



**Annual Unit Plan Template  
2013-2014 Academic Year  
CalWORKs/TANF**

**STEP I: DESCRIBE YOUR DEPARTMENT/UNIT**

**a. Mission**

The mission of the Cerro Coso CalWORKs Program is to provide participants with quality educational programs and employment training experiences that lead to economic self-sufficiency. The CalWORKs Program provides students with the opportunity to pursue quality educational programs that will result in students being able to obtain employment in their local area that supports the economic health of the surrounding communities. CalWORKs students typically focus on career and technical programs that will develop work readiness skills. CalWORKs Program funds are available to provide support services and work study opportunities to CalWORKs students in transition from their educational programs to employment while maximizing college and CalWORKs benefits and resources. TANF funds provide additional funding to the CalWORKs Program and for CalWORKs students.

**b. Program Applicability**

The CalWORKs program provides a broad range of services to eligible students which includes, specialized counseling services to meet CalWORKs student needs, employment, work study and internship opportunities, career development and search information, information related to CalWORKs state compliance regulations, and liaison with the Department of Human Services (DHS) and other community agencies to help students maintain CalWORKs benefits. Additionally, CalWORKs students are provided with specialized job prep training (developing resumes and interviewing skills), workshops related to CalWORKs issues, and individualized support services and referrals. CalWORKs guidelines and funding are established through the Federal TANF authorization act and implemented as defined by California State Legislation. CalWORKs funding comes from State funds provided to California Community Colleges to assist in the implementation of serving CalWORKs recipients. TANF funds are Federal matching funds provided to CalWORKs recipients for training and development of employment skills leading to self-sufficiency.



Continued liaison with DHS/CalWORKs workers is required to verify student participation and compliance, verify services given at the college to avoid duplication of services, and to advocate for CalWORKs students so they continue to qualify for DHS support in their educational goals. DHS coordinates quarterly meetings between college CalWORKs staff and DHS staff.

In addition to the student services provided on campus, there are administrative services that must be coordinated and maintained. At the beginning of each academic year the CalWORKs Program must submit a grant proposal to the State Chancellor's office for funding. Funding is based on the submission and acceptance of the grant proposal and the total number of CalWORKs students served the previous academic year. The State Budget Act language requires that CalWORKs programs monitor and report yearly data on each CalWORKs participant. Each community college program is required to provide the following services: coordination with the local County Welfare Department (to avoid duplication of services), have a centralized and recognizable point of entry for CalWORKs recipients, track eligibility and services provided to CalWORKs students while attending college, track child care services, track and ensure proper use of CalWORKs funds, and provide a program coordinator.

CalWORKs staff collaborates with local community agencies serving CalWORKs clients in order to promote the program and provide transitional services to CalWORKs students. Staff participate in community and college outreach programs designed to inform and promote college educational programs, classes and resources. The CalWORKs program develops job and internship opportunities in the community for placement of CalWORKs students at the off campus work study sites. Development of community work study sites is time consuming and requires networking within the community.

### **c. Partnerships**

CalWORKs students are among the poorest of students attending Cerro Coso College. They require resources outside of the CalWORKs Program for academic success. The CW staff maintains cooperative relationships with on campus programs to assist CW students in obtaining these additional resources. The Financial Aid office is instrumental to CW students in that it provides additional funding, work study matches on campus, scholarship programs. The EOPS and CARE Programs also provide support in the form of books, supplies, additional child care, and other services. The Learning Resource Center and the Learning Assistance Center provide necessary study and tutorial resources to. The LAC also provides verification of study hours that CW students can use to verify TANF compliance.



Staff works cooperatively with other campus programs to assure continuity in services, avoid duplication of services, and coordinate services to maximize resources and efficiency of service delivery. CalWORKs students have the opportunity to obtain work study jobs on campus to provide additional monetary support while attending college and to provide on the job experience that can later be used to obtain work within the community. All CalWORKs students who obtain work study through the program must declare their jobs to the Financial Aid office on campus (reported through the program) and to their CalWORKs DHS worker.

