

Congratulations on your New Job!



We are pleased at your accomplishment!

We've put together a packet to assist you with your employment. Included you will find important information.

- ◆ *"It Really Does Pay to Work" Brochure*
- ◆ *Helpful Hints*
- ◆ *How to Complete your CW7*
- ◆ *Your CalWORKs Work Deductions*
- ◆ *Direct Deposit Sign-up Form*
- ◆ *Transitional Benefits*
- ◆ *Tax Referral Information*
- ◆ *WOTC – Work Opportunity Tax Credit*
- ◆ *Money Gobblers*
- ◆ *Continuing Education*

Please keep this helpful information for future reference.

Transitional Benefits

The CalWORKs program provides a variety of transitional benefits as you move off of Cash Aid and become Self-Sufficient.

The benefits are based on several factors, so be sure to contact your Employment Case Manager (ECM) and / or your Eligibility Technician (ET) for more information.

Below is a list of possible benefits that you may be eligible to receive.

Childcare

When your CalWORKs case closes due to income you may still be eligible for assistance in paying for your childcare. Depending upon the Childcare Stage you are using, please contact the following for more information.

Childcare Referral Service	(800) 481-2151
Stage 1 Childcare	754-5786 or 754-5752
Stage II / III Childcare	CDA 966-9070, YMCA (619) 521-3055, County (800) 716-4300
Emergency Drop-in Childcare	(800) 441-9199 (You must pre-register)

**If you are unsure what childcare stage you presently are enrolled with, you may contact San Diego County Centralized Childcare Eligibility List for that information at: 1-800-481-2151

Transportation (NCTD, FAST Bus, RideLink, Car Pooling, Coaster) 967-2828 or 1-800-COMMUTE
Wheels To Work Call your Employment Case Manager

MediCal / Food Stamps 754-5757

When your CalWORKs case closes due to income you may still be eligible for MediCal and Food Stamps benefits. You will be notified of this change by mail. If you have not received a notice within 30 days please call for more information.

Emergency Financial Assistance

CARE (20 % reduction in monthly utility bill)	1-800-411-SDGE (7343)
HEAP (annual assistance towards utility bill)	744-2155
Gas / Electric Bills (limited funding is available)	943-0997
Rental Assistance (limited funding is available)	943-0997

Women, Infants, and Children (WIC) 433-3814

Supplemental nutritious foods, Nutrition education and counseling at WIC clinics, Screening and referrals to other health, welfare and social services.
These services may be available for families with a child (up to age 5).

Network Center / Training Center 754-5929

Current and former CalWORKs clients are encouraged to access the Network Center and Training Center at 1310 Union Plaza Court in Oceanside to update their resumes, look for a better job, improve computer skills, and advance their education.

Remember that as long as your CalWORKs cash aid case remains open your 60-month Federal TANF clock is ticking. Please use this time wisely.

HELPFUL HINTS!

How to keep your job:

