

San Jose City College
Cooperative Agencies Resources for Education (CARE) Program
21100 Moorpark Avenue, San Jose, CA 95128

Eligibility Criteria:

To be eligible for the CARE Program you must be:

- An EOP&S Student
- A single Parent, and at least 18 years old
- Currently receiving cash aid assistance for CalWorks/TANF for you and or your child(ren) and have an active case number
- Currently not receiving CalWorks/TANF cash aid due to drug felony conviction,
- Sanctions or time limited status, but have dependent(s) who is receiving Cash Aid
- Enrolled in at least 12 units and have a child(ren) under the of 14
- Have an application submitted for financial aid (FAFSA)

Please follow these instructions for the completion of each form in this packet. This will prevent any delay in receiving services.

These forms must be completed by an outside agency. Please take them to the agency as soon as possible. These forms take time to be completed.

- 1. Agency Certification:** Take this form to your eligibility worker. The entire form must be completed and have the agency stamp on the bottom of the page. Please make sure your eligibility worker checks the services you receive (e.g. TANF, Cal Works, Childcare, Transportation, etc.)
- 2. Service Verification:** Please take this form to the WIN office on campus. This will verify the services you are receiving from them or Cal Works such as Books, Transportation, etc.

You must complete these forms. Please make sure the entire form is completed. Do not leave anything blank. Fill in N/A on any question that does not relate to you.

- 3. Intake Application Form:** Please complete this entire form. This will provide me with the proper information to determine if you are eligible for the CARE Program.
- 4. Mutual Responsibility Contract:** Please complete the top portion, initial each paragraph, and sign and date this contract. This contract has all the requirements you must meet each semester to remain eligible for the CARE Program.
- 5. Childcare Assistance Form:** If you are not receiving childcare assistance from any other source (e.g. CalWorks, 4Cs), please request this form for subsidized childcare grant.

I hope this helps answer any questions you have about completing these forms. If not, please call me at (408) 288-3788. My business card is also attached to this packet.