**Folsom Lake College**

**CalWORKs Program**

**Fall 2015 Calendar**

### AUGUST

- **AUG 3**  Eligibility Verification—meet with worker to get TANF Verification Signed.
- **Aug 3** Begin Scheduling—Orientations & Textbook/Enrollment Verifications
- **Aug 22** Instruction Begins
- **Sept 6** Last Day to Drop Full-Term Classes
- **Sept 7** Labor Day Holiday—no classes, offices closed
- **Sept 8** CalWORKs Specialist—Contact #1 Open
- **Sept 14** CalWORKs Counselor Contact Open
- **Oct 17** CalWORKs Specialist—Contact #1 Closed
- **Oct 19** CalWORKs Specialist—Contact #2 Open
- **Nov 1** Priority Registration—SSSP Elements Must Be Cleared**
- **Nov 11** Veteran’s Day Holiday—no classes, offices closed
- **Nov 17** Last Day to Withdraw from Full-Term Classes (with a “w”)
- **Nov 20** CalWORKs Counselor Contact Closed
- **Nov 23** CalWORKs Survey VIII
- **Nov 25** CalWORKs Specialist—Contact #2 Closed
- **Nov 26-29** Thanksgiving Recess—no classes, offices closed
- **Dec 11-17** Final Exams
- **Dec 17** End of fall 2015 Semester

*See college website—under Academic Calendar for more information

****Priority Zero Registration—New guidelines for eligibility, see Admissions & Records for more information

### SEPTEMBER

- **Sep 6**  Last Day to Drop Full-Term Classes
- **Sep 7** Labor Day Holiday—no classes, offices closed
- **Sep 8** CalWORKs Specialist—Contact #1 Open
- **Sep 14** CalWORKs Counselor Contact Open
- **Oct 17** CalWORKs Specialist—Contact #1 Closed
- **Oct 19** CalWORKs Specialist—Contact #2 Open
- **Nov 1** Priority Registration—SSSP Elements Must Be Cleared**
- **Nov 11** Veteran’s Day Holiday—no classes, offices closed
- **Nov 17** Last Day to Withdraw from Full-Term Classes (with a “w”)
- **Nov 20** CalWORKs Counselor Contact Closed
- **Nov 23** CalWORKs Survey VIII
- **Nov 25** CalWORKs Specialist—Contact #2 Closed
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### OCTOBER

- **Oct 17** CalWORKs Specialist—Contact #1 Closed
- **Oct 19** CalWORKs Specialist—Contact #2 Open
- **Nov 1** Priority Registration—SSSP Elements Must Be Cleared**
- **Nov 11** Veteran’s Day Holiday—no classes, offices closed
- **Nov 17** Last Day to Withdraw from Full-Term Classes (with a “w”)
- **Nov 20** CalWORKs Counselor Contact Closed
- **Nov 23** CalWORKs Survey VIII
- **Nov 25** CalWORKs Specialist—Contact #2 Closed
- **Nov 26-29** Thanksgiving Recess—no classes, offices closed
- **Dec 11-17** Final Exams
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### NOVEMBER

- **Nov 1** Priority Registration—SSSP Elements Must Be Cleared**
- **Nov 11** Veteran’s Day Holiday—no classes, offices closed
- **Nov 17** Last Day to Withdraw from Full-Term Classes (with a “w”)
- **Nov 20** CalWORKs Counselor Contact Closed
- **Nov 23** CalWORKs Survey VIII
- **Nov 25** CalWORKs Specialist—Contact #2 Closed
- **Nov 26-29** Thanksgiving Recess—no classes, offices closed
- **Dec 11-17** Final Exams
- **Dec 17** End of fall 2015 Semester

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### DECEMBER

- **Dec 17** End of fall 2015 Semester

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**Priority Zero Registration—New guidelines for eligibility, see Admissions & Records for more information**
Fall 2015 — CalWORKs Calendar
Frequently Asked Questions

1. Why do I need to complete a TANF/Verification each semester?
   a. Eligibility must be determined and documented before CalWORKs/TANF funds can be spent on students beyond basic case management (i.e. textbook and enrollment verifications, work-study, educational supplies, academic monitoring/guidance, employment support, transportation resources, etc.)
   b. We coordinate with Sacramento DHA, El Dorado DHS and other counties to determine and document your eligibility using the TANF/Verification form; it must be stamped and signed to be valid.
   c. Simply put, without a current TANF/Verification we cannot provide you the services we believe will best help you succeed at FLC during the 2015-2016 academic year.

2. What is the purpose of the Orientation?
   a. Orientation provides you with an opportunity to understand the elements of the CalWORKs program and college matriculation process, make necessary connections, update contact information, review the semester calendar, access advocacy literature and potentially receive transportation resources.
   b. For Fall 2015 and Spring 2016, Orientation will be merged with existing program elements per the following: for continuing students it will be combined with Specialist/SPA/Counseling and for new students it will be combined with Orientation/Counseling.

3. When should I book my CalWORKs Specialist/SPA Contact?
   a. CalWORKs Specialist/SPA Contact is the ideal time to discuss any issues related to your educational progress, county requirements for CalWORKs, work-study opportunities, job search, job development, course information, educational or personal issues that require advocacy, resource referrals and booking your Fall 2015 Counseling Contact.
   b. CalWORKs Specialist/SPA Contacts will occur during the weeks of 9/8—11/25 and are scheduled for 1 hour but may be completed in less time depending on the complexity of issues that need to be discussed.
   c. You can call 916-608-6638 for FLC/EDC or 916-255-4450 for RCC to book your Specialist/SPA Contact.

4. When should I book my CalWORKs Counseling Contact?
   a. CalWORKs Counseling is the ideal time to create/update you educational plan, make sure you are following a county approved major/vocational area, chart progress you have been making towards your educational goal, ask questions regarding certificates, AA/AS & BA/BS completion and transfer and receive information regarding on and off-campus resource referrals.
   b. CalWORKs Counseling Contacts will occur during the weeks of 9/14—11/20 to allow students to complete this contact before Spring 2016 registration.
   c. All students must meet with the CalWORKs designated Counselor to meet the requirements of the program for 2015-2016, that does not mean you cannot see another counselor. It simply means that to receive program credit, you must see our designated counselor at least once each semester—during the designated period.
   d. You can call 916-608-6638 for FLC/EDC or 916-255-4450 for RCC to book your Counseling Contact.

5. What about Enrollment Verifications that my county worker requires, or other college/county documents or gas cards?
   a. If your county worker requires you to turn in an enrollment/progress verification sheet each month, you should establish a mutually agreed upon protocol with your primary FLC CalWORKs Advisor, however it is always best to turn requests in on the 1st business day of the month to ensure timely processing.
   c. All CalWORKs or educational paperwork you are unfamiliar with should be brought to your Advisor for review, advocacy and support.
   b. If you are eligible for receiving a gas card, your Advisor will contact you with information regarding pick-up dates, remember they are available until supplies/funds are exhausted.

6. What activities may lead to a gas card for Fall 2015?
   a. Turning in your TANF/Verification by 8/29/15 (or at Orientation for new students); completing CalWORKs Specialist/SPA and Counseling contacts during the designated time periods, per availability/funding.
   b. Gas cards are a limited resource and should be reported to all necessary parties per their guidance.

All FLC CalWORKs supplies and transportation resources are available until supplies are exhausted, per director’s discretion.

Please make sure to double check all non-CalWORKs dates with the specific departments mentioned, the 2015-2016 FLC Catalog, and/or the Spring 2016 course schedule, as applicable.