CalWORKs students are some of the most needy of student populations due to having family obligations, lack of funds for college, often have poor educational histories, have little work experience, and some may have mental health issues or disabilities that create barriers to accessing services. CalWORKs students often may qualify for other campus programs and services and it is important for the CalWORKs staff to be well informed of all campus resources. For the past 4 years the CalWORKs and CARE programs have collaborated in a yearly all day workshop to celebrate student successes and be informed about work related resources to help them transition from welfare dependence to self sufficiency.

An area of concern related to other programs such as the Financial Aid office or EOPS/CARE programs is the identification of CalWORKs recipients so CW services can be offered to those CW students already enrolled. The Financial Aid office and the EOPS/CARE program can assist in the identification of CalWORKs students. Better sharing of information would result in identifying more CalWORKs recipients attending Cerro Coso so services could be extended to them.

CalWORKs student are high risk students in that they have limited previous academic training and/or success. Consequently, CW staff provides guidance in college policies and procedures. CW staff assists in registration issues and make referrals to the Admissions and Records office. Advocating for CW students in their interactions with instructors provides CW students the tools of how to be a successful college student. Appropriate educational planning is essential when assisting CW students to promote academic success.

CalWORKs regulations require coordination with Department of Human Services (DHS) in the delivery of services to CW students. College CW staff are in constant contact with students' DHS workers to ensure student compliance with DHS while obtaining viable college training that will lead to long term employment. CW staff also coordinates and collaborate with other community agencies such as EDD, in serving CalWORKs recipients. This provides maximizing resources and avoids duplication of services between agencies.



#### **d. Distance Education**

The college CalWORKs program maintains a presence on the college website. The CW program application, needs assessment and student information sheet are posted on the CalWORKs link under Student Services. Contact information and brief details of eligibility and services are provided. Information related to short term training and career technical educational programs available at Cerro Coso are listed on the website. Work Study opportunities, career and employment information is also posted and a link to the career center is provided.

The CalWORKs program extends services to online students as long as students can provide the required eligibility documentation. The Cerro Coso CalWORKs program does serve a few students outside their service area due to the colleges extensive online program. These services are usually limited to liaison with the county DHS CalWORKs worker of the student to verify program compliance.

### **STEP 2: EXPLAIN YOUR PLANNING**

#### **a. Review of Previous Goals (of last completed academic year)**

There has been a continued decline in the number of students served through the Cerro Coso CalWORKs program. Fewer DHS referrals in 2011-2012 resulted in the lowest number of CW students served since the beginning of the program at Cerro Coso College. Concerted effort was made to contact DHS representatives at both the Ridgecrest (IWV campus) and Lake Isabella (KRV) DHS offices to collaborate on providing more opportunities to CW recipients. There were very few collaborative meetings held with DHS staff during the 2011-2012 year despite regular requests made to DHS CalWORKs staff.

State legislation has been changing how regulations are applied to CalWORKs participants for the past three years. This has been a direct result of decreasing State funding available to County to implement CalWORKs programs. Our local County DHS CalWORKs workers have seen multiple layoffs during this time. Changes in policies and procedures make it difficult for



participants to understand and remain compliant, and the changes directly impact how educational training can be used as work related activities for CalWORKs participants. During the second half of the 2011-2012 year the DHS office started to replace CalWORKs staff, restructured their program and is preparing to enforce newly legislated rules starting January 2013. The college CalWORKs program has been meeting with the local DHS staff to discuss the upcoming changes and to develop some plan of actions to help participants come to the college for vocational training and work experience. There is the hope by both the college and DHS that the new regulations will increase the number of CalWORKs students.

Two goals were established for the program last year. *Increase number of CalWORKs students being served. Increase college resources for CalWORKs program.* The program was not successful in increasing its number of students served in 2011-2012 for the reasons mentioned above. But college resources were increased in two ways. 1) Two full time counselors were trained in the current processes and policies of serving CalWORKs students. One counselor was assigned to serve the eligible CalWORKs students located at the KRV campus. The other counselor was assigned to work with students at the IWV campus. One of the counselors attended the yearly CalWORKs Association conference to increase her understanding and knowledge of the program. Both counselors attended DHS CalWORKs meetings to advocate for students. 2) The Job Development Specialist implemented bi-monthly workshops for CalWORKs students. The workshops focused on the development of employment skills and job search skills. Students had employment handbooks available to use in the workshops so they could record and build resources for their job searches in the future. Although attendance was relatively low, 2 to 5 students would attend, it was reflective of our overall low numbers of CalWORKs students. Students received personalized attention related to their own career goals and skills.

