<tr>
<td>Public Health Services</td>
<td>1601 E. Hazleton Ave.</td>
<td>(209) 468-3830</td>
</tr>
</tbody>
</table>
AUTHORIZATION FOR RELEASE OF INFORMATION

I, ________________________________, authorize San Joaquin County Human Services Agency or designated Case Management Agency to release and exchange information regarding my Welfare-To-Work case to:

☐ Family Resource and Referral  ☐ Wellness WORKs!
☐ Construction Technology Vocational Training  ☐ Women's Center Youth and Family Services
☐ San Joaquin County Office of Education  ☐ WorkNet
☐ San Joaquin Delta College  ☐ "The Work Number" Employment Verification Employer: __________________________
☐ SCAP  ☐ Inter-County Transfer (ICT) of my OCAT/Appraisal including my Learning Disability (LD)
☐ Stockton Unified School District  ☐ Other_____________________
☐ FamilyWORKs

NOTE: Client must initial next to the checked box.

I also authorize the above Agency/program to release and exchange information with my Case Manager.

I understand that the exchange of information between these Agencies is important to my continuing success in the Welfare-to-Work program, and is not to be used for any purpose other than my eligibility to and participation in Welfare-to-Work.

I understand that my authorization is valid for a maximum of one year from the date I sign, and that I may be asked to complete another authorization at the end of that time.

__________________________________________  __________________________
Signature of Participant  Date Signed

ES 10MP (4/19)
WELFARE TO WORK PLAN
RIGHTS AND RESPONSIBILITIES

This is an overview of the rights and responsibilities of participants in Welfare-to-Work activities under the California Work Opportunity and Responsibility to Kids (CalWORKs) Program. Your Welfare-to-Work Plan tells you how you and the county will work together so that you can get and keep a job. Your plan includes this form, the Activity Assignment, and the Welfare-to-Work Handbook. The Welfare-to-Work Handbook tells you about Welfare-to-Work activities, services, and rules. The Activity Assignment tells you the Welfare-to-Work activity that you will be participating in.

The county must do certain things to help you while you are in Welfare-to-Work. The county must explain Welfare-to-Work to you and answer any questions.

YOUR RIGHTS

As a Welfare-to-Work participant, you have the following rights which will help you take part in Welfare-to-Work.

You have the right to the following:

Employment Services

- Receive direction and support from the county to help you improve your ability to get a job. This can possibly include on-the-job training and job skills training or education.
- Receive a referral to places that offer personal counseling, mental health, substance abuse, or domestic abuse services, at no cost to you, if you need them to help you participate.

Supportive Services

- Receive payment for child care, transportation, and work and training-related expenses if you need them to participate in or attend any Welfare-to-Work appointment or activity. These are called supportive services. If you need them, but do not get them, you may have a good cause for not participating.
- Receive details of your supportive service arrangements in writing.
- Receive advance payment, if you need it to avoid using your own money, for approved supportive services.

Welfare-to-Work Plan

- Ask for a change or reassignment or another activity within 30 days from the beginning of your initial training or education assignment under your initial Welfare-to-Work plan.
- Change your mind about the activities assigned in your Welfare-to-Work plan. If you change your mind, you must tell your Welfare-to-Work worker within three (3) working days after signing your Welfare-to-Work plan Activity Assignment form (WTW 2).
- Automatically get a neutral third party to assess your employment and or training needs if you disagree with the assessment or you and the county cannot agree on a plan to meet your assessed employment needs.
- Ask for a different provider if you object to the religious character of any provider to which you have been assigned.
- Not participate in any religious activity offered by a service provider. Participation in such an activity is voluntary.

Resolve Problems with your Welfare-to-Work Plan

- Not participate if the services you and the county agree you need are not provided.
- Not participate if the county decides you have any other good reason.
- Explain the reason if you fail to do what Welfare-to-Work requires.
- Have a second chance to cooperate and participate in Welfare-to-Work through the compliance process.
- Ask for legal advice at anytime regarding your participation in Welfare-to-Work from your local legal aid or welfare rights office by calling (209) 946-0605.

Employment Problems

- Leave a job or not accept a job if the county decides you have a good reason.

Complaints

- Protest any county action you do not agree with by filing a formal grievance with the county or asking for a State hearing by calling 1-800-952-5253, or for the hearing or speech impaired who use TDD, call 1-800-952-8349.
YOUR RESPONSIBILITIES

As a Welfare-to-Work participant, you also have the following responsibilities to make sure Welfare-to-Work works for you.
You must:

- Accept a job if you get an offer, unless you have a good reason not to.
- If working, keep the job and not lower your earnings.
- Sign activity assignments which tell how you and the county will work together while you participate.
- Participate as described in your Welfare-to-Work plan unless you have a good reason.
- Choose and arrange for supportive services. The county will help you.
- Sign up for subsidized child care if you will need it. The county will tell you how.
- Ask your Welfare-to-Work worker if you have any questions about Welfare-to-Work.
- Tell your Welfare-to-Work worker of changes that may affect your participation.
- Tell your Welfare-to-Work worker right away of changes in your need for supportive services. This includes changes in child care providers. If you do not tell the county in advance, the county may not be able to pay for the services that change.
- Pay Welfare-to-Work back for any supportive services payments you got, but you did not need or you were not eligible to get.
- Call or go to the county when they ask you to.
- Give proof of satisfactory progress in your assigned activity, if required by your county.
- Read (or have read or explained to you) the Welfare-to-Work Handbook and ask questions about any part of the handbook you do not understand.

QUESTIONS?

The Welfare-to-Work Handbook gives you more information on your rights and responsibilities. If you have any questions, be sure to check the Welfare-to-Work Handbook or call your Welfare-to-Work worker at the number shown below.

CERTIFICATION

I understand that the purpose of Welfare-to-Work is to help me prepare for work and find a job.

I have read (or had read or explained to me) and understand this Rights and Responsibilities form. I have received a Welfare-to-Work Handbook. I know that I have certain rights and responsibilities as a participant in Welfare-to-Work. I know that I must meet all my responsibilities as a Welfare-to-Work participant. If I fail to meet my responsibilities without good reason, I know that there are certain penalties and that my cash aid may be affected.

<table>
<thead>
<tr>
<th>PARTICIPANT'S SIGNATURE:</th>
<th>DATE:</th>
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| WELFARE-TO-WORK WORKER'S SIGNATURE: | PHONE: | DATE: |
Language Preference for Written Communications (check only one box on this page):

1. □ I would prefer that written communications and forms be sent or given to me in English.
   S □ Yo prefiero que manden información y formas en inglés.
   C □ ឃុំពិនិត្យ ស្វែងរកអត្ថបទអន្តរជាតិនិងសំណង់ស្ថានភាព។ (Cambodian)
   L □ នាងប្រការច្នៃបង្ហាញនិងរួមបញ្ជាក់ជាមួយអត្ថបទរបស់ក្រុមហ៊ុន។
   WH □ Kuv xav kom tej ntawv uas nej yuav xa tuaj rau kuv ntawd, yog muaj no xav kom yog kuv yam lus uas yog lus Hmoob.
   BH □ Yog has tas tej ntawv mej yuav xaa tuaj rua kuv ntawd muay yam lug Moob nua mej xaa yam ntawv Moob tuaj rau kuv. Kuv cov lug kuv ib txhis has yog Moob.
   V □ Yêu cầu gửi đến cho tôi tất cả giấy tờ mà dù dọn bằng tiếng Việt.

2. □ I would prefer that written communications and forms be sent or given to me, if available, in my native language which is ____________________________.
   S □ Yo prefiero que manden información formas en mi idioma que es Español.
   C □ ប្រការប្រឹមប្រាម ប្រការប្រឹមប្រាមជាផ្នែកភាសានិងជាឈ្នេះផ្លូវកាត់។ (Cambodian)
   L □ នាងប្រការច្នៃបង្ហាញនិងរួមបញ្ជាក់ជាមួយអត្ថបទរបស់ក្រុមហ៊ុន។
   WH □ Kuv xav kom tej ntawv uas nej yuav xa tuaj rau kuv ntawd, yog muaj no xav kom yog kuv yam lus uas yog lus Hmoob.
   BH □ Yog has tas tej ntawv mej yuav xaa tuaj rua kuv ntawd muay yam lug Moob nua mej xaa yam ntawv Moob tuaj rau kuv. Kuv cov lug kuv ib txhis has yog Moob.
   V □ Yêu cầu gửi đến cho tôi tất cả giấy tờ mà dù dọn bằng tiếng Việt.

OVER
Offer of Interpreter (check only one box on this page):

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<td>I have a good understanding of the English language. No special services are needed.</td>
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<tr>
<td>S</td>
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<td>Yo entiendo Ingles. No hay necesidad para servicios especiales.</td>
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<td></td>
<td>តូចៃនិចឱ្យឱញតេចជាប់អំពីភាសាដូចជាព័ត្រីៗដែលក្នុងអត្ថបទ។</td>
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<td>មានជារតីយ៉ាងច្រើនដែលចិញ្ចឹមៗដោយសារជាតិអំពីភាសាបានរំខាន់ៗៗឬក្នុងប្រយោគ។</td>
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<td>WH</td>
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<td>Kuv yeej to taub lus askiv zoo lawm, tsis tayav siv neeg b'hais lus rau kuv.</td>
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<td>BH</td>
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<td>Kuv yeej to taub lug Ameslikvas zoo lawm, kuv tsi yuav tuab neeg lug b'hais lug pub rau kuv.</td>
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<td>V</td>
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<td>Tôi hiểu rõ tiếng Anh. Không cần sự giúp đỡ đặc biệt.</td>
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<td>4.</td>
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<td>I have difficulty in understanding English. However, I prefer to provide my own interpreter.</td>
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<td>S</td>
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<td>Yo tengo dificultad entendiendo Ingles, pero prefiero traer mi propio interprete.</td>
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<td>មានជារតីយ៉ាងច្រើនដែលដឹងហើយខ្សែសំណួរជាងនេះទេនេះ ពីរបៀបបញ្ហាសេរី</td>
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<td>មានជារតីយ៉ាងច្រើនដែលដឹងហើយខ្សែសំណួរជាងនេះទេនេះ ពីរបៀបបញ្ហាសេរី</td>
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<td>WH</td>
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<td>Kuv tsi to taub lus askiv, tabsis kuv mam li coj neeg tuaj b'hais lus rau kuv.</td>
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<tr>
<td>BH</td>
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<td>Kuv tsi bawj lug Ameslikvas tab sis mas kuv mam le nh rav kuv lb tug tuab neeg tuaj b'hais lug rau kuv.</td>
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<tr>
<td>V</td>
<td></td>
<td>Mắc đầu tôi gặp trớ người Anh ngữ nhưng tôi muốn tự lo việc của việc.</td>
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<td>5.</td>
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<td>I have difficulty in understanding English and I would prefer to have San Joaquin County provide an interpreter for me. My native language is_______________________________.</td>
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<tr>
<td>S</td>
<td></td>
<td>Yo tengo dificultad entendiendo Ingles, yo preferir el condado de San Joaquin tenga un interprete. Mi idioma es Español.</td>
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<td>មានជារតីយ៉ាងច្រើនដែលដឹងហើយខ្សែសំណួរជាងនេះទេនេះ ពីរបៀបបញ្ហាសេរី (Cambodian)</td>
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<td>មានជារតីយ៉ាងច្រើនដែលដឹងហើយខ្សែសំណួរជាងនេះទេនេះ ពីរបៀបបញ្ហាសេរី (Cambodian)</td>
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<td>WH</td>
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<td>Kuv tsi paub lus askiv, kuv xav kom San Joaquin County pab nhriav neeg b'hais lus rau kuv. Kuv yam lus yog H'moob.</td>
</tr>
<tr>
<td>BH</td>
<td></td>
<td>Kuv tsi paub lug Ameslikvas le, kuv xaav thov kuas San Joaquin County ua tuw nhriav lb tug tuab neeg lug b'hais lug pub rau kuv. Kuv cov lug kuv lb b'his has yog lug H'moob.</td>
</tr>
<tr>
<td>V</td>
<td></td>
<td>Tôi không hiểu tiếng Anh và muốn county có thông dịch viên cho tôi. Ngôn ngữ chính của tôi là Việt ngữ.</td>
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<td></td>
<td>I am bi-lingual in the _____________________language, and all communications I have with ______________________ will be in this, their primary language.</td>
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<tr>
<th>Client Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>EWISW Signature</td>
<td>Date</td>
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</table>
YOUR RIGHTS

While you are receiving CalWORKs, you have the right to be tested for a learning disability at any time. You can waive this right without it affecting your benefits.

If you disagree with any county action, you have the right to file a fair hearing. Call (800) 952-5253

Do you have a learning disability?

CalWORKs Employment Center
Is here to help!

San Joaquin County

If you answered "yes" to any of the questions, you might benefit from being tested for a learning disability.
You Might Have a Learning Disability if....

1. Reading has been a slow or difficult process since childhood.
2. You have difficulty Expressing yourself or following directions.
3. Basic math has been a struggle since childhood.
4. It is hard to express yourself in writing.
5. You have many talents but are frustrated by not being able to learn basic academic skills.

A learning disability is not the result of:
- Not participating in School
- Emotional or psychological disorders or other health issues
- Alcohol or substance abuse
- Developmental delays

Why Is This Important?

Learning disabilities can affect:
- Employment
- Education
- Social Skills and relationships
- Personal choices and self-esteem

How Do I Get Tested?

You must qualify for CalWORKS. Ask your case manager to complete a Learning Needs Screening and set up a testing appointment.

Your Responsibilities
- To complete a testing appointment and a summary appointment.
- To arrange for transportation and childcare needs.

What Are The Benefits?

- Help in GED exam preparation
- Knowledge of your learning style and strategies to overcome challenges
- Learn more about yourself and the importance using your strength

Studies show that persons with learning disabilities often have numerous talents and are sometimes gifted individuals.
SCRIPT ON LEARNING DISABILITIES SCREENING

Many people have a learning disability, but don't know it.

You can find out if you may have a learning disability by answering some questions. This is called a "screening."

Did you know?
• Up to two out of five adults on welfare have learning disabilities.

• Most people with learning disabilities are intelligent and many are gifted.

This includes many famous people like Whoopi Goldberg, Cher, and President John F. Kennedy!

Why get screened?
If you have a learning disability,
• You can learn your strengths and find ways to make it easier for you to learn and help you be more successful at school and on the job.

• The county can help you get into the right kind of welfare-to-work activity, such as training.

Some signs of learning disabilities:
Do you have a hard time filling out forms? Following directions? Getting people to understand what you are trying to say?

Ever been in special education or got extra help in school as a child?

These are signs that you may have a learning disability.

If you have a learning disability, it may be hard for you to:
• read
• listen
• understand directions
• write
• spell
• do math
• organize things
• get along with others
• say your ideas out loud
• pay attention

People with learning disabilities can have a lot of problems with some of these things, but do great with others.

What is the screening like?
The screening is very simple. It only takes about 30 minutes. It is just a few questions about your learning experiences and your health.

The screening is confidential, and it is your choice if you want to do it. Let your worker know if you want to be screened.

What happens after the screening?
The screening will help you decide if you want a referral to a specialist to find out if you have a learning disability.

The specialist can help find your strengths and weaknesses, so the county can help you get the services you need.

