☐American River College
☐Cosumnes River College
☐Folsom Lake College
☐Sacramento City College

CalWORKs Textbook Verification Form

Semester/Year: Fall 2022 Date: ____ / ____ / ____

Participant's Name: _____ ID #: _____ Phone #: _____

Case Worker: _____ Worker#: _____ Case #: _____

Bureau Address: _____ Bureau Phone: _____

The following textbook(s)/material(s) are **required** for enrolled classes.

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

REMINDER: The classes for which you are requesting books must be courses students are currently enrolled.

Title(s)/Materials	Cost
SUB TOTAL:	$ 0.00
SALES TAX :	8.75% $ 0.00
Total Cost:	$ 0.00

_____ ____ / ____ / ____

CalWORKs Staff Signature Date

_____ _____

CalWORKs Staff Printed Name Phone

☐American River College
☐Cosumnes River College
☐Folsom Lake College
☐Sacramento City College

Semester/Year: Fall 2022 Date: ____/____/____

Participant's Name:_____ ID #:_____ Phone #:_____

Case Worker: _____ Worker#: _____ Case #: _____

Title(s)/Materials	Cost
SUB TOTAL:	$ 0.00
SALES TAX : 8.75%	$ 0.00
Total Cost:	$ 0.00

_____ ____/____/____

CalWORKs Staff Signature Date

_____ _____

CalWORKs Staff Printed Name Phone

☐American River College
☐Cosumnes River College
☐Folsom Lake College
☐Sacramento City College

Textbook Verification Form Process

1. Attach copies of the following documents to this form:

   Current class schedule- classes must be courses the student is currently enrolled for the term
   Booklist- provided from course syllabi or from the college bookstore

2. This form and all attached documents must be submitted to or completed by a CalWORKs staff member to verify and total the cost of books. A CalWORKs staff member will sign this form to ensure County DHA workers move forward with processing the request for payment.
3. Once signed, students may pick-up form and deliver to their worker or programs may be able to submit to the county on the students behalf.

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

Tips on Filling-Out the Textbook Verification Form

1. Student must be **enrolled** in the classes for which the textbook request is submitted for - not waitlisted courses.
2. If the student is enrolled in some classes and waitlisted for others, fill out and submit a textbook verification form for the classes in which the student is enrolled. If and when the student has received a permission number for the class in which they are waitlisted, complete a separate textbook verification form for those courses.
3. If you are enrolled in classes at another Los Rios college in the same semester, complete a separate textbook verification form for those classes.
4. Only list the **required** books; do not include the recommended books.
5. Always put down the price of a **NEW** book, never a used book or rental
6. When filling out the form, do not enter the sales tax or the total; the form will calculate these fields and program staff will verify the information is correct.