

---

# Los Angeles Mission College CaIWORkS Orientation

2021

---

# What is LAMC CaIWORKs?

**The CaIWORKs program at Los Angeles Mission College works as a liaison between the CaIWORKs participants and their GAIN Services Workers (GSW) in order to provide support services such as money for books, supplies,**



# LAMC CalWORKs Process

Email us!

[sirunim@laccd.edu](mailto:sirunim@laccd.edu)

or

[hernanvc@laccd.edu](mailto:hernanvc@laccd.edu)

No appointment necessary!

We will need:

- CA ID
- Verification of Benefits - Notice of Action (approval of cash aid from DPSS)
- GN 6013 (Vocational Assessment results-from GSW)
- GN 6006/6390/6005 (ONE which is the GAIN referral-from GSW)

You will complete:

- An intake packet
- A one on one CalWORKs orientation w/a LAMC CalWORKs case manager
- A scheduled academic advising appointment with our CalWORKs counselor

How to scan documents via iPhone

<https://www.imore.com/how-use-document-scanner-iphone-and-ipad>

How to scan documents via Android

<https://www.computerworld.com/article/3208846/scan-documents-android-phone.html>

# LAMC Student Process

## Apply online!

Complete the LAMC application with the link below.

You will receive your student ID number via email within 48 hours of submitting your application.

<http://www.lamission.edu/>

- Apply for Financial Aid via the link below
- Submit English & Math Assessment via student portal
- Complete LAMC's orientation online via student portal
- Meet with LAMC CalWORKs Counselor

<https://studentaid.gov/h/apply-for-aid/fafsa>

## ENROLL!

Remember to always check your "to-do" list on your student portal

## What does the LAMC CalWORKs office offer to qualifying students?

- **Priority registration (must complete assessment, online orientation & counseling)**
- **Academic Counseling**
- **Books & Supplies**
- **On and Off-Campus Work Study**
- **Assistance with completion of all county paperwork**
- **Advocacy with DPSS and other county agencies**
- **Referrals to community resources**
- **Life Skills and Problem Solving Workshops**
- **Supportive atmosphere to enable students to achieve self-sufficiency**

# Monthly Attendance Report - GN 6365

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES  
**Monthly Attendance Report Form** Report for the Month of 20\_\_

Participant Address: \_\_\_\_\_ GAIN/REP Office Address: \_\_\_\_\_

Participant Name: \_\_\_\_\_  
 Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

In order to make sure that we provide you with transportation and other services we need you to record your monthly attendance in each of your Welfare-to-Work Activities. In the boxes below, tell us about your Welfare-to-Work Activities listed below for the month of \_\_\_\_\_ Year \_\_\_\_\_. Please give this form to your service provider listed so they can verify your hours. Return this form to your GAIN/REP worker on or before \_\_\_\_\_. Failure to provide this form by the due date may affect your eligibility to receive transportation and other services. If you have

GSWIRCM Name: \_\_\_\_\_ File Number: \_\_\_\_\_ GSW/RCM Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please record hours of attendance and excused absences. If absent please write reason for absence and attach verification.

Activity: \_\_\_\_\_ Scheduled Hours

Provider:																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours																

\* Colleges verify enrollment only Provider Stamp: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I still need O transportation O child care and/or O other services  
 I am requesting to begin receiving O transportation O child care and/or O other services

Absence Reporting

Date(s)	Hours absent	Reason(s) you did not Attend	County use only: Number of hours GSW validates and lists source

Activity: \_\_\_\_\_ Scheduled Hours

Provider:																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours																

\* Colleges verify enrollment only Provider Stamp: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I still need O transportation O child care and/or O other services  
 I am requesting to begin receiving O transportation O child care and/or O other services

Absence Reporting

Date(s)	Hours absent	Reason(s) you did not Attend	County use only: Number of hours GSW validates and lists source

I hereby certify the information listed above is true and correct. In addition, I authorize the release of information to DPSS/State/Federal agencies for purposes of auditing, monitoring and verifying information.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GN 6365 (08/10) Revised

Monthly Attendance Reports (GN 6365) are due every month. (ex. The month of April report is due by May 10th to your GSW) They are mailed to you by your GAIN Services Worker (GSW).

