Sacramento County Department of Human Assistance

Textbook Verification Form

(Directions on Back)

Semester/Year: __________________________ Date: __________________________

Participant’s Name: ____________________________________________ ID #: __________________________

Participant’s Phone #: __________________________

Case Worker: __________________________ Worker #: ____________ Case #: __________________________

Education/Training Agency: __________________________

Address: ____________ 8401 Center Parkway ____________ Sacramento ________ CA ________ 95823

Contact Person: ______________ Salena Mamuyac ______________ Phone #: 916-691-7465

The following textbook(s)/material(s) are required for:

- Basic Skills (Remediation)
- Community Work Experience Program (CWEX)
- English-as-a-Second Language (ESL)
- Job Services
- Vocational Training or Education
- GED Preparation Program
- On-the-Job Training (OJT)
- Other __________________________

In order for a participant to receive payment for textbooks/materials, the cost of such items must be verified. This form must be returned to the participants’ case manager prior to payment. Only items required for activities approved by the Department of Human Assistance may be paid for.

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<th>Title(s)/Materials</th>
<th>Cost</th>
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<td>REMINDER: The classes for which you are requesting books must be listed on your CalWORKs Student Ed. Plan!</td>
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CRC CalWORKs Staff Signature: __________________________ Date: __________________________

CRC CalWORKs Staff Printed Name: __________________________ CRC Staff Phone #: __________________________
Textbook Verification Form Process

1. Attach copies of the following documents to this form:
   - Current class schedule - classes must match your Student Education Plan
   - Booklist - printed from the CRC bookstore website (Please see instructions below)
   - Current Student Education Plan (SEP) - created by a CalWORKs Counselor
   - Current Unofficial Transcripts - must show your grades and G.P.A. for the previous semester

2. This form and all attached documents must be submitted to a CRC CalWORKs staff member (Hannah Blodgett or Shelly Charron) to verify and total the cost of books. A CRC CalWORKs staff member must sign this form in order for your County DHA worker to approve and issue a check for your books.

3. Once signed, it is your responsibility to pick up the form from our office and give the completed form to your County DHA worker.

Please allow a Two-Day turn around for our verification process

Tips on Filling-Out the Textbook Verification Form

1. You must be enrolled in the classes for which you are submitting a request for books - not waitlisted.

2. The classes you are enrolled in must be listed on your Student Ed Plan, created by a CalWORKs Counselor

3. If you are enrolled in some classes and waitlisted on others, fill out and submit a textbook verification form for the classes in which you are enrolled. If and when you have received a permission number for the class in which you are waitlisted, you may complete a separate textbook verification form for that class.

4. If you are enrolled in classes at another Los Rios college in the same semester, you must fill out a separate textbook verification form for those classes.

5. Only list the required books; do not include the recommended books.

6. Always put down the price of a NEW book, never a used book or rental

7. When filling out the form, do not enter the sales tax or the total for the cost of the books; we will enter this information for you when we verify the form.

Printing a Booklist from the Bookstore Website

1. Go to http://www.crc.losrios.edu/Student_Services/Bookstore.htm, or go to the CRC homepage and click on “Student Services” to get to the bookstore link.

2. Click on the “Rent & Buy Books Here” link.

3. Select the term for which you are requesting books.

4. For each class that you are enrolled in, you will:
   a. Select the Department for your class under “Select Department”
   b. Select the Course and Section Number under “Select Course and Section”
   c. Click “Add Course”

5. Once all classes have been added to the list on the right-hand side of the page, click on “Get Course Materials”.

6. Click “Print Book List”, and then print the page.