ES 65 (02/03)
DISCRIMINATION COMPLAINTS
If you think you have been discriminated against, you may submit a complaint application separately to the County or the State, and the Federal Government. The Federal agency that you must complain to depends on which program your complaint is about.
You can file a discrimination complaint with:
1. FOR ALL PROGRAMS ADMINISTERED BY YOUR COUNTY WELFARE DEPARTMENT: The County's Civil Rights Coordinator. Ask your county office for the name, address and phone number of their Civil Rights Coordinator. He/she will independently investigate your complaint.

2. Civil Rights Bureau
   California Department of Social Services
   741 P Street, MS 8-1670
   Sacramento, CA 95814
   (916) 654-2107
   (866) 741-6241 (Toll-Free)

3. FOR THE CALFRESH PROGRAM:
   United States Department of Agriculture
   Director, Office of Civil Rights,
   Room 326-W, Whitten Bldg.
   1400 Independence Avenue, S.W.,
   Washington, D.C. 20250-9410
   (202) 720-6382 (voice and TTY)

4. FOR ALL OTHER PROGRAMS:
   Health and Human Services
   Office of Civil Rights
   90 7th Street, Suite 4-100
   San Francisco, CA 94103
   (415) 437-8310 (voice)
   (415) 437-8311 (TDD)

TIME LIMITS TO TAKE ACTION
If you suffer discrimination, you must submit your complaint within 180 days of the actual discrimination. If the discrimination also affected the level of your benefits and services, you must also ask for a state hearing within 90 days. A discrimination investigation cannot change your benefit levels or services...only a state hearing can do that.

LIMITS ON CERTAIN RIGHTS
Although you have the right to privacy and confidentiality, there are certain laws that allow limited exceptions. You can ask the county for the laws.

QUESTIONS
If you have any questions on how to request a state hearing, call the Public Inquiry and Response Unit: toll free (800) 952-5253. The TDD toll-free telephone number is (800) 952-8349.

PROGRAMS COVERED BY THIS PAMPHLET
- Adoption Assistance Program (AAP)
- Adult Protective Services
- Alcohol and Drug Program
- California Food Assistance Program (CFAP)
- Medi-Cal
- CalWORKs
- CalWORKs Child Care
- CalWORKs Welfare-to-Work Program/Services
- Cash Assistance Program for Immigrants (CAPI)
- Child Welfare Services
- Denti-Cal
- Early & Periodic Screening, Diagnosis, and Treatment (EPSDT)
- CalFresh (Food Stamps)
- Foster Care
- In-Home Support Services
- Kinship Guardian Assistance (Kin-GAP)
- Mental Health
- Multipurpose Senior Services Program (MSSP)
- Personal Care Services Program (PCSP)
- Refugee Cash Assistance
- Social Services

This pamphlet is available from your Local County Welfare Office and at www.cdss.ca.gov in the following languages:
- Arabic
- Japanese
- Russian
- Armenian
- Korean
- Spanish
- Cambodian
- Lao
- Spanish Large Print
- Chinese
- Mien
- Tagalog
- Farsi
- Portuguese
- Ukrainian
- Hmong
- Punjabi
- Vietnamese

Also Available in large print, Braille, and Audio CD

PUB 13 (8/16)
YOUR RIGHTS
All people and organizations providing public assistance must respect your rights. They can help you understand and apply for benefits and services.

- You have the right to an interpreter free of charge.
- You have the right to a complaint procedure.
- You have the right to appeal decisions.
- You have the right to have information about your benefits and services.

Not face discrimination in receiving program benefits or services.

1. Not face discrimination in receiving program benefits or services.
2. File a complaint about discrimination.
3. Get extra help from county staff to make sure you get your benefits if you have a disability or impairment that makes it hard to understand the program rules.
4. Have your information kept confidential.
5. Be treated with courtesy and respect.
6. You have the right to a free interpreter.
7. You have the right to a complaint procedure.
8. You have the right to appeal decisions.
9. You have the right to have information about your benefits and services.

STATE HEARINGS
- You can ask for a state hearing any time you disagree with a county’s decision on your benefits or services.
- You can also ask for a state hearing if the county is not giving you benefits or services which you think you should get.
- A state hearing is heard by a state Administrative Law Judge. The county will have someone at the hearing to explain why they took their action.
- A state hearing is not a court hearing. You do have the right to have a representative with you. There are free legal services in every county. They are listed on the back of your county notice. You can bring witnesses. You have the right to a free interpreter. Ask the county how to get one.
- If your problem is with General Assistance or general relief, you must ask for a county hearing.
- If your problem is with Social Security benefits, you must contact the Social Security Administration.

CONTINUING YOUR AID OR SERVICES PENDING A STATE HEARING
- The county must give you a notice at least 10 days before any action to change your aid or services takes place. If you ask for a hearing before the action takes place, you can get “aid paid pending” your hearing. This means your aid stays the same until you get a hearing decision.
- You MUST ask for a hearing on any new notice you get, if you disagree.

HOW TO REQUEST A STATE HEARING
1. Phone: Ask for a State Hearing by contacting the CA Department of Social Services at (800) 743-8525 or (800) 952-5253
2. Fill out the back of your Notice of Action (NOA) or send a written request to: CDSS, State Hearing Division 744 P Street M.S. 09-17-37 Sacramento, CA 95814

PROHIBITED DISCRIMINATION
Under State law, welfare agencies may not provide you aid, benefits or services that is different from aid provided to others on the basis of Race, Color, National Origin (including language), Ethnic Group Identification, Age, Disability, Religion, Sex, Sexual Orientation, Political Affiliation, Marital Status, or Domestic Partnership

Federal laws also prohibit discrimination on several, although not all, of the bases listed above. Federal law also prohibits:
1. Delaying or denying the placement of a child for adoption or into foster care on the basis of race, color or national origin of the adoptive or foster parents, or the child;
2. Denying to any individual the opportunity to become a foster or adoptive parent on the basis of race, color or national origin of the individual or child involved.

EXAMPLES OF DISCRIMINATION
- The County does not give you a free interpreter.
- A worker tells a certain ethnic group about more programs and services than people of other ethnicities.
- The County won’t help you get audio tapes of a program orientation to help you with a disability that makes it hard for you to read.
- A worker learns of your religion or politics and then treats you differently.
- You can’t get to appointments because the county building does not have an elevator.
- You cannot get your wheelchair into examination, interview rooms or restrooms.
- Men get referred to job training for better paying jobs than women.
- The county does not want you to have training because they say you are “too old.”
- You are not allowed to adopt a baby because you are of a different race.
HERE IS AN EXAMPLE OF HOW WORK PAYS FOR MARY AND HER TWO CHILDREN:

Step 1  We figure Mary's weekly gross earnings:
before deductions  $200 per week

Step 2  We figure Mary's monthly gross earnings:
$200 x 4.33 = $866 Monthly Earnings

Step 3  We figure Mary's monthly net earnings:
Monthly Earnings  $866
Minus $225 CalWORKs deduction  -225
Balance  $641
Minus 50% (half)  321
($641 - 2 = $321)
Equals net Earnings  $320
(rounded)

Step 4  We figure Mary's cash grant:
Non-exempt Maximum Aid
Payment (MAP) for 3  $638
Minus Mary's Net Earnings  -320
Equals Cash Grant  $318

Step 5  We figure Mary's total monthly income:
Monthly Earnings
(before deductions)  $866
Plus Cash Grant  + 318
Equals Total Income  $1,184

🔹 Other Services
- Mental Health
- Substance Abuse
- Domestic Violence
- Wellness Works
- And others

🔹 Retention Services
To maintain your success after leaving cash aid, you may be eligible for:
- Child care - up to 2 years
- Transportation - up to 3 months

CalWORKs Employment Services

San Joaquin County Human Services Agency
CalWORKs Employment Center
900 East Oak Street  Stockton, CA 95202
Phone: (209) 953-7000  Fax: (209) 953-7090

Mailing Address:
P. O. Box 201056
Stockton, CA 95201-3006

ES 8 (01/15)
Steps to Success!

