



## IEC Executive Summary

**Academic Year**  
**2013-2014**

Program Name:  
Date of Review:

**CalWORKs**  
**March 2014**

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### Major Program Goals:

1. Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to populations with special needs, such as DRC, ESL, basic skills, and re-entry students
2. Optimize enrollment, course offerings, and services
3. Provide services to students (all of whom are parents) including work-study, job placement, subsidized employment, childcare, books, supplies, advocacy, loaning of laptops/tablets, orientation, and coordination with students and the county department of social services.
4. Improve student services and enhance curriculum and programs in order to help students meet educational, career and personal goals
5. Provide input into policy decisions involving SSSP that will affect CalWORKs students.

### Concerns/Trends:

1. Changes in legislation reducing the number of months that students can receive aid (from 60 to 48) and increasing the percentage of Work Participation (from 26% to 50%), have significantly increased the need for employment services provided by the program, as well as the need for priority registration.
2. Policy decisions are made on campus without the input of CalWORKs experts, resulting in conflicts during implementation
3. Need for increased intake, counseling and support services in Hollister and Morgan Hill

### Plans for Addressing Concerns:

1. Continue advocacy at the state level to ensure that CalWORKs students continue to receive priority enrollment
2. Continue representation of CalWORKs on committees and in discussions, on campus and state-wide, to ensure input of CalWORKs experts on relevant policy decisions.

### IEC Recommendations:

1. Work with MIS and the Office of Institutional Research to collect data evaluating the effect of new state regulations on the program.
2. Continue to provide CalWORKs representation on SSSP committees and in shared governance committees.
3. In conjunction with the off-site supervisors and other stakeholders on campus, develop a plan (and include in program plan) for increasing intake, counseling and support services in Hollister and Morgan Hill.



## Self-Study Summary

<b>Academic Year</b>	<b>Name of Program</b>	<b>CALWORKS</b>
<b>2013-2014</b>	<b>Date Reviewed</b>	<b>March 2014</b>

The Gavilan College CalWORKs program receives federal, state, and county funding to assist students who are currently receiving cash aid for themselves and their children, or who are transitioning off of welfare to achieve long-term self-sufficiency through coordinated student services and education.

The CalWORKs program provides services to students such as: work-study, job placement, subsidized employment, orientation to the college and to the CalWORKs program, childcare, books, supplies, advocacy, loaning of laptops/tablets, and coordination with students and the county department of social services. It is important to note that 100% of CalWORKs students are parents. Approximately 45% of them receive job readiness assistance and/or are employed through on and off campus work-study and unsubsidized or subsidized employment each year. All CalWORKs students (100%) receive childcare and book assistance every term. Upon entrance into the program, CalWORKs students are required to meet with the CalWORKs counselor to develop an educational plan that indicates their end goal, register for courses, and review their progress. CalWORKs provides educational services and/or activities to assure that students meeting their required weekly hours, schedule of classes/TBA, amendments to Welfare to Work plans, orientation, assessment, year round core and non-core activities, tracking and monitoring of attendance and student progress, and maintenance of files, (as required by the contract that the Gavilan College CalWORKs program has with Santa Clara County.

CalWORKs has experienced four significant changes over the last three years. First, changes in the program and staffing have occurred. In 2010/11 Gavilan College's CalWORKs program had an unduplicated head count of 310 with an estimated budget of \$400,000 from the combined funding resources mentioned above. The program was staffed with a 12 month Director and Program Specialist, and we shared a counselor with EOPS. Services for students consisted of counseling services, matriculation orientation and assessment, the development of educational plans for all CalWORKs students, weekly planning, course enrollment, job development, employment counseling, and the centralization of a subsidized employment program.

Over the last four years, unduplicated head count has averaged 300 with a growing budget of over \$500,000 (2013/14). Currently, our staff consists of one 12-month CalWORKs Director, one 11-month Program Specialist (decreased from 12 month to allow for Master's Program Internship participation); one 10-month tenured counselor funded 100% through CalWORKs, one part-time counselor (10 hours per week), and one half-time Office Assistant (position on hold due to budget cuts). Services have expanded to include monthly collaboration with Santa Clara and San Benito Counties, year round activities, state fair hearings, statewide advocacy and policy writing, and intense staff training on state, county and federal regulations.

The second change was the reauthorization of Temporary Assistance for Needy Families (TANF) legislation in 2012 resulting in legislative changes. One of the changes requires states to

increase work participation rates (WPR) from 26% overall to 50% for participants who are single parents and 90% for two-parent families. This change in WPR requirements has increased the need for employment services thus making the CalWORKs 75/25 Work Study Program indispensable. Through state funding, the 75/25 program allows CalWORKs to pay up to 75% of the students' hourly wage while the employer is responsible for paying the remaining 25% of students' salary.

The third change is related to the legislative SB 1041. This bill reduced CalWORKs recipients' time on aid from 60 months to 48 months. As a result CalWORKs students have less overall time on aid. This change has affected CalWORKs students within the educational system because they must be able to reach their educational objective (degree and/or certificate) and obtain employment within two to four years. The presenting challenge is that over 78% of CalWORKs recipients do not have a high school diploma or GED, resulting in having to take additional basic skills courses prior to meeting college level reading and writing. Additionally, given that 30% of CalWORKs students have been identified with a learning disability through the Disability Resource Center (DRC), many of them must take a reduced course load to ensure that they are able to complete their educational objectives. As a result, it has become more crucial now than before for CalWORKs students to receive priority in courses offered each term since they must complete their degree and/or certificate in less time that previously allowed.

The fourth change is related to advocacy on the county and state level. Through the formation of the California Community College CalWORKs Association (CCCCA) of which Gavilan's CalWORKs Director served as president for two years and continues to serve on the Executive Board, we were able to obtain pre-priority registration state wide on the same tier as Veterans, DRC, EOPS, and Foster Youth. In addition, CalWORKs Community College Programs Statewide advocated for and received a restoration of approximately eight million dollars for fiscal year 2013/14. This allowed for a significant increase in funding for our program because of our growth. This funding comes with a 95% percent guarantee year to year and provides stabilization for our program. Before 2013, CalWORKs had only been in budget language and therefore renewed every year in budget code. This year, the program was added to Education Code Section 66025.92 resulting in permanent status for the program on all California community college campuses.

Our staff is engaged in student success initiatives, shared governance and staff development on campus and statewide. Student surveys indicate a high level of student satisfaction. In addition we received a success rate of 90.5 by the Santa Clara County Monitor in regard to student outcomes/goals. Notable accomplishments:

- We have had no findings in annual audits by both Santa Clara County and the State Auditor.
- The program was voted Community Partner of the Year in 2013 by Santa Clara County Department of Social Services.
- Gavilan College's CalWORKs Student Tim Avila was chosen to receive the 2012/13 Region Four Scholarship as well as having his student success story published in the Portraits of Success. (Please see attached copy: Exhibit B)