

CalWORKs Newsletter

Welcome Back!

Welcome back CalWORKs students! We hope you had a relaxing and fun summer and we look forward to seeing you this semester. Should you need academic counseling, book support, or work study advising, please contact the CalWORKs office at (415) 452-5700 or cal-works@ccsf.edu to schedule an appointment.

Highlights This Month

Sep 4: Last Day to Add Class in-person or online on Web4

Sep 5-7: Labor Day Weekend;
College closed

Sep 10: Last day to drop classes without a "W"

Sep 15: Last day to petition for AA, AS, or transfer degree

Sep 17: Last day to request P/NP

Sep 25: Holiday, Indigenous People Day; No classes; campus open

OFFICE HOURS

*Our office hours for the Fall 2015 semester are below.
We are closed every day from 12-1pm for lunch.*

Mondays - Thursdays

8am - 5pm

Fridays

8am - 4pm

Program Updates

GRADUATING THIS SEMESTER?

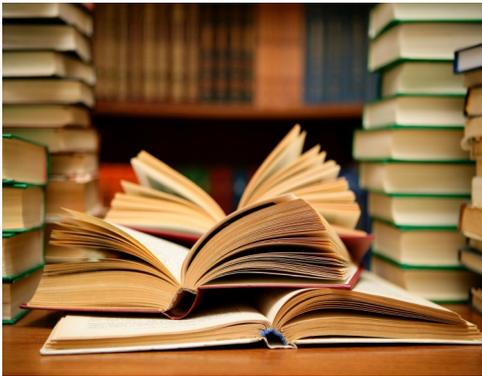
If you are graduating or transferring at the end of the Fall semester, the deadline to petition for your AA, AS, or transfer degree is **Tuesday, September 15th, 2015**. Students must meet with an Academic Counselor to file their petition. To schedule an appointment with the CalWORKs Academic Counselor, please call (415) 452-5700.



SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

CARE PROGRAM

Are you a single parent and currently receiving cash aid? You may be eligible for CCSF's CARE Program. The CARE Program provides services to its students such as educational grants, free food cards, and various workshops. To apply, please stop by our office or the EOPS office for an application.



BOOK SUPPORT

All CalWORKs students are eligible for book support. If you a SF County resident, simply bring the following items to our office:

- 1) Welfare-to-Work Plan indicating book support
- 2) Educational Plan (Must be signed by CalWORKs Counselor)
- 3) Class Registration
- 4) Book List

If you are out-of-county, you are eligible to get reimbursed for you books by bringing your receipts to your Employment Specialist. You may also pick up a check from your county office, should your Employment Specialist approve it.

Work Study Updates

All work study students are required to attend a work study orientation this semester. During the orientation, work study students will receive new updates regarding the program. Please call the CalWORKs office at (415) 452-5700 to reserve your spot. The dates and times of this month’s orientation workshops are to the right.

Work Study Workshops			
	Dates	Time	Location
Work Study Orientation	Tue Sep 8 th	1:30 - 2:30pm	Cloud 339
	Thu Sep 10 th	10:30am - 11:30am	Cloud 339
	Mon Sep 14 th	1:30 - 2:30pm	Cloud 339
	Wed Sep 16 th	10:30am—11:30am	Cloud 339

Friendly Timesheet Reminders:

- ⇒ **Please do not work before receiving your start date in a confirmation email. Hours worked before your start date cannot be paid by the CalWORKs office.**
- ⇒ There are two timesheets to complete. One is on Web4, the other is on paper. Please ensure to complete and submit both timesheets accurately and on-time.
- ⇒ Late or inaccurate timesheets may result in a delay in pay.
- ⇒ Should you work on a holiday or weekend, your supervisor must initial next to those dates.
- ⇒ The supervisor who signed your Standards of Conduct Contract must be the same supervisor signing your timesheets, as the name and signatures are compared for verification.
- ⇒ Ludmila Ptashny is the Time Reporting Specialist and accepts and approve all student payroll. Should you have questions about payroll or timesheets, please contact Ludmila at (415) 452-5716 or lptashny@ccsf.edu.