



Glendale Community College
CalWORKs Academic Counseling Referral Form
www.glendale.edu/calworks



CalWORKs Case Manager: _____ Extension: _____

Term: _____ Date: _____

Student Name: _____ Student I.D.#: _____

*******This student has been referred by GAIN to GCC for the following:*******

Program: _____ Required hours per week: _____

Notes: _____

After Meeting with a GCC Academic Counselor, this student should:

Working with CalWORKs Students

CalWORKs students are low-income parents who are receiving welfare benefits from the county. Parents' welfare benefits are limited to five years and, in order to receive benefits, CalWORKs students must follow a plan that will lead them to becoming employable before their time on aid is over.

- **GAIN Assessments:** CalWORKs students receive academic and vocational assessments from the county. The county assessments result in two choices of vocational goals for each student.
- **GAIN Referrals:** CalWORKs students choose one of the two vocational goals approved by the county and then receive a referral for a specific program at GCC. Students must study this program. If they wish to change their plan, the CalWORKs Case Manager can help them renegotiate their vocational goals with their GAIN Services Workers.
- **Student Education Plans:** Please do not encourage CalWORKs students to enroll in classes outside of their approved major. The county will not reimburse them for costs related to such classes and may not give them credit for hours spent in these classes.
- **Required Hours:** Students are required by GAIN to complete a specific number of hours in either Remedial Education or Vocational Education.
- **Degree/Certificate Completion:** If you are working with a CalWORKs student who has completed or is about to complete a program, please encourage him or her to report this success to the CalWORKs office.
- **Costs and Fees:** Academic Counselors should not prepare documents certifying educational costs (including books, supplies, or fees) for CalWORKs students. These costs are certified by the CalWORKs Program.
- **GAIN Forms:** All GAIN and child care agency forms FOR CALWORKS STUDENTS should be completed by CalWORKs Program Staff.

Aarin Edwards	5846	aedwards@glendale.edu	CalWORKs Director, Main Campus and Garfield Campus
Pamela Rosas	5850	prosas@glendale.edu	Case Manager for Main Campus students with last names beginning with A-Gi
Jeffrey Sketeris	5866	sketeris@glendale.edu	Case Manager for Main Campus students with last names beginning with Gj-M
Debbie Stepp	5848	dstepp@glendale.edu	Case Manager for Main Campus students with last names beginning with Q-Z