



## Agency Assistance

### CalWORKs Student Referrals

**Candidates must meet with their Job Specialist in order to be contracted through CalWORKs Educational Services. This must be done prior to attending orientation and enrollment.**

Students that are referred to Clovis Adult Education through [CalWORKs](#) must attend mandatory orientation & placement testing. Orientation for **CTE & ESL** programs are held on Thursday. Orientation for **ABE, GED & HSD** are held every other Tuesday. Student must bring their contract to orientation for verification of referral from the County. Job Specialists may refer to their “School Site Schedule” for further details. Additional questions may be directed to the Agency office.

<b>Coordinator for CalWORKs:</b>	<b>Melissa Saenz</b>
<b>Office:</b>	<b>Administration</b>
<b>Phone:</b>	<b>559-327-2865</b>
<b>Email:</b>	<b>melissasaenz@cusd.com</b>

### Other Agency Student Referrals

Students Being Assisted by Other Agencies or "Sponsors":

Individuals who will be sponsored by an outside agency, such as [Department of Rehabilitation](#), [Workforce Connection](#), [Workman's Compensation](#), [Veterans Affairs](#), and self-initiated CalWORKs students, must provide a Memo of Understanding (MOU), or similar documentation from their agency prior to enrollment. This documentation must state the intent to pay and/or proof of eligibility for services and fees for the student. Additional questions may be directed to the Agency office.

<b>Coordinator for other Agencies:</b>	<b>Josie Gallegos</b>
<b>Office:</b>	<b>Administration</b>
<b>Phone:</b>	<b>559-327-2803</b>
<b>Email:</b>	<b>josiegallagos@cusd.com</b>