



Cooperative Agencies Resources for Education

Handbook  
2021-2022

**EOPS Interim Director, Heather Jones, [hjones@msjc.edu](mailto:hjones@msjc.edu)**

**CARE Counselor, SynToia Hunt, [shunt@msjc.edu](mailto:shunt@msjc.edu)**

**CARE Special Program Assistant II, Kathy Ponio, [kponio@msjc.edu](mailto:kponio@msjc.edu)**

**Main Office: 951-465-8363**

**Email: [eopsoffice@msjc.edu](mailto:eopsoffice@msjc.edu)**

**Website: <https://www.msjc.edu/eops/>**

## Table of Contents

What is CARE? .....	3
<b>How can CARE help me</b> .....	3
<b>Services available through CARE</b> .....	3
<b>How do I qualify for CARE</b> .....	3
Student Responsibility .....	4
<b>New CARE Students</b> .....	4
<b>Continuing CARE Students</b> .....	4
<b>Mandatory CARE documents</b> .....	4
<b>Agency Verification Form</b> .....	4
<b>Childcare Verification Form</b> .....	5
<b>CARE Mandatory Contacts</b> .....	5
<b>Spring 2022 – Contact timeframe</b> .....	5
CARE Benefits & Services .....	5
<b>Child Care Grants</b> .....	6
<b>How are Childcare grants awarded?</b> .....	6
<b>Is the Childcare grant considered Income?</b> .....	6
<b>Book Grant</b> .....	6
<b>Book Grant Eligibility:</b> .....	6
<b>Requesting a Grant:</b> .....	7
<b>Book Grant Processing:</b> .....	7
<b>Requesting Course Supplies</b> .....	7
<b>Course Supply Request Process</b> .....	7
<b>Course Supply Processing</b> .....	7
Resources .....	8
On Campus Resources .....	8
Child Care Services .....	9
Undocumented Students .....	9
Foster Youth .....	10
Off Campus Resources .....	10

## 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\*
- Meal Cards\*
- Assistance with books/supplies\*
  - Example: nursing uniforms, material and supplies for the allied health programs, other course requirements
- Workshops
- Referrals to college resources and community-based agencies and more.

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

### How do I qualify for CARE

**You must 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),
- 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)

**Note:** To be eligible for CARE, students **MUST** also be eligible for EOPS.

## 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 a 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 for Child Care Grants and Meal Cards
- Comply with EOPS Mutual Responsibility Contract

### Continuing CARE Students

#### **Must fulfil the following per semester:**

- Complete the Agency Certification form
- Complete the Child Care Verification form
- Complete required workshops 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 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 this form. Students may be terminated from the CARE program if the student fails to pay the Childcare Provider as agreed when you sign the verification form.

1. Before submitting the Childcare Verification Form to the CARE program, students must confirm the following has been completed:

- All sections filled out, signed, and dated

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

### CARE Mandatory Contacts

CARE counseling contacts are to ensure students are progressing every semester. These (3) contacts serve as “check-ins,” and students are encouraged to make the most of every meeting. Students are responsible for scheduling and managing their appointments.

All contacts must be completed in their designated timeframe. Please be mindful of the CARE appointment policy.

Students will be placed on intervention if any of the following occurs.

- Missed a contact without notifying EOPS program
- “Late Show” (10 or more minutes) for two or more contacts
- Completing contact after the deadline (see below for deadlines)

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

### Spring 2022 – Contact timeframe

1<sup>st</sup> Contact – Education Plan (Appointment Only) – January 18<sup>th</sup> to March 4<sup>th</sup>

2<sup>nd</sup> Contact – Progress Report (Walk-in, when permitted) – March 7<sup>th</sup> to April 29<sup>th</sup>

3<sup>rd</sup> Contact – End of Semester Review – May 2<sup>nd</sup> to May 25<sup>th</sup>

4<sup>th</sup> Contact – Intervention – January 18<sup>th</sup> to May 25<sup>th</sup>

## CARE Benefits & Services

The following is a description of the services provided by the CARE program.

