

**Mt. San Antonio College**  
**CalWORKs Accountability Agreement**

FOR:  
Summer Fall Winter Spring 20\_\_\_\_

Student Name: \_\_\_\_\_ Student ID A: \_\_\_\_\_

**As a participant of the CalWORKs Program at Mt. San Antonio College, I understand that I must be receiving Temporary Assistance to Needy Families (TANF) for myself and my child(ren) every term, and comply with the following:**

**Please initial:**

- \_\_\_\_\_ 1. Attend a CalWORKs Overview Session when I enter the CalWORKs Program (new CalWORKs students).
- \_\_\_\_\_ 2. Provide Proof of Aid (PoA) verification at the beginning of every term or when requested by the CalWORKs Program. Appointments **will not** be scheduled without PoA verification forms. PoA verification acceptance dates for each term are: Summer: June 1st, Fall: August 1st, Winter: December 1st, Spring: February 1st in order to receive any services.
- \_\_\_\_\_ 3. Remain in "Good Academic Standing" by maintaining a cumulative grade point average (GPA) of 2.0 or higher.
- \_\_\_\_\_ 4. Schedule appointments with my CalWORKs Specialist to complete all County required paperwork (Ancillary Request, Attendance Report, Hour Plan, Training Verification, etc.) at minimum once a term. I am expected to inform my Specialist of any major challenges that may hinder my academic success or my compliance with my Welfare-to-Work Plan.
- \_\_\_\_\_ 5. Schedule appointments with a CalWORKs Counselor for completion, review and discussion of my academic progress and complete Progress Reports sent to me by my County Worker. Inform a CalWORKs Counselor about any major challenges or changes (academic, personal, financial) that may hinder my academic success or my compliance with my Welfare-to-Work Plan.
- \_\_\_\_\_ 6. Use Mt. San Antonio College Resources (e.g. Learning Assistance Center, Community Education, CalWORKs Work Study, Tutoring Center etc.) to help me meet my weekly hourly participation requirement and assist me in passing my classes.
- \_\_\_\_\_ 7. Have a Student Educational Plan developed or updated by the CalWORKs Counselor to reflect the required courses for my major as approved by my County.
- \_\_\_\_\_ 8. Meet with a CalWORKs Counselor to address any changes with my class schedule (e.g. drop/withdraw from classes.) at any point in the term.
- \_\_\_\_\_ 9. Submit my Monthly Attendance Report for every month.
- \_\_\_\_\_ 10. Attend workshops once a semester hosted by the CalWORKs Program.
- \_\_\_\_\_ 11. If I more than 5 minutes late for my appointment, my appointment will be rescheduled.
- \_\_\_\_\_ 12. Adhere to the rules and policies set by Mt. San Antonio College Standard of Conduct and the CalWORKs Program.

**The CalWORKs Program agrees to provide me with, the following services:**

- Academic, career and personal counseling
- Priority registration
- Access to CalWORKs Tutoring Center
- Personal Development Workshops
- Work Study Employment \* *based on available funding*
- Provide comprehensive case management services by meeting with me for an appointment.
- Verify need of books, supplies and fees for WtW workers and will enforce County policy of only requesting books that are on educational plan that reflect required courses for my major as approved by my county.

**I have read and understand the policies for the CalWORKs Program. By signing below I agree to follow these policies. I understand that if I do not follow the above requirements I may be removed from the CalWORKs Program and my county will be informed.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CalWORKs Staff Signature

\_\_\_\_\_  
Date