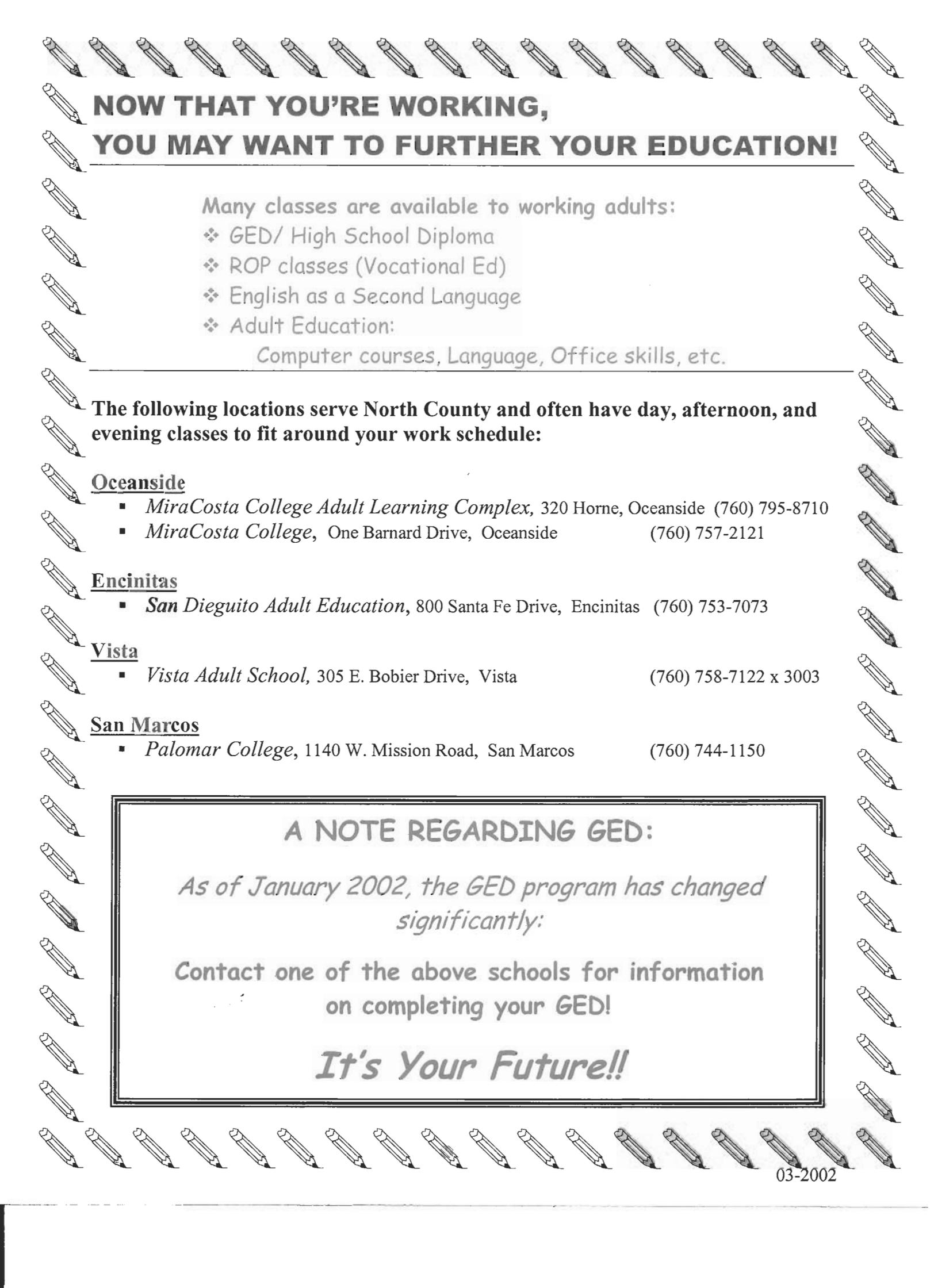
- ◆ Show Up (*No kidding!*).
- ◆ Be punctual.
- ◆ Be honest.
- ◆ Obey the rules.
- ◆ Work well with others.
- ◆ Have a positive attitude.
- ◆ Leave personal problems at home.
- ◆ Be professional in dress and speech.
- ◆ Be willing to do more than you're asked to do.
- ◆ Have back up childcare -
 You could lose your job due to absences, so have 2-3 providers willing to care for sick children.
- ◆ Have back-up transportation -
 If your car breaks down, carpool with co-workers or dial 1-800-COMMUTE for bus schedules

When you make a mistake:

1. Take a deep breath - *nobody's perfect*
2. Think - *What went wrong?*
3. Be a problem-solver - *fix it*
4. Take responsibility - *tell your supervisor*
5. Listen/Don't argue - *give your boss time to digest what's happened*
6. Sincerely apologize - *you'll be respected for being honest*
7. Make sure it doesn't happen again!

How to Advance:

- ❖ Attendance - Be there everyday!
- ❖ Meet deadlines - Don't give excuses.
- ❖ Punctuality - Plan to be early to be on time.
- ❖ Teamwork - Never say: "That's not my job." Help others!
- ❖ Be professional - Don't talk about personal issues. Don't gossip!
- ❖ Look and sound professional - Dress and speech say a lot about us!
- ❖ Be teachable - Keep an open mind and be willing to learn new duties!