Your Employment and self-sufficiency is our primary Goal...our major Focus—

Our role is to assist you with the following:

Case Management

➤ Provide orientation to the Welfare-to-Work program
➤ Guide you into jobs and/or training
➤ Assist you in obtaining supportive services
➤ Resolve barriers or issues that may arise

Providers:

CalWORKs Employment Center
• 900 East Oak St. (Stockton)

El Concilio
• 1330 S. Ham (Lodi)
• 95 W. 11th St. Suite 104 (Tracy)
• 1215 W. Center St. Suite 105 (Manteca)

Center for Employment Opportunities
• 1044 N. El Dorado (Stockton)

Family Resource and Referral Center – Employment Services
• 1035 W. Robinhood Drive Suite 102 (Stockton)

Job Search

➤ Job leads
➤ Referral to Employment WORKS!
➤ Referral to Stockton Chamber Apprenticeship Program

Supportive Services

➤ Child care
➤ Transportation
➤ Books
➤ Tools
➤ Interview clothes and uniforms

Vocational Education

➤ Warehouse training
➤ Construction Technology
➤ Culinary Occupations
➤ Business Technology
➤ Delta College Certificate Programs
➤ Other training opportunities

Work Experience/Community Service

➤ Reinforce job specific skills
➤ Acquire recent work history
➤ Develop transferable skills
➤ Reinforce work ethics
➤ Develop job keeping skills

WORK REALLY PAYS!
HERE'S HOW:
You can work and still get CalWORKs cash aid as long as you remain eligible. When you add the amount of your earnings to your cash aid, you will have more $$$ for your family. Work also:
• Builds a better life for you and your family.
• Builds your self-esteem.
• Develops your job skills, and helps you get a better job.
• Gives you personal satisfaction.
FamilyWORKs

Helping to Build Stronger Families through VIRTUAL Home Visiting

If you are a California Work Opportunity and Responsibility to Kids (CalWORKs) recipient and have a child 0 to 3 years of age, you may qualify for FamilyWORKs.

FamilyWORKs, in response to COVID-19, is offering FREE virtual home visits with trained professionals who will provide support to you and your family during this critical time.

The FamilyWORKs program supports families by:

- Getting kids ready to succeed in school
- Providing helpful information and activities for you and your child to enjoy with items you may already have in your home
- Connecting parents with community resources
- Helping with online searching and applying for jobs

FamilyWORKs services are offered through a variety of virtual platforms and are available to you in the comfort and safety of your own home!

For more information, contact a FamilyWORKs Outreach/Enrollment Specialist at (209) 244-0135.

Visit sjckids.org for additional resources, including resources related to COVID-19.
FamilyWORKs

Ayudando a crear familias más fuertes a través de visitas a casa virtuales

Si eres recipiente de California Work Opportunity and Responsibility to Kids (CalWORKs) con un hijo entre 0 a 3 años de edad, puedes calificar para el programa FamilyWORKs.

FamilyWORKs en respuesta al COVID-19 está ofreciendo un programa de visitas virtuales gratuitas dentro del hogar que conecta a las familias con profesionales especializados quienes proveen apoyo a ti y tu familia durante este momento crítico.

El programa apoya a las familias:

- Preparando a los niños para triunfar en la escuela
- Ofreciendo información y actividades que tu y tu niño pueden disfrutar con artículos/objetos que ya hay en tu casa
- Conectando a los padres con grupos de ayuda y recursos en la comunidad
- Ayudando a buscar y a aplicar a empleos

FamilyWORKs ofrece estos servicios a través de varios medios sociales y plataformas virtuales que te permiten participar desde la comodidad y seguridad de tu casa.

Para más información, hable con una Especialista de Alcance/Inscripción de FamilyWORKs al (209) 244-0135.

Visita sjckids.org para recursos adicionales incluyendo recursos relacionados al COVID-19.

Funding for this program is provided by the California Department of Social Services CalWORKs Home Visiting Program.
The mission of Women's Center - Youth & Family Services is to build a stronger community by fostering the strengths in individuals and by acting as catalyst to end violence and youth homelessness.

Each of our services is designed to support and empower young girls, boys, and their families. Women's Center - Youth & Family Services is committed to ensuring that all children and youth have access to the resources they need to thrive, both in the community and beyond. We believe that every child deserves the opportunity to grow up safe, healthy, and strong.

心中的爱与希望

Women's Center - Youth & Family Services

Women's Center - Youth & Family Services strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, sexual orientations, gender identities, and economic backgrounds. We embrace the cultural differences and similarities and the worth of individuals, families, and communities and projects and preserves the dignity of each person.

United Way

Women's Center - Youth & Family Services receives public funding from the Federal Department of Health and Human Services, the State of California, San Joaquin County, and the City of Stockton, in addition to private funding from individuals, businesses, churches, civic and community organizations, and foundations.

SUPPORT • OPTIONS • RESOURCES

www.womenscenterfors.org
WOMEN’S CENTER–YFS PROGRAMS

Women's Center – Youth & Family Services is San Joaquin County's sole provider of free, confidential shelter and services specifically designed to meet the needs of homeless runaway youth and victims of domestic violence and sexual assault. Women’s Center-YFS has a staff of more than 75 providing services at 11 sites throughout the county.

Shelter Programs
Women’s Center-YFS operates two undisclosed emergency shelters for battered women and their children, one in Stockton and one in Tracy. The agency also operates two shelters for homeless and runaway youth in Stockton. More than 700 women, children and youth stay in our shelters each year.

Clinical Services
Licensed therapists offer therapy to adults, families, children, and youth, specializing in serving homeless runaway youth and victims of domestic violence and sexual assault.

Youth Drop-In Center
The Youth Drop-In Center provides homeless teens and young adults a safe environment with access to laundry facilities, showers, hot meals, case management, support groups, individual and family therapy, and a wide range of supportive services.

SUPPORT AND SERVICES

- Shelters for battered women and their children
- Shelters for homeless runaway youth
- Youth Drop-In Center
- 24-hour crisis lines
- 24-hour hospital response/accompaniment
- Individual peer counseling
- Individual and family therapy
- Support groups
- Parenting and co-parenting classes
- Life skills training
- Employment readiness
- Case management
- Accompaniment to law enforcement agencies, court proceedings, hospitals and social service providers
- Temporary restraining order assistance
- Information and referrals
- Food and clothing
- Just for Kids children's counseling program
- Financial literacy program
- After care programs

EDUCATION AND OUTREACH

Comprehensive Youth Outreach and Early Intervention
Provides mentoring services, recreational activities and learning opportunities for at-risk youth and young adults aged 16-24.

Prevention Education Program – Presentations designed to educate children, teens and adults about the effects of, and prevention of, domestic violence, sexual assault and other forms of social violence.

Community Education – Presentations geared towards local businesses, civic groups, faith-based organizations, educational institutions, and community service providers. Information is provided on the Women’s Center-YFS’ services, issues of domestic violence, sexual assault, and volunteer opportunities.

Parenting Classes – Eight and twelve-week parenting and co-parenting classes designed to reduce domestic violence and the incidence of child abuse in families.

Volunteer Training – State mandated 67.5-hour Victim Assistance Training focused on domestic violence, sexual assault, and youth homelessness, preparing volunteers to assist victims during crisis and recovery.

Some problems are too big to face alone. We’re here to help.
Mission Statement

The Mission of the Chemical Dependency Counseling Center (CDCC) is one of community service through the provision of quality outpatient counseling services in a supportive environment. CDCC provides assistance in the participants' self-development and encouragement to acquire skills and explore changes in themselves and their environment. The provision of individualized and group sessions is made available to all citizens of San Joaquin County with the focus on counseling and rehabilitative services. Our main focus & priority are the participants we serve.