The program was interested in the success and retention rates of those CalWORKs students who held work study positions compared to the overall performance of general students and the total CalWORKs population. The following data provides the data collected.

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Students Served (DataMart)	151	111	102	105	105	74	46
Success Rates					59.8%	64.6%	71.4%



Retention Rates					79.1%	84.9%	89.7%
Work Study Positions	14	22 (22 on campus, 0 off campus)	20 (14 on campus, 6 off campus)	31 (22 on campus, 9 off campus)	33 (26 on campus, 7 off campus)	18 (15 on campus, 3 off campus)	15 (14 on campus, 1 off campus)
Persistence Rates	-	75%	52%	81%	76%		
Persistence Rates for work study students only						94%	86.67%
Success Rate for work study students only							64%

Note: Two of the work study students in spring 2012 obtained full time jobs so did not persist.

Review of the data demonstrates a high persistence rate (86.67%) for those students placed in a CalWORKs work study position. Although there is currently no persistence rates to compare with the overall CalWORKs student population for 2011-2012, the rate is higher than the persistence rates compared with EOPS (66.7%) and CARE (52%) students in 2011-2012. Based on this information, the program will continue to pursue placing CalWORKs students in work study positions to assist them to stay in college and meet their educational goals. The success rate for those students in a CalWORKs work study position is lower than the overall success rates for all CalWORKs students. This suggests that CalWORKs students who hold a work study position may experience a negative impact on their class performance. The program will continue to gather comparative data between CalWORKs work study students and CalWORKs students not in a work study position. Program staff will reconsider the policy of allowing students to maintain a work study position after experiencing an unsuccessful semester.

**b. Review of Overall Department/Unit**



The CalWORKs program will continue to develop off campus work study positions and maintain on campus work study positions to assist CalWORKs students in meeting their compliance requirements for DHS. CalWORKs work study students receive payment for their work that is exempt from being counted as income that counts against their overall benefits received through DHS. Additionally, work study students continue to pursue educational training and experiences that enhances their ability to obtain sustainable work for themselves and their families.

DHS compliance requirements will be changing starting January 2013. Some of the changes will result in more flexibility with the types of activities that can be counted towards CalWORKs recipients compliance hours. Offering monthly workshops or bi-monthly workshops on campus for CalWORKs students will provide additional options to meet compliance hours. Other non-student CalWORKs recipients may also attend workshops on campus which may help recruit additional students for the College CalWORKs program.

We will continue to reach out to the local DHS offices to coordinate regular meetings. Many of our College Career Technical Educational programs are being streamlined or fast tracked to provide short term training options. This type of educational model is exactly what CalWORKs recipients need to continue receiving CalWORKs benefits and prepare for sustainable employment. There has been a legislative change to the length of time CalWORKs recipients will be allowed to receive assistance and so expedited employment training meets their needs.

**c. Goals for Upcoming Year (next academic year).**

**Goal 1**

1. Increase work study opportunities for CW students who are not already working or have been placed in a volunteer site. (*Strategic Goal #2: Foster student success through sustained continual quality improvement of instruction and student services.*)
2. CW students need incentives to remain in college. Persistence rates higher for work study students. Work study positions provide income and work experience for students who are unemployed or underemployed.
3. Provide all CW students wanting a work study job access to a position. Increase potential sites on campus for work study positions.
4. Compare persistence and success rates of CW students without a job to CW students with a job.



## **Goal 2**

1. Provide employment transition workshops monthly for CalWORKs students on campus. (*Strategic Goal #2: Foster student success through sustained continual quality improvement of instruction and student services.*)
2. CalWORKs students are required to meet 32 to 35 hours of work related activities per week to remain compliant with DHS requirements. Workshops will provide CalWORKs students additional campus activities that they can count as work related activities while remaining on campus and participating in educationally driven career planning and job preparation.
3. Job Development Specialist and other CalWORKs staff will provide monthly activities in the Career and Transfer Center for CalWORKs students that is career and job development focused.
4. Number of meetings offered and total number of students served will indicate if workshops are meaningful to students and helpful in providing more on campus activities that can help students remain compliant with DHS requirements. Short survey given to each student at the end of the workshop will provide feedback regarding workshop value and provide students with confirmation of workshop attendance.

