California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DOMAIN	RECORD	
SC	**STUDENT CALWORKS DATA RECORD**	
	CalWORKs Data Elements (one record for each student) (SC)	
DED#	**DATA ELEMENT NAME**	**FORMAT**
SC01	CALWORKS-ELIGIBILITY-STATUS	X
SC02	CASE-MANAGEMENT-SERVICES	X
SC03	CALWORKS-STUDENT-COUNSELING	X
SC04	REFERAL-TO-OTHER-SERVICES	X
SC05	OTHER-DIRECT-SUPPORT-SERVICES	X(05)
SC06	ON-CAMPUS-CHILD-CARE-HOURS	9999
SC07	OFF-CAMPUS-CHILD-CARE-HOURS	9999
SC08	DEPENDENTS-RECEIVING-CHILD-CARE	99
SC09	TOTAL-NUMBER-OF-DEPENDENTS	99
SC10	STUDENT-FAMILY-STATUS	X
SC11	EMPLOYMENT-ASSISTANT-SERVICES	X(06)
SC18	ELIGIBILITY-TIME-LIMIT-STATUS	X
	CalWORKs Data Elements (one record for each job) (CW)	
DED#	**DATA ELEMENT NAME**	**FORMAT**
SC12	WORK-ACTIVITY-STATUS	X
SC13	WORK-ACTIVITY-AREA-TOP-CODE	9(06)
SC14	WORK-ACTIVITY-BEGIN-DATE	9(08)
SC15	WORK-ACTIVITY-END-DATE	9(08)
SC16	AVERAGE-HOURS-WORKED-PER-WEEK	99
SC17	HIGHEST-HOURLY-WAGE-EARNED	99V99

California Community Colleges
Management Information System
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Student CalWORKS Elements

DOMAIN	RECORD	LENGTH
SC	**STUDENT CALWORKS DATA RECORD**	**80**

Reporting Domain	
If a student enrolls, is determined eligible, and attends at least one class meeting, the college's CalWORKs program should report the student in the SC file. When a SC record is reported, make sure the student also has a record reported for them in the SB file.	
This record is 80 characters long and the first two positions contain the record code "SC".	

Student CalWORKS Data Elements (one record per student) (SC)

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SC	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB00	STUDENT-IDENTIFIER	X(09)	09-17
SC01	CALWORKS-ELIGIBILITY-STATUS	X(01)	018
SC02	CASE-MANAGEMENT-SERVICES	X(01)	019
SC03	CALWORKS-STUDENT-COUNSELING	X(01)	020
SC04	REFERAL-TO-OTHER-SERVICES	X(01)	021
SC05	OTHER-DIRECT-SUPPORT-SERVICES	X(05)	022-026
SC06	ON-CAMPUS-CHILD-CARE-HOURS	9999	027-030
SC07	OFF-CAMPUS-CHILD-CARE-HOURS	9999	031-034
SC08	DEPENDENTS-RECEIVING-CHILD-CARE	99	035-036
SC09	TOTAL-NUMBER-OF-DEPENDENTS	99	037-038
SC10	STUDENT-FAMILY-STATUS	X(01)	039
SC11	EMPLOYMENT-ASSISTANCE-SERVICES	X(06)	040-045
SC18	ELIGIBILITY-TIME-LIMIT-STATUS	X(01)	046
	FILLER	X(34)	047-080

Student CalWORKS Elements

CalWORKS Student Work Activity Data (one record for each job) (CW)

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	CW	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB00	STUDENT-IDENTIFIER	X(09)	09-17
SC12	WORK-ACTIVITY-STATUS	X(01)	18
SC13	WORK-ACTIVITY-AREA TOP-CODE	9(06)	19-24
SC14	WORK-ACTIVITY-BEGIN-DATE	9(08)	25-32
SC15	WORK-ACTIVITY-END-DATE	9(08)	33-40
SC16	AVERAGE-HOURS-WORKED-PER-WEEK	99	41-42
SC17	HIGHEST-HOURLY-WAGE-EARNED	99V99	43-46
	FILLER	X(34)	47-80

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC01	**CALWORKS-ELIGIBILITY-STATUS**	**X(01)**

This element indicates whether the student is an eligible participant who was provided services through the community college's CalWORKs program.