San Joaquin County
Chemical Dependency Counseling Center
Adult and Youth Services

620 North Aurora St. Suite I
Stockton, CA 95202
Telephone Numbers
Main Line: (209) 468-3720
Fax: (209) 468-8640

Rev. 08/07/2019
Program Hours
Monday, Wednesday & Friday
8:00am-5:00pm
Tuesday & Thursday
8:00am-7:00pm

Assessment
All potential clients may be assessed at any Substance Abuse Services facility.

Outpatient Treatment Services
The duration of the treatment program is based on individual needs of the resident which are determined by medical necessity using the ASAM screening tool.

Adult Services
CDCC is an outpatient treatment program that provides counseling and treatment in a drug-free setting. The group sessions provided to participants utilize evidence based curriculum. Services in Spanish are also available.

Group Sessions
Monday, Wednesday & Friday
Morning & afternoon sessions available
Tuesday & Thursday
Morning, Afternoon & early evening sessions available

Proposition 36
The CDCC program provides Prop. 36 referred participants with individualized treatment services

Program Curriculums
The curriculums for group instruction are evidence based which provide participants useful recovery tools:
- The Matrix Model
- Nurturing Parenting
- Seeking Safety
- Cognitive Behavioral Intervention in Substance Abuse (CBI-SA)
- Anger Management

Dependency Court Prop.II
Participants involved with CPS (Child Protective Services) that are court referred to participate in outpatient counseling services. The goal is to have the participant reunify with their children

Collaborative Courts
Participants referred by Collaborative Court are provided with counseling services. These services are in conjunction with scheduled court appearances

DEJ
The Deferred Entry of Judgment program requires participants to attend a two (2) hour educational group session once per week for three months

Intensive Outpatient Services
Participants referred to IOT services participate in group and individual counseling 3 hours per day, 3 days per week for a minimum of three months

Youth Services & Transitional Age Youth (TAY)
The Youth Component offers group and individual sessions tailored to the needs of the participants.

Eligibility criteria:
Youth between the ages of 13 and 17 and TAY between ages of 18 and 26 in need of substance abuse treatment

Perinatal Component
The CDCC Perinatal Component combines drug treatment, prenatal instruction, and assistance with child-care services availability and/or other community resources. The group is designed to offer support services for pregnant and/or parenting women in a safe and comfortable setting

Drug Testing
Random testing is performed during the participants’ treatment episode

Recovery Services
Recovery Services are also provided

Confidentiality
All information regarding an individual’s participation is kept confidential by law.
Too Many Changes?

Everyone has times when it is difficult to sleep, and food has no appeal. Poor memory and concentration, feelings of anxiety, and depression make life difficult. Change creates stress and increase these problems.

Overwhelmed

Life circumstances can create issues that affect the way we think, the way we act and the way we treat ourselves and our loved ones. All of these impact our decisions and our ability to succeed in life.

We Can Help!

Many of life's struggles can block our attempts to succeed. Therapy/Counseling can help break through the barriers. Behavioral Wellness provides professional therapists and counselors to focus on individual needs to overcome barriers. Couples and family counseling are also available.

San Joaquin County

Connecting Agencies

El Concilio
Women's Center - Youth & Family Services
Charter House
CalWORKs Employment
Substance Abuse Services
Center of Employment Opportunity
Central Intake/CDCC

SAN JOAQUIN COUNTY

Behavioral Wellness Health Services
900 E Oak St
Phone: (209) 468-9631
Crisis Services (24 Hour)
Phone: (209) 468-8686

Behavioral Wellness Program
for CalWORKs Participants

900 E Oak St Suite 4
Stockton Ca 95202
Ph: (209) 468-9631
Fx: (209) 468-9633
We can help you see a physician if you want to discuss whether your problems may be helped by medication.

Behavioral Wellness Services
- Group Counseling
- Individual Therapy
- Family Counseling
- Couples Counseling
- Domestic Violence
- Substance Abuse
- Case Management

We want to help!

Behavioral Wellness is a special program available to CalWORKS Participants.

Our Goal is to help you reach YOUR GOAL.

What barriers do you face as you go out to work or return to school?

It is our job to help you find ways to deal with them and get on with your life.
Mission Statement

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San Joaquin County
Chemical Dependency Counseling Center
Adult and Youth Services

SAN JOAQUIN COUNTY
Greatness grows here.

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Stockton, CA 95202
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Fax: (209) 468-8640

Rev. 08/07/2019
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Tuesday & Thursday
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Assessment
All potential clients may be assessed at any Substance Abuse Services facility.

Outpatient Treatment Services
The duration of the treatment program is based on individual needs of the resident which are determined by medical necessity using the ASAM screening tool.

Adult Services
CDCC is an outpatient treatment program that provides counseling and treatment in a drug-free setting. The group sessions provided to participants utilize evidence based curriculum. Services in Spanish are also available.

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Perinatal Component
The CDCC Perinatal Component combines drug treatment, prenatal instruction, and assistance with child-care services availability and/or other community resources. The group is designed to offer support services for pregnant and/or parenting women in a safe and comfortable setting

Drug Testing
Random testing is performed during the participants’ treatment episode

Recovery Services
Recovery Services are also provided

Confidentiality
All information regarding an individual’s participation is kept confidential by law.
We work in collaboration with the following San Joaquin County agencies:

- Mental Health Services
  (Crisis/Community Outreach)
- San Joaquin General Hospital
- Human Services
- CalWORKS
- Women’s center
- Public Health/Black Infant Health
- Child Protective Services
- San Joaquin Delta College
- San Joaquin County Drug and Dependency Courts
- WIC
- Family Resources and Referral
- VMRC
- Child Abuse Prevention Council

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**Family Ties**

500 W. Hospital Road
French Camp, CA 95231

Phone: (209) 468-6208
Fax: (209) 468-7032

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**SAN JOAQUIN COUNTY**
**BEHAVIORAL HEALTH SERVICES**
**SUBSTANCE ABUSE SERVICES**

**Family Ties**
**Residential Perinatal Program**

*Our goal is to empower women to maintain long-term recovery, promote prenatal care, improve parenting skills, become trauma informed and implement safe coping skills into their lives.*

*Our focus is to educate women in regards to their emotional, psychological and physical health. Through our work here at Family Ties its our hope that women will become happy, healthy and informed so that in turn their children will have better opportunities for success and well being in their lives.*
Service Description

Family Ties is a state licensed residential perinatal substance abuse treatment program for women and their children. Family Ties is also certified to provide services to Co-Occurring clients in a substance abuse setting. The duration of the Family Ties treatment program is based on individual needs of the resident which are determined by medical necessity using the ASAM screening tool.

In addition we provide Recovery Services, which includes childcare.

Our Mission

It is our mission to provide a comprehensive residential, perinatal substance abuse treatment to pregnant, parenting women and their children in a safe, supportive and nurturing environment. We embrace evidence based gender specific trauma informed and integrated services that are based on the psychological and social needs of women. We believe women can recover through education empowerment, role modeling and counseling. We encourage women to use their past failures as stepping stones into a successful future.

Program Components Include:

- Single or shared room with bed and linens
- Large common family room
- Indoor/outdoor play area
- Three meals per day and snacks
- Substance Use Disorder Counseling
- Referrals to Mental Health Services
- Assistance with CPS reunification plans
- Parenting classes
- Gender specific trauma informed and evidence based groups and services
- Domestic violence and parenting support groups provided on site by the women’s center
- Pregnancy and post partum education
- WIC services
- Referrals and monitoring of prenatal and pediatric care
- HIV/TB education and testing
- Parent/Child interaction groups
- Assistance with housing programs
- On-site parent co-op childcare
- Developmental referrals for children
- Head Start referrals
- Immunization and health screening for infants and children
- Referrals to children’s mental health services

Eligibility

Must be 18 years of age or older.

Pregnant and parenting women with children 0-5 years old (siblings up to 7 years old will be considered).

Assessment

All potential clients may be assessed at any Substance Abuse Services facility.

Confidentiality

All information regarding an individual’s participation is kept confidential by law.
Recovery House provides substance abusing individuals with an opportunity to overcome the negative, physical and psychological effects of alcohol and drug abuse.

Recovery House
500 W Hospital Road
French Camp, CA 95231

Phone: (209) 468-6857
Fax: (209) 468-6739

Committed to reducing the effects of alcohol and drugs on our community.
RECOVERY HOUSE

OUR MISSION
It is our mission to provide a safe, caring supportive environment to our residents, while giving them the opportunity to reflect, understand and utilize the tools given to them by the program to allow them to make positive choices in their lifestyle.

ELIGIBILITY
Must be 18 years of age or older.
In need of treatment services for alcohol, drug addiction and/or dependence.

ASSESSMENT
All potential clients may be assessed at any Substance Abuse Services facilities.

CONFIDENTIALITY
All information regarding an individual's participation is kept confidential by law.

OUR PROGRAM
Admissions are strictly voluntary or thru a referring agency. The duration of the Recovery House treatment program is based on individual needs of the resident which are determined by medical necessity using the ASAM screening tool.

Our staff offers support, understanding and non-medical methods to aid in learning to abstain from alcohol and drugs. If medical attention is needed, a referral is made to an appropriate medical facility.

Our program provides substance abusing individuals with a personal opportunity to overcome the negative, physical and psychological effects of alcohol and drug abuse.

Our goal is to provide a long range planning approach that will increase the chance for maintaining an alcohol and drug free lifestyle.

CONFIDENTIALITY
All information regarding an individual's participation is kept confidential by law.

8/7/2019

RESIDENTIAL PROGRAM

SERVICES PROVIDED

➢ The program prides itself on servicing a diverse population and providing multilingual individual and group counseling sessions.

➢ Family interaction to encourage open communication and a supportive environment.

➢ Recovery Services
Wellness WORKs!
510 E. Magnolia St. Stockton, CA 95202 Ph 513-9455 Fax 547-5124

"Wellness is the active process of becoming aware of and making choices toward a more successful existence."
-Bill Hettler, MD, 1977

OUR VISION
To contribute to the health and healing of individuals, families, neighborhoods, and communities within Stockton and San Joaquin County.

OUR MISSION
To provide a variety of education services to San Joaquin County CalWORKs participants that support their entry into the work world, increase their success as employed citizens, and optimize their functioning as individuals, family members, and parents.

Here is what a participant had to say about Wellness WORKs!
"This should be the first step in becoming independent and becoming successful... Without knowing who you are or where you’re going in life, leaves you nowhere... This class is about knowing who I am."

LOCATION
CSU Stanislaus Magnolia Building in University Park, Stockton.
Entrance to University Park:
Magnolia and California Street.

One Week and Three Week programs run 8 to 4 Monday-Friday
37 hours of activities per week.

Wellness WORKs!
Breaking the chains of unhealthy living.

Attendance incentives/drawings every Friday in both the one-week and three-week programs

FREE Nutritious Breakfast and Lunch

For more info:
Elaine Clark, Case Manager 513-9456
Wellness WORKs!
Get Rewards for good attendance!!

Every Friday last 15 minutes of class
One Week & Three Week participants get
to pick one item from the
Goodie Basket for Perfect Attendance

Lots of opportunities to win!!

**Weekly Raffles**

30 hours or more
(Names are placed in a drawing for baskets, if only one participant has
perfect attendance then they take the basket!)

- Week 1 -$15 of groceries
- Week 2 -$25 of groceries
- Week 3 participants having a total of 12-15
days may choose one of many gift basket

Pictured are some of the baskets for 3wk raffles!

Make sure your childcare is in order and transportation is reliable. Be sure
to sign in and out daily to get credit for your time. Plan to be here everyday,
all day and on time! We want you to be “SUCCESSFUL”, this is where it
starts! Everyday, every minute is important so make them count.

We look forward to serving you...

510 E. Magnolia St. Stockton, CA  95202 Ph 513-9455 Fax 547-5124
OUR VISION

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OUR MISSION

To provide a variety of educational services to San Joaquin County CalWORKs participants that support their entry into the work world, increase their success as employed citizens, and optimize their functioning as individuals, family members, and parents.

Wellness WORKks!

Staff

DAVINA ARREAGA
Program Assistant
(209) 513-9455

ELAINE CLARK
Case Manager
(209) 513-9456

BERNARD ARREAGA
Office Clerk
(209) 513-9446

MICHELE HOLLAND
Office Manager

The entrance to the site is at the intersection of N. California Street and E. Magnolia Street.

510 E. Magnolia St.
Stockton, CA 95202

Wellness World!

A Wellness Program for CalWORKks Participants

Stanislaus State

SAN JOAQUIN RTD

Busses that come to University Park
520 & Hopper 5
Wellness WORKs! Classes

- **SUCCESS IS A CHOICE:** This topic covers the power of positive self-image, discovering your vision and purpose, setting goals that motivate, and keys to achieving success in life.

- **DRESS FOR SUCCESS:** This topic includes a slide show, image presentation, personal appearance and grooming techniques, and makeovers.

- **LOVE THE SKIN YOU'RE IN:** This topic offers discussion on holistic skin care and emphasizes that healthy skin depends on nutrition, exercise and stress management, as well as good daily skin care using natural products.

- **PHYSICAL WELLNESS:** This topic is highlighted as a life skill for maintaining health, increasing energy and obtaining balance for work. Basic breathing techniques and non-strenuous movements are taught to help reduce stress at work, avoid work-related injuries, promote relaxation, and increase concentration all of which will ultimately result in greater productivity and less absenteeism.

- **TEMPERMENTS IN THE WORKPLACE:** This topic includes the True Colors career self-assessment tool to identify individual strengths and qualities in a fun and lighthearted way. It encourages clients to recognize, understand, and appreciate the differences in others and how these differences impact relationships at work. It also increases individual self-knowledge in relationship to job choice.

- **HEALTH ISSUES THAT INTERFERE WITH JOB PERFORMANCE AND ATTENDANCE:** This topic makes clients aware of common viruses, infections, diseases, and conditions and the preventative measures one can take to avoid and/or treat them. This topic will also address employer's expectations regarding attendance and absenteeism due to health related issues.

- **MANAGING JOB STRESS:** This topic includes the effects of stress on one's body and mind, how to recognize one's own stress signals and those of others, the specific contributors to workplace stress and strategies for dealing with it. This critical life skill topic encourages clients to have more power over their lives and better coping mechanisms for dealing with stress.

- **HEALTHY EATING FOR BETTER JOB PERFORMANCE:** This topic covers eating for energy and wellness. How to recognize the signs that trigger poor nutritional choices and appropriate ways to deal with these triggers will be addressed. Additionally, clients will learn the important life skill of making better nutritional choices through an understanding of healthy eating guidelines and weight management techniques.

- **CONFLICT RESOLUTION IN THE WORKPLACE:** This topic focuses on effective communication, what you see versus what you get, blocks to listening, techniques for active listening, and role-playing activities that can be used constructively to assist any difficult situation in the workplace.

- **THE WORKING PARENT:** This topic covers stresses of parenting and clarifies differences between discipline and punishment. Additionally, it provides solutions for overcoming obstacles such as being a single parent, child care, and behavior problems that parents may face.

- **SAFETY AND PREVENTION OF PERSONAL AND WORKPLACE VIOLENCE:** This topic outlines ways to identify and handle potentially dangerous or abusive situations that interfere with work. The topic will review domestic violence, the cycle of violence, obstacles to leaving a domestically violent relationship, warning signs, safety plan, effects on children, and myths versus facts about domestic violence. Additionally, examples of workplace violence will be reviewed.

Additional Classes for the Three-Week Program

- **ANGER MANAGEMENT:** This topic will include the definition, causes, facts and perceptions about anger. Other possible topics include barriers to success in dealing with anger and techniques for dealing with anger.

