Assessment Plan

Yuba Community College District
YC - CalWorks Program Recommendations

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Program Description: The California Work Opportunity and Responsibility to Kids (CalWORKs) Program at Yuba Community College District began in 1997 as a result of the Welfare Reform Act and related legislation (AB1542). The CalWORKs (CW) programs at the Marysville (MV) and Clearlake (CL) campuses provide CW Cash Aid eligible students with comprehensive support services designed to allow students to succeed in meeting their educational goal(s). Components of the program are: coordination of educational services (including completion of Student Educational Plans and Financial Aid appeal assistance) , case management, counseling, work study funding, job development, on and off-campus job placement, childcare, educational supplies, book purchase or book loans, student progress reports, student participation tracking, MIS data collection and input, completion of annual CW Budget, annual CW Program Plan and CW Year End Report for submittal to the California Community Colleges Chancellor's Office.

The students in this program are enrolled in degree and certificate curriculum and basic skills instruction as appropriate. The students are seeking an education that aligns with the primary mission of the community college.

CalWORKs students are enrolled in general education courses, vocational education, basic skills and student support services. Some CalWORKs students are working toward completion of lower division requirements to pursue a bachelor's degree.

The majority of CalWORKs students are attending full-time. These students obtain certificates and degrees awarded by the college instructional programs.

100% of college CalWORKs students must be currently participating and in good standing with the County CalWORKs program in order to receive college CalWORKs program services.

The CalWORKs Counselor/Coordinator regularly participates in Counseling, and DSPS meetings and discusses program updates with faculty, staff, the Director of DSPS and CalWORKs, and The Interim Dean of Student Services. The CalWORKs Counselor/Coordinator interfaces with instructors from most academic departments. Attendance and progress reports are sent to instructors twice per semester, where faculty are asked to comment on class participation, grades, and attendance in the CalWORKs students enrolled in their class(es)

Budget

The district allocation continues to be provided to the two colleges based on a complex formula determined by the California Community College Chancellor's Office. The two Coordinators at the Yuba Community College District Colleges continue to work together to correctly determine the CW budget for each school based on the CCCCO's formula.

Legislation:

For the July 1, 2011-June 30, 2012 fiscal year, the Governor of California proposed changes specific to the California Department of Social Services (CDSS) CW regulations and legislation. All CW Participants, not just CW students, where given a new California time clock(60 months down to 48 months) to receive CalWORKs Cash aid.
While current legislation is not optimal for CW cash aid recipients, the California Community Colleges program will continue.

County Contracts

Yuba County elected to continue our three year CW Counseling contract. The Yuba County contract will end June 30, 2012. Sutter County elected to renew their year to year contract. The Sutter County contract will end June 30, 2012.

Students

The characteristics of students in CalWORKs Program include:
.All have children and receive cash aid (CalWORKs) from the county
.Majority females

.Majority live in Sutter or Yuba Counties

The students in CalWORKs Program are unique in that they are all:
.Low Income
.On cash aid for a limited period of time
.In 32/35 hours a week of mandatory approved work and/or educational activity

Additionally, students in CalWORKs may be:
.Survivors of domestic violence
.Victims of abuse
.Recovering addicts
.Single parents
.First generation college students
.Lacking transportation
.Learning disabled
.Re-Entry
.Lacking a good work history or previous school completion history

In an effort to encourage CW students to utilize on-campus student support services, tutoring, study groups, the Building 1250 computer lab for study time and online study tools, the CW Program conducts attendance and progress reports each semester. Transcripts are reviewed for academic progress and statistics are kept on degrees and certificates achieved.

The Student Learning Outcomes that Apply to CalWORKs Program are:
One of the main goals for CW students is for them to take ownership of their educational and work plan. One way for a student to learn to apply goal-setting and planning techniques is for them to take part in creating their Student Education Plan.

SLO #1

The CW students will develop a Student Educational Plan (SEP) with the CW Counselor that is consistent with the Welfare-to-Work (WTW-2) activity contract. (Critical Thinking: analyze data/information in addressing and evaluating problems and issues in making decisions.)

Assessment: Upon completion of each semester, the CW Counselor will review all CW student files to determine that the SEP and Welfare-to-Work Activity contract agree.

Measurement Criteria: 100% of SIP and County referred student files will have SEPs that match the WTW Activity Contract.

Summary & Analysis of Date: Data is collected, reviewed and analyzed at the conclusion of each semester.

Use of Results & Modifications: Based on analysis of results, SLOs may be edited and changes to services, procedures, policy and/or budget will be implemented to improve student learning outcomes. All students who have a WTW-2 Plan have a Student Educational plan or Draft in their file. At times a student enters this program without a signed WTW-2 Plan. Therefore SEPs may not match a WTW-2 plan signed after the SEP is created.

Year of Review: 2011-2012
Type of Review: Annual Update
Executive Summary: ok
Future Goals and Program Direction: The CW program would like to regain and maintain a full-time classified staff. This will allow the CW Program to better serve CW students. Due to potential changes projected in the 2010-2011 California State budget for the California Department of Social Services (CDSS) CW Program, Yuba Community College District reviewed the possibility of closing their campus CW programs. Although Community College CW Programs are funded by the California Community College Chancellor?s Office with Proposition 98 and Federal TANF dollars, Yuba College, in an effort to be fiscally conservative, released several CW support positions until a clearer view of the overall state budget emerged. This program went without a full-time ESS to serve students from July 1, 2010 to May 19, 2011. As a result, this program sent back funds (funds that must be spent on Work Study only) to the CCCCO. In May of 2011, the program was able to hire a full-time ESS. However, in December 2011 we released the then current ESS as a Personnel matter.

