

Semester:

Student Name:

Student ID:

I agree to follow the EOPS Mutual Responsibilities Contract. In addition, as a CARE student, I agree to follow the conditions identified below:

REQUIREMENTS

- ❖ Enroll in 12 or more units for the current term. (*Required of **new / returning** CARE students only. Not a requirement for continuing CARE students.*)
- ❖ Provide CARE with current documentation regarding TANF / CalWORKs status.
- ❖ Complete a new CARE eligibility documents and contract at the beginning of each semester.
- ❖ Inform the CARE counselor of any TANF / CalWORKs status changes or changes in your personal information.
- ❖ Complete EOPS contacts with the CARE counselor assigned to CARE students.

CHILD CARE REIMBURSEMENT

- ❖ Submit CARE Child Care Reimbursement Forms to the CARE Support Staff for processing before the 5th of the month for child care costs during the previous month.
 - o To avoid delays in processing your claims, be sure you are clear on the procedure for completing the forms. Provide clear and accurate information. Check with the CARE Support Staff prior to submission. Submit claims on time.
 - o Claims take approximately 3 to 4 weeks for CARE students to receive a reimbursement. Late submissions will result in claims being processed the following month. CARE reimburses the student, and does not directly reimburse the child care provider.

CARE SERVICES

- ❖ Accept CARE services (books, child care, transportation costs) for only those services that have not been covered by another agency such as CalWORKs. CARE services are **over and above** those provided by EOPS and CalWORKs. Duplication of services is strictly prohibited.

CARE eligibility is conditional to compliance with the above regulations and policies.

Date:

Student Signature:

Counselor Signature: