



Cooperative Agencies Resources for Education

Handbook  
2023-2024

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## What is CARE?

Cooperative Agencies Resources for Education (CARE) is a state funded program developed in 1977 by Blanche Goldstein. The CARE program is a supplemental program of the Extended Opportunity Programs & Services (EOPS) that provides additional supportive services and activities to eligible single parents receiving CalWORKs/TANF funds (cash aid) as income assistance.

## How can CARE help me

The CARE program provides supportive services that will help you to enroll in college and maintain satisfactory academic performance throughout your EOPS/CARE eligibility by offering services that enrich your needs.

These services are intended to be “over and above” those you receive from EOPS or other college and community-based agencies.

## Services available through CARE

- Personal Counseling and Advisement
- Child Care grant\*
- Graduation packs\*
- Gas Cards\*
- Meal Cards\*
- Assistance with book & course supplies\*
- Workshops
- Referrals to college resources and community-based agencies and more

\*All services are based on available funding and the student’s unmet financial need.

## How do I qualify for CARE

You **must** be eligible for EOPS and meet all the following criteria:

- Apply for EOPS and granted enrollment,
- Be 18 years or older,
- Have unmet need (this is determined by your FAFSA (Free Application for Federal Student Aid)),
- Be an active CalWORKs/TANF/Tribal TANF (cash aid) recipient,
- Be a single parent head-of-household parent w/ at least one child under 18 years of age, and
- Must be enrolled in at least 12 units at MSJC (unless providing a waiver through EOPS or ACS)

## Student Responsibility

To maintain good academic standing with the CARE program, students must be an active EOPS student and fulfill their responsibilities as outlined by the [Mutual Responsibility Contract \(MRC\)](#) and [Student Policy Statement \(SPS\)](#) each semester.

**Note:** Mutual Responsibility Contracts will be evaluated throughout the semester. If a student is no longer eligible for EOPS, the student is no longer eligible for CARE services.

### New CARE Students

**Must fulfil the following:**

- Complete CARE orientation
- Complete an intake with the CARE Coordinator or designated staff
- Complete the Agency Certification form
- Complete the Child Care Verification form
- Complete required workshops to be eligible for Child Care Grants and Meal Cards
- Comply with EOPS Mutual Responsibility Contract

### Continuing CARE Students

**Must fulfil the following per semester:**

- Complete and submit the NEW Agency Certification form
- Complete and submit the NEW Child Care Verification form
- Complete required workshops to be eligible for Child Care Grants and Meal Cards
- Comply with EOPS Mutual Responsibility Contract

### Mandatory CARE documents

CARE program eligibility will be determined by submission of the CARE Agency Verification form and Child Care Verification form, per semester.

#### Agency Verification Form

Students will complete the top portion of the document and provide a copy to your Department of Public Social Services Eligibility Worker or Gain Counselor. The County DPSS (Department of Public Social Services) designated staff will complete the middle and bottom sections of the form.

1. Before submitting the CARE Agency Verification Form to the CARE program, students must review and confirm the following:

- Questions 1-7 have been completed.
- The County DPSS representative has printed their name, including the title/position, signed, dated, and the phone number is included; and
- County DPSS office has stamped the form where designate

2. Completed forms may be uploaded to e-Document Submissions: [Secure Document Upload](#).

### Childcare Verification Form

Student and Childcare provider must complete the [Childcare Verification form](#).

Form submission:

- Complete all sections of the Childcare verification form, filled out, signed, and dated
- Completed forms may be uploaded through e-Document Submissions: [Secure Document Upload](#).

### CARE Mandatory Contacts

CARE counseling contacts focus on students' progress every semester. Contacts serve as “check-ins,” and students are encouraged to complete (3) contacts each semester. All contacts must be completed on the designated dates.

Students schedule appointments [HERE](#).

Intervention 4<sup>th</sup> contacts are required if any of the following occur:

- Students miss contacts without notifying EOPS/CARE program
- Students are “Late or No show” (10 or more minutes) for two or more contacts
- Students complete contact after the designated deadlines (see below for deadlines)

**Tip: Set appointment reminders on your mobile device and calendars.**

### Spring 2024 – Contact

1<sup>st</sup> Contact – Education Plan – January 16<sup>th</sup> to March 15<sup>th</sup>

2<sup>nd</sup> Contact – Progress Report – March 4<sup>th</sup> to April 26<sup>th</sup>

3<sup>rd</sup> Contact – End of Semester Review – April 15<sup>th</sup> to May 22<sup>nd</sup>

4<sup>th</sup> Contact – Intervention – January 16<sup>th</sup> to May 22<sup>nd</sup>

### Summer 2024 – Contact

1<sup>st</sup> Contact – June 3<sup>rd</sup> to July 25<sup>th</sup>

## CARE Benefits & Services

Eligible CARE students will receive an emailed transmittal schedule outlining workshop due dates and grant disbursement dates.

**NOTE: All financial supportive services are based on state funding and are subject to change\* CARE reserves the right to cancel grant disbursements, gas card, and meal card distribution for non-compliance, such as unsatisfactory academic progress, failure to turn in required documentation, nonpayment to childcare providers, or not completing (3) mandatory contacts per semester.**

**CARE grants are awarded based upon the following criteria per semester:**

- Financial unmet need
- Completion and submission of CARE (5 total) workshops and workshop verification forms.
- (3) CARE counseling contacts

### Child Care Grants\*

**The CARE Childcare grant is a supplemental grant to help students pay for childcare services during class, lab, and/or study time.** The State of California requires that students seek other means of childcare before applying for a CARE grant.

### How are Childcare grants awarded?

Upon completion and submission of the Childcare Verification form & (5) Workshop Verification forms our CARE team will review documents and determine eligibility. Once approved, students will receive emailed notification of the grant amount and disbursement date.

**NOTE:** Childcare grants will be disbursed through Financial Aid. It is the CARE student's responsibility to pay Childcare providers directly.

### Is the Childcare grant considered Income?

No, CARE grants are not considered income. The CARE grant is State funding awarded to undergraduate students for educational purposes to help pay childcare expenses. Grants are adjusted in your financial aid budget to prevent over awarding.

### Book Grant \*

**The Book Grant provides students with a preset dollar amount to help offset the cost of the student's required textbooks for enrolled courses per semester.**

### Book Grant Eligibility:

- Student utilized entire EOPS book grant
- Student is a current CARE student
- Student has financial unmet need

### Book Grant Request & Processing:

Students submit a [Textbook Voucher Increase or Reimbursement Request](#). If funding is available and a book grant is approved, students will receive an email notification with instructions for retrieving course materials. Please allow (14) fourteen business days from the date of submission to process your request.

### Gas and Meal Card\*

**Students must have a financial unmet need and complete required workshops to be eligible for gas and meal cards each semester.**

### Gas and Meal Card Request & Processing

Students complete:

- Complete (3) required workshops by the designated due dates
  - Complete [Workshop Verification](#) form **and** workshop participation confirmation (email notification from workshop facilitator) for each completed workshop
  - Upload workshop verification documentation to the [Secure Document Upload](#) for EOPS/CARE
- Please allow (14) fourteen business days from the date of submission to process your request.

### Requesting Course Supplies\*

Required course supplies must be listed on the student's course syllabus. Students may submit a request for CARE to purchase course supplies up to \$200.00.

### Course Supply Request & Processing

Student provide the following:

- Completed [Required Course Material Request form](#)
- Copy of MSJC Student ID or CA ID/DL (Photocopies accepted)
- Copy of the course syllabus outlining required course name, course section #, instructor name, course item
- Upload documentation to the [Secure Document Upload](#) for EOPS/CARE

If funding is available and course supplies are approved, students will receive an email notification with instructions for retrieving course materials. Please allow (14) fourteen business days from the date of submission to process your request.

## Resources

The CARE program is here to support students and provide resources. Below you will find on campus and off campus resources. If you need additional support and resources, please reach out to our department.

### On Campus Resources

**Career Center:** <https://msjc.edu/careercenter/>

Counselors and support staff are available to provide students with information, resources, services, activities, and events to promote personal and career development, educational achievement and lifelong learning and career management.

**Learning Resource Center (LRC):** <https://www.msjc.edu/learningresourcecenter/>

The LRC is a welcoming and supportive atmosphere where all MSJC students can become aware of and achieve their specific academic goals and commitment to lifelong learning through diverse and active learning experiences and collaboration with peers, tutors, and faculty.

**MSJC CalWORKs:** <https://www.msjc.edu/calworks/>

Assists potential and current Temporary Assistance for Needy Families (TANF) recipients attending MSJC. Offering a variety of services and financial resources that may help cover educational and living costs while attending MSJC.

**MSJC Food for Thought:** <https://msjc.edu/foodinsecurity/>

**FREE** pop-up pantry for MSJC students. Students must show their ID to receive groceries. Supplies are limited to a first come first-serve basis. \*Only one distribution per household\*

**Student Health Center:** <https://www.msjc.edu/healthcenter/>

**Student Health Center strives to give quality care to as many students as possible (Mental Health, Domestic Violence, Coping Skills) available for students in their time of need.**

**Student Government Association (SGA) -**

<https://www.msjc.edu/StudentServices/StudentGovernmentAssociation>

MSJC-SGA advocates on behalf of MSJC students, tackling issues and concerns that impact the student body through its participation on shared governance committees and the statewide Student Senate.

**Student Life & Development:** <https://www.msjc.edu/studentlife/>

Student Life and Development creates opportunities for students to experience an enriching extracurricular atmosphere on campus.

**Transfer Center:** <https://www.msjc.edu/transfercenter/>

Transfer Center Counselors and support staff are available to provide strong and comprehensive services for students to achieve their educational life goals. Services are specific to the needs of individual students.

### Child Care Services



**Connect Riverside (211):** <https://connectriverside.org/>

**2-1-1 is a toll free**, confidential service providing Riverside County residents access and referrals to community and health information 24 hours a day, 7 days a week and in many languages. Providing various resources from food and shelter information, suicide prevention hotline to job training and unemployment services.

**Riverside Office of Education (RCOE):** <https://www.rcoe.us/schools-districts/parents>

If you are searching for a licensed childcare near your home, work, or school, visit RCOE's Early Care and Education site.

**Inland Regional Center:** <https://www.inlandrc.org/>

Assist students with children who may have a developmental disability in San Bernardino and Riverside Counties.

**MSJC Child Care Development Center (SJC (San Jacinto Campus) campus only):**

<https://msjc.edu/childdevelopmenteducationcenter/>

The Child Development and Education Center serves as the model lab/demonstration program for the Child Development and Education Department and related disciplines.

## Undocumented Students

**My Undocumented Life:** <https://mydocumentedlife.org/>

Receive up-to-date information and resources for undocumented immigrants while connecting with community.

**Immigrants Rising:** <https://immigrantsrising.org/>

We empower undocumented young people to achieve educational and career goals through personal, institutional and policy transformation.

## Foster Youth

**CHAFEE Grant:** <https://www.csac.ca.gov/california-chafee-grant-program>

FREE money for foster youth for college or career training.

**California Youth Connection (CYC):** <https://calyouthconn.org/>

CYC is a youth-led organization that develops leaders who empower each other and their communities to transform the foster care system through legislative, policy and practice change.

**Foster Club:** <https://www.fosterclub.com/>

Connection and resource platform for youth. "Provides a means for young people to connect in a safe, monitored environment."

## Off Campus Resources

**CDSS (California Department of Social Services) Children and Family Services Division:**

<http://www.cdss.ca.gov/inforesources/Guides>

Resource guide created by CDSS for partners to help with understanding policies and practices.

**CalFresh:** <https://www.getcalfresh.org/?source=dssfood>

As a student you may be eligible for CalFresh. Please visit the site and complete an application to verify your eligibility.

**Center Against Sexual Assault of Southwest Riverside County C.A.S.A.:** <https://casa.org/>

1-866-373-8300 24hrs/7

**LGBTQIA National Hotline** - <https://www.glbthotline.org/national-hotline.html> 1.888.843.4564, M-F 4p-12am EST

**National Domestic Violence Hotline:** <https://www.thehotline.org/>

1.800.799.7233 - 24 hrs./ 7 days a week

If you or a loved one are experiencing domestic violence and need assistance you can call the number above.

**Parent to Parent Support Line:** 1.888.358.3622

Support, education groups, mentorship, social events, and community outreach for parents/caregivers of children with mental health/behavioral challenges.

**Riverside Area Rape Crisis Center:** <https://rarcc.org/>, 1.800.686.7273

Counseling service; healing after a sexual assault. Free confidential counseling, medical accompaniment.