A Full-time Employment Services Specialist is needed to serve the more than 200 CalWORKs students who may

need Work Study or other employment services. Once the Full-time Employment Services Specialist is hired, the CW program will be able to place Work Study students on and off campus. This service is imperative because the California Community College Chancellor's Office, mandates that 30% of the allocated program funds are spent on Work Study, because it helps students meet with their required 32 or 35 hour per week work welfare requirements. Work Study, job placement, and job preparation is designed for students to gain work experience and skills that will make them more marketable when they finish their educational program. CalWORKs work study is subsidized employment for CalWORKs students and it provides them with an additional source of income. In addition, if students are unable to meet their mandated work requirement, they can be placed in non-compliance or sanction, which stops their CalWORKs cash aid assistance.

Staffing

The following staffing positions should be in place and we are in the process of filling the position:
1 FTE Employment Specialist (vacant)

If more funding were available, the following staffing positions would be requested:
1 FTE Program Specialist
.48 Accounting Clerk
All CaWORKs positions are imperative for the provision of comprehensive services for students receiving Temporary Assistance for Needy Families (TANF) funding. Students must meet participation requirements that must be coordinated in a manner that allows them to obtain both education and work experience needed to transition off of welfare and into a career. CaWORKs faculty and staff provide for strong and complex case management of TANF recipients acting as a bridge between the Department of Social Services and the college.

The Yuba College-CalWORKs Website needs to be revised and updated. The YC CW Counselor/Coordinator recently spoke with the webmaster about updating the YC CW website for Marysville and Clear Lake Campuses. Updates will be made to the YC CW website pages this year.

It is the recommendation of the CalWORKS Counselor/Coordinator that all CalWORKs students be included in the Priority registration category of registration.

Recommendation: Rehire Full-time replacement Employment Services Specialist (ESS)

Rehire a full-time replacement ESS to serve YC (MV & CLC) CalWORKs students.

Year(s) Requested: 2010-2011
2011-2012

Request Date: 12/12/2011

Recommendation Priority: 3. High Priority

Supporting Evidence (SLO, WSCH, etc.): This service is imperative because the California Community College Chancellor?s Office mandates that 30% of allocated CalWORKs college program funds are spent on Work Study and student job placement. A full-time Employment Services Specialist will assist students by placing them in Work Study and other Job Placements to help them meet their required 32 or 35 hour per week welfare to work requirements. Work Study, job placement, and job preparation is designed for students to gain work experience and skills that will make them more marketable when they finish their educational program. CalWORKs Work Study is subsidized employment for CalWORKs students and it provides them with an additional source of income. In addition, if students are unable to meet their mandated work requirement, they may be placed in non-compliance or sanction status, which stops their CalWORKs cash assistance.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Rehire a replacement ESS. Human Resources has an open Job posted to the Portal and is placing the job announcement in local newspapers this weekend. **Type:** Staffing - Other	The pay for this position was already included in the 2011-2012 CalWORKs allocation and budget. It will remain in future budgets.	A temporary ESS should start with the CalWORKs Program after the February 2012 District Board meeting. A full-time ESS should be approved by at the April 2012 District Board Meeting. Dr. Jan Ponticelli, Georgie O'Keefe-Schwering and HR	Yes

Recommendation: Priority registration for all Yuba College CalWORKs students

Include CalWORKS students in the Priority registration category of registration.

Year(s) Requested: 2011-2012
Request Date: 02/03/2012
Recommendation Priority: 3. High Priority
Supporting Evidence (SLO, WSCH, etc.): This service is imperative to CalWORKs students because it will assist students to meet their Welfare to Work (WTW) plan requirements. Each student has a limited WTW plan time clock. Many students are required to enroll in education related to employment and must try to comlplete their training within a short time span. The maximum amount of months a CalWORKs recipient may receive cash aid is 48. However, not all new CalWORKs students matriculate with 48 months left on their CalWORKs time clock. In addition, if students are unable to meet their mandated work requirement due to the inablity to register into needed courses per their Student Educational Plan (SEP), they may be placed in non-compliance or sanction, which stops their CalWORKS Cash assistance.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Work with the Director of Admissions and Records, CAA, the Senate, and other parties to include CalWORKS students in the Priority registration category of registration. **Type:** Curriculum/SLO	None.	Before Summer/Fall Registration (April/May 2012). Continue to pursue this recommendation if CalWORKs students are not included in the Summer/Fall 2012 Priority registration.	Yes

Recommendation: Update YC CalWORKs Web Page

Revise and update the Yuba College CalWORKs Web page. The website needs to be a showcase of our Success stories, our scholarship recipients and better highlight our program and services.

Year(s) Requested: 2011-2012
Request Date: 03/01/2012
Inactive Date: 06/30/2012
Recommendation Priority: 2. Medium Priority
Supporting Evidence (SLO, WSCH, etc.): Students need a better website page to access the CalWORKs Program information. We currently provide students and County Social Workers with verbal instructions and written materials regarding access to our program and services. An updated web page will allow the CalWORKs program to better discuss our program and services with current and potential students via the telephone and in person.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Produce Web pages along with YCCD Webmaster. **Type:** Equipment/Technology	Minimal as there is already an active website page(s) to work from.	CW Counselor/Coordinator and YCCD Webmaster. Completion by the end of June 30, 2012.	Yes