**NOTE:** All services are based on state funding and are subject to change.

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

- Financial unmet need
- Completion and submission of CARE essay and documents.  
(Essay prompts will be provided for new and continuing students)
- EOPS/CARE counseling contacts

## Child Care Grants

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

**Note:** Students receiving Childcare services through the Department of Social Services are not eligible for CARE Child Care Grant.

### How are Childcare grants awarded?

Once the amount of the award has been established, the grant is awarded on the student's financial aid screen. The award will be processed by the dates identified in the schedule transmittal document each semester. The schedule transmittal document will provide specific dates when workshop/essays are due, and the date Childcare award will be funded. Students will receive your award in the same manner as you have designated to receive your financial aid funds.

The CARE program does not pay students directly, the funds are awarded to students, it is the student's responsibility to pay the Childcare provider.

### Is the Childcare grant considered Income?

NO, the CARE grant is 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. The Department of Public Social Services cannot consider this money as income.

## Book Grant

**If the cost of your books is not being paid for through the GAIN program, you may be eligible for the book grant.**

\*You must use your DPSS GAIN book voucher first, before receiving a EOPS / CARE textbook voucher. You may be asked to pay back your book grant if you are a current DPSS GAIN book voucher recipient.

### Book Grant Eligibility:

- Student must not be in receipt of book services through GAIN
- Student utilized entire EOPS book grant
- Student is a current CARE student
- Student has financial unmet need

**Requesting a Grant:**

- Submit a CARE Textbook Request Form  
(all areas must be filled out, otherwise the form will be returned)
- Email the form to the [eopsoffice@msjc.edu](mailto:eopsoffice@msjc.edu)  
(in the subject line, be sure add the word \*CARE -)

**Book Grant Processing:**

Upon submission, your request will be reviewed. If funding is available and you are eligible, we will process your request. You will be notified of the status of your request and provide you with instructions for retrieving course materials. Please allow (14) fourteen business days from the date of submission to process your request.

\*It is your responsibility to submit the form along with all required documentation.

**Requesting Course Supplies**

**You can request required course supplies through the CARE program for up to \$200.00.** Items that are required for the successful completion of a course.

**Course Supply Request Process**

- Complete a required course supply request form  
(all areas must be filled out, otherwise the form will be returned)
- Copy of MSJC Student ID  
(Photocopies accepted)
- A copy of the syllabus that shows the course semester, name, section #, and instructor
- Email the [eopsoffice@msjc.edu](mailto:eopsoffice@msjc.edu) with all your documentation  
(Subject line type: CARE)

**Course Supply Processing**

Upon submission, students' requests will be reviewed. If funding is available and students are eligible, we will process their request. Students will be notified of the status of students request and provide students with instructions for retrieving course materials. Please allow (14) fourteen business days from the date of submission to process request.

**\*Students are responsibility to submit the form along with all required documentation.**

*CARE reserves the right to hold and cancel checks for non-compliance, such as unsatisfactory progress, failure to turn in progress report, dropping classes below units without contacting the EOPS counselor first, or for not paying childcare providers.*

## Resources

The CARE program is here to support students. If you wish to talk to one of our staff, we are available to speak with you. If we are not able to provide students with information or services needed, we will refer students to resources that can.

### On Campus Resources

**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.

**Career and Technical Education:** <https://www.msjc.edu/careereducation/>

Career and Technical Education (CTE) program. CTE's mission is to engage, prepare, and educate learners, communities, and employees for careers in a global and competitive workforce.

**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.

**Disabled Student Programs and Services:** <https://www.msjc.edu/dsps>

DSP&S is a student services program that assists differently abled students in gaining maximum access to college curriculum and programs while attaining their academic, vocational, and personal goals in a mainstreamed setting.

**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\*

**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 Child Care Development Center (SJC campus only):**

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

**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.

**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 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 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.