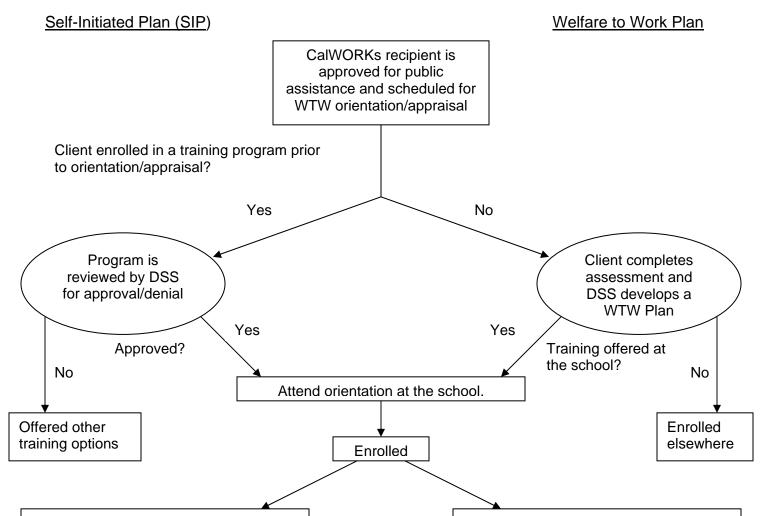
## Educational Counseling and Training Services Flow Chart and Responsibilities



## DSS Responsibilities:

- Assist with FAFSA application for financial aid
- Ensure students receive necessary supportive services (i.e. books, child care, bus passes, etc.)
- Ensure student is meeting 32/35 hour requirement
- Provide overview of the CalWORKs program and respond to inquiries as needed
- Determine appropriateness of referrals outside DSS
- Provide case management services
- Monitor progress of students
- Initiate non-compliance for students not making satisfactory progress
- Provide timely resolution of noncompliance issues
- Provide referrals for counseling as appropriate
- Enroll students into soft skills courses

Educational Institution Responsibilities:

- Assist with FAFSA application for financial aid
- Develop an SEP for each student
- Provide CASAS testing as necessary
- Refer students for tutoring services as necessary
- Provide case management services
- Meet with DSS staff as needed to resolve issues as needed
- Provide short/long term training programs
- Provide soft skills training
- Assist with placement in Work Study, Work Experience and Community Service as needed
- Secure Stage 2 and 3 funding for child care services
- Provide satisfactory progress as needed
- Refer for learning disability evaluation if needed/requested