Mission College

**CalWORKs Program New Student Check List**

Student Engagement Building - SEC 144 (room 150)

**Appointment Phone Number (408) 855-5228**

**To Qualify for CalWORKs services at Mission College:**

* Fill out a Mission College application online at [www.missioncollege.edu](http://www.missioncollege.edu). You can also go to the Mission College Welcome Center - front lobby of SEC, for online assistance.
* Register for classes.
* To determine eligibility for CalWORKs services:
  1. Go to [www.mybenefitsCalWIN.org](http://www.mybenefitsCalWIN.org) to complete an online application and to submit your information.
  2. Go in person to 1867 Senter Road in San Jose to follow-up with an eligibility worker.
  3. If you are in north county: 1330 W Middlefield Road, Mountain View  
     (408) 278-2400, or in south county: 379 Tomkins Court, Gilroy (408) 758-3300

**Before you receive CalWORKs services at Mission College:**

* Attend a Santa Clara County CalWORKs Orientation.
  1. Bring your Mission College class schedule to the orientation.
* Have your county eligibility worker email your referral form to:
  1. Catrina Jamello-Mesa - Mission College CalWORKs Counselor
  2. Cc: Willette Strickland – Mission College CalWORKs Office Coordinator
* Call to make a New Student Appointment in the CalWORKs Office (408) 855-5228.
* Arrive 20 minutes early to your appointment to complete the New Student Profile and Questionnaire prior to meeting with the counselor.

# **Steps to take at Mission College before your first counseling appointment:**

❑ Go to the Assessment Center and take the Math, English and Reading or ESL

Placement Tests (Room SEC 109). You will need to bring the “Mission College Assessment Preparation” form and both your student ID and a photo ID.

❑ Fill out a Financial Aid California College Promise Grant (formerly the BOG fee waiver).

Go on-line to [www.missioncollege.edu](http://www.missioncollege.edu). Turn the application into the Financial Aid office (Room SEC 120) with proof of income - proof you are receiving a cash grant.

❑ Fill out the FAFSA application. Mail in or submit online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov)

* Pay your fees: ASB, health, lab fees and parking permit fee. Bring your receipts to the CalWORKs office for reimbursement.
* Make a book voucher appointment in the CalWORKs office (appointments begin one week before school starts). Do NOT buy your books without a book voucher.

Please call the CalWORKs office (408) 855-5228

or come by SEC 144 (room 150) with any additional questions.

We look forward to meeting you and helping you achieve your goals!