

JANUARY 2023



CARE

handbook

Your guide to being a CARE student
at Columbia College.

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Welcome to CARE!

CARE is a program that serves EOPS students who are single parents of young children and are receiving TANF county cash aid or Tribal Cash Aid.

The purpose of CARE is to give its students supplemental support “over and above” other services such as EOPS, Financial Aid, or CalWORKs. This support is to help CARE students achieve their academic and career goals so that they may become economically self-sufficient.

CARE services are dependent upon the number of CARE students and their needs. Services are also dependent upon state regulations and the budget.



Eligibility for Beginning CARE

- At least 18 years of age or older.
- Currently enrolled in the EOPS program.
- Registered for 12 semester units for new CARE students. *Exceptions may apply.
- A single head-of-household determined by county social services or Tribal TANF.
- Currently receiving CalWORKs or Tribal TANF for self / or at least one child.
- Have applied for Financial Aid (FAFSA, CADAA, CCPG)

Eligibility for Continuing CARE

- Be currently enrolled in the EOPS program.
- Provide proof of CalWORKs/TANF continuing eligibility at least once an academic school year.
- Must show evidence of consistent progress toward an educational objective and fulfill the terms of the Mutual Responsibility Contract
- There is no unit requirement for continuing CARE student.

CARE Staff



Vanessa Muro-Marai
CARE
COORDINATOR/COUNSELOR



Stephanie Beaver-Guzman
CARE
& CALWORKS COUNSELOR



Abby Sunday
CARE/CALWORKS
PROGRAM SPECIALIST

CARE Each Semester

Submit a CARE application to the CARE staff. (New students only)

Submit a CARE Verification of Eligibility form to the CARE staff. Staff will contact the Department of Social Services to verify CARE eligibility information.

Schedule an appointment for CARE Orientation / Intake after the CARE staff has notified the student of CARE eligibility.

New CARE students must complete orientation.

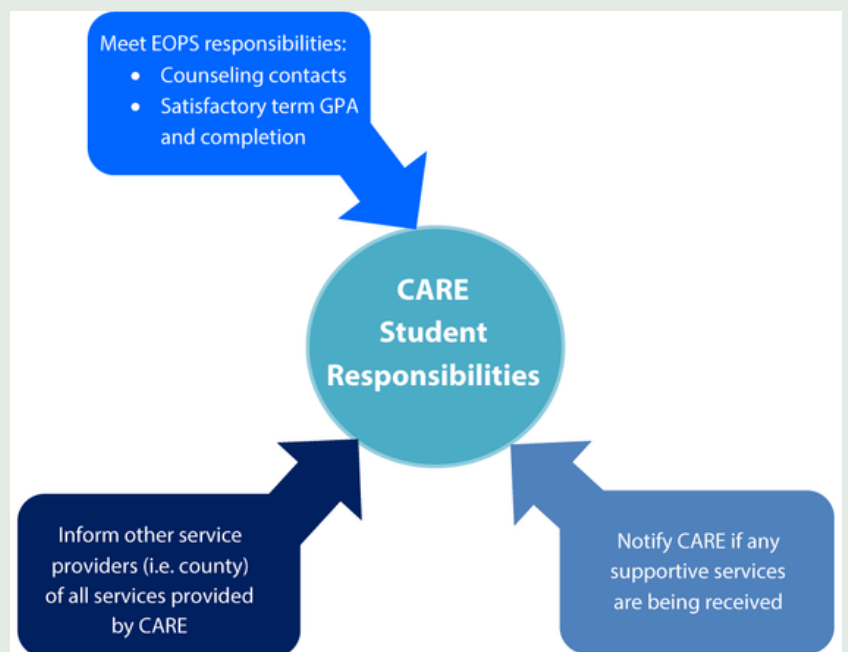
All CARE students must complete intake.

CARE students will sign a CARE contract at intake.

Initial CARE services will be provided after signing the CARE contract.

CARE Student Responsibilities

- Must meet EOPS responsibilities (listed on MRC).
- Complete the three required EOPS counseling contacts within the required time-frames.
- Maintain a satisfactory term unit completion rate and term GPA.



- **Must notify CARE immediately if any changes occur to CalWORKs/Tribal TANF status (e.g. you are no longer eligible).**
- Must notify CARE if any other supportive services are being received. (ex: CalWORKs)
- Must inform other service providers (i.e. the county) of all services being provided by CARE.



CARE Services

CARE provides extra services for single parents in addition to those received from EOPS. These services **may** include:

- Assistance with required textbooks
- Gas cards
- Supply vouchers
- Meal allowances
- Child care cost reimbursement
- End-of-term grants (if eligible)
- Additional counseling support

Availability of services is dependent upon funding and campus operations.



How it works!



Use your EOPS book voucher first. Voucher is only valid for required materials listed on the course syllabus.



Book vouchers can only be redeemed in the online Columbia College Barnes and Nobles website:
<https://manzanitabookstore.bnccollege.com/>



You may also purchase your textbooks with an outside vendor. If you choose to use an outside vendor like Amazon, email receipts to the Program Staff for reimbursement processing.
sundaya@yosemite.edu



Reimbursements will be sent through financial aid and paid through your Bank Mobile account.



CARE Book Voucher

CARE will cover up to \$200 for the cost of required textbooks/materials if this cost has not been covered by another agency such as CalWORKs.

CARE students are also EOPS students, and EOPS pays for the first \$300 and CARE pays the balance up to \$200 in additional costs, if required.

Book voucher money is loaded into your college bookstore account. You may also choose to purchase books from an external vendor (such as Amazon) and provide invoices for reimbursement via financial aid and your Bank Mobile account.



Child Care Reimbursement Form

Child Care Reimbursement



CARE helps to pay for the cost of child care on a reimbursement basis only.



CARE reimburses the student directly, NOT the child care provider.



CARE pays up to \$200 per family per month (Fall and Spring semesters only) to reimburse the cost of child care.



All hours should be claimed on the CARE Child Care Reimbursement form.



State regulations require that the cost for childcare services must first be paid by other programs or agencies. An example: CalWORKs pays first and CARE pays last.

Separate form for each child.

Submit only hours NOT covered by another agency.

Make sure form has your correct mailing address.

Forms are due by 5th of the month following the month for which you are claiming child care expenses. (e.g. February claims are submitted March 5th)

Allow 4-6 weeks to receive your reimbursement check.

Supply Cards!

Walmart 



\$150 Walmart Gift cards will be given to students after they complete their semester intake, ed plan and mid-semester check-in.



Students may use the gift card in store or for online purchases.



Gift card can be used for anything in the store with the exception of alcohol and tobacco products.

Meal Vouchers

CARE provides students with \$30 in meal vouchers during each Fall and Spring semester. Vouchers can be used in the Lakeside Café on campus located on the bottom floor of the Manzanita Building.

PLEASE NOTE: The student is responsible for not losing the Meal Vouchers once they have been issued. Vouchers cannot be reimbursed or replaced if lost or stolen.



Gas Cards

\$100 gas cards are issued to CARE students upon completion of required plan with and EOPS/CARE counselor.



Students can use the gas card at the pump or inside the store.



Get Your School Supplies with your Wal-Mart Supply Card!



This supply card can help provide the academic supplies necessary for a successful semester.