To be eligible for the community college's CalWORKs funded services, a student must have their eligibility for services verified by the local County Welfare Department.

In order to report a student as being served through the community college's CalWORKs program, the college must, at a minimum, provide initial intake and eligibility determination and:
1. Determine the student is eligible for services in each subsequent term and,
2. In the student's file, document their initial and ongoing eligibility.

Coding	Meaning
Self-Initiated Program Participant	
1	Received services through the community college's CalWORKs program as a Self-Initiated Program (SIP) Participant.
Self-Referred Program Participant	
2	Received services through the community college's CalWORKs program as a Self-Referred Program Participant.
County-Referred Program Participant	
3	Received services through the community college's CalWORKs program as a County-Referred Program Participant.
Exempt Program Participant	
4	Received services through the community college's CalWORKs program as an Exempt Program Participant.
Post-Employment Program Participant	
6	Received services through the community college's CalWORKs program as a Post-Employment Program Participant.

Student CalWORKS Elements

SC01 CALWORKS-ELIGIBILITY-STATUS

Processing Edits

For information on CalWORKs student eligibility criteria, please refer to the Chancellor's Office CalWORKs Program Handbook.
 	
Use code 1 if the student is a TANF/cash aid recipient and is attending the community college as a Self-Initiated Program Participant (SIP) and is, or will be, in the process of obtaining an approved Welfare-to-Work (WTW) plan through their county welfare office. Refer to the California Department of Social Services "All County Letter 99-32" for additional information on SIP criteria.
 	
Use code 2 if the student is a TANF/cash aid recipient and is attending the community college on his or her own accord and is, or will be, in the process of obtaining an approved Welfare-to-Work plan through their county welfare office.
 	
Use code 3 if the student is a TANF/cash aid recipient and was referred to the community college by the county welfare office and has an approved Welfare-to-Work plan or is in the process of developing a WTW plan.
 	
Use code 4 if the student is a TANF/cash aid recipient but has been exempted from participating in WTW activities. The college must have documentation in the student's file proving the student's exempt status and showing when the exemption expires.
 	
Use code 6 if the student is off cash assistance due to unsubsidized employment and is in compliance with their county welfare office. This would be a former TANF recipient, who has completed their Welfare-to-Work plan or Self-Initiated Program and is employed, but desires additional training. A student in this status cannot be one that is sanctioned by the county welfare office for not adhering to their Welfare-to-Work plan. The college must verify student employment at the beginning of each term.
 	
Use only one code to represent the student's CalWORKs program participant status each term. If a student could be coded with more than one CalWORKs program participant status during any one term:
  ➢ for SIPs, use code 1 before code 6
  ➢ for non-SIPs, use code 3 before code 2 or 6.

FIELD CHECK   1, 2, 3, 4, 6

Student CalWORKS Elements

SC01 CALWORKS-ELIGIBILITY-STATUS

Change History
Implement: Summer 2007

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC02	**CASE-MANAGEMENT-SERVICES**	**X(01)**
Enter the appropriate code indicating which case management service(s) the student received during the reporting term.		

Coding	Meaning
1	Received Needs Assessment services.
2	Received Other Case Management services.
3	Received both Needs Assessment and Other Case Management services.
One of the essential program elements for the community college's CalWORKs program is the provision of Case Management Services for **ALL** CalWORKs students. Case management is defined as the tracking of student progress throughout the academic term and the provision of, or referral to, appropriate services as needed by the student, to ensure their academic success.	

SC02 CASE-MANAGEMENT-SERVICES

Processing Edits	
FIELD CHECK	1, 2, 3

SC02 CASE-MANAGEMENT-SERVICES

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC03	**CALWORKS-STUDENT-COUNSELING**	**X(01)**

Enter the appropriate code indicating whether the student received counseling during the reporting term and, if they did, the source of the counseling received.

