

**INFORMATION FOR
LOS RIOS CCD
CALWORKS COUNSELORS**

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BACKGROUND

In the beginning years of the Los Rios CalWORKs Program, each CalWORKs counselor completed Educational Plans somewhat differently. County welfare workers were unfamiliar with our educational planning process. In 2002, the Counseling Subcommittee of the Los Rios CalWORKs Interagency Coordinating Council agreed upon common elements that all CalWORKs Educational Plans would include. The following document was written and disseminated to our three county welfare departments.

What can or should County Welfare Department workers assume or infer from Los Rios CalWORKs Educational (Ed) Plans?

They CAN assume or infer that:

- The student has completed the college assessment process, unless noted otherwise on the Ed Plan.¹
- The counselor has recommended course selection and scheduling in consideration of the results of college assessment testing.² (See Note at end of document for brief description of the college assessment process.)
- The Ed Plan lists all the courses the student needs to complete to achieve the stated educational objective, including Basic Skills, ESL, course prerequisites, required electives, supervised tutorials, and advisories as appropriate.
- The student has participated in developing the Ed Plan and agrees with it.
- The student has been advised to follow the Ed Plan and maintain satisfactory academic progress.
- The certificate or degree program is on the list of CalWORKs vocational programs that is approved once a year by the County Welfare Department, unless noted otherwise on the Ed Plan
- The Counselor will complete the Ed Plan in as timely a manner as possible.
- The Ed Plan has been developed in consideration of CalWORKs employment objectives and timelines. Welfare to Work timelines, if known, are indicated on the Ed Plan.³

Helpful information:

¹ Sometimes students enroll in classes “on their own” prior to completing the college assessment process and seeing a CalWORKs Counselor.

² The student is not required to follow counselor/assessment recommendations unless the course carries a prerequisite. Counselor recommendations are noted on the Ed Plan.

³ Counselors do not routinely receive information from the County about participant timelines. Therefore, the timelines indicated on the Ed Plan are usually based on student self-report, and are noted accordingly.

- The student's actual class schedule may or may not follow the Ed Plan.⁴
- The student is responsible for registering for the correct classes. College staff cannot register students, nor can they "control" or track the student's course selection. However, staff are available during registration to help students with the registration process.
- Courses listed on an educational plan may or may not be available during the semester for which they are listed. The Ed Plan does not guarantee the availability of any course in any term nor does it guarantee the student's access to that course.
- College CalWORKs staff advise students about CalWORKs requirements during orientations and educational planning. However, students can enroll at the college without ever going through the college CalWORKs office. These students are less likely to get information about CalWORKs requirements or obtain a complete Ed Plan.⁵
- College staff have no way of knowing which students are CalWORKs students unless the student chooses to self-disclose that information or if the County notifies the college.
- College CalWORKs counselors are fully "booked" during busy registration periods and are usually unable to accommodate walk-ins. Participants interested in enrolling should contact the college CalWORKs program as soon as possible to allow sufficient time for educational planning and ensure the best course selection.
- The college CalWORKs counselor cannot complete a County (Sac DHA) referral form without having first developed the Ed Plan with the student.
- Unless the student brings in previous test results from outside providers, college CW counselors do not have access to vocational assessment or learning disability evaluation results when designing the initial Ed Plan. Ed Plans can be revised as appropriate when this information is given to the counselor.
- The college counselor's signature on the Ed Plan signifies that the counselor prepared the Ed Plan with the student as described above. The signature does not necessarily mean that the counselor endorses the Ed Plan.

The College Assessment Process: The College Assessment Centers offer testing in English, English as a Second Language, Reading and Mathematics, in order to provide students with information they and their counselor will need about their skills in those areas as they complete the Educational Plan. The assessment results are not reported as "grade equivalent" scores such as TABE. The assessment tests are not tests of aptitude or achievement. They are used for placement purposes in those classes for which a given level of skill in written English, Reading, or Mathematics is required. Completion of the assessment tests is one part of the Matriculation process.

⁴ Reasons may include changes in class schedules and closed classes. Also, the student may choose to deviate from the Ed Plan without the knowledge of the CalWORKs Counselor.

⁵ The most common reason is that the student does not self-identify as CalWORKs.

CHECKLIST FOR WRITING

CALWORKS EDUCATIONAL PLANS

- _____ Make sure that the Educational Plan has the college CalWORKs program stamp or cover sheet on it.
- _____ Using the official list of CalWORKs-approved job titles and vocational programs, write the student's job goal on the top of the Educational Plan.
- _____ Using the official list of CalWORKs-approved job titles and vocational programs, enter the educational degree or certificate the student will follow to prepare for the stated job goal. Write ONE goal only, i.e. "AA degree" at the top of the Educational Plan. If the student is completing shorter certificates along the way to the degree, these can be noted below in the appropriate semester. Note: "Transfer" and "BA/BS" are not CalWORKs-approvable except for those indicated on the list of CalWORKs-approved programs.
- _____ Write ALL the courses that are required for the student to achieve the educational goal stated at the top of the plan (similar to a VA planner). For example, for an AA degree, the Educational Plan must include all courses required for GE, competencies, major, and any additional electives to total 60-degree applicable units. Prerequisites and co-requisites must also be included.
- _____ The Educational Plan can also include:
 - All advisory courses (as documented in the course description)
 - Counselor-recommended academic support courses, with appropriate notation, i.e. "*Not required but recommended by counselor to improve academic performance*" (subject to worker approval)
 - Counselor-recommended vocational skill or preparatory courses, with appropriate notation, i.e. "*Not required but recommended by counselor to enhance short-term employability*" (subject to worker approval)
 - Other counselor-recommended courses with explanatory notation, i.e. "*not required but recommended by counselor for _____*" (subject to worker approval)
 - Student-selected courses with appropriate notation, i.e. "*Not required-chosen by student*" (will not be approved by worker)
- _____ Clearly note any courses on the Educational Plan that are not prerequisites, co-requisites or advisories with an explanation, i.e. "BusTec

300 not required but recommended by counselor to enhance employability.” The counties will *consider* counselor-recommended courses, but this is up to the individual worker. A sample list of possible counselor-recommended courses follows below.

- _____ Consider the many support programs and services when developing the Educational Plan, i.e. RISE, First-Year Learning Community Programs at SCC.
- _____ You must write a complete Educational Plan that can be completed within the student’s 5-year lifetime limit on aid, with the exception of elementary/secondary school teaching. If a student has already been receiving aid for 3 years before starting school, she needs an Educational Plan that can be completed within the remaining 2 years. Therefore, you must ask the student when she started on cash aid to determine how long the Educational Plan can be.
- _____ Consider Core and Non-Core Requirements when developing the Educational Plan:
 - SIPs do not have Core requirements: they can meet the 32 hr weekly work requirement with any combination of school & work.
 - VTR’s must meet core (20 hrs) and non-core (12 hrs) requirements. Education counts as core for 12 months. The 12 months do not have to be consecutive. For the remaining 48 months, education counts only as a non-core activity (12 hrs), and the student must do other approved work activity for 20 hours a week. Consider timing the 12-month core education time for the heaviest academic semesters. Write “core” on the Educational Plan to identify this time period. Note: college work-study counts as core activity.
- _____ For each course on the Educational Plan, write the number of units and weekly activity hours. For 9-week, summer, or other term courses, enter the units and actual weekly activity hours and the length of the term, i.e. 6 weeks.
- _____ Unsupervised study time or tutoring does not count towards the 32-hour weekly work requirement. However, students can register for college supervised study (i.e. HSER 1000 at SCC) and submit weekly documentation of their time to their worker. This supervised time can count towards the 32-hour requirement.
- _____ For Educational Plans that are longer than one page, write, “page 1 of 2,” “Page 2 of 2.”

- _____ Avoid sensitive notations on the Ed Plan, i.e. “referred for LD assessment” or “referred to crisis counselor.”
- _____ Write on the Educational Plan if the student is doing or is being referred to Work-Study, Work Experience, volunteering or is otherwise employed.
- _____ Complete the County referral form and the Support Services request form for the student to submit with the Educational Plan to their worker for review. Complete case management notes for the student file.
- _____ Advise the student to contact his or her worker to request approval of the Educational Plan and to notify the college CalWORKs office if there are any problems or questions.

Examples of Academic Support Courses at SCC:

AH 111	Strategies for Success in Allied Health Programs
CHEM 110	Preparatory Chemistry
ESL 40	ESL through Computer Technology
ESL 41	ESL through Computer Technology and Studying Online
HCD 80	Diagnostic Educational Assessment
HCD 83	Diagnostic Learning in English
HCD 85	Diagnostic Learning in Math
HCD 116	Orientation to College
HCD 138	MESA/CCCP Orientation
HCD 302	Puente Project
HCD 310	College Success
HCD 312	Guidance for Newcomers
HCD 320	Skills for Online Student Success
HCD 330	Life and Career Planning
HCD 344	Managing Your Internship
HCD 360	Academic Skills
HEED 340	College Success for the Student Athlete
HSER 92	Prerequisite Skills Assistance
HSER 1000	Supervised Tutoring
LIBR 311	Online Searching
LIBR 318	Library Research and Information Literacy
LIBR 320	Internet Research Skills
LIBR 325	Introduction to Internet and Searching Strategies
MATH 80	Mathematics Study Skills

EXAMPLES OF VOCATIONAL SKILL OR PREPARATORY CLASSES:

ACCT 101	Fundamentals of College Accounting
ACCT 341	Accounting on the Microcomputer
ADMJ 498	Work Experience in Administration of Justice
AH 106	Communication for Allied Health Careers
AH 310	Sign Language for Health Care Personnel
AH 312	Medical Terminology in Spanish
BUS 205	Entrepreneurship Quick Start
Bus 260	Communicating with Customers
Bus 261	Exceptional Customer Service Skills
Bus 262	Team Building in the Workplace
Bus 263	Attitude in the Workplace
BUS 320	Concepts in Personal Finance
BusTec 100	Keyboarding
BusTec 101	10-key
BusTec 300	Keyboarding
Comm 343	Oral Communication in Business
Comm 371	Voice and Diction
CISA 305	Beginning Word Processing
CISA 310	Electronic Spreadsheets
CISC 90	Computer Skills
CISC 300	Computer Familiarization
CISC 305	Introduction to the Internet
ESL 114	Career Communication Skills
ESL 324	Career Communication Skills, Advanced
LANGUAGE	Conversational, beginning languages
Health Ed	CPR, First Aid depending upon major
HSER 498	Work Experience in Human Services
NURSE 325	Medical Dosage Calculations
NURSE 330	Medical Terminology in Spanish
NURS 380	Preparing for a Nursing Career
SIILA	Sign Language, depending on major
SOC 99	Workplace Success
WORK EXPERIENCE	

OTHER COUNSELOR RECOMMENDED COURSES:

PE	For documented, health/stress-related problems
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CALWORKS FREQUENTLY ASKED QUESTIONS

Is education limited to a 12-month period?

No. Students can pursue education through the county's welfare to work program up to their 5-year lifetime limit on aid. Non-SIPs can count education as a core requirement for 12 months; beyond that, they must work or do another approved work activity for 20 hrs/week, and count education as a non-core activity for 12 hrs/week.

Can we write Ed Plans for educational goals that go beyond 5 years?

Generally no. The County will not look favorably at educational goals that extend beyond the 5-year lifetime limit. A better approach is for students to complete shorter-term education goals under welfare-to-work. After they are off aid, they can continue their education on their own. Elementary and secondary education are two programs that can extend beyond the 5-year limit.

Can we write Ed Plans for BA/BS degrees?

Generally, no, with two exceptions. 1) Students who want to teach at the elementary or secondary level can pursue the appropriate transfer programs, and are not restricted by the 5-year lifetime limit. 2) SIPs who are very close to transfer at the point they start on cash aid, and have a proven track record of academic success may possibly be an exception – contact the District CalWORKs Liaison Counselor/Coordinator for more information.

Can we still include GE transfer courses in the Ed Plan?

No, only if the course is required for the student's certificate or degree, or if the student needs elective units to meet the 60 unit degree requirement.

What do we need to know about core and non-core requirements for non-SIPs?

Consider that the student will likely be working while they attend school. Routinely refer students to Job Services for work-study: work-study is a core activity and counts towards the 20-hour/week-core requirement. Education counts as core for 12 months; after that, it counts as a non-core activity. Consider maximizing class hours during the 12 month time period when education is being counted as core.