NOW THAT YOU'RE WORKING, YOU MAY WANT TO FURTHER YOUR EDUCATION!

Many classes are available to working adults:

- ❖ GED/ High School Diploma
- ❖ ROP classes (Vocational Ed)
- ❖ English as a Second Language
- ❖ Adult Education:

Computer courses, Language, Office skills, etc.

The following locations serve North County and often have day, afternoon, and evening classes to fit around your work schedule:

Oceanside

- *MiraCosta College Adult Learning Complex*, 320 Horne, Oceanside (760) 795-8710
- *MiraCosta College*, One Barnard Drive, Oceanside (760) 757-2121

Encinitas

- *San Dieguito Adult Education*, 800 Santa Fe Drive, Encinitas (760) 753-7073

Vista

- *Vista Adult School*, 305 E. Bobier Drive, Vista (760) 758-7122 x 3003

San Marcos

- *Palomar College*, 1140 W. Mission Road, San Marcos (760) 744-1150

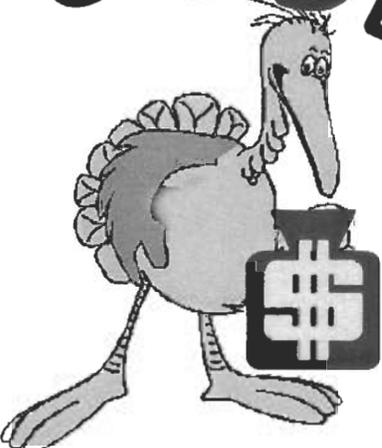
A NOTE REGARDING GED:

As of January 2002, the GED program has changed significantly:

Contact one of the above schools for information on completing your GED!

It's Your Future!!

MONEY GOBBLER \$\$\$



The following is a list of items and services, necessary or unnecessary, that you may be spending your money on. Estimate to the left of each column what you and your family members spend each month on those items. You will want to add those in on your monthly budget.

- ___ Alcohol
- ___ Avon
- ___ Allowances

Bank Charges

- ___ Bounced checks
- ___ Check printing
- ___ Service fees

Baby Costs

- ___ Diapers
- ___ Formula
- ___ Clothing

- ___ Books/Book Clubs
- ___ Bowling

- ___ Catalog Orders
- ___ CD's/Tapes
- ___ Cigarettes

Computer

- ___ E-mail
- ___ Equipment
- ___ Internet, etc.
- ___ Online purchases
- ___ Software
- ___ Upgrades

Dues/Memberships

- ___ Brownies, etc.
- ___ Kids sports, gyms, etc.
- ___ Your clubs

Eating Out

- ___ Breakfast
- ___ Lunch
- ___ Dinner
- ___ Fast Food
- ___ Pizza
- ___ Pop
- ___ Snacks
- ___ Take-out
- ___ Coffee shops

- ___ Flowers

Gambling

- ___ Bingo
- ___ Card games
- ___ Casinos
- ___ Lottery

- ___ Garage sales
- ___ Gym Club

- ___ Hobbies
- ___ Home sale Parties

Household Items

- ___ Repair
- ___ Replacement

Licenses

- ___ Car
- ___ Fishing
- ___ Motorcycle
- ___ Professional

- ___ Magazines
- ___ Mail-orders
- ___ Make-up
- ___ Medicine

Movies

- ___ Rentals
- ___ Theater

- ___ Newspapers

- ___ Pets

Phone Costs

- ___ Cellular/pager
- ___ Long distance

Salons

- ___ Hair cuts
- ___ Nails/pedicure

- ___ Sports equipment
- ___ Sports events

- ___ Tools
- ___ Toys/Video games
- ___ Trips/vacations

STOP

paying someone to do your Income Tax forms

Keep your hard-earned money and get assistance
to do it yourself from IRS-trained personnel.



For information on receiving free tax preparation assistance call:

United Way Info Line
at

1-800-227-0997

for current local centers

Days and hours are limited and you may need to make an appointment,
or you may be seen on a first-come first-serve program.

The deadline for filing your taxes is
April 15.

Please remember to ask about the
Earned Income Tax Credits (EIC) and Child Tax Credits.