Coding	Meaning
0	Did not receive counseling.
1	Received academic/vocational/personal counseling from a counselor funded by the community college's CalWORKs/TANF monies.
2	Received academic/vocational/personal counseling from other college counseling services.
3	Received academic/vocational/personal counseling from a counselor funded by the community college's CalWORKs/TANF monies AND from other college counseling services.

Use Code 1 to also report counseling services provided through college funds that have been dedicated specifically for the CalWORKs program. This does **not** include EOPS and/or CARE.

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SC03 CALWORKS-STUDENT-COUNSELING

Processing Edits	
FIELD CHECK	0, 1, 2, 3
REFERENTIAL CHECK	Records in the CalWORKs Student file must have a matching record in the Student Matriculation file when SC03 = 1,2, or 3 then SM12 must = A or P.

SC03 CALWORKS-STUDENT-COUNSELING

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC04	**REFERRAL-FOR-OTHER-SERVICES**	**X(01)**

Enter the appropriate code indicating whether the student was or was not referred to other services at the reporting college or to some outside service provider during the reporting term.

Coding	Meaning
0	Was not referred to other services.
1	Referred to another college program for additional services.
2	Referred to an external provider for additional community services.
3	Referred to another college program and an external provider for additional services.

College-funded programs include, but are not limited to, programs such as EOPS/CARE, DSPS, Financial Aid, Counseling, Career Center, Transfer Center, and others.

External providers are local agencies off-campus that provides other community services such as domestic violence counseling, housing assistance, EDD, One-Stop, and others.

SC04 REFERRAL-FOR-OTHER-SERVICES

Processing Edits	
FIELD CHECK	0, 1, 2, 3

SC04 REFERRAL-FOR-OTHER-SERVICES

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC05	**OTHER-DIRECT-STUDENT-SUPPORT-SERVICES**	**X(05)**

Enter the appropriate code to indicate whether a student received any of the listed direct support services during the reporting term.

Coding	Meaning
0	Direct Support Service was not provided.
1	Direct Support Service funded through Community College CalWORKs/TANF was provided.
Position	**Type of Direct Student Support Service Provided**
1	Tutoring
2	Books
3	Educational Supplies
4	Transportation Assistance
5	Other Educationally Related Expenses
Please refer to the Chancellor's Office CalWORKs Program Handbook for additional detail on allowable program expenses.	

SC05   OTHER-DIRECT-STUDENT-SUPPORT-SERVICES

Processing Edits	
FIELD CHECK	Positions 1 – 5 must have 0 or 1.
	Note: All positions (1 – 5) must be valid, according to the above specifications. If one position is invalid, the whole field is considered invalid.

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

SC05   OTHER-DIRECT-STUDENT-SUPPORT-SERVICES

Change History
Implement: Summer 2007

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC06	**ON-CAMPUS-CHILD-CARE-HOURS**	**9(04)**
The total number of hours of the community college's CalWORKs/TANF funded on-campus child care services provided to the student's dependent children during the reporting term.		
If there was no on-campus child care provided that was funded with the community college's CalWORKs/TANF monies, enter 0000.		

SC06 ON-CAMPUS-CHILD-CARE-HOURS

Processing Edits	
FIELD CHECK	Must be numeric, 0 – 5000.

SC06 ON-CAMPUS-CHILD-CARE-HOURS

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC07	**OFF-CAMPUS-CHILD-CARE-HOURS**	**9(04)**
The total number of hours of the community college's CalWORKs/TANF funded off-campus child care services provided to the student's dependent children during the reporting term.		
If there was no off-campus child care provided that was funded with the community college's CalWORKs/TANF monies, enter 0000.		

SC07 OFF-CAMPUS-CHILD-CARE-HOURS

Processing Edits	
FIELD CHECK	Must be numeric, 0 – 5000.