You will indicate:

- class hours,
- sign & date the bottom of the form
- submit to LAMC CalWORKs office

A case manager will verify your enrollment by signing and submitting to your GSW via email.

# Progress Report - GN 6070

Progress Reports (GN 6070) are due quarterly (every 3 months) They are mailed to you by your GAIN Services Worker (GSW).

You will:

- Sign, date & indicate your phone number on the bottom of the form

A LAMC CalWORKs case manager will verify progress with your semester grades/overall GPA by signing and submitting the form to your GSW via email.

COUNTY OF LOS ANGELES		DEPARTMENT OF PUBLIC SOCIAL SERVICES	
<b>PROGRESS REPORT - EDUCATION/TRAINING/POST-EMPLOYMENT SERVICES/ WORK EXPERIENCE AND COMMUNITY SERVICES PROGRAM</b>			
Participant Name/Address		GAIN Regional Office Address:	
		Fax Number:	
		GSW Name:	Phone Number:
(Service Type & Activity Number Program Description)		GSW ID:	
Agency/School Name:		Case Number:	Date:
Report Period From:		To:	Report Due:
This progress report is a required document that needs to be completed and turned in timely. Failure to provide this form by the due date may affect your cash aid. If you have any questions, please contact your GAIN Services Worker.			
Please forward this form to your agency or school's CalWORKs office for completion. Email, mail, fax or walk-in this completed form to your GAIN Services Worker by the due date indicated above.			
<b>SECTION A: TO BE COMPLETED BY YOUR AGENCY or SCHOOL</b>			
Making Satisfactory Progress in Overall Program: <input type="checkbox"/> Yes <input type="checkbox"/> No		Print Name of Agency/School Official Completing Form:	Official Agency/School Stamp:
If no, explain: _____		Title of Agency/School Official Completing Form:	
_____		Telephone Number:	
_____		Email:	
_____		Fax Number:	
Meeting Attendance Standard: <input type="checkbox"/> Yes <input type="checkbox"/> No		Signature of Agency/School Official Completing Form:	Date:
<b>SECTION B: TO BE COMPLETED BY THE PARTICIPANT</b>			
<ul style="list-style-type: none"><li>• If your school does not have a CalWORKs Office available, <u>attach your recent transcript or report card</u> to this progress report and submit to your GAIN Services Worker by the due date indicated above.</li><li>• If your service provider is unable to complete this form and you do not have your recent transcripts or report card, call your GAIN Services Worker to make an appointment to complete an affidavit of temporary declaration.</li></ul>			
I understand that any deliberate misrepresentation of the above information may result in a penalty which can reduce the amount of my aid or cause me to become ineligible for cash aid. I also authorize the release of the above information to the County of Los Angeles, Department of Public Social Services by the service provider.			
Participant Signature:		Telephone Number:	Date:

# Ancillary Request (Books/Supplies/Uniforms)



Semester: FALL/SPRING 20

## CalWORKs Program

### TEXTBOOK/MATERIALS REQUEST FORM\*

(Visit the campus bookstore or go online <http://eopleslandia.lamission.edu> for prices.)  
INCOMPLETE FORMS WILL NOT BE PROCESSED.

### PLEASE PRINT CLEARLY AND LEGIBLY

This form must be submitted with an updated **EDUCATIONAL PLAN** and a current **VERIFICATION OF BENEFITS/ NOTICE OF ACTION™** (dated within 1 month of the start of the current semester) indicating your eligibility for CalWORKs benefits. Please allow 3-5 business days for processing before contacting your GAIN Services Worker for the status of this request.