## **Goal 3**

1. Provide students with updated information on CalWORKs regulations. (*Strategic Goal #2: Foster student success through sustained continual quality improvement of instruction and student services.*)
2. Changes to CalWORKs/TANF regulations policies and procedures start in January, 2013. How these changes will impact CalWORKs students is not currently known.
3. Utilize advocacy resources at State level, through listservs, and through attendance to CalWORKs Association conference. Maintain regular communication with the Department of Human Services regarding changes to policy and procedural implementations.
4. Ability to communicate new regulations and how it impacts CalWORKs students through one on one meetings, workshops and written communication with students.



**STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)**

a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O

**Full-Time Faculty Staffing Justification:**

1. Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?
5. Is there capacity to offer courses or programs at different times and/or locations?



6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
  - a. Size of wait lists in the discipline
  - b. Department productivity
  - c. Number of faculty currently in the department
  - d. Number of adjunct faculty
  - e. Number of certificates awarded
  - f. Number of degrees awarded
  - g. Core curriculum classes
  - h. CTE classes with workforce data (wage/high demand)
  - i. Number of students at first day and census

**b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].***

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Are alternate funding sources available? G = grant (specify) V = VTEA

**Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.***



1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.
2. Explain why the work of this position cannot be assigned to current staff.
3. Describe the impact on the college if the position is not filled.

**c. 4000 Category.** Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O

**d. 5000 Category.** Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other  G      O	

**e. 6000 Category.** Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other  G      O	



**STEP 4: ATTACH NARRATIVE SUMMARY OF PRIOR YEAR'S SLO ASSESSMENTS**

**STEP 5: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)**

Categorical funded programs require State program and budget plans submitted to the State Chancellor's Office for approval.

**STEP 6: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (as provided)**

**TABLE A: CalWORKs ENROLLMENT**

CalWORKs STATUS	2006 - 2007	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011
Did participate, as a Self-Initiated Program participant (SIP) with a county plan	0	18	1	7	1
Did receive services through the college CalWORKs program, as a County Referral Program Participant	26	77	10	98	72
Did receive services through the college CalWORKs program, as a Self-Referred Participant or Self-Initiated Program (SIP) Participant	127	1	94	0	1
<b>TOTAL:</b>	<b>153</b>	<b>96</b>	<b>105</b>	<b>105</b>	<b>74</b>



**TABLE A: CalWORKs by GENDER**

<b>GENDER</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>2008 - 2009</b>	<b>2009 - 2010</b>	<b>2010 - 2011</b>
FEMALE	129	80	92	86	62
MALE	24	16	12	19	12
UNKNOWN	0	0	1	0	0
<b>TOTAL:</b>	<b>153</b>	<b>96</b>	<b>105</b>	<b>105</b>	<b>74</b>

**TABLE C: CalWORKs by ETHNICITY**

<b>ETHNIC GROUP</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>2008 - 2009</b>	<b>2009 - 2010</b>	<b>2010 - 2011</b>
African-American	9	6	5	1	4
American Indian/Alaskan Native	2	2	2	0	0
Asian	1	1	1	0	0
Filipino	0	0	1	1	0
Hispanic	54	13	15	18	10
Pacific Islander	0	1	1	0	0
Unknown/Non-Respondent	2	3	9	40	0
White Non-Hispanic	85	70	71	43	56
<b>TOTAL:</b>	<b>153</b>	<b>96</b>	<b>105</b>	<b>103</b>	<b>70</b>



**TABLE D: CalWORKs by AGE**

<b>AGE GROUP</b>	<b>2006 - 2007</b>	<b>2007 - 2008</b>	<b>2008 - 2009</b>	<b>2009 - 2010</b>	<b>2010 - 2011</b>
1 - <18	0	0	1	0	0
18 & 19	13	12	11	7	5
20 to 24	50	33	49	43	26
25 to 29	42	26	19	23	19
30 to 34	15	10	11	15	12
35 to 39	19	11	8	3	5
40 to 49	12	4	6	13	7
50+	2	0	0	1	0
<b>TOTAL:</b>	<b>153</b>	<b>96</b>	<b>105</b>	<b>105</b>	<b>74</b>