

---

# CAL POLY POMONA

---

Greetings! On behalf of the CPP Family, I would like to extend a warm welcome to you!

The Registrar's Office at Cal Poly Pomona hopes to make your transition to our University an easy one. Unlike the community colleges neighboring Cal Poly Pomona, we do not have a CalWORKs program. This means is that we do not provide CalWORKs advice or counseling, however we can still assist you with verifying CalWORKs documents.

## How to Get Started:

Once you enroll in classes at CPP, email the CalWORKs Representative at [calworks@cpp.edu](mailto:calworks@cpp.edu). Make sure to include:

- Your name
- Bronco ID number
- Student case number, case worker's name, telephone number, fax number, and email address (if available).
- Also, be sure to visit our website for detailed information about our procedures as well as how to complete and turn in documents.

<https://www.cpp.edu/~registrar/forms-services/calworks.shtml>

## When turning in documents:

All HARD COPIES will be turned into CPP's One Stop Student Services located in Building 98, 2<sup>ND</sup> Floor.

Please review our webpage carefully. We have a strict policy when turning in documents. Your documents must contain the following and be turned in as a packet:

- A Coversheet (available on our website)
- A Class Schedule
- Any Supporting Documents such as Syllabi, List(s) of Required Texts/Supplies, **COPIES** of Receipts for reimbursements.
- Participant's Signature

\*Documents must be filled out correctly and completely.

\*\*If there are any discrepancies with the information provided, missing documents, or missing signatures, we will ask you to come in to fix the errors before we continue processing your packet(s).

**Policies:**

\*Cal Poly Pomona has a **seven business day** processing timeline for CalWORKs documents. Please make sure to submit your completed packet(s) well in advance of any deadlines.

\*\*Communication from the CalWORKs Representative to students will be via email; please make sure to check your CPP Email inbox regularly.

\*\*\*CalWORKs students attending four year universities are entitled to self-report their CalWORKs documents; this means a student can complete any documents requested by a county case worker without campus official verification (this may be useful during peak times at the Registrar's Office).

We hope this eases your transition to Cal Poly Pomona. If you have any questions or comments, please visit the Cal Poly Pomona CalWORKs Webpage at <https://www.cpp.edu/~registrar/forms-services/calworks.shtml>.

For any further questions, please feel free to email a CalWORKs Representative at [calworks@cpp.edu](mailto:calworks@cpp.edu).

We look forward to meeting you, and again, welcome to the CPP Family!

Tyler J. Evins, Administrative Analyst

Felicia S. Avila, CalWORKs Assistant

Registrar's Office Building 98, R2-20

[calworks@cpp.edu](mailto:calworks@cpp.edu)