

STEP 1
APPLY FOR
WEST LA
COLLEGE

Visit our website (www.wlac.edu) and click on the button that says "APPLY." Then "CLICK HERE TO BEGIN APPLICATION."
Expect to receive your LACCD ID number within 5-7 business days.
Bring in your high school transcripts and possibly exempt yourself from the English assessment!

STEP 2
BEGIN THE
REFERRAL
PROCESS

Continuing Participants
Meet with you Gain Services Worker & request a self-initiated referral (GN6005A)
Questions? Contact DPSS Department of Public Social Services Gain Office
877-292-GAIN - dpss.lacounty.gov

New Participants
Meet with your Gain Services Worker & request a referral for school (GN6006)
New participants will need to complete a Vocational Assessment before you can come to our campus

STEP 3
REQUIREMENTS
FOR
ELIGIBILITY

West LA College Gain/CalWORKs Program Requirements

- 1 child under 18 years of age
- Receiving at least \$1 in cash aid

————— Please provide a Verification of Benefits —————

STEP 4
CalWORKs
ORIENTATION

- Orientation is the first step to becoming an active participant in the CalWORKs Program at WLAC.
- During orientation you will learn all about our program and how to plan to help you succeed
- Be sure to provide your Gain referral, California ID, verification of benefits, and assessment results.

STEP 5
MEET WITH A
COUNSELOR

- **Meet with a counselor to:**
 - Develop your comprehensive educational plan.
 - Meet the requirements for your referral & mandatory check-in each semester.
 - Take advantage of a resource that can help you be successful in your academic goals.
 - Counseling appointments for new students typically take place after orientation

STEP 6
COMPLETE
APPLICATION
PROCESS

New Participant Document Check List:

- Referral GN6006 Vocational or GN6005A Self Initiated or GN6390 Multiple Schools
- Verification of Benefits
- New Application (completed in full)
- California State Identification
- Educational Plan and Current Class Schedule
- Orientation Certificate of Completion

STEP 7
Please
Allow 5-7
Business
Days For
Document
Processing

- GN6006 Vocational Referral from DPSS
- GN6005A Self Initiated Referral from DPSS
- GN6390 Attending Multiple Schools Form
- GN6365 Monthly Attendance Report
- GN6070 Quarterly Progress Report
- ST1-20A Verification of Welfare To Work (Childcare)
- Recertification Each Semester
- Ancillary Requests or Book & Supply Requests Require
 - A signature from the book store or print out of desired purchase
 - Syllabus for each course requesting a book or on-line access card
 - Current Class Schedule
 - Original receipts if requesting reimbursements
 - Declaration of EOPS book voucher

STEP 8
More About
The Program

CalWORKS/GAIN (California Work Opportunity and Responsibility to Kids/Greater Avenues to Independence) is a government (both state and federal) funded program that offers temporary financial assistance, vocational and job skills training, as well as other support services.

Our office serves as a liaison between the college and the Los Angeles Department of Public Services. Eligible CalWORKs participants are referred to our office for the completion of referral forms, academic advisement, educational plan, training verification, progress reports, and assistance with monthly attendance reports.

Our goal is to assist program participants in transitioning from welfare to long term self-sufficiency and gainful employment through coordinated student services.

If you are attending West Los Angeles College and 18 years or older and you are currently receiving