- **DRUGS & ALCOHOL ABUSE IN THE WORKPLACE:** This topic addresses the reality that workplace substance abuse is on the rise. Definitions for drug abuse, self-assessments to detect possible problems with drugs and/or alcohol, and referral sources to obtain help with addictions will be covered. Co-occurring disorders will be addressed as well.

- **MONEY MANAGEMENT:** This topic offers everyday tips on saving money. Included are inexpensive household tips for cleaning and cooking, budgeting, savings, understanding your credit score, improving credit, and obtaining a free credit report. Teaching-learning activities include: lecture, games, exercises, discussion and interaction among participants.

One Day Program

- **CPR & FIRST AID CERTIFICATION:** This topic provides a two year certification in Basic CPR and First Aid, CPR/AED for Professional Rescuers or Childcare CPR/First Aid depending on the need of participants.

Classes are held:
Monday: 8:00 am to 4:00 pm
Tuesday through Friday: 8:30 am to 4:00 pm

**FREE Nutritious Breakfast and Lunch**

- Completion Celebration on Fridays
- Meets 32-Hour Weekly Activity Requirement
The Culinary Occupations class is designed to prepare graduates for entry into the hospitality industry. This class consists of 6 weeks in class and 6 weeks at a business placement site. Graduates of the ROP Culinary Occupations course will earn a Culinary Occupations Certificate upon completion.

This course will also prepare students for the ServSafe Food Protection Manager Certification Examination. Examination will be given on the 10th week of class.

**Acquired Skills:**
- Baking
- Catering
- Cashiering
- Food Serving
- Food Preparation
- Interpersonal Skills
- Team Building
- Food Safety Guidelines
- Converting Recipes
- Measuring/Reading Recipes

**Possible Employment Opportunities:**
- Line Cook
- Baker
- Caterer
- Server
- Host/Hostess
- Food Service Worker
- Dietary Aide
- Dining Room Attendant
- Hospital Cafeteria Worker
- School Cafeteria Worker

**Requirements:**
- In good physical health and free from contagious disease.
- Must be able to stand for extended periods of time (7 hour workday).
- Reading and Mathematics at 6th grade level.
- Available to work early morning/late evening hours, work weekends and holidays if needed.

**Class Schedule:**
Course: 12 Weeks Training
Time: Monday-Friday, 8:00 a.m. – 3:30 p.m.
Location: CalWORKs Employment Center, 900 E. Oak Street, Stockton, CA (6 weeks)
Community Classroom: Business site placement (6 weeks)

**Must Be CalWORKs Participant and Referred by CalWORKs Case Manager**
The Construction Technology class is designed to prepare students for entry into the construction industry. Eligible students will receive tools, work attire, internship at a local business site.

- Classroom Instruction
- Mock-up Building Practice
- Job Placement Assistance
- GED Preparation

**Acquired Skills:**
- Carpentry
- Drywall
- Plumbing
- Floor Prep
- Mock-up Building
- Painting
- Electrical
- Concrete
- Class Safety Instruction
- Roofing

**Requirements:**
- Participants are subject to random drug testing throughout the ROP Construction Technology course (if test is positive must be concurrently attending a substance abuse program. Ongoing drug tests will be required).
- Must be able to stand for extended periods of time.
- Able to lift 50 – 75 lbs.
- Able to tolerate noise, heat and cold conditions.

A career in the construction field means working outdoors in all weather conditions, and being able to work weekends, night shift, and overtime.

**Class Schedule**
Course: 12 Weeks Training  
Time: Monday-Friday, 7:30 a.m. – 3:00 p.m.  
Location: 747 S. Wilson Way, Stockton CA.  
Community Classroom: Business site placement (3 weeks)

**Must Be CalWORKs Participant and Referred by CalWORKs Case Manager**
Warehouse Occupations
12 weeks Training

The Warehouse Occupations class is designed to prepare students for entry into the warehouse industry. Graduates of the ROP Warehouse Occupations course may earn up to six certifications on lift equipment.

**Acquired Skills:**
- Stocking
- Inventory/Control
- Order Picking
- Lifting Methods
- Loading Methods
- Shipping/Receiving
- Propane Forklift
- Material Handling
- Safety Procedures
- Electric Pallet Jack
- Single/Double Pick
- Walkie Rider
- Battery Powered Forklift
- Stand Up Reach
- Clamp

**Requirements:**
- Participants are subject to random drug testing throughout the ROP Warehouse Occupations course (if test is positive—must be concurrently attending a substance abuse program. Ongoing drug tests will be required).
- Reading and Mathematics at 6th grade level.
- Must be able to stand for extended periods of time.
- Able to lift 50 – 75 lbs.
- Able to tolerate noise, heat and cold conditions.

**Important:**
A career in the warehouse field means working outdoors in all weather conditions, and being able to work weekends, night shift, and overtime.

**Class Schedule**
Course: 12 Weeks Classroom Training   Time: Monday – Friday, 8:00 a.m. – 3:30 p.m.
Location: CalWORKs Employment Center, 900 E. Oak Street, Stockton, CA (4 weeks)
On-Site Training: Dept. of Aging Commodity Program (5 weeks)
Community Classroom: Business site placement (3 weeks)

**Must Be CalWORKs Participant and Referred by CalWORKs Case Manager**
The Office Technology class is designed for individuals who are interested in acquiring the necessary skills to enter the business industry. The student will study the various skills, terminology, functions and systems needed to be successful in the office environment. Topics will include computer applications, office procedures, job search, interviewing techniques, and other skills necessary in today’s business industry.

Acquired Skills:

Keyboarding

Computer Skills (individual certificates)

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet/E-Mail

Office Skills

- Telephone Procedures
- Office Equipment
- Filing
- Office Environment
- Business Correspondence
- Attitudes/human relationships/Teamwork

Career information and employability skills

Resume cover letter, job application, and mock interview
Employment Portfolio – students will create an employment portfolio

Class Schedule

Course: 12 Weeks Classroom Training  Time: Monday-Friday, 8:00 a.m. – 3:30 p.m.
Location: CalWORKs Employment Center, 900 E. Oak Street, Stockton, CA.
Community Classroom: Business site placement (3 weeks)

** Must Be CalWORKs Participant and Referred by CalWORKs Case Manager**
MONTHLY ATTENDANCE REPORT & SUPPORTIVE SERVICES REQUEST

Activity Name: ____________________________
Employer/Activity Provider Name: ____________________________

Note: Use a separate form for each activity.

Transportation – Check Method Used During Expense Month

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Number of hours Attended</th>
<th>Number of Excused hours</th>
<th>Address of Activity or Employer and address of child care provider, if used.</th>
<th>Number of round trip miles or number of Bus rides used</th>
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COUNTY USE ONLY:

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<tr>
<th>Aid Code</th>
<th>Case Number</th>
<th>Person Number</th>
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Budget Period:

Post Cash Retention □ No □ Yes
Retention period: From ______ to ______
Monthly Post Cash Retention maximum is $80.00.
Determine least costly method by calculating costs below. Pay public transportation rate only if public transportation is available.
Public Transportation is not available, pay mileage if:
□ Remote area, no public transportation.
□ Travel is more than 2 hours round trip.
□ Nearest bus stop is more than 1 mile walking distance.
□ Other: ____________________________

A. Cost of Private Transportation

Total Miles / Trip X Rate = Cost

Plus Parking = $_______

TOTAL A $_______

B. Cost of Bus Pass / Public Transportation

# Adult Rides X Fare = Cost

# Child Rides X Fare = Cost

# Other (describe) X Fare = Cost

TOTAL B $_______

Note: If total is less than A, pay bus rate.
Amount Authorized $_______

Granting Case Manager ____________________________ Date: ________

Approving Supervisor ____________________________ Date: ________

Participant: I certify, under penalty of perjury, that the hours of attendance and excused absences, transportation and other costs listed above are correct. I authorize Employment Services to discuss my transportation needs, other costs or attendance with the providers identified on this form. I agree to reimburse Employment Services for any payments received as a result in inaccurate or unauthorized reporting. I understand that Employment Services will not pay for supportive services not related to Employment Services activities.

Participant Signature: ____________________________ Date: ________ Phone #: ____________________________

I certify that the hours of attendance and excused absences above are correct:

Name of Employer/Activity Provider Rep: (Print) ____________________________ (Title) ____________________________ Date: ________ Phone #: ____________________________

ES 9 (05/18)
INSTRUCTIONS

THIS FORM IS REQUIRED EACH MONTH TO VERIFY YOUR PARTICIPATION

WHEN TO TURN IN THIS FORM:
- If you receive cash aid and are assigned to regular CalWORKs activities/employment, this form MUST be in our office by the 5th working day of the month following the month you attended the activity. The form is required to verify your participation and/or claim expenses.

- If you have been discontinued from cash aid and are requesting Post-Cash Retention services, this form MUST be in our office no later than the last day of the month following the month you had the expense. Claims received after that date will not be paid.

HOW TO COMPLETE THIS FORM:

- Fill-in the following lines:
  - Expense/Report Month
  - Participant Name: (first and last name)
  - Worker Name
  - Case Number
  - Agency name

- Place a check in the box that shows what method of transportation you use.

- Fill-in the following columns:
  - Number of Hours Attended.
  - Number of Hours of Excused Absences. Excused Absences include:
    - Absences due to paid vacation approved by your employer.
    - Absences approved by your employer/activity provider:
      - So you can take care of business related to your public assistance case.
      - Due to holidays generally observed by the administrators and other participants of the activity.
      - Because you or your dependent is sick.
      - So you can go to a job interview.
    - Note: If Job Search/Job Readiness is your activity, report hours you spent in job interviews under the column labeled “# Number of Hours Attended”.
  - Address of Activity and address of child care provider.
  - Miles/Bus Rides: Enter the number of round trip miles or rides you used to attend your activity. Include any miles or rides you used to bring your children to or pick them up from day-care.
  - Parking Fees (verification required unless paying a meter)

- Fill-in the following lines:
  - Participant Signature
  - Date
  - Phone Number

IMPORTANT REMINDERS:

- You must use a separate form for each activity.

  - If you are requesting payment for mileage, we must have the CalWORKs Participant Transportation Reimbursement Declaration (ES 24) on file. This form required you to provide to your Case Manager:
    - Proof of your:
      - Valid California drivers’ license not under suspension
      - Current vehicle registration
      - Current vehicle insurance coverage
    - A signed statement about the car you are driving if it does not belong to you

* If you have any questions regarding this form, please ask your case manager.*
**SAN JOAQUIN COUNTY**
**MONTHLY ATTENDANCE REPORT & SUPPORTIVE SERVICES REQUEST**

**Activity Name:** EWORKS / Employment

**Employer/Activity Provider Name:** Eworks / The Good Company

**Note:** Use a separate form for each activity.

---

**Report/Expense Month:** June 2018

**Participant Name:** John Doe

**Worker Name:** J. Smith

**Case Number:** 1234567

**Agency:** CWEC

**Important Instructions on Back of This Form**

**This Form is Due by the 5th Working Day of Each Month**

**Failure to Report Accurate Information May Affect Your Cash Aid.**

---

### Transportation – Check Method Used During Expense Month

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Number of Hours Attended</th>
<th>Number of Excused Hours</th>
<th>Address of Activity or Employer and address of child care provider, if used.</th>
<th>Number of round trip miles or number of Bus rides used</th>
<th>Parking Fees</th>
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**County Use Only:**

- **Aid Code**
- **Case Number**
- **Person Number**

**Budget Period:**

- **Post Cash Retention:**
  - **No**
  - **Yes**

- **Retention Period:**
  - **Fees:**
  - **Amount:**

**Monthly Post Cash Retention:** (If applicable)

Determine least costly method by calculating costs below. Pay public transportation rate only if public transportation is available.

- **Public Transportation is not available, pay mileage if:**
  - **Remote area, use public transportation.**
  - **Travel is more than one round trip.**
  - **Nearest bus stop is more than 1 mile walking distance.**

- **Other:**

**A. Cost of Private Transportation**

- **Total Miles / Trips**
- **Rate**
- **Cost**

**Plus Parking**

**Total A**

**B. Cost of Bus / Public Transportation**

- **# Adult Rides**
- **Cost**
- **plus**
- **# Child Rides**
- **Fare**
- **Cost**
- **plus**
- **# Other (describe)**

**Total B**

Note: If total is less than minimum rate, pay minimum rate.

**Amount Authorized**

**Granting Case Manager**

**Date**

**Approving Supervisor**

**Date**

---

**Participant:** I certify, under penalty of perjury under the laws of the State of California, that the information above are correct. I authorize Employment Services to verity or ask for documentation of the information identified on this form. I agree to reimburse Employment Services for any payments received as a result of inaccurate or unauthorized reporting. I understand that Employment Services will not pay for supportive services not related to Employment Services activities.

**Participant Signature:** ___________________________ **Date:** ___________ **Phone #:** ___________

**I certify that the hours of attendance and excused absences above are correct:**

**Name of Employer/Activity Provider Rep:** (Print) ___________________________ **(Title)_________________________** **Date:** ___________ **Phone #:** ___________

**Employer/Activity Provider Signature:** ___________________________ **Date:** ___________ **Phone #:** ___________
INSTRUCTIONS

THIS FORM IS REQUIRED EACH MONTH TO VERIFY YOUR PARTICIPATION

WHEN TO TURN IN THIS FORM:
• If you receive cash aid and are assigned to regular CalWORKs activities/employment, this form MUST be in our office by the 5th working day of the month following the month you attended the activity. The form is required to verify your participation and/or claim expenses.

• If you have been discontinued from cash aid and are requesting Post-Cash Retention services, this form MUST be in our office no later than the last day of the month following the month you had the expense. Claims received after that date will not be paid.

HOW TO COMPLETE THIS FORM:
• Fill-in the following lines:
  ➢ Expense/Report Month
  ➢ Participant Name: (first and last name)
  ➢ Worker Name
  ➢ Case Number
  ➢ Agency name

• Place a check in the box that shows what method of transportation you use.

• Fill-in the following columns:
  ➢ Number of Hours Attended.
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      ➢ So you can go to a job interview.
  Note: If Job Search/Job Readiness is your activity, report hours you spent in job interviews under the column labeled "# Number of Hours Attended".
  ➢ Address of Activity and address of child care provider.
  ➢ Miles/Bus Rides: Enter the number of round trip miles or rides you used to attend your activity. Include any miles or rides you used to bring your children to or pick them up from day-care.
  ➢ Parking Fees (verification required unless paying a meter)

• Fill-in the following lines:
  ➢ Participant Signature
  ➢ Date
  ➢ Phone Number

IMPORTANT REMINDERS:
• You must use a separate form for each activity.
  • If you are requesting payment for mileage, we must have the CalWORKs Participant Transportation Reimbursement Declaration (ES 24) on file. This form required you to provide to your Case Manager:
    ➢ Proof of your:
      • Valid California drivers' license not under suspension
      • Current vehicle registration
      • Current vehicle insurance coverage
    ➢ A signed statement about the car you are driving if it does not belong to you

If you have any questions regarding this form, please ask your case manager.
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<td>Indeed</td>
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# ON-LINE JOB SEARCH RESOURCES

## RESOURCE SITES

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<td>Occupational Safety &amp; Health</td>
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<td>Small Business Administration</td>
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<td>U.S. House Of Representatives</td>
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<td>California State Assembly</td>
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<td>California State Senate</td>
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<td>California Legislative Information</td>
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## ON-LINE JOB SEARCH RESOURCES

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