Are students with LD exempt from the 32-hr/week requirement?

No. If their course load is reduced, their work obligation will increase to meet the 32-hour weekly requirement.

The student tells me that she is having problems getting county approval or county services. How do I proceed?

Avoid "bad-mouthing" the student's worker or county policies in front of the student. Keep in mind that you are hearing only one side of the story--the student may have misunderstood what a county worker has said. Encourage her

to use self-advocacy skills to resolve the problem on her own. If this doesn't work or doesn't seem like a viable option, you can contact the worker and/or worker's supervisor to get more information about why the plan was disapproved. Avoid arguments with county workers – simply get complete information from the worker and pass this information along to the college CalWORKs supervisor for follow-up. The college CW supervisor will either contact the worker's supervisor or contact the District Liaison Counselor/Coordinator. With the student's permission, the District Liaison Counselor/Coordinator will work with county management to identify and resolve the problem for the student. You can also refer the student to the county for more information on how to file for a third party assessment or how to request a fair hearing.

HELPFUL DOCUMENTS TO READ:

1. County-approved list of Los Rios Vocational Programs and Job Titles
2. CalWORKs Program Handbook—available on the State Chancellor's Office website under "CalWORKs"
3. "New Welfare to Work Rules" flier—Center for Western Law and Poverty

LOS RIOS CERTIFICATE/DEGREE PROGRAMS APPROVED BY SACRAMENTO COUNTY FOR WELFARE TO WORK SIPS/VTRS-- FY 06-07 (Revised January 2007)

VOCATIONAL PROGRAM (MAJOR)	COUNTY JOB TITLE	CAMPUS
ACCOUNTING	<i>Account Clerk, Tax Assistant</i>	A C E F R S
ADMINISTRATION OF JUSTICE	<i>Correction Officer, Police & Sheriff Patrol, Probation Assistant, Security Officer/Watch Guard</i>	A E F S
ADVERTISING	<i>Advertising Occupations</i>	A C S
AERONAUTICS	<i>Aviation Service Worker</i>	S
AGRICULTURE/AGRIC BUSINESS	<i>Agricultural Business Occupation, Agriculture Mechanic</i>	C
ARCHITECTURAL TECHNOLOGY	<i>Drafter, Engineering and Mapping Technicians</i>	C
AUTOMOTIVE TECHNOLOGY	<i>Auto Mechanic, Auto Body Machinist, Auto Body Painting and Repair, Auto Detailer, Auto Machinist, Auto Parts Counter Person, Automotive Technology, Brake Repair</i>	A C
BIOTECHNOLOGY	<i>Laboratory Assistant/ Technician</i>	A
BOOKKEEPING & OFFICE MANAGEMENT	<i>Bookkeeper, Administrative Assistant/Clerk</i>	A C S
BUILDING INSPECTION TECHNOLOGY	<i>Building Inspector Technician</i>	C
BUSINESS/BUSINESS TECHNOLOGY (Also see OFFICE ADMINISTRATION/OFFICE INFORMATION SYSTEMS)	<i>Administrative Assistant, Banking/Finance Occupations, Bill and Account Collector, Billing, Cost or Rate Clerk, Bookkeeper, Claims Clerk, Clerical Worker, Customer Service Representative, Data Processor, File Clerk, Financial Management Occupations, First Line Supervisor-Office and Administrative, General Office Clerk, Information Clerk, Insurance Clerk, Insurance Occupations, Mortgage Loan Clerk, Office Administrator, Office Assistant/Technician, Office Information Systems Worker, Office Manager, Payroll Clerk/Assistant, Personnel Clerk, Secretary, Word Processor</i>	A C E F S
CALL CENTER TRAINING	<i>Call Center Operator</i>	A E
COMMUNICATIONS/ COMMUNICATION MEDIA	<i>Communication/Media Technology</i>	A C
COMMUNITY STUDIES	<i>Social Services Worker</i>	S
COMPUTER/MIS	<i>Computer Graphics, Computer Maintenance/Repair, Computer Operator, Computer/Parts Assembler, Computer Programmer/Aide, Webmaster/Technician</i>	A C E F R S
CONSTRUCTION & CONSTRUCTION	<i>Building Inspector Technology, Carpenter, Carpenter Assistant,</i>	A C