SC07 OFF-CAMPUS-CHILD-CARE-HOURS

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC08	**DEPENDENT-CHILDREN-RECEIVING-CHILD-CARE**	**99**
The total number of the student's dependent children that received on-campus and/or off-campus child care services funded by the community college's CalWORKs/TANF monies during the reporting term.		

SC08   DEPENDENT-CHILDREN-RECEIVING-CHILD-CARE

Processing Edits	
FIELD CHECK	Must be numeric, 0 – 15.
INTEGRITY CHECK	If either SC06 (on-campus childcare) **or** SC07 (off-campus childcare) is > 0, then this field must be > 0.

SC08   DEPENDENT-CHILDREN-RECEIVING-CHILD-CARE

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC09	**TOTAL-NUMBER-OF-DEPENDENT-CHILDREN**	**99**
Enter the total number of dependent children the student has, at the beginning of the term being reported, regardless of whether any child care services were provided to them.		

SC09 TOTAL-NUMBER-OF-DEPENDENT-CHILDREN

Processing Edits	
FIELD CHECK	Must be numeric, 1 – 15. Cannot be zero.
INTEGRITY CHECK	This element must be >= SC08 (dependent children receiving child care.)

SC09 TOTAL-NUMBER-OF-DEPENDENT-CHILDREN

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC10	**STUDENT-FAMILY-STATUS**	**X(01)**
The family status of the CalWORKs student at the beginning of the term being reported.		

Coding	Meaning
1	A one-parent family
2	A two-parent family

SC10   STUDENT-FAMILY-STATUS

Processing Edits	
FIELD CHECK	1, 2

SC10   STUDENT-FAMILY-STATUS

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC11	**EMPLOYMENT-ASSISTANCE-SERVICES**	**X(06)**

Report whether the student received any of the listed community college's CalWORKs/TANF funded or college-dedicated CalWORKs employment services during the term being reported.

Coding	Meaning
0	Service not provided
1	Service provided

Position	Type of Employment Assistance Provided
1	Job Search
2	Job Skills
3	Interview Skills
4	Resume Writing
5	Job Placement
6	Other Employment Service

"College dedicated CalWORKs employment services" is defined as employment assistance services provided through college funds that have been dedicated specifically for the CalWORKs program. This does not include general campus employment/career center services that are available to all students.

Please refer to the Chancellor's Office CalWORKs Program Handbook for definitions of the types of employment assistance services.

SC11 EMPLOYMENT-ASSISTANCE-SERVICES

Processing Edits	
FIELD CHECK	Positions 1 – 6 must have a 0 or 1. Note: All positions (1 – 6) must be valid according to the above specifications. If one position is invalid, the whole field is considered invalid.

Student CalWORKS Elements

SC11   EMPLOYMENT-ASSISTANCE-SERVICES

Change History
Implement: Summer 2007

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC12	**WORK-ACTIVITY-STATUS**	**X(01)**
Describe the student's new or ongoing job.		

Coding	Meaning
1	On Campus Work Study
2	Off Campus Work Study
3	Unsubsidized Employments
4	Volunteer Position
5	For Credit Only Position

Use code 1 if the CalWORKs student is employed in an on-campus work-study position that is subsidized with CalWORKs or TANF funds.

Use code 2 if the CalWORKs student is employed in an off-campus work-study position that is subsidized with CalWORKs or TANF funds.

Use code 3 if the CalWORKs student is working in an unsubsidized job off-campus or on-campus. If the student is a Post-Employment Program Participant (SC01=6) then at least one CW record with this element set to 3 must be reported. Eligibility for CalWORKs and TANF funded services for those students requires them to be employed in an unsubsidized position.

Use code 4 if the student is in a volunteer position. This may include community service and other related volunteer activities.

Use code 5 if a student is working in a non-paid position and is generating college credit for their work such as non-paid work-experience.

Student CalWORKS Elements

SC12 EMPLOYMENT-ASSISTANCE-SERVICES

Processing Edits	
FIELD CHECK	1,2,3,4,5
REFERENTIAL CHECK	There must be a record in the CalWORKs Student Employment file with SC12 = 3 if there is a record in the CalWORKs Student file with SC01 = 6.