Name: Last First MI Major at LAMC:

Student ID #: DPSS Case #:

Email address:

Address: Contact Phone #:

Are you currently working?  No  Yes If yes, complete the following:

Start Date: Position/Title

Hours per week: Hourly rate: Employer

#### GAIN Services Worker Information

Gain Service Worker's Name:

GAIN Office Location:

➢ Have you completed LAMC assessment Math and English/ESL test?  Yes  NO

➢ Have you completed LAMC orientation?  Yes  No

➢ Do you have a comprehensive Educational Plan?  Yes  No

➢ Are you receiving text book/supply voucher/grant from EOP&S/CARE, CAFYES or any other program on campus for this semester?  Yes  No

If yes, from what program? Amount of Voucher/Grant:

➢ I hereby certify that the information on this form is true and correct.

➢ I understand I must submit my original paid receipts to my GAIN worker within **10 business days**.

STUDENT SIGNATURE

DATE

\*THIS FORM IS NOT TO BE SUBMITTED TO THE GAIN SERVICE WORKER. LAMC CalWORKs OFFICE USE ONLY.

Advanced Request  Reimbursement

The limit for basic school supplies is \$60.00

### ADDITIONAL MATERIALS REQUIRED BY THE INSTRUCTOR

MUST BE LISTED ON A CLASS SYLLABUS.

COURSE NAME	NAMES OF BOOKS OR SUPPLIES	BOOKS (\$)	SUPPLIES (\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
ASO Fee (\$10.00)			YES <input type="checkbox"/> NO <input type="checkbox"/>
Rep Fee (\$2.00)			YES <input type="checkbox"/> NO <input type="checkbox"/>
Health Fee (\$11.00)			YES <input type="checkbox"/> NO <input type="checkbox"/>
Parking Permit (\$20.00)			YES <input type="checkbox"/> NO <input type="checkbox"/>
EOP&S, CARE or other program Voucher/Grant			-
<b>Authorized by LAMC GAIN/CalWORKs Staff:</b>			

\*THIS FORM IS NOT TO BE SUBMITTED TO THE GAIN SERVICE WORKER. LAMC CalWORKs OFFICE USE ONLY.

Supplies/Book Requests can be submitted at any time of the semester.

Advanced Request: you will indicate all items needed with prices from bookstore and once you receive the funds to your EBT card, you will purchase and submit original receipts to your GSW. (keep a copy for yourself!)

Reimbursement: you will attach copies of the receipts to the request (submit original receipts to GSW) and indicate all items purchased and receive funds via EBT card.

\$60 basic supply allowance given in the Spring & Fall semesters (no receipt required!)

A case manager will verify all items requested are required for your LAMC courses and submit to your GSW with a copy of your current class schedule.

Courses must match what is indicated on your Educational Plan.

Meet with our counselor every semester to be sure you're on track!



# Campus Resources

**Admissions & Records** <https://www.lamission.edu/Admissions/Home.aspx>

**Child Development Center** <http://www.lamission.edu/Child-and-Family-Studies/Child-Development-Center.aspx>

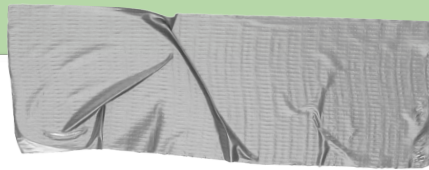
**Disabled Students Programs & Services** <https://www.lamission.edu/DSPS/Home.aspx>

**Financial Aid & Scholarships** <http://www.lamission.edu/Financialaid/Home.aspx>

**Student Store/Bookstore** <https://eagleslanding.lamission.edu/>

**Veterans Resource Center** <https://www.lamission.edu/Veterans-Resource-Center/Home.aspx>





# Contact Information

Please reach out to us online via email or via  
Cranium Cafe during our regular office hours.

Monday - Friday 8:00am - 4:30pm

[Sirunim@laccd.edu](mailto:Sirunim@laccd.edu) / [Hernanvc@laccd.edu](mailto:Hernanvc@laccd.edu)

<https://lamission.craniumcafe.com/calworkscounter>

In Person Services

Monday - Thursday 8:00am - 12:00pm

INST Building Room 1007

(818) 364-7760

We look forward to serving you!