MANAGEMENT/SUPERVISION/APPRENTICESHIPS	<i>Construction Worker, Cost Estimator, Drafter, Drywall Installer, First-Line Supervisor- Construction Trades, Sales-Construction, Welders, Cutters, Solderers, and Brazers</i>	
COSMETOLOGY	<i>Hairdressers, Hairstylists and Cosmetologists, Manicurist</i>	S
DENTAL ASSISTING	<i>Dental Assistant</i>	S
DENTAL HYGIENE	<i>Dental Hygienist/ Assistant</i>	S
DIGITAL MEDIA	<i>Digital Media Technology</i>	C
DRAFTING	<i>Drafter, Engineering and Mapping Technician</i>	A C S
EARLY CHILDHOOD EDUCATION	<i>Early Childhood Education, Pre-School Teacher/Aide</i>	A C E F S
ELECTRONICS TECHNOLOGY	<i>Electrical Assistant, Electrical/Electronic Engineering Technician, Electronic/Electric Technician, Electronic Assembler Electronic Home Entertainment Installers and Repairers, Electronics Tester/Inspector, Telecommunications Technician, Security and Fire Alarm Installer</i>	A S
EMERGENCY MEDICAL TECHNICIAN	<i>Emergency Medical Technician/Paramedic</i>	A C E
ENGINEERING DESIGN TECHNOLOGY	<i>Engineering Technician</i>	A C S
FIBER OPTICS	<i>Telecommunications Technician</i>	A
FIRE TECHNOLOGY	<i>Firefighter, Fire Technology Worker, Fire Control Technician</i>	A C
FOOD SERVICE (CULINARY ARTS)	<i>Bread and Pastry Baker, Combined Food Preparation and Serving Workers, Cook, First-Line Supervisors-Food Preparation and Serving, Food Preparation Workers, Food Service Worker/Manager</i>	A C
FUNERAL SERVICES EDUCATION	<i>Funeral Services Occupations</i>	A
GEOGRAPHIC INFORMATION SYSTEMS	<i>Survey Technician</i>	A
GERONTOLOGY	<i>Gerontology Occupations</i>	A E S
GRAPHIC COMMUNICATIONS	<i>Graphic Art Technician</i>	A S
HEALTH INFORMATION TECHNOLOGY (see MEDICAL RECORDS TECHNOLOGY)	<i>Medical Records Technician, Health Information Technician, Medical Transcriber</i>	C
HORTICULTURE/LANDSCAPE DESIGN	<i>Agricultural Business Occupations, Floral Designer/Merchandiser, Horticulture/Landscape Design, Landscaping and Grounds Maintenance</i>	A C
HOSPITALITY MANAGEMENT	<i>Hospitality Occupations</i>	A
HUMAN SERVICES/COMMUNITY STUDIES	<i>Human Services Worker, Psychiatric Technician Assistant, Social Services Worker</i>	A C E F
ILLUSTRATION-ART NEW MEDIA	<i>Graphic Art Technician</i>	A
INDUSTRIAL TECHNOLOGY	<i>Equipment Operator Maintenance and Repair, Heating, Air</i>	S

	<i>Conditioning and Refrigeration Mechanics and Installers, Maintenance Repairer/Mechanic, Mechanic, Mechanic/Installer, Mechanical/Electrical Technology</i>	
INTERIOR DESIGN	<i>Interior Design Occupations, Retail Sales/Merchandiser</i>	A C
LEGAL ASSISTING	<i>Legal Support Worker, Paralegal and Legal Assistants</i>	A
MANAGEMENT (see BUSINESS)	<i>First-Line Supervisor—Office and Administrative, Office Administrator, Office Manager</i>	A C E F S
MARKETING	<i>Marketing/Sales</i>	A C S
MECHANICAL-ELECTRICAL TECHNOLOGY (see INDUSTRIAL TECHNOLOGY)	<i>Heating, Air Conditioning and Refrigeration Mechanics and Installers, Maintenance Repairer/Mechanic, Mechanical/Electrical Technology</i>	S
MECHTRONICS	<i>Mechanical/Electrical Technology</i>	A
MEDICAL ASSISTING	<i>Medical Assistant, Health Services Worker</i>	C
MEDICAL RECORDS TECHNOLOGY (Same as Health Information Technology)	<i>Medical Records Technician, Health Information Technician, Medical Transcriber</i>	C
MEDICAL TECHNOLOGY	<i>Medical Laboratory Worker, Laboratory Technician/Assistant</i>	A
METALS INDUSTRY TECHNOLOGY	<i>Metal Crafts Worker, Metal Industry Technician</i>	S
MOTORCYCLE /RV REPAIR	<i>Motorcycle/ RV Repair Worker</i>	S
MUSIC (Performing, Audio, Commercial)	<i>Entertainers & Performers, Sports & Related Workers, First-Line Supervisor—Retail Sales, Retail Sales-Merchandiser, Television/Audio Studio Technician</i>	A S
NATURAL RESOURCES	<i>Forestry Occupations</i>	A
NURSING: CNA, RN	<i>Certified Nurse Assistant, Health Services Worker, Home Health Aid, Home Health Care Worker, Registered Nurse</i>	A
NURSING: LVN, RN	<i>Licensed Vocational Nurse, Registered Nurse</i>	S
OCCUPATIONAL THERAPY ASSISTANT	<i>Occupational Therapy Assistant</i>	S
OFFICE ADMINISTRATION/OFFICE INFORMATION SYSTEMS (also see BUSINESS)	<i>Administrative Assistant, Billing, Clerk, Bookkeeper, Claims, File Clerk, Information Clerk, Office Administrator, Office Assistant/Technician, Office Information Systems Worker, Office Manager, Payroll Clerk/Assistant, Personnel Clerk, Secretary, Word Processor</i>	A C E F S
PARAMEDIC	<i>Emergency Medical Technician, Paramedic</i>	A
PHOTOGRAPHY	<i>Photographic Digital Imager, Photographic Process Worker</i>	C S
PHYSICAL THERAPIST ASSISTANT *	<i>Physical Therapist Aide-Assistant</i>	S

RECREATIONS & LEISURE	<i>Recreation/Leisure Occupations, Sports Therapy/Fitness Technician</i>	A C S
RECREATIONAL VEHICLE SERVICE TECHNOLOGY	<i>Motorcycle/RV Repair Worker</i>	S
RESPIRATORY CARE	<i>Respiratory Therapist</i>	A
RETAIL MANAGEMENT	<i>First-Line Supervisor-Retail Sales, Retail Sales/ Merchandiser, Wholesale/Retail Buyer</i>	A C E F S
ROBOTICS	<i>Mechanical/Electrical Technology, Electronic/Electrical Technician</i>	A
SIGN LANGUAGE (certificate/degree programs available only at American River College)	<i>Sign Language Assistant</i>	A C E F R S
SURVEYING TECHNOLOGY (Geomatics)	<i>Survey Technician</i>	C S
TEACHING		
INSTRUCTIONAL ASSISTING	<i>Teacher Assistant</i>	S
INFANT-PRE-K-- See EARLY CHILDHOOD EDUCATION	<i>Pre-School Teacher</i>	A C E F S
ELEMENTARY EDUCATION (K-8)** Los Rios offers the lower-division requirements for the multiple-subject teaching credential to be completed at a 4-year school, i.e. CSU Sacramento	<i>Elementary School Teacher (multiple subject teaching credential)</i>	A C F S
SECONDARY EDUCATION (9-12)** Los Rios offers the lower-division requirements for the single-subject teaching credential to be completed at a 4-year school, i.e. CSU Sacramento	<i>Secondary School Teacher (single-subject teaching credential)</i>	A C F S
SURVEYING TECHNOLOGY (Geomatics)	<i>Survey Technician</i>	C S
TELECOMMUNICATIONS TECHNICIAN	<i>Telecommunication Technician</i>	A S
TELEVISION PRODUCTION	<i>Television/audio studio technician</i>	C
VETERINARY TECHNOLOGY	<i>Animal Health Technician, Veterinary Assistant</i>	C
WELDING/FABRICATION	<i>Welders, Cutters, Sodderers, and Brazers</i>	A C S

A-American River College; C-Cosumnes River College; S-Sacramento City College; E-El Dorado Center; F-Folsom Lake College; R-Rancho Cordova S-Sacramento City College

Some programs may Require Consultation and/or Referral to Vocational Assessment Counselor.

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