SC12 EMPLOYMENT-ASSISTANCE-SERVICES

Change History
Implement: Summer 2007

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC13	**WORK-ACTIVITY-AREA-TOP-CODE**	**9(06)**
Report the TOP Code that best describes the type of work the student is/was doing during the term being reported.		
TOP Codes can be found at the Curriculum Inventory website: http://curriculum.cccco.edu/ReportsPublic/CoursesReport/Report		

SC13   WORK-ACTIVITY-AREA-TOP-CODE

Processing Edits	
FIELD CHECK	A valid TOP Code

SC13   WORK-ACTIVITY-AREA-TOP-CODE

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC14	**WORK-ACTIVITY-BEGIN-DATE**	**9(08)**
Enter the date of the first day of employment in the format YYYYMMDD.		
If the student was employed at the time of enrollment at the college, but is unsure of the exact date when their employment began, report as much of the known date as possible and set the rest of the date to 9's. Examples: 　　If the year and month is known but not the exact day, report YYYYMM99. 　　If only the year is known, report YYYY9999.		

SC14 WORK-ACTIVITY-BEGIN-DATE

Processing Edits	
FIELD CHECK	Date format: YYYYMMDD
INTEGRITY CHECK	If SC15 (work activity end date) contains a date, this element must be <= than end date.

SC14 WORK-ACTIVITY-BEGIN-DATE

Change History
Implement: Summer 2007

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC15	**WORK-ACTIVITY-END-DATE**	**9(08)**
Enter the date of the last day of employment in the format YYYYMMDD.		
If the student is still employed at this job at the end of the reporting period, enter 88888888 (all 8's.)		

SC15 WORK-ACTIVITY-END-DATE

Processing Edits	
FIELD CHECK	Date format is YYYYMMDD, or 88888888 if still employed.
INTEGRITY CHECK	If this element contains a date, this element must be >= to SC14 (the beginning date.)

SC15 WORK-ACTIVITY-END-DATE

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC16	**AVERAGE-HOURS-WORKED-PER-WEEK**	**99**
Report the average number of hours the student is typically scheduled to work per week during the term being reported.		
Round off to the nearest whole number.		

SC16 AVERAGE-HOURS-WORKED-PER-WEEK

Processing Edits	
FIELD CHECK	1-60, whole numbers only

SC16 AVERAGE-HOURS-WORKED-PER-WEEK

Change History
Implement: Summer 2007

California Community Colleges
Management Information System
Data Element Dictionary

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC17	**HIGHEST-HOURLY-WAGE-EARNED**	**99V99**
Report the highest hourly wage the student earned.		
Report regular wages only, not overtime or holiday pay rates.		
This is a decimal value with four positions, two of which are to the right of the implied decimal point. The decimal point itself is not included in the field.		

SC17 HIGHEST-HOURLY-WAGE-EARNED

Processing Edits	
FIELD CHECK	0000-5000
INTEGRITY CHECK	If this element = 0 then SC12 (work activity status) must = 4 or 5.
	If SC12 is not 4 or 5, this element must be > 0200.

SC17 HIGHEST-HOURLY-WAGE-EARNED

Change History
Implement: Summer 2007

Student CalWORKS Elements

DED#	DATA ELEMENT NAME	FORMAT
SC18	**ELIGIBILITY-TIME-LIMIT-STATUS**	**X**
This element indicates whether the student is within two years of exhausting CalWORKs program eligibility during the reporting term.		

Coding	Meaning
0	Student is NOT within two years of exhausting CalWORKs program eligibility
1	Student is within two years of exhausting CalWORKs program eligibility
X	Unknown / unreported
This element should be updated every term to reflect the current status of the student during the reporting term.	

SC18 ELIGIBILITY-TIME-LIMIT-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SC18 ELIGIBILITY-TIME-LIMIT-STATUS

Change History
Implement: